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, February 23, 2026 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. *THE EXECUTIVE SESSION WILL BEGIN AT 5:00 P.M.*
   EXECUTIVE SESSION: Idaho Code 74-206 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public school student; (f) legal counsel
2. CALL TO ORDER & ROLL CALL
3. VISITOR WELCOME & PLEDGE OF ALLEGIANCE
4. AGENDA APPROVAL (Action Item)
5. CONSENT AGENDA (Action Item)

A. Minutes of Previous Meeting	2
B. Payment of Bills, Payroll & Treasurer's Reports, SBF & Activity Reports	5
C. Disposition of District Property/Fixed Assets	149
D. Travel Requests	151
E. New Personnel	152
6. STUDENT REPRESENTATIVE REPORTS	
7. GOOD NEWS - Rupert Elementary; IABE Conference (Sylvia Hendricks, Sarah Pelayo, Elisabeth Espinosa)	154
8. DISCUSSION ITEMS	
A. Administrator/Department/Committee/MCEA Reports	176
1. Report from Day on the Hill - Trustee Lowder	
B. Superintendent Report	
C. Clerk Page (Minidoka County)	
D. Use Supplemental Scores for Student Achievement with Alternate Student Achievement Data (Elementary Administrators)	189
E. Closing of Minidoka Junior High School after Current Year (2025-2026)	
F. Retirement Incentive	
G. RFQ for Minico Gym Renovation, Mt. Harrison Windows and Doors	190
9. PATRON COMMENTS	
10. BUSINESS (Action Items)	
A. Approval to Use Supplemental Scores for Student Achievement with Alternate Student Achievement Data	
B. Approval of 2026-2027 School Calendar (Revised)	286
C. Closing of Minidoka Junior High School after Current Year (2025-2026)	
D. Retirement Incentive	
E. Acceptance of RFQ for Minico Gym Renovation, Mt. Harrison Windows and Doors	
F. New/Amended/Deleted Policies	
1. Policy 544.00 Personal Leave	288
2. Adoption of 3000 Student ISBA Policies	289
3. Policy 5320 Drug and Alcohol Free Workplace (replaces 524.00)	594
4. Policy 5750 Employing Retired Teachers and Administrators (replaces 587.00)	600
5. Policy 5751 Employing Retired School Resource Officers or Bus Drivers	603
11. 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
Regular Board Meeting Minutes
January 19, 2026 DRAFT

Executive Session

EXECUTIVE SESSION: Idaho Code 74-206 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public school student; (f) legal counsel

A motion was made to move to Executive Session by Trustee Kent, seconded by Trustee Claridge. Motion carried. Chair Suchan – yes; Trustees Kent, Moss and Claridge– yes.

Board Members Present

The following trustees were present: Chair Suchan, Trustees Kent, Moss and Claridge. (TL Lowder, newly elected trustee)

Call to Order & Roll Call

Swearing in of New Board Members – TL Lowder, Zone 4 and Lendon Moss, Zone 1 were sworn in as trustees.

Visitor Welcome and Pledge of Allegiance

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

Consent Agenda The consent agenda was then approved by unanimous consent.

Student Representatives No student representatives were present.

Good News Josh Greenwalt shared a video presentation with the board.

Discussion

Administrator/Department/Committee Reports – Chair Suchan expressed appreciation for those who have donated to the school nutrition covering negative balances.

MCEA They would like to bring in Peggy Hoy for an open discussion with staff and the community about what the legislature is doing and ways to notify your representatives. They will notify the board of date and time.

Superintendent Report - Mr. Larsen reported the calendar committee met and will finalize the calendar to present to the board. He informed members support units are down due to declining enrollment. Federal programs are expecting 50-100% cuts in some of their programs. With lower enrollment and federal funding cuts, there will be adjustments needed in staffing.

Levy- When looking over the items originally with the levy, it was found there were many general operations in the levy. Mr. Larsen stated they should be moved to the general fund, out of the levy, in case the levy does not pass. Trustee Moss stated we need to get parents to see what our schools can offer students and get them back into the district.

RFQ's were published in the paper for Minico's gym, ceiling, HVAC and Mt. Harrison's windows.

Day on the Hill – Trustee Lowder stated she would attend the meeting.

ISBA Legislative Representative – this is sponsored by ISBA for a board to participate in legislative matters. No one was able to participate. Trustee Lowder volunteered to be the board's representative.

Patron Comments – There were no patron comments.

Business

Election of Board Chair, Vice Chair and Appointment of Board Treasurer and Board Clerk

Mr. Larsen opened up the nominations for Board Chair – Chair Suchan nominated Trustee Claridge for Board Chair. Trustee Claridge accepted the nomination. A motion to appoint Trustee Claridge as Board Chair was made by Chair Suchan, seconded by Trustee Moss. Motion carried.

Trustee Suchan nominated Trustee Kent as Vice Chair. Trustee Kent accepted the nomination. A motion to appoint Trustee Kent as Vice Chair was made by Trustee Suchan, seconded by Trustee Moss. Motion carried.

A motion to appoint Daryl Kent as Board Treasurer and Kerri Tibbitts as Board Clerk was made by Trustee Lowder, seconded by Vice Chair Kent. Motion carried.

Mt. Harrison Art Club Proposal – a motion to approve the art club proposal was made by Trustee Moss, seconded by Trustee Suchan. Motion carried.

Minico Soft Ball Fundraiser – The Board per legal counsel has asked next year that any fundraiser regarding raffles or bingo be run through booster club. A motion to approve the softball fundraiser for this year was made by Trustee Suchan, seconded by Trustee Moss. Motion carried.

Adoption of Special Education and State Transportation Manuals – a motion to approve both manuals was made by Vice Chair Kent, seconded by Trustee Lowder. Motion carried.

Approval of Board Meeting Dates – with the correction of the May meeting changed to May 18th, a motion was made by Vice Chair Kent to approve the dates, seconded by Trustee Moss. Motion carried.

New/Amended/Deleted Policies

1. Policy 524.00 Employees Drug, Alcohol and Tobacco (held until next month)

2. Policy 594.00 Classified Payroll

3. Policy 810.00 District Owned Vehicles

4. Policy 810.40 Vehicle Operation

5. Adoption of 3000 Student ISBA Policies (held until next month)

6. Deletion of Policy 816.40 (Transportation Pay Rates) and Policy 816.20

A motion to approve policies 594.00, 810.00 and 810.40 was made by Trustee Suchan, seconded by Trustee Lowder. Motion carried.

A motion to delete policies 816.40 and 816.20 was made by Trustee Lowder, seconded by Trustee Suchan. Motion carried.

Adjournment

A motion for adjournment was made by Trustee Suchan, seconded by Vice Chair Kent. Motion carried. Meeting was adjourned at 8:08 p.m.

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Jake Claridge, Chair of School Board

Attest: February 23, 2026

Kerri Tibbitts, Board Clerk

MINIDOKA COUNTY SCHOOL DISTRICT #331 AP Vouchers

Voucher No:	Voucher Date:	Voucher Amount:	Payment Form:
2670	1/15/2026	$ 37,213.64	EFT
2671	1/19/2026	$ 17,374.92	EFT
2672	1/21/2026	$ 195,175.61	EFT
2673	1/22/2026	$ 80,872.31	Checks
2674	1/26/2026	$ 340.85	Checks
2675	1/23/2026	$ 125.00	EFT
2676	1/29/2026	$ 143,599.76	Checks
2677	2/4/2026	$ 34,941.04	EFT
2678	1/30/2026	$ 28,910.95	EFT
2679	2/5/2026	$ 55,929.80	Checks
2680	2/11/2026	$ 2,083.33	EFT
2681	2/12/2026	$ 203,554.82	Checks
2682	2/12/2026	$ 125.00	EFT
		$ 800,247.03	**Voucher Totals**

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

800,247.03

on account of obligations incurred for value received in services and for materials as shown below for period July 1,2025 to June 30, 2026 (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.

Daryl Kent

Daryl Kent Business Manager

SPENCER LARSEN Superintendent

JACOB CLARIDGE Chair

RICK KENT Vice Chair

RUSS SUCHAN Board Member

LENDON MOSS Board Member

TERESSA LOWDER Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2670 **Voucher Date:** 01/15/2026 Prepared By: Tori Aragon

Printed: 01/16/2026 08:34:01 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $37,213.64 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$12,105.05
243	PROFESSIONAL TECHNICAL - STATE	$307.67
257	TITLE VI-B IDEA SPECIAL ED FUND	$219.24
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$2,070.73
270	TITLE III ESEA FED LEP	$9.40
284	GEAR UP GRANT	$6,247.71
290	FOOD SERVICE FUND	$4,923.84
436	School Modernization	$11,330.00
		$37,213.64

MINIDOKA COUNTY SCHOOL DISTRICT #331

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:
From Check:
From Voucher: 2670

To Date:
To Check:
To Voucher: 2670

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9633	01/15/2026	A TO B SERVICES	$3,850.00	2670	Printed	Expense	☐		
9634	01/15/2026	ACE HARDWARE	$102.58	2670	Printed	Expense	☐		
9635	01/15/2026	AMAZON/GEMB	$2,711.46	2670	Printed	Expense	☐		
9636	01/15/2026	AMERICAN MACHINE CORPORATION	$449.84	2670	Printed	Expense	☐		
9637	01/15/2026	BAILEY OIL CO., INC.	$657.77	2670	Printed	Expense	☐		
9638	01/15/2026	BALL, CHELSEY	$219.24	2670	Printed	Expense	☐		
9639	01/15/2026	BUREAU OF EDUCATION & RESEARCH	$295.00	2670	Printed	Expense	☐		
9640	01/15/2026	CARTER, TAMARA	$127.61	2670	Printed	Expense	☐		
9641	01/15/2026	CINTAS CORP	$75.18	2670	Printed	Expense	☐		
9642	01/15/2026	DEMCO, INC.	$691.55	2670	Printed	Expense	☐		
9643	01/15/2026	ELECTRIC MOTOR REWIND,INC	$424.70	2670	Printed	Expense	☐		
9644	01/15/2026	GREATAMERICA FINANCIAL SVCS	$535.00	2670	Printed	Expense	☐		
9645	01/15/2026	HENDRICKS, SYLVIA	$9.40	2670	Printed	Expense	☐		
9646	01/15/2026	JOSTENS	$2,324.45	2670	Printed	Expense	☐		
9647	01/15/2026	MAGIC VALLEY CARPET	$214.92	2670	Printed	Expense	☐		
9648	01/15/2026	MONROE, SHANNON	$38.92	2670	Printed	Expense	☐		
9649	01/15/2026	MORRISON CENTER	$3,536.25	2670	Printed	Expense	☐		
9650	01/15/2026	NANCY'S RUPERT FLORAL	$164.90	2670	Printed	Expense	☐		
9651	01/15/2026	R.C. WORST CO	$2,490.47	2670	Printed	Expense	☐		
9652	01/15/2026	RUPERT LUMBER & PAINT	$1,393.00	2670	Printed	Expense	☐		
9653	01/15/2026	RUSSELL SIGLER INC	$11,330.00	2670	Printed	Expense	☐		
9654	01/15/2026	TETON VALLEY BRANDS LLC	$4,474.00	2670	Printed	Expense	☐		
9655	01/15/2026	THOMPSON, KIM	$30.00	2670	Printed	Expense	☐		

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:
From Check:
From Voucher: 2670

To Date:
To Check:
To Voucher: 2670

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9656	01/15/2026	TREVIPAY	$985.40	2670	Printed	Expense	☐		
9657	01/15/2026	WESTERN RECORDS DESTRUCTION	$82.00	2670	Printed	Expense	☐		
		Total Amount:	$37,213.64						

End of Report

8

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2671 **Voucher Date:** 01/19/2026 Prepared By: Tori Aragon

Printed: 01/23/2026 08:10:21 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $17,374.92 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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.

C. V-

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$4,717.39
243	PROFESSIONAL TECHNICAL - STATE	$1,413.00
246	STATE SUBSTANCE ABUSE FUND	$2,970.80
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$694.00
253	TITLE I-C ESEA MIGRANT FUND	$384.71
257	TITLE VI-B IDEA SPECIAL ED FUND	$35.84
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$445.04
284	GEAR UP GRANT	$2,500.00
290	FOOD SERVICE FUND	$4,214.14
		$17,374.92

Created By: varagon **Posted By:** varagon **Date:** 01/23/2026 08:09:51 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2671 **01/19/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
D.L. EVANS BANK							
Check Group:							
CREDIT BACK FROM FOOD COSTS		1	2600480	CREDIT BACK	100.621.0380.000.000.102		($61.89)
P-Card Payee: D.L. EVANS BANK				12/4/2025			
					Check #: 0		
						PO/InvoiceTotal:	($61.89)
Check Group:							
BATTERIES FROM AED- PHILLIP STORE		1	2600565	600202832	246.667.0410.000.000.000		$500.00
P-Card Payee: D.L. EVANS BANK				12/9/2025			
BATTERIES FROM AED- PHILLIP STORE		1	2600565	798986	246.667.0410.000.000.000		$2,470.80
P-Card Payee: D.L. EVANS BANK				11/24/2025			
					Check #: 0		
						PO/InvoiceTotal:	$2,970.80
Check Group:							10
TD SNAP SUBSCRIPTIONS		1	2600659	DEX 25	257.616.0460.000.000.000		$9.99
P-Card Payee: D.L. EVANS BANK				12/13/2025			
					Check #: 0		
						PO/InvoiceTotal:	$9.99
Check Group:							
TD SNAP SUBSCRIPTION/J.GREENE ACEQUIA		1	2600700	DEC 25	257.616.0410.000.000.000		$9.99
P-Card Payee: D.L. EVANS BANK				12/12/2025			
					Check #: 0		
						PO/InvoiceTotal:	$9.99
Check Group:							
REFRESHMENTS FOR MONTHLY BEST PRACTICES MEETINGS		1	2600701	7485	100.621.0410.000.000.492		$25.00
P-Card Payee: D.L. EVANS BANK				12/12/2025			
					Check #: 0		
						PO/InvoiceTotal:	$25.00
Check Group:							

Voucher Detail Listing

Voucher Batch Number: 2671 **01/19/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
FUEL FOR MONTH OF SEPTEMBER		1	2600783	06	100.683.0420.000.000.000		$65.56
P-Card Payee: D.L. EVANS BANK				11/20/2025			
					Check #: 0		
						PO/InvoiceTotal:	$65.56
Check Group:							
FUEL FOR BUSES OCT-DEC 2025		1	2600838	0265	100.681.0420.000.000.000		$124.40
P-Card Payee: D.L. EVANS BANK				12/5/2025			
FUEL FOR MINI BUSES OCT-SEPT 2025		1	2600838	03	100.683.0420.000.000.000		$70.01
P-Card Payee: D.L. EVANS BANK				12/10/2025			
					Check #: 0		
						PO/InvoiceTotal:	$194.41
Check Group:							
MAINTENANCE FUEL		1	2600929	028815	100.683.0420.000.000.000		$9.81
P-Card Payee: D.L. EVANS BANK				11/25/2025			11
MAINTENANCE FUEL		1	2600929	2070404113	100.683.0420.000.000.000		$14.00
P-Card Payee: D.L. EVANS BANK				11/25/2025			
					Check #: 0		
						PO/InvoiceTotal:	$23.81
Check Group:							
REGISTRATION FOR BUSES OCTOBER 2025		1	2601183	ITD	100.681.0320.091.000.000		($244.00)
P-Card Payee: D.L. EVANS BANK				12/3/2025			
					Check #: 0		
						PO/InvoiceTotal:	($244.00)
Check Group:							
HOTEL FOR DANELLE, ALISHA, CAMI FOR LEAVING THE VILLAGE ANAHIEM, CA DEC 10-13		1	2601200	460 ALISHA	100.720.0380.104.000.102		$533.32
P-Card Payee: D.L. EVANS BANK				12/11/2025			
HOTEL FOR DANELLE, ALISHA, CAMI FOR LEAVING THE VILLAGE ANAHIEM, CA DEC 10-13		1	2601200	474 CAMI	100.720.0380.104.000.102		$533.32
P-Card Payee: D.L. EVANS BANK				12/11/2025			

Voucher Detail Listing

Voucher Batch Number: 2671 **01/19/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
HOTEL FOR DANELLE, ALISHA, CAMI FOR LEAVING THE VILLAGE ANAHIEM, CA DEC 10-13		1	2601200	DANELLE HOTEL	100.720.0380.104.000.102	$533.32
P-Card Payee: D.L. EVANS BANK				12/11/2025		
FLIGHTS FOR DANELLE, ALISHA, CAMI FOR LEAVING THE VILLAGE ANAHIEM, CA DEC 10-13		1	2601200	FLIGHTS	100.720.0380.104.000.102	$204.00
P-Card Payee: D.L. EVANS BANK				12/8/2025		
					Check #: 0	
					PO/InvoiceTotal:	$1,803.96
Check Group:						
MAINTENANCE FUEL		1	2601204	1543052	100.683.0420.000.000.000	$76.23
P-Card Payee: D.L. EVANS BANK				11/21/2025		
GROUND FUEL		1	2601204	1543055	100.665.0420.000.000.000	$31.36
P-Card Payee: D.L. EVANS BANK				11/21/2025		
MAINTENANCE FUEL		1	2601204	1544682	100.683.0420.000.000.000	$74.48
P-Card Payee: D.L. EVANS BANK				11/24/2025		
MAINTENANCE FUEL		1	2601204	1545923	100.683.0420.000.000.000	$88.63
P-Card Payee: D.L. EVANS BANK				11/26/2025		
MAINTENANCE FUEL		1	2601204	1546029	100.683.0420.000.000.000	$38.62
P-Card Payee: D.L. EVANS BANK				11/26/2025		
MAINTENANCE FUEL		1	2601204	1549308	100.683.0420.000.000.000	$39.78
P-Card Payee: D.L. EVANS BANK				12/2/2025		
MAINTENANCE FUEL		1	2601204	1553057	100.683.0420.000.000.000	$54.28
P-Card Payee: D.L. EVANS BANK				12/8/2025		
MAINTENANCE FUEL		1	2601204	1553630	100.683.0420.000.000.000	$74.62
P-Card Payee: D.L. EVANS BANK				12/9/2025		
MAINTENANCE FUEL		1	2601204	1554779	100.683.0420.000.000.000	$63.98
P-Card Payee: D.L. EVANS BANK				12/11/2025		
MAINTENANCE FUEL		1	2601204	354005567089	100.683.0420.000.000.000	$111.94
P-Card Payee: D.L. EVANS BANK				11/25/2025		
MAINTENANCE FUEL		1	2601204	354005590117	100.683.0420.000.000.000	$85.66
P-Card Payee: D.L. EVANS BANK				12/4/2025		

Voucher Detail Listing

Voucher Batch Number: 2671 **01/19/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
MAINTENANCE FUEL		1	2601204	38534580488444 6	100.683.0420.000.000.000		$75.16
P-Card Payee: D.L. EVANS BANK				12/11/2025			
MAINTENANCE FUEL		1	2601204	6825	100.683.0420.000.000.000		$18.42
P-Card Payee: D.L. EVANS BANK				12/12/2025			
					Check #: 0		
						PO/InvoiceTotal:	$833.16
Check Group:							
STORAGE BINS FOR OFFICE SUPPLIES		1	2601366	U060P6042267	253.632.0410.000.000.000		$53.94
P-Card Payee: D.L. EVANS BANK				12/1/2025			
					Check #: 0		
						PO/InvoiceTotal:	$53.94
Check Group:							
EPSON AMERICA For Extended Warranty for CTE Business Equipment		1	2601384	9008424914	243.519.0320.217.225.492		$1,264.00
P-Card Payee: D.L. EVANS BANK				12/1/2025			
					Check #: 0		
						PO/InvoiceTotal:	$1,264.00
Check Group:							
WINTER CLOTHES FOR MIGRANT STUDENT NOS. 53649 & 51092		1	2601457	533515029564	253.512.0320.000.000.000		$93.98
P-Card Payee: D.L. EVANS BANK				12/1/2025			
					Check #: 0		
						PO/InvoiceTotal:	$93.98
Check Group:							
SARAH PELAYO REGISTRATION FOR 2026 WBEA CONFERENCE TUCSON, AZ FEB 11-16		1	2601465	2026 WBEA CONF	263.519.0380.217.000.492		$445.04
P-Card Payee: D.L. EVANS BANK				12/4/2025			
					Check #: 0		
						PO/InvoiceTotal:	$445.04
Check Group:							

Voucher Detail Listing

Voucher Batch Number: 2671 **01/19/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
CLASSROOM SUPPLIES		1	2601493	024600	253.522.0410.000.000.000		$236.79
P-Card Payee: D.L. EVANS BANK				11/24/2025			
					Check #: 0		
						PO/InvoiceTotal:	$236.79
Check Group:							
SSF- WARRIOR WELLNESS CREW		1	2601562	14471185	100.720.0410.106.000.202		$391.16
P-Card Payee: D.L. EVANS BANK				12/1/2025			
					Check #: 0		
						PO/InvoiceTotal:	$391.16
Check Group:							
CHANDI MARTSON- STRENGTHENING THE EXECUTIVE FUNCTION SKILL OF YOUR STUDENTS WITH SPECIAL NEEDS- RECORDED SEMINAR		1	2601576	80258	100.621.0313.000.000.107		$295.00
P-Card Payee: D.L. EVANS BANK				12/9/2025			
					Check #: 0		
						PO/InvoiceTotal:	$295.00
Check Group:							
COSTCO-OFFICE CHAIR KENT CHANDLER		1	2601602	005605	100.515.0410.000.000.301		$179.99
P-Card Payee: D.L. EVANS BANK				12/5/2025			
					Check #: 0		
						PO/InvoiceTotal:	$179.99
Check Group:							
COOKIES AND MILK FOR WINTER WONDERLAND		1	2601626	534903482248	100.720.0410.000.000.202		$90.92
P-Card Payee: D.L. EVANS BANK				12/15/2025			
					Check #: 0		
						PO/InvoiceTotal:	$90.92
Check Group:							
FUEL FOR WRESTLING TOURNAMENTS (MILLARD UT, LAKELAND ID)		1	2601634	6711654	100.682.0420.000.000.301		$200.48
P-Card Payee: D.L. EVANS BANK				12/6/2025			
					Check #: 0		

Voucher Detail Listing

Voucher Batch Number: 2671 **01/19/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						PO/InvoiceTotal:	$200.48
Check Group:							
NOVEMBER - FUEL		1	2601649	1391652	290.710.0420.000.000.000		$66.67
P-Card Payee: D.L. EVANS BANK				11/25/2025			
NOVEMBER - FUEL		1	2601649	354005585530	290.710.0420.000.000.000		$94.00
P-Card Payee: D.L. EVANS BANK				12/2/2025			
NOVEMBER - FUEL		1	2601649	A508180	290.710.0420.000.000.000		$5.39
P-Card Payee: D.L. EVANS BANK				11/25/2025			
					Check #: 0		
						PO/InvoiceTotal:	$166.06
Check Group:							
REGISTRATION FOR ASU & GSU SUMMIT		1	2601754	6QNYCGBRMWB	284.611.0313.000.000.000		$2,500.00
P-Card Payee: D.L. EVANS BANK				12/19/2025			
					Check #: 0		
						PO/InvoiceTotal:	$2,500.00
Check Group:							
2026 CPM TEACHER CONFERENCE- REGISTRATION-TRICIA B		1	2601775	2504617-IN	251.515.0380.102.000.202		$694.00
P-Card Payee: D.L. EVANS BANK				12/18/2025			
					Check #: 0		
						PO/InvoiceTotal:	$694.00
Check Group:							
SUPPLIES FOR COMMUNITY SCHOOLS		1	2601802	4182658	100.720.0410.000.000.201		$52.50
P-Card Payee: D.L. EVANS BANK				12/20/2025			
SUPPLIES FOR COMMUNITY SCHOOLS		1	2601802	6660236	100.720.0410.000.000.201		$765.70
P-Card Payee: D.L. EVANS BANK				12/19/2025			
					Check #: 0		
						PO/InvoiceTotal:	$818.20
Check Group:							

15

Voucher Detail Listing

Voucher Batch Number: 2671 **01/19/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
CHRISTMAS DINNER SN STAFF		1	2601837	601	290.710.0490.000.000.000		$3,741.60
P-Card Payee: D.L. EVANS BANK				12/18/2025			
					Check #: 0		
						PO/InvoiceTotal:	$3,741.60
Check Group:							
CHRISTMAS GIFT		1	2601838	535105496148	290.710.0490.000.000.000		$306.48
P-Card Payee: D.L. EVANS BANK				12/17/2025			
					Check #: 0		
						PO/InvoiceTotal:	$306.48
Check Group:							
RESILIENCE BUILDER PROGRAM FOR CHILDREN		1	2601847	112-0632213-403 9428	257.616.0410.000.000.000		$15.86
P-Card Payee: D.L. EVANS BANK				12/15/2025			
					Check #: 0		16
						PO/InvoiceTotal:	$15.86
Check Group:							
Cricut Subscription		1	2602121	CRICUT	100.517.0410.000.000.492		$101.63
P-Card Payee: D.L. EVANS BANK				12/6/2025			
					Check #: 0		
						PO/InvoiceTotal:	$101.63
						Vendor Total:	$17,225.92
NATIONAL BUSINESS EDUC ASSOC.							
Check Group:							
Property Services		1	2601518	300016458	243.519.0320.217.226.492		$149.00
P-Card Payee: D.L. EVANS BANK				12/4/2025			
					Check #: 0		
						PO/InvoiceTotal:	$149.00
						Vendor Total:	$149.00

Voucher Detail Listing

Voucher Batch Number: 2671 **01/19/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
					Grand Total:	$17,374.92

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2672 **Voucher Date:** 01/21/2026 Prepared By: Tori Aragon

Printed: 01/21/2026 02:09:36 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $195,175.61 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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.

E Van C

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$3,731.91
242	Idaho Career Ready Students Grant	$2,748.46
436	School Modernization	$188,695.24
		$195,175.61

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2672 **01/21/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
EVERYTHING AIR HEATING & COOLING, LLC							
Check Group:							
EAST HVAC		1	2601742	SO-25-1506	436.810.0540.000.000.201		$188,695.24
P-Card Payee: EVERYTHING AIR HEATING & COOLING, LLC				1/16/2026			
					Check #: 0		
						PO/InvoiceTotal:	$188,695.24
						Vendor Total:	$188,695.24
HARLAND CLARKE							
Check Group:							
HARLAND CLARKE ORDER- 1000 CHECKS FOR AP		1	2601871	01/12	100.651.0410.000.000.000		$656.97
P-Card Payee: HARLAND CLARKE				1/21/2026			
					Check #: 0		
						PO/InvoiceTotal:	$656.97
						Vendor Total:	$656.97
MATERIAL HANDLING EXCHANGE INC							
Check Group:							
STRUCTURAL CANTILEVERS		1	2601750	83572	242.810.0410.000.000.000		$2,748.46
P-Card Payee: MATERIAL HANDLING EXCHANGE INC				1/5/2026			
					Check #: 0		
						PO/InvoiceTotal:	$2,748.46
						Vendor Total:	$2,748.46
STATE TAX COMMISSION							
Check Group:							
SALES TAX FOR DECEMBER 2025		1	2602074	1-252-638-336	100.223.2230.000.000.000		$3,074.94
P-Card Payee: STATE TAX COMMISSION				1/21/2026			
					Check #: 0		
						PO/InvoiceTotal:	$3,074.94
						Vendor Total:	$3,074.94

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2673 **Voucher Date:** 01/22/2026 Prepared By: Tori Aragon

Printed: 01/22/2026 03:29:37 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $80,872.31 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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.

G. Van G

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$51,352.23
243	PROFESSIONAL TECHNICAL - STATE	$39.44
245	PUBLIC SCHOOL TECHNOLOGY FUND	$1,235.52
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$399.50
253	TITLE I-C ESEA MIGRANT FUND	$65.00
258	TITLE VI-B IDEA PRESCHOOL FUND	$75.11
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$2,400.00
290	FOOD SERVICE FUND	$25,305.51
		$80,872.31

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	1/22/2026	**To Date:**	1/22/2026
From Check:	9658	**To Check:**	9699
From Voucher:	2673	**To Voucher:**	2673

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9658	01/22/2026	ACE HARDWARE	$13.49	2673	Printed	Expense	☐		
9659	01/22/2026	ALVES, BRANDON	$105.00	2673	Printed	Expense	☐		
9660	01/22/2026	AMAZON/GEMB	$1,235.52	2673	Printed	Expense	☐		
9661	01/22/2026	AUTOZONE	$71.35	2673	Printed	Expense	☐		
9662	01/22/2026	BIRCH, COURTNEY	$105.00	2673	Printed	Expense	☐		
9663	01/22/2026	BRYSON SALES & SERVICE, INC	$217.01	2673	Printed	Expense	☐		
9664	01/22/2026	CAXTON PRINTERS	$674.63	2673	Printed	Expense	☐		
9665	01/22/2026	CINTAS CORP	$75.18	2673	Printed	Expense	☐		
9666	01/22/2026	COLLIER, JEFFERY	$105.00	2673	Printed	Expense	☐		
9667	01/22/2026	COMPUNET, INC.	$1,827.43	2673	Printed	Expense	☐		
9668	01/22/2026	CONRAD & BISCHOFF, LLC	$266.66	2673	Printed	Expense	☐		
9669	01/22/2026	COOK CENTER FOR HUMAN CONNECTION	$3,750.00	2673	Printed	Expense	☐		
9670	01/22/2026	COULSON, JEANNIE	$150.00	2673	Printed	Expense	☐		
9671	01/22/2026	DEAN DAIRY COPRORATE, LLC	$5,707.80	2673	Printed	Expense	☐		
9672	01/22/2026	DEX IMAGING, LLC	$9,184.79	2673	Printed	Expense	☐		
9673	01/22/2026	EDCLUB, INC.	$5,904.00	2673	Printed	Expense	☐		
9674	01/22/2026	ELECTRICAL WHOLESALE SUPPLY CO, INC.	$980.00	2673	Printed	Expense	☐		
9675	01/22/2026	GEM STATE PAPER CO, INC.	$2,021.28	2673	Printed	Expense	☐		
9676	01/22/2026	GRASMICK PRODUCE CO	$18,299.95	2673	Printed	Expense	☐		
9677	01/22/2026	HEYBURN, CITY OF	$1,495.61	2673	Printed	Expense	☐		
9678	01/22/2026	HOPE SQUAD LLC	$2,400.00	2673	Printed	Expense	☐		
9679	01/22/2026	IASBO	$900.00	2673	Printed	Expense	☐		
9680	01/22/2026	IDAHO SCHOOL BOARDS ASSN	$1,125.00	2673	Printed	Expense	☐		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	1/22/2026	**To Date:**	1/22/2026
From Check:	9658	**To Check:**	9699
From Voucher:	2673	**To Voucher:**	2673

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9681	01/22/2026	IMEA	$414.00	2673	Printed	Expense	☐		
9682	01/22/2026	ISBA	$150.00	2673	Printed	Expense	☐		
9683	01/22/2026	JOHNSON, JAYNA	$65.00	2673	Printed	Expense	☐		
9684	01/22/2026	JPC2	$399.50	2673	Printed	Expense	☐		
9685	01/22/2026	KNIEP, CORY	$150.00	2673	Printed	Expense	☐		
9686	01/22/2026	LIGHTS OUT ELECTRIC	$1,345.00	2673	Printed	Expense	☐		
9687	01/22/2026	Magic Valley Towing	$5,200.00	2673	Printed	Expense	☐		
9688	01/22/2026	MINICO HIGH SCHOOL	$65.00	2673	Printed	Expense	☐		
9689	01/22/2026	PRO MARBLE LLC	$8,750.00	2673	Printed	Expense	☐		
9690	01/22/2026	RUPERT GLASS	$46.60	2673	Printed	Expense	☐		
9691	01/22/2026	SAFETY-KLEEN	$279.32	2673	Printed	Expense	☐		
9692	01/22/2026	SCHOOL SPECIALTY SUPPLY	$5,432.09	2673	Printed	Expense	☐		
9693	01/22/2026	SCHOWS AUTO PARTS	$1,530.44	2673	Printed	Expense	☐		
9694	01/22/2026	SCHOWS, INC	$33.89	2673	Printed	Expense	☐		
9695	01/22/2026	SNAKE RIVER HYDRAULICS	$25.15	2673	Printed	Expense	☐		
9696	01/22/2026	STANDARD PLUMBING CO	$63.39	2673	Printed	Expense	☐		
9697	01/22/2026	TIMES NEWS-LEE PUBLICATIONS	$137.04	2673	Printed	Expense	☐		
9698	01/22/2026	TRANSPORTATION BUS TRIPS	$131.75	2673	Printed	Expense	☐		
9699	01/22/2026	TREVIPAY	$39.44	2673	Printed	Expense	☐		
		Total Amount:	$80,872.31						

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2674 **Voucher Date:** 01/26/2026 Prepared By: varagon

Printed: 01/26/2026 09:49:25 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $340.85 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$340.85
		$340.85

Created By: varagon **Posted By:** varagon **Date:** 01/26/2026 09:47:13 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	1/26/2026	**To Date:**	1/26/2026
From Check:	9700	**To Check:**	9700
From Voucher:	2674	**To Voucher:**	2674

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9700	01/26/2026	HARRIS, MICHAEL	$340.85	2674	Printed	Expense	☐		
		Total Amount:	$340.85						

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2675 **Voucher Date:** 01/23/2026 Prepared By: Tom Aragon

Printed: 01/29/2026 10:43:41 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $125.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$125.00
		$125.00

Voucher Detail Listing

Voucher Batch Number: 2675 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PITNEY BOWES/RESERVE ACCT						
Check Group:						
CENTRAL SERVICE POSTAGE (DSC, FOODS, SPED, FEDERAL PROGRAMS)		1	2600517	MHS 12/12-1/23	100.655.0350.000.000.000	$125.00
P-Card Payee: PITNEY BOWES/RESERVE ACCT				1/23/2026		
					Check #: 0	
					PO/InvoiceTotal:	$125.00
					Vendor Total:	$125.00
					Grand Total:	$125.00

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2676 **Voucher Date:** 01/29/2026 Prepared By: Tori Aragon

Printed: 01/29/2026 03:28:14 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $143,599.76 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$103,247.16
242	Idaho Career Ready Students Grant	$0.00
243	PROFESSIONAL TECHNICAL - STATE	$7,911.90
258	TITLE VI-B IDEA PRESCHOOL FUND	$289.54
260	MEDICAID	$6,176.00
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$5,864.46
290	FOOD SERVICE FUND	$19,682.50
436	School Modernization	$428.20
		$143,599.76

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	1/29/2026	**To Date:**	1/29/2026
From Check:	9702	**To Check:**	9747
From Voucher:	2676	**To Voucher:**	2676

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9702	01/29/2026	ACE HARDWARE	$26.22	2676	Printed	Expense	☐		
9703	01/29/2026	AMAZON/GEMB	$9,542.39	2676	Printed	Expense	☐		
9704	01/29/2026	AUTOZONE	$4.19	2676	Printed	Expense	☐		
9705	01/29/2026	BAILEY OIL CO., INC.	$100.76	2676	Printed	Expense	☐		
9706	01/29/2026	BINGHAM, ANDREA	$37.19	2676	Printed	Expense	☐		
9707	01/29/2026	BLICK ART MATERIALS	$226.82	2676	Printed	Expense	☐		
9708	01/29/2026	CAXTON PRINTERS	$1,914.01	2676	Printed	Expense	☐		
9709	01/29/2026	CINTAS CORP	$75.18	2676	Printed	Expense	☐		
9710	01/29/2026	CRISIS PREVENTION INSTITUTE INC	$7,448.00	2676	Printed	Expense	☐		
9711	01/29/2026	ENSIGN WHOLESALE FLORAL	$74.66	2676	Printed	Expense	☐		
9712	01/29/2026	FARWEST STEEL CORPORATION	$880.40	2676	Printed	Expense	☐		
9713	01/29/2026	GOOD SOURCE SOLUTIONS, INC	$8,179.42	2676	Printed	Expense	☐		
9714	01/29/2026	GRASMICK PRODUCE CO	$9,760.26	2676	Printed	Expense	☐		
9715	01/29/2026	HALE INDUSTRIES	$400.00	2676	Printed	Expense	☐		
9716	01/29/2026	HAUNS HARDWARE	$375.19	2676	Printed	Expense	☐		
9717	01/29/2026	IASA	$3,550.00	2676	Printed	Expense	☐		
9718	01/29/2026	IASBO	$1,700.00	2676	Printed	Expense	☐		
9719	01/29/2026	INTERMOUNTAIN GAS CO.	$23,333.36	2676	Printed	Expense	☐		
9720	01/29/2026	LIGHTS OUT ELECTRIC	$1,015.00	2676	Printed	Expense	☐		
9721	01/29/2026	MAGIC VALLEY LABS,INC	$139.00	2676	Printed	Expense	☐		
9722	01/29/2026	MAGIC VALLEY TIRE RUPERT	$139.99	2676	Printed	Expense	☐		
9723	01/29/2026	MINICO CONSTRUCTION	$15.00	2676	Printed	Expense	☐		
9724	01/29/2026	MINIDOKA IRRIGATION DIST	$5,393.91	2676	Printed	Expense	☐		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	1/29/2026	**To Date:**	1/29/2026
From Check:	9702	**To Check:**	9747
From Voucher:	2676	**To Voucher:**	2676

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9725	01/29/2026	MORGAN DOOR CO	$285.00	2676	Printed	Expense	☐		
9726	01/29/2026	NAPA AUTO PARTS	$162.03	2676	Printed	Expense	☐		
9727	01/29/2026	NICHOLAS & CO	$1,268.68	2676	Printed	Expense	☐		
9728	01/29/2026	NU VU GLASS, INC.	$1,575.00	2676	Printed	Expense	☐		
9729	01/29/2026	PETERSEN BROTHERS CONSTRUCTION, INC	$1,117.06	2676	Printed	Expense	☐		
9730	01/29/2026	Presentation Systems	$3,885.00	2676	Printed	Expense	☐		
9731	01/29/2026	PRIMARY THERAPY SOURCE	$6,176.00	2676	Printed	Expense	☐		
9732	01/29/2026	PROJECT MUTUAL TELEPHONE	$22,307.97	2676	Printed	Expense	☐		
9733	01/29/2026	RAMSEY HEATING & ELECTRIC, INC	$9,943.50	2676	Printed	Expense	☐		
9734	01/29/2026	RAY'S MUFFLERS	$60.00	2676	Printed	Expense	☐		
9735	01/29/2026	REAL EXTINGUISHERS	$40.00	2676	Printed	Expense	☐		
9736	01/29/2026	RIDLEY'S FOOD & DRUG	$15.34	2676	Printed	Expense	☐		
9737	01/29/2026	RUPERT GLASS	$120.00	2676	Printed	Expense	☐		
9738	01/29/2026	RUPERT, CITY OF	$11,798.31	2676	Printed	Expense	☐		
9739	01/29/2026	SCHINDLER ELEVATOR CORP	$729.32	2676	Printed	Expense	☐		
9740	01/29/2026	SHERWIN WILLIAMS	$428.20	2676	Printed	Expense	☐		
9741	01/29/2026	SNAKE RIVER HYDRAULICS	$56.70	2676	Printed	Expense	☐		
9742	01/29/2026	STOKES FOOD CENTER	$303.98	2676	Printed	Expense	☐		
9743	01/29/2026	THE HILL EDUCATION AND CONSULTING LLC	$2,700.00	2676	Printed	Expense	☐		
9744	01/29/2026	TREVIPAY	$157.85	2676	Printed	Expense	☐		
9745	01/29/2026	VERIZON	$2,078.82	2676	Printed	Expense	☐		
9746	01/29/2026	WARD'S NATURAL SCIENCE EST. LLC	$61.99	2676	Printed	Expense	☐		

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	1/29/2026	**To Date:**	1/29/2026
From Check:	9702	**To Check:**	9747
From Voucher:	2676	**To Voucher:**	2676

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9747	01/29/2026	WOODCRAFT	$3,998.06	2676	Printed	Expense	☐		
		Total Amount:	$143,599.76						

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2677 **Voucher Date:** 02/04/2026 Prepared By: Tom Aragon

Printed: 02/04/2026 11:20:55 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $34,941.04 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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.

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SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$34,941.04
		$34,941.04

Created By: varagon **Posted By:** varagon **Date:** 02/04/2026 11:20:23 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2677 **02/04/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
UNITED ELECTRIC COOP							
Check Group:							
ACEQUIA ELECTRIC		1	2600987	DECEMBER 2025 2/4/2026	100.661.0330.000.000.101		$3,352.26
PAUL ELECTRIC		1	2600987	DECEMBER 2025 2/4/2026	100.661.0330.000.000.105		$4,029.23
MINICO ELECTRIC		1	2600987	DECEMBER 2025 2/4/2026	100.661.0330.000.000.301		$7,334.56
WEST ELECTRIC		1	2600987	DECEMBER 2025 2/4/2026	100.661.0330.000.000.202		$1,705.67
					Check #: 0		
						PO/InvoiceTotal:	$16,421.72
Check Group:							
ACEQUIA ELECTRIC		1	2601832	JAN 2026 2/3/2026	100.661.0330.000.000.101		$3,649.42
PAUL ELECTRIC		1	2601832	JAN 2026 2/3/2026	100.661.0330.000.000.105		$4,498.22
MINICO ELECTRIC		1	2601832	JAN 2026 2/3/2026	100.661.0330.000.000.301		$8,350.57
WEST ELECTRIC		1	2601832	JAN 2026 2/3/2026	100.661.0330.000.000.202		$2,021.11
					Check #: 0		
						PO/InvoiceTotal:	$18,519.32
						Vendor Total:	$34,941.04
						Grand Total:	$34,941.04

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2678 **Voucher Date:** 01/30/2026 Prepared By: Tori Aragon

Printed: 02/02/2026 08:05:01 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $28,910.95 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
310	DEBT SERVICE FUND	$28,910.95
		$28,910.95

Created By: varagon **Posted By:** varagon **Date:** 02/02/2026 08:04:28 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2678 **01/30/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
ZIONS BANK CORPORATE TRUST						
Check Group:						
BOND DEBT SERVICE INTEREST		1	2601855	5762354-4202	310.912.0620.000.000.000	$31,500.00
P-Card Payee: ZIONS BANK CORPORATE TRUST				1/7/2026		
CASH ON HAND		1	2601855	5762354-4202	310.911.0610.000.000.000	($2,589.05)
P-Card Payee: ZIONS BANK CORPORATE TRUST				1/7/2026		
					Check #: 0	
					PO/InvoiceTotal:	$28,910.95
					Vendor Total:	$28,910.95
					Grand Total:	$28,910.95

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2679 **Voucher Date:** 02/05/2026 Prepared By: Tom Aragon

Printed: 02/05/2026 03:24:05 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $55,929.80 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$32,175.31
243	PROFESSIONAL TECHNICAL - STATE	$2,646.73
246	STATE SUBSTANCE ABUSE FUND	$265.66
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$329.38
253	TITLE I-C ESEA MIGRANT FUND	$73.00
257	TITLE VI-B IDEA SPECIAL ED FUND	$52.21
260	MEDICAID	$288.00
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$3,949.66
290	FOOD SERVICE FUND	$16,149.85
		$55,929.80

Created By: varagon **Posted By:** varagon **Date:** 02/05/2026 15:19:36 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	2/5/2026	**To Date:**	2/5/2026
From Check:	9748	**To Check:**	9785
From Voucher:	2679	**To Voucher:**	2679

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9748	02/05/2026	A TO B MOTOR COACH, LLC	$3,261.30	2679	Printed	Expense	☐		
9749	02/05/2026	A TO B SERVICES	$4,200.00	2679	Printed	Expense	☐		
9750	02/05/2026	ACE HARDWARE	$44.99	2679	Printed	Expense	☐		
9751	02/05/2026	AIRGAS INTERMOUNTAIN,INC	$73.68	2679	Printed	Expense	☐		
9752	02/05/2026	ALL WIRELESS COMMUNICATIONS	$265.66	2679	Printed	Expense	☐		
9753	02/05/2026	AMAZON/GEMB	$3,371.27	2679	Printed	Expense	☐		
9754	02/05/2026	APPLE, INC	$2,189.00	2679	Printed	Expense	☐		
9755	02/05/2026	BEAR NECESSITIES PORTABLE RESTROOM	$121.40	2679	Printed	Expense	☐		
9756	02/05/2026	BIRCH, COURTNEY	$84.25	2679	Printed	Expense	☐		
9757	02/05/2026	BLISS, TIFFANY	$426.00	2679	Printed	Expense	☐		
9758	02/05/2026	BREEDING, TRICIA	$242.65	2679	Printed	Expense	☐		
9759	02/05/2026	BRYSON SALES & SERVICE, INC	$6,449.66	2679	Printed	Expense	☐		
9760	02/05/2026	CINTAS CORP	$75.18	2679	Printed	Expense	☐		
9761	02/05/2026	COLLEGE OF SOUTHERN IDAHO	$500.00	2679	Printed	Expense	☐		
9762	02/05/2026	ENSIGN WHOLESALE FLORAL	$632.67	2679	Printed	Expense	☐		
9763	02/05/2026	EQ COUNSELING LLC	$288.00	2679	Printed	Expense	☐		
9764	02/05/2026	GEM STATE PAPER CO, INC.	$1,630.62	2679	Printed	Expense	☐		
9765	02/05/2026	GOOD SOURCE SOLUTIONS, INC	$10,045.23	2679	Printed	Expense	☐		
9766	02/05/2026	HARCO ATHLETIC RECONDITIONING	$3,500.00	2679	Printed	Expense	☐		
9767	02/05/2026	HEYBURN, CITY OF	$4,198.68	2679	Printed	Expense	☐		
9768	02/05/2026	JACKSON GROUP PETERBILT	$1,525.07	2679	Printed	Expense	☐		
9769	02/05/2026	JOHNSON, JAYNA	$192.34	2679	Printed	Expense	☐		
9770	02/05/2026	KENT, DARYL	$150.00	2679	Printed	Expense	☐		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	2/5/2026	**To Date:**	2/5/2026
From Check:	9748	**To Check:**	9785
From Voucher:	2679	**To Voucher:**	2679

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9771	02/05/2026	KIDD, KIMBERLEY	$175.45	2679	Printed	Expense	☐		
9772	02/05/2026	LAWSON PRODUCTS	$141.96	2679	Printed	Expense	☐		
9773	02/05/2026	LOWDER, TERESA	$294.25	2679	Printed	Expense	☐		
9774	02/05/2026	MINICO HIGH SCHOOL	$40.00	2679	Printed	Expense	☐		
9775	02/05/2026	MINIDOKA COUNTY SCHOOL DIST	$33.00	2679	Printed	Expense	☐		
9776	02/05/2026	PAUL, CITY OF	$1,538.00	2679	Printed	Expense	☐		
9777	02/05/2026	PELAYO, SARAH	$439.25	2679	Printed	Expense	☐		
9778	02/05/2026	PITNEY BOWES CORP.	$451.48	2679	Printed	Expense	☐		
9779	02/05/2026	RON CLARK ACADEMY, INC	$1,045.98	2679	Printed	Expense	☐		
9780	02/05/2026	SCHOWS, INC	$60.96	2679	Printed	Expense	☐		
9781	02/05/2026	STOKES FOOD CENTER	$117.91	2679	Printed	Expense	☐		
9782	02/05/2026	TETON VALLEY BRANDS LLC	$4,474.00	2679	Printed	Expense	☐		
9783	02/05/2026	TOTAL WASTE MANAGEMENT	$2,022.47	2679	Printed	Expense	☐		
9784	02/05/2026	TREVIPAY	$127.44	2679	Printed	Expense	☐		
9785	02/05/2026	TYLER TECHNOLOGIES, INC.	$1,500.00	2679	Printed	Expense	☐		
		Total Amount:	$55,929.80						

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2680 **Voucher Date:** 02/11/2026 Prepared By: Tori Aragon

Printed: 02/10/2026 08:51:33 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $2,083.33 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$2,083.33
		$2,083.33

Created By: varagon **Posted By:** varagon **Date:** 02/10/2026 08:51:16 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2680 **02/11/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
SPARTAN LAW, P.C.						
Check Group:						
LEGAL COUNCIL FEES FOR JOHN SMITH		1	2600323	JAN 26	100.631.0310.000.000.000	$2,083.33
P-Card Payee: SPARTAN LAW, P.C.				2/10/2026		
					Check #: 0	
					PO/InvoiceTotal:	$2,083.33
					Vendor Total:	$2,083.33
					Grand Total:	$2,083.33

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2681 **Voucher Date:** 02/12/2026 Prepared By: Tori Aragon

Printed: 02/12/2026 03:41:40 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $203,554.82 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$104,168.97
238	STUDENT ACTIVITY FUNDS	$843.80
243	PROFESSIONAL TECHNICAL - STATE	$10,619.98
244	SCHOOL RESOURCE OFFICER (SRO) GRANT	$16,050.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$477.38
253	TITLE I-C ESEA MIGRANT FUND	$155.00
257	TITLE VI-B IDEA SPECIAL ED FUND	$391.94
260	MEDICAID	$42,842.18
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$1,322.22
290	FOOD SERVICE FUND	$26,683.35

Created By: varagon **Posted By:** varagon **Date:** 02/12/2026 15:36:56 **Page:** 1

Fund	Amount
	$203,554.82

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	2/12/2026	**To Date:**	2/12/2026
From Check:	9786	**To Check:**	9824
From Voucher:	2681	**To Voucher:**	2681

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9786	02/12/2026	A TO B MOTOR COACH, LLC	$16,298.05	2681	Printed	Expense	☐		
9787	02/12/2026	ACE HARDWARE	$31.47	2681	Printed	Expense	☐		
9788	02/12/2026	ALKIRE, MARY KAY	$33.92	2681	Printed	Expense	☐		
9789	02/12/2026	AMAZON/GEMB	$9,898.39	2681	Printed	Expense	☐		
9790	02/12/2026	ANDERSON, JULIAN & HULL, LLP	$700.00	2681	Printed	Expense	☐		
9791	02/12/2026	ANDREW, MEAGAN	$44.59	2681	Printed	Expense	☐		
9792	02/12/2026	BARNES & NOBLE	$477.38	2681	Printed	Expense	☐		
9793	02/12/2026	BATEMAN, DAVID	$500.00	2681	Printed	Expense	☐		
9794	02/12/2026	BLISS, TIFFANY	$139.49	2681	Printed	Expense	☐		
9795	02/12/2026	BRYSON SALES & SERVICE, INC	$3,112.37	2681	Printed	Expense	☐		
9796	02/12/2026	CINTAS CORP	$75.18	2681	Printed	Expense	☐		
9797	02/12/2026	COMMITTING TO 16	$1,021.54	2681	Printed	Expense	☐		
9798	02/12/2026	CONRAD & BISCHOFF, LLC	$187.06	2681	Printed	Expense	☐		
9799	02/12/2026	CULLIGAN WATER COND.	$119.00	2681	Printed	Expense	☐		
9800	02/12/2026	DAVIS, MARY	$157.18	2681	Printed	Expense	☐		
9801	02/12/2026	DEAN DAIRY COPRORATE, LLC	$1,021.23	2681	Printed	Expense	☐		
9802	02/12/2026	DEX IMAGING, LLC	$15,972.70	2681	Printed	Expense	☐		
9803	02/12/2026	ENSIGN WHOLESALE FLORAL	$564.69	2681	Printed	Expense	☐		
9804	02/12/2026	EQ THERAPY FOR KIDS, LLC	$42,842.18	2681	Printed	Expense	☐		
9805	02/12/2026	GOOD SOURCE SOLUTIONS, INC	$10,378.45	2681	Printed	Expense	☐		
9806	02/12/2026	GRASMICK PRODUCE CO	$15,170.08	2681	Printed	Expense	☐		
9807	02/12/2026	HAUNS HARDWARE	$276.62	2681	Printed	Expense	☐		
9808	02/12/2026	IDHW, BUREAU OF FINANCIAL SERVICES	$56,338.56	2681	Printed	Expense	☐		

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date:	2/12/2026	**To Date:**	2/12/2026
From Check:	9786	**To Check:**	9824
From Voucher:	2681	**To Voucher:**	2681

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
9809	02/12/2026	JACKSON GROUP PETERBILT	$768.19	2681	Printed	Expense	☐		
9810	02/12/2026	LISA SQUIRE	$95.27	2681	Printed	Expense	☐		
9811	02/12/2026	MERRILL, TERRY	$150.00	2681	Printed	Expense	☐		
9812	02/12/2026	MINICO HIGH SCHOOL	$155.00	2681	Printed	Expense	☐		
9813	02/12/2026	MINIDOKA COUNTY AUDITOR	$16,050.00	2681	Printed	Expense	☐		
9814	02/12/2026	NANCY'S RUPERT FLORAL	$100.00	2681	Printed	Expense	☐		
9815	02/12/2026	PAYSCHOOLS	$5,036.08	2681	Printed	Expense	☐		
9816	02/12/2026	SCHOOL SPECIALTY SUPPLY	$1,072.38	2681	Printed	Expense	☐		
9817	02/12/2026	SMITH'S MSC 410347	$28.00	2681	Printed	Expense	☐		
9818	02/12/2026	SOLV BUSINESS SOLUTIONS-233439	$257.62	2681	Printed	Expense	☐		
9819	02/12/2026	STOKES FOOD CENTER	$38.85	2681	Printed	Expense	☐		
9820	02/12/2026	SWENSEN'S MARKET - PAUL	$67.16	2681	Printed	Expense	☐		
9821	02/12/2026	TEACHER SYNERGY LLC	$212.99	2681	Printed	Expense	☐		
9822	02/12/2026	TREVIPAY	$655.05	2681	Printed	Expense	☐		
9823	02/12/2026	TURNER PLLC, TRAVIS L	$300.00	2681	Printed	Expense	☐		
9824	02/12/2026	WARD'S NATURAL SCIENCE EST. LLC	$3,208.10	2681	Printed	Expense	☐		
		Total Amount:	$203,554.82						

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2682 **Voucher Date:** 02/12/2026 Prepared By: Tori Aragon

Printed: 02/12/2026 10:12:03 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $125.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$125.00
		$125.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2682 **02/12/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PITNEY BOWES/RESERVE ACCT						
Check Group:						
CENTRAL SERVICE POSTAGE (DSC, FOODS, SPED, FEDERAL PROGRAMS)		1	2600517	MHS- 1/24-2/12	100.655.0350.000.000.000	$125.00
P-Card Payee: PITNEY BOWES/RESERVE ACCT				2/12/2026		
					Check #: 0	
					PO/InvoiceTotal:	$125.00
					Vendor Total:	$125.00
					Grand Total:	$125.00

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 PR Vouchers

Voucher No:	Voucher Date:	Voucher Amount:	Payment Form:
29	1/23/2026	$ 41,747.89	Checks
30	1/28/2026	$ 1,960.79	Checks
1137	1/6/2026	$ 410,067.63	EFT
1140	1/23/2026	$ 1,426,695.32	EFT
1141	1/23/2026	$ 406,777.75	EFT
1142	1/23/2026	$ 47,758.00	EFT
1143	1/23/2026	$ 16,644.94	EFT
1144	1/23/2026	$ 6,854.68	EFT
1145	1/23/2026	$ 14,350.65	EFT
1146	1/23/2026	$ 1,669.00	EFT
1147	1/23/2026	$ 6,531.96	EFT
1148	1/23/2026	$ 10,263.38	EFT
1150	1/23/2026	$ 3,280.79	EFT
1151	1/23/2026	$ 43,561.72	EFT
1152	1/23/2026	$ 578,527.50	EFT
1154	1/23/2026	$ 327.42	EFT
		$ 3,017,019.42	**Voucher Totals**

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

3,017,019.42

on account of obligations incurred for value received in services and for materials as shown below for period July 1,2025 to June 30, 2026 (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.

Daryl Kent

Daryl Kent — Business Manager

SPENCER LARSEN — Superintendent

JACOB CLARIDGE — Chair

RICK KENT — Vice Chair

RUSS SUCHAN — Board Member

LENDON MOSS — Board Member

TERESSA LOWDER — Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Employee Checks

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 29 **Voucher Date:** 01/23/2026 Prepared By:

Printed: 01/22/2026 02:21:20 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $41,747.89 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$35,449.16
238	STUDENT ACTIVITY FUNDS	$27.70
243	PROFESSIONAL TECHNICAL - STATE	$0.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$1,462.71
253	TITLE I-C ESEA MIGRANT FUND	$0.00
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$0.00
257	TITLE VI-B IDEA SPECIAL ED FUND	$1,146.55
258	TITLE VI-B IDEA PRESCHOOL FUND	$0.00
260	MEDICAID	$0.00
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$0.00

Fund		Amount
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$0.00
265	IDEA MINI-GRANTS	$0.00
270	TITLE III ESEA FED LEP	$0.00
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$0.00
284	GEAR UP GRANT	$0.00
290	FOOD SERVICE FUND	$3,661.77
		$41,747.89

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Payroll Checking 0000000000

From Date:	1/23/2026	**To Date:**	1/23/2026
From Check:	120574	**To Check:**	120612
From Voucher:	29	**To Voucher:**	29

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
120574	01/23/2026	HUNTER, JUSTIN M	$1,163.61	29	Not Printed	Payroll	☐		
120575	01/23/2026	MCLEAN, WENDY KAY	$1,283.53	29	Not Printed	Payroll	☐		
120576	01/23/2026	PERRIGOT, KAYLA D	$1,163.61	29	Not Printed	Payroll	☐		
120577	01/23/2026	CHRISTENSEN, ELIAS BRIG	$27.50	29	Not Printed	Payroll	☐		
120578	01/23/2026	HAMILTON, SIDNEY MACORA	$40.00	29	Not Printed	Payroll	☐		
120579	01/23/2026	GARNER, BEVERLY JOAN	$1,311.86	29	Not Printed	Payroll	☐		
120580	01/23/2026	KNIGHT, KENDRA BROOKE	$910.56	29	Not Printed	Payroll	☐		
120581	01/23/2026	BAIRD, CAROLYN	$1,462.71	29	Not Printed	Payroll	☐		
120582	01/23/2026	MITCHELL, MITZI	$599.11	29	Not Printed	Payroll	☐		
120583	01/23/2026	BRISBIN, MARY EVELYN	$1,543.31	29	Not Printed	Payroll	☐		
120584	01/23/2026	DAYTON, COURTNIE	$1,093.44	29	Not Printed	Payroll	☐		
120585	01/23/2026	REYNOLDS, TAYLOR SHAY	$1,357.68	29	Not Printed	Payroll	☐		
120586	01/23/2026	ARTHUR, CINDY V	$298.74	29	Not Printed	Payroll	☐		
120587	01/23/2026	BENNETT, ERIC D	$1,242.11	29	Not Printed	Payroll	☐		
120588	01/23/2026	FIFE, GLEN BROCK	$1,203.05	29	Not Printed	Payroll	☐		
120589	01/23/2026	FIFE, GLEN KALEB	$1,162.61	29	Not Printed	Payroll	☐		
120590	01/23/2026	GARDEA, ISAIAH	$900.41	29	Not Printed	Payroll	☐		
120591	01/23/2026	GILLETTE, LANCE DAYLEY	$1,122.05	29	Not Printed	Payroll	☐		
120592	01/23/2026	GILLETTE, STAFFORD L	$255.58	29	Not Printed	Payroll	☐		
120593	01/23/2026	LATTA, STEVEN ALLEN	$1,272.05	29	Not Printed	Payroll	☐		
120594	01/23/2026	MANNING, DOUGLAS ROGER	$2,641.21	29	Not Printed	Payroll	☐		
120595	01/23/2026	MORGAN, DEREK CHAD	$761.89	29	Not Printed	Payroll	☐		
120596	01/23/2026	OSTERHOUT, ADINA ANGEL	$634.14	29	Not Printed	Payroll	☐		
120597	01/23/2026	OSTERHOUT, LONNIE J	$1,240.05	29	Not Printed	Payroll	☐		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Payroll Checking 0000000000

From Date:	1/23/2026	**To Date:**	1/23/2026
From Check:	120574	**To Check:**	120612
From Voucher:	29	**To Voucher:**	29

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
120598	01/23/2026	PEREZ, JUAN M	$27.70	29	Not Printed	Payroll	☐		
120599	01/23/2026	PINCOCK, MARLYN	$164.05	29	Not Printed	Payroll	☐		
120600	01/23/2026	BUTTERFIELD, KELSIE BREANA	$1,085.59	29	Not Printed	Payroll	☐		
120601	01/23/2026	Cannon, Keaton B	$27.50	29	Not Printed	Payroll	☐		
120602	01/23/2026	LARSEN, KATIE JO	$477.91	29	Not Printed	Payroll	☐		
120603	01/23/2026	CRIST, TERRY THOMPSON	$3,180.70	29	Not Printed	Payroll	☐		
120604	01/23/2026	HESS, DENISE MARIE	$1,719.46	29	Not Printed	Payroll	☐		
120605	01/23/2026	INGALLS, CATHY N	$218.96	29	Not Printed	Payroll	☐		
120606	01/23/2026	MARTSCH, ALYSSA MARIE	$1,632.61	29	Not Printed	Payroll	☐		
120607	01/23/2026	MCCANN, TERRY M	$1,429.69	29	Not Printed	Payroll	☐		
120608	01/23/2026	STUMPH, PHYLLIS RHODA	$1,448.55	29	Not Printed	Payroll	☐		
120609	01/23/2026	BAKER, DARREN G	$3,512.81	29	Not Printed	Payroll	☐		
120610	01/23/2026	GUZMAN, BEATRIZ A	$2,076.55	29	Not Printed	Payroll	☐		
120611	01/23/2026	ACOSTA, ALISON	$30.00	29	Not Printed	Payroll	☐		
120612	01/23/2026	CAZIER, HANNAH	$25.00	29	Not Printed	Payroll	☐		
		Total Amount:	$41,747.89						

End of Report

50

Pay 6.1
Twiss Check

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 30 **Voucher Date:** 01/28/2026 Prepared By:

Printed: 01/28/2026 12:13:50 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $1,960.79 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$1,960.79
		$1,960.79

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/28/2026 12:12:03 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Payroll Checking 0000000000

From Date:	1/28/2026	**To Date:**	1/28/2026
From Check:	1201506	**To Check:**	1201506
From Voucher:	30	**To Voucher:**	30

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
1201506	01/28/2026	TWISS, KODI ANN	$1,960.79	30	Not Printed	Payroll	☐		
		Total Amount:	$1,960.79						

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Persi

Voucher No: 1137 **Voucher Date:** 01/06/2026 Prepared By:

Printed: 01/26/2026 10:59:55 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $410,067.63 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$365,119.47
243	PROFESSIONAL TECHNICAL - STATE	$1,740.34
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$7,921.74
253	TITLE I-C ESEA MIGRANT FUND	$2,863.68
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$758.30
257	TITLE VI-B IDEA SPECIAL ED FUND	$11,706.73
258	TITLE VI-B IDEA PRESCHOOL FUND	$520.21
260	MEDICAID	$5,477.86
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$1,140.26
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$48.56

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/06/2026 12:57:09 **Page:** 1

Fund		Amount
265	IDEA MINI-GRANTS	$29.68
270	TITLE III ESEA FED LEP	$606.22
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$1,231.20
284	GEAR UP GRANT	$443.86
290	FOOD SERVICE FUND	$10,459.52
		$410,067.63

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1137 **01/06/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PUBLIC EMP. RETIREMENT SYS						
Check Group:						
PAYROLL LIABILITY		1	0	V57670 1/6/2026	100.218.2180.024.000.000	$3,149.34
PAYROLL LIABILITY		1	0	V582023 1/23/2026	100.218.2180.024.000.000	$361,970.13
PAYROLL LIABILITY		1	0	V582023 1/23/2026	243.218.2180.024.000.000	$1,740.34
PAYROLL LIABILITY		1	0	V582023 1/23/2026	251.218.2180.024.000.000	$7,921.74
PAYROLL LIABILITY		1	0	V582023 1/23/2026	253.218.2180.024.000.000	$2,863.68
PAYROLL LIABILITY		1	0	V582023 1/23/2026	255.218.2180.024.000.000	$758.30
PAYROLL LIABILITY		1	0	V582023 1/23/2026	257.218.2180.024.000.000	$11,706.73
PAYROLL LIABILITY		1	0	V582023 1/23/2026	258.218.2180.024.000.000	$520.21
PAYROLL LIABILITY		1	0	V582023 1/23/2026	263.218.2180.024.000.000	$48.56
PAYROLL LIABILITY		1	0	V582023 1/23/2026	270.218.2180.024.000.000	$606.22
PAYROLL LIABILITY		1	0	V582023 1/23/2026	271.218.2180.024.000.000	$1,231.20
PAYROLL LIABILITY		1	0	V582023 1/23/2026	290.218.2180.024.000.000	$10,459.52
PAYROLL LIABILITY		1	0	V582023 1/23/2026	284.218.2180.024.000.000	$443.86
PAYROLL LIABILITY		1	0	V582023 1/23/2026	260.218.2180.024.000.000	$5,477.86

Voucher Detail Listing

Voucher Batch Number: 1137 **01/06/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V582023 1/23/2026	261.218.2180.024.000.000	$1,140.26
PAYROLL LIABILITY		1	0	V582023 1/23/2026	265.218.2180.024.000.000	$29.68
					Check #: 0	
					PO/InvoiceTotal:	$410,067.63
					Vendor Total:	$410,067.63
					Grand Total:	$410,067.63

End of Report

Pay 6
Direct Deposits

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1140 **Voucher Date:** 01/23/2026 Prepared By: Heather Woodland

Printed: 01/22/2026 01:55:52 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $1,426,695.32 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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.

Tori Aragon

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$1,248,496.83
238	STUDENT ACTIVITY FUNDS	$2,329.80
243	PROFESSIONAL TECHNICAL - STATE	$6,002.27
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$29,886.36
253	TITLE I-C ESEA MIGRANT FUND	$9,658.47
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$2,294.85
257	TITLE VI-B IDEA SPECIAL ED FUND	$45,172.24
258	TITLE VI-B IDEA PRESCHOOL FUND	$2,359.77
260	MEDICAID	$22,846.76
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$3,616.72

Fund		Amount
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$175.75
265	IDEA MINI-GRANTS	$100.43
270	TITLE III ESEA FED LEP	$1,964.54
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$5,868.38
284	GEAR UP GRANT	$2,889.64
290	FOOD SERVICE FUND	$43,032.51
		$1,426,695.32

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1140 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
D.L. EVANS BANK						
Check Group:						
DIRECT DEPOSIT		1	0	V16047 1/23/2026	100.217.2170.000.000.000	$8,040.90
DIRECT DEPOSIT		1	0	V16047 1/23/2026	243.217.2170.000.000.000	$22.10
DIRECT DEPOSIT		1	0	V16047 1/23/2026	257.217.2170.000.000.000	$150.00
DIRECT DEPOSIT		1	0	V16047 1/23/2026	290.217.2170.000.000.000	$550.00
DIRECT DEPOSIT		1	0	V227590 1/23/2026	238.217.2170.000.000.000	$2,329.80
DIRECT DEPOSIT		1	0	V227590 1/23/2026	100.217.2170.000.000.000	$1,230,204.26
DIRECT DEPOSIT		1	0	V227590 1/23/2026	243.217.2170.000.000.000	$5,980.17
DIRECT DEPOSIT		1	0	V227590 1/23/2026	251.217.2170.000.000.000	$29,886.36
DIRECT DEPOSIT		1	0	V227590 1/23/2026	253.217.2170.000.000.000	$9,658.47
DIRECT DEPOSIT		1	0	V227590 1/23/2026	255.217.2170.000.000.000	$2,294.85
DIRECT DEPOSIT		1	0	V227590 1/23/2026	257.217.2170.000.000.000	$45,022.24
DIRECT DEPOSIT		1	0	V227590 1/23/2026	258.217.2170.000.000.000	$2,359.77
DIRECT DEPOSIT		1	0	V227590 1/23/2026	263.217.2170.000.000.000	$175.75
DIRECT DEPOSIT		1	0	V227590 1/23/2026	270.217.2170.000.000.000	$1,964.54

Voucher Detail Listing

Voucher Batch Number: 1140 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
DIRECT DEPOSIT		1	0	V227590 1/23/2026	271.217.2170.000.000.000	$5,868.38
DIRECT DEPOSIT		1	0	V227590 1/23/2026	290.217.2170.000.000.000	$42,482.51
DIRECT DEPOSIT		1	0	V227590 1/23/2026	284.217.2170.000.000.000	$2,889.64
DIRECT DEPOSIT		1	0	V227590 1/23/2026	260.217.2170.000.000.000	$22,846.76
DIRECT DEPOSIT		1	0	V227590 1/23/2026	261.217.2170.000.000.000	$3,616.72
DIRECT DEPOSIT		1	0	V227590 1/23/2026	265.217.2170.000.000.000	$100.43
DIRECT DEPOSIT		1	0	V326806 1/23/2026	100.217.2170.000.000.000	$10,251.67 60

Check #: 0

PO/InvoiceTotal:	$1,426,695.32
Vendor Total:	$1,426,695.32
Grand Total:	$1,426,695.32

End of Report

Fed Taxes

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1141 **Voucher Date:** 01/23/2026 Prepared By:

Printed: 01/23/2026 08:15:25 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $406,777.75 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$361,244.78
238	STUDENT ACTIVITY FUNDS	$401.48
243	PROFESSIONAL TECHNICAL - STATE	$1,674.21
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$8,123.49
253	TITLE I-C ESEA MIGRANT FUND	$2,561.89
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$812.07
257	TITLE VI-B IDEA SPECIAL ED FUND	$11,894.97
258	TITLE VI-B IDEA PRESCHOOL FUND	$442.88
260	MEDICAID	$5,282.24
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$1,002.97

Fund		Amount
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$43.62
265	IDEA MINI-GRANTS	$31.41
270	TITLE III ESEA FED LEP	$526.09
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$1,872.34
284	GEAR UP GRANT	$512.74
290	FOOD SERVICE FUND	$10,350.57
		$406,777.75

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1141 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
FEDERAL RESERVE BANK CHICAGO						
Check Group:						
PAYROLL LIABILITY		1	0	V396679 1/23/2026	100.218.2180.022.000.000	$94,371.36
PAYROLL LIABILITY		1	0	V396679 1/23/2026	243.218.2180.022.000.000	$485.49
PAYROLL LIABILITY		1	0	V396679 1/23/2026	251.218.2180.022.000.000	$1,778.21
PAYROLL LIABILITY		1	0	V396679 1/23/2026	253.218.2180.022.000.000	$594.67
PAYROLL LIABILITY		1	0	V396679 1/23/2026	255.218.2180.022.000.000	$299.35
PAYROLL LIABILITY		1	0	V396679 1/23/2026	257.218.2180.022.000.000	$2,619.23
PAYROLL LIABILITY		1	0	V396679 1/23/2026	258.218.2180.022.000.000	$9.42
PAYROLL LIABILITY		1	0	V396679 1/23/2026	263.218.2180.022.000.000	$10.90
PAYROLL LIABILITY		1	0	V396679 1/23/2026	270.218.2180.022.000.000	$124.01
PAYROLL LIABILITY		1	0	V396679 1/23/2026	271.218.2180.022.000.000	$648.40
PAYROLL LIABILITY		1	0	V396679 1/23/2026	290.218.2180.022.000.000	$1,263.47
PAYROLL LIABILITY		1	0	V396679 1/23/2026	260.218.2180.022.000.000	$759.68
PAYROLL LIABILITY		1	0	V396679 1/23/2026	261.218.2180.022.000.000	$226.53
PAYROLL LIABILITY		1	0	V396679 1/23/2026	265.218.2180.022.000.000	$10.73

Voucher Detail Listing

Voucher Batch Number: 1141 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
PAYROLL LIABILITY		1	0	V396679 1/23/2026	238.218.2180.022.000.000		$9.26
					Check #: 0		
						PO/InvoiceTotal:	$103,210.71
						Vendor Total:	$103,210.71
SOCIAL SECURITY TRUST FUND							
Check Group:							
PAYROLL LIABILITY		1	0	V478634 1/23/2026	100.218.2180.021.000.000		$50,584.16
PAYROLL LIABILITY		1	0	V478634 1/23/2026	243.218.2180.021.000.000		$225.32
PAYROLL LIABILITY		1	0	V478634 1/23/2026	251.218.2180.021.000.000		$1,202.70
PAYROLL LIABILITY		1	0	V478634 1/23/2026	253.218.2180.021.000.000		$372.90
PAYROLL LIABILITY		1	0	V478634 1/23/2026	255.218.2180.021.000.000		$97.18
PAYROLL LIABILITY		1	0	V478634 1/23/2026	257.218.2180.021.000.000		$1,758.00
PAYROLL LIABILITY		1	0	V478634 1/23/2026	258.218.2180.021.000.000		$82.16
PAYROLL LIABILITY		1	0	V478634 1/23/2026	263.218.2180.021.000.000		$6.20
PAYROLL LIABILITY		1	0	V478634 1/23/2026	270.218.2180.021.000.000		$76.20
PAYROLL LIABILITY		1	0	V478634 1/23/2026	271.218.2180.021.000.000		$232.00
PAYROLL LIABILITY		1	0	V478634 1/23/2026	290.218.2180.021.000.000		$1,722.38
PAYROLL LIABILITY		1	0	V478634 1/23/2026	284.218.2180.021.000.000		$97.18

Voucher Detail Listing

Voucher Batch Number: 1141 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V478634 1/23/2026	260.218.2180.021.000.000	$857.24
PAYROLL LIABILITY		1	0	V478634 1/23/2026	261.218.2180.021.000.000	$147.16
PAYROLL LIABILITY		1	0	V478634 1/23/2026	265.218.2180.021.000.000	$3.92
PAYROLL LIABILITY		1	0	V478634 1/23/2026	238.218.2180.021.000.000	$74.30
PAYROLL LIABILITY		1	0	V910224 1/23/2026	100.218.2180.020.000.000	$216,289.26
PAYROLL LIABILITY		1	0	V910224 1/23/2026	243.218.2180.020.000.000	$963.40
PAYROLL LIABILITY		1	0	V910224 1/23/2026	251.218.2180.020.000.000	$5,142.58
PAYROLL LIABILITY		1	0	V910224 1/23/2026	253.218.2180.020.000.000	$1,594.32
PAYROLL LIABILITY		1	0	V910224 1/23/2026	255.218.2180.020.000.000	$415.54
PAYROLL LIABILITY		1	0	V910224 1/23/2026	257.218.2180.020.000.000	$7,517.74
PAYROLL LIABILITY		1	0	V910224 1/23/2026	258.218.2180.020.000.000	$351.30
PAYROLL LIABILITY		1	0	V910224 1/23/2026	263.218.2180.020.000.000	$26.52
PAYROLL LIABILITY		1	0	V910224 1/23/2026	270.218.2180.020.000.000	$325.88
PAYROLL LIABILITY		1	0	V910224 1/23/2026	271.218.2180.020.000.000	$991.94
PAYROLL LIABILITY		1	0	V910224 1/23/2026	290.218.2180.020.000.000	$7,364.72

Voucher Detail Listing

Voucher Batch Number: 1141 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V910224 1/23/2026	284.218.2180.020.000.000	$415.56
PAYROLL LIABILITY		1	0	V910224 1/23/2026	260.218.2180.020.000.000	$3,665.32
PAYROLL LIABILITY		1	0	V910224 1/23/2026	261.218.2180.020.000.000	$629.28
PAYROLL LIABILITY		1	0	V910224 1/23/2026	265.218.2180.020.000.000	$16.76
PAYROLL LIABILITY		1	0	V910224 1/23/2026	238.218.2180.020.000.000	$317.92

Check #: 0

PO/InvoiceTotal:	$303,567.04
Vendor Total:	$303,567.04
Grand Total:	$406,777.75

End of Report

State Taxes

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1142 **Voucher Date:** 01/23/2026 Prepared By: Heather Woodland

Printed: 01/23/2026 08:16:20 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $47,758.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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.

C Vaca

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$43,919.71
238	STUDENT ACTIVITY FUNDS	$4.74
243	PROFESSIONAL TECHNICAL - STATE	$264.47
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$836.71
253	TITLE I-C ESEA MIGRANT FUND	$370.54
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$164.82
257	TITLE VI-B IDEA SPECIAL ED FUND	$895.79
258	TITLE VI-B IDEA PRESCHOOL FUND	$9.91
260	MEDICAID	$292.96
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$137.74

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/22/2026 13:43:14 **Page:** 1

Fund		Amount
263	PERKINS III PRFESSIONAL TECHNICAL ACT	$4.02
265	IDEA MINI-GRANTS	$5.05
270	TITLE III ESEA FED LEP	$93.60
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$293.12
284	GEAR UP GRANT	$21.71
290	FOOD SERVICE FUND	$443.11
		$47,758.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1142 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
IDAHO TAX COMMISSION						
Check Group:						
PAYROLL LIABILITY		1	0	V430959 1/23/2026	271.218.2180.023.000.000	$293.12
PAYROLL LIABILITY		1	0	V430959 1/23/2026	290.218.2180.023.000.000	$443.11
PAYROLL LIABILITY		1	0	V430959 1/23/2026	284.218.2180.023.000.000	$21.71
PAYROLL LIABILITY		1	0	V430959 1/23/2026	260.218.2180.023.000.000	$292.96
PAYROLL LIABILITY		1	0	V430959 1/23/2026	261.218.2180.023.000.000	$137.74
PAYROLL LIABILITY		1	0	V430959 1/23/2026	265.218.2180.023.000.000	$5.05
PAYROLL LIABILITY		1	0	V430959 1/23/2026	238.218.2180.023.000.000	$4.74
PAYROLL LIABILITY		1	0	V430959 1/23/2026	100.218.2180.023.000.000	$43,919.71
PAYROLL LIABILITY		1	0	V430959 1/23/2026	243.218.2180.023.000.000	$264.47
PAYROLL LIABILITY		1	0	V430959 1/23/2026	251.218.2180.023.000.000	$836.71
PAYROLL LIABILITY		1	0	V430959 1/23/2026	253.218.2180.023.000.000	$370.54
PAYROLL LIABILITY		1	0	V430959 1/23/2026	255.218.2180.023.000.000	$164.82
PAYROLL LIABILITY		1	0	V430959 1/23/2026	257.218.2180.023.000.000	$895.79
PAYROLL LIABILITY		1	0	V430959 1/23/2026	258.218.2180.023.000.000	$9.91

Voucher Detail Listing

Voucher Batch Number: 1142 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V430959 1/23/2026	263.218.2180.023.000.000	$4.02
PAYROLL LIABILITY		1	0	V430959 1/23/2026	270.218.2180.023.000.000	$93.60
					Check #: 0	
					PO/InvoiceTotal:	$47,758.00
					Vendor Total:	$47,758.00
					Grand Total:	$47,758.00

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1143 **Voucher Date:** 01/23/2026 Prepared By: Heather Woodland

Printed: 01/23/2026 08:17:26 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $16,644.94 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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.

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SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$14,025.62
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$72.07
253	TITLE I-C ESEA MIGRANT FUND	$188.98
257	TITLE VI-B IDEA SPECIAL ED FUND	$596.62
258	TITLE VI-B IDEA PRESCHOOL FUND	$37.53
260	MEDICAID	$124.98
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$183.32
270	TITLE III ESEA FED LEP	$45.98
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$283.32
290	FOOD SERVICE FUND	$1,086.52

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/22/2026 13:44:24 **Page:** 1

Fund	Amount
	$16,644.94

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1143 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
OGi Dept of Admin - Navia						
Check Group:						
PAYROLL LIABILITY		1	0	V451777 1/23/2026	100.218.2180.029.000.000	$14,025.62
PAYROLL LIABILITY		1	0	V451777 1/23/2026	251.218.2180.029.000.000	$72.07
PAYROLL LIABILITY		1	0	V451777 1/23/2026	257.218.2180.029.000.000	$596.62
PAYROLL LIABILITY		1	0	V451777 1/23/2026	253.218.2180.029.000.000	$188.98
PAYROLL LIABILITY		1	0	V451777 1/23/2026	270.218.2180.029.000.000	$45.98
PAYROLL LIABILITY		1	0	V451777 1/23/2026	271.218.2180.029.000.000	$283.32
PAYROLL LIABILITY		1	0	V451777 1/23/2026	290.218.2180.029.000.000	$1,086.52
PAYROLL LIABILITY		1	0	V451777 1/23/2026	260.218.2180.029.000.000	$124.98
PAYROLL LIABILITY		1	0	V451777 1/23/2026	258.218.2180.029.000.000	$37.53
PAYROLL LIABILITY		1	0	V451777 1/23/2026	261.218.2180.029.000.000	$183.32

Check #: 0

PO/InvoiceTotal:	$16,644.94
Vendor Total:	$16,644.94
Grand Total:	$16,644.94

End of Report

Vendor Checks

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1144 **Voucher Date:** 01/23/2026 Prepared By: Heather Woodland

Printed: 01/23/2026 08:21:42 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $6,854.68 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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.

G Vn. C

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

LENDON MOSS Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$6,359.65
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$55.13
253	TITLE I-C ESEA MIGRANT FUND	$6.31
257	TITLE VI-B IDEA SPECIAL ED FUND	$327.65
260	MEDICAID	$15.50
284	GEAR UP GRANT	$15.50
290	FOOD SERVICE FUND	$74.94
		$6,854.68

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/22/2026 13:46:06 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1144 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
AIG VALIC/COREBRIDGE							
Check Group:							
PAYROLL LIABILITY		1	0	V584013 1/23/2026	100.218.2180.032.000.000		$425.00
					Check #: 0		
						PO/InvoiceTotal:	$425.00
						Vendor Total:	$425.00
FIDUCIARY TRUST COMPANY							
Check Group:							
PAYROLL LIABILITY		1	0	V451737 1/23/2026	100.218.2180.032.000.000		$775.00
					Check #: 0		
						PO/InvoiceTotal:	$775.00
						Vendor Total:	$775.00
IDAHO CHILD SUPPORT SERVICE							
Check Group:							
PAYROLL LIABILITY		1	0	V634853 1/23/2026	100.218.2180.039.000.000		$1,338.60
					Check #: 0		
						PO/InvoiceTotal:	$1,338.60
						Vendor Total:	$1,338.60
IDAHO DEPARTMENT OF LABOR							
Check Group:							
PAYROLL LIABILITY		1	0	V885198 1/23/2026	100.218.2180.039.000.000		$250.00
					Check #: 0		
						PO/InvoiceTotal:	$250.00
						Vendor Total:	$250.00
IDAHO STATE TAX ATTACHMENT							
Check Group:							

Voucher Detail Listing

Voucher Batch Number: 1144 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
PAYROLL LIABILITY		1	0	V929831 1/23/2026	100.218.2180.039.000.000		$208.50
					Check #: 0		
						PO/InvoiceTotal:	$208.50
						Vendor Total:	$208.50
IMPACT ATHLETIC							
Check Group:							
PAYROLL LIABILITY		1	0	V3418 1/23/2026	290.218.2180.039.000.000		$58.94
PAYROLL LIABILITY		1	0	V3418 1/23/2026	100.218.2180.039.000.000		$737.12
PAYROLL LIABILITY		1	0	V3418 1/23/2026	251.218.2180.039.000.000		$23.68
PAYROLL LIABILITY		1	0	V3418 1/23/2026	257.218.2180.039.000.000		$106.64
					Check #: 0		
						PO/InvoiceTotal:	$926.38
						Vendor Total:	$926.38
MC FITNESS AND COMMUNITY CENTER							
Check Group:							
PAYROLL LIABILITY		1	0	V353056 1/23/2026	100.218.2180.039.000.000		$171.00
					Check #: 0		
						PO/InvoiceTotal:	$171.00
						Vendor Total:	$171.00
MINIDOKA COUNTY SCHOOL DIST							
Check Group:							
PAYROLL LIABILITY		1	0	V914620 1/23/2026	100.218.2180.039.000.000		$46.50

Voucher Detail Listing

Voucher Batch Number: 1144 01/23/2026

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
PAYROLL LIABILITY		1	0	V914620 1/23/2026	284.218.2180.039.000.000		$15.50
PAYROLL LIABILITY		1	0	V914620 1/23/2026	260.218.2180.039.000.000		$15.50
					Check #: 0		
						PO/InvoiceTotal:	$77.50
						Vendor Total:	$77.50
MINIDOKA COUNTY SHERIFF GARN							
Check Group:							
PAYROLL LIABILITY		1	0	V746696 1/23/2026	100.218.2180.039.000.000		$1,829.04
PAYROLL LIABILITY		1	0	V746696 1/23/2026	257.218.2180.039.000.000		$219.16
					Check #: 0		
						PO/InvoiceTotal:	$2,048.20
						Vendor Total:	$2,048.20
NCPERS IDAHO							
Check Group:							
PAYROLL LIABILITY		1	0	V861452 1/23/2026	100.218.2180.039.000.000		$136.39
PAYROLL LIABILITY		1	0	V861452 1/23/2026	251.218.2180.039.000.000		$31.45
PAYROLL LIABILITY		1	0	V861452 1/23/2026	253.218.2180.039.000.000		$6.31
PAYROLL LIABILITY		1	0	V861452 1/23/2026	257.218.2180.039.000.000		$1.85
PAYROLL LIABILITY		1	0	V861452 1/23/2026	290.218.2180.039.000.000		$16.00
					Check #: 0		
						PO/InvoiceTotal:	$192.00

77

Voucher Detail Listing

Voucher Batch Number: 1144 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						Vendor Total:	$192.00
NORTHWEST PROFESSIONAL EDUCATORS							
Check Group:							
PAYROLL LIABILITY		1	0	V67305 1/23/2026	100.218.2180.039.000.000		$92.50
					Check #: 0		
						PO/InvoiceTotal:	$92.50
						Vendor Total:	$92.50
PCS RETIREMENT							
Check Group:							
PAYROLL LIABILITY		1	0	V197603 1/23/2026	100.218.2180.032.000.000		$350.00
					Check #: 0		
						PO/InvoiceTotal:	$350.00
						Vendor Total:	$350.00
						Grand Total:	$6,854.68

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1145 **Voucher Date:** 01/23/2026 Prepared By: Heather Woodland

Printed: 01/23/2026 11:17:35 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $14,350.65 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$11,800.85
243	PROFESSIONAL TECHNICAL - STATE	$73.42
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$295.73
253	TITLE I-C ESEA MIGRANT FUND	$36.79
257	TITLE VI-B IDEA SPECIAL ED FUND	$432.35
260	MEDICAID	$1,028.53
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$249.72
290	FOOD SERVICE FUND	$433.26
		$14,350.65

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/22/2026 13:49:05 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1145 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
ID PUBLIC RETIREMENT							
Check Group:							
PAYROLL LIABILITY		1	0	V881952 1/23/2026	100.218.2180.033.000.000		$9.32
PAYROLL LIABILITY		1	0	V881952 1/23/2026	251.218.2180.033.000.000		$25.18
					Check #: 0		
						PO/InvoiceTotal:	$34.50
						Vendor Total:	$34.50
PUBLIC EMP. RETIREMENT SYS							
Check Group:							
PAYROLL LIABILITY		1	0	V612679 1/23/2026	100.218.2180.033.000.000		$11,791.53
PAYROLL LIABILITY		1	0	V612679 1/23/2026	243.218.2180.033.000.000		$73.42
PAYROLL LIABILITY		1	0	V612679 1/23/2026	251.218.2180.033.000.000		$270.55
PAYROLL LIABILITY		1	0	V612679 1/23/2026	253.218.2180.033.000.000		$36.79
PAYROLL LIABILITY		1	0	V612679 1/23/2026	257.218.2180.033.000.000		$432.35
PAYROLL LIABILITY		1	0	V612679 1/23/2026	290.218.2180.033.000.000		$433.26
PAYROLL LIABILITY		1	0	V612679 1/23/2026	260.218.2180.033.000.000		$1,028.53
PAYROLL LIABILITY		1	0	V612679 1/23/2026	261.218.2180.033.000.000		$249.72
					Check #: 0		
						PO/InvoiceTotal:	$14,316.15
						Vendor Total:	$14,316.15

Voucher Detail Listing

Voucher Batch Number: 1145 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
					Grand Total:	$14,350.65

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1146 **Voucher Date:** 01/23/2026 Prepared By:

Printed: 01/23/2026 11:16:34 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $1,669.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$1,594.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$75.00
		$1,669.00

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/22/2026 13:50:55 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1146 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
AMERICAN FIDELITY ASSURANCE						
Check Group:						
PAYROLL LIABILITY		1	0	V415552 1/23/2026	100.218.2180.032.000.000	$1,594.00
PAYROLL LIABILITY		1	0	V415552 1/23/2026	251.218.2180.032.000.000	$75.00
					Check #: 0	
					PO/InvoiceTotal:	$1,669.00
					Vendor Total:	$1,669.00
					Grand Total:	$1,669.00

End of Report

AF
Flex

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1147 **Voucher Date:** 01/23/2026 Prepared By:

Printed: 01/26/2026 11:00:55 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $6,531.96 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$5,274.51
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$177.65
253	TITLE I-C ESEA MIGRANT FUND	$64.40
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$75.49
257	TITLE VI-B IDEA SPECIAL ED FUND	$226.69
260	MEDICAID	$447.28
270	TITLE III ESEA FED LEP	$13.19
290	FOOD SERVICE FUND	$252.75
		$6,531.96

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/22/2026 13:51:23 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1147 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
AMERICAN FIDELITY FLEX						
Check Group:						
PAYROLL LIABILITY		1	0	V346698 1/23/2026	257.218.2180.039.000.000	$226.69
PAYROLL LIABILITY		1	0	V346698 1/23/2026	270.218.2180.039.000.000	$13.19
PAYROLL LIABILITY		1	0	V346698 1/23/2026	290.218.2180.039.000.000	$252.75
PAYROLL LIABILITY		1	0	V346698 1/23/2026	260.218.2180.039.000.000	$447.28
PAYROLL LIABILITY		1	0	V346698 1/23/2026	100.218.2180.039.000.000	$5,274.51
PAYROLL LIABILITY		1	0	V346698 1/23/2026	251.218.2180.039.000.000	$177.65
PAYROLL LIABILITY		1	0	V346698 1/23/2026	253.218.2180.039.000.000	$64.40
PAYROLL LIABILITY		1	0	V346698 1/23/2026	255.218.2180.039.000.000	$75.49

Check #: 0

PO/InvoiceTotal:	$6,531.96
Vendor Total:	$6,531.96
Grand Total:	$6,531.96

End of Report

Washington Natl

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1148 **Voucher Date:** 01/23/2026 Prepared By:

Printed: 01/26/2026 11:10:45 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $10,263.38 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$8,885.56
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$213.30
253	TITLE I-C ESEA MIGRANT FUND	$8.83
257	TITLE VI-B IDEA SPECIAL ED FUND	$417.48
260	MEDICAID	$86.00
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$13.94
290	FOOD SERVICE FUND	$638.27
		$10,263.38

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/22/2026 13:51:48 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1148 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
WASHINGTON NATIONAL INS CO						
Check Group:						
PAYROLL LIABILITY		1	0	V224793 1/23/2026	100.218.2180.039.000.000	$8,885.56
PAYROLL LIABILITY		1	0	V224793 1/23/2026	251.218.2180.039.000.000	$213.30
PAYROLL LIABILITY		1	0	V224793 1/23/2026	253.218.2180.039.000.000	$8.83
PAYROLL LIABILITY		1	0	V224793 1/23/2026	257.218.2180.039.000.000	$417.48
PAYROLL LIABILITY		1	0	V224793 1/23/2026	290.218.2180.039.000.000	$638.27
PAYROLL LIABILITY		1	0	V224793 1/23/2026	260.218.2180.039.000.000	$86.00
PAYROLL LIABILITY		1	0	V224793 1/23/2026	261.218.2180.039.000.000	$13.94
					Check #: 0	
					PO/InvoiceTotal:	$10,263.38
					Vendor Total:	$10,263.38
					Grand Total:	$10,263.38

End of Report

USAble List Bill

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1150 **Voucher Date:** 01/23/2026 Prepared By:

Printed: 01/26/2026 12:18:01 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $3,280.79 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$2,931.05
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$60.27
253	TITLE I-C ESEA MIGRANT FUND	$15.47
257	TITLE VI-B IDEA SPECIAL ED FUND	$51.42
258	TITLE VI-B IDEA PRESCHOOL FUND	$26.93
260	MEDICAID	$13.34
270	TITLE III ESEA FED LEP	$0.90
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$29.35
290	FOOD SERVICE FUND	$152.06
		$3,280.79

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/22/2026 13:52:54 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1150 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
USABLE LIFE						
Check Group:						
PAYROLL LIABILITY		1	0	V619335 1/23/2026	100.218.2180.039.000.000	$2,058.44
PAYROLL LIABILITY		1	0	V619335 1/23/2026	251.218.2180.039.000.000	$47.56
PAYROLL LIABILITY		1	0	V619335 1/23/2026	253.218.2180.039.000.000	$8.22
PAYROLL LIABILITY		1	0	V619335 1/23/2026	257.218.2180.039.000.000	$25.46
PAYROLL LIABILITY		1	0	V619335 1/23/2026	258.218.2180.039.000.000	$26.93
PAYROLL LIABILITY		1	0	V619335 1/23/2026	271.218.2180.039.000.000	$21.82
PAYROLL LIABILITY		1	0	V619335 1/23/2026	290.218.2180.039.000.000	$76.20
PAYROLL LIABILITY		1	0	V619335 1/23/2026	260.218.2180.039.000.000	$12.83
PAYROLL LIABILITY		1	0	V845326 1/23/2026	100.218.2180.039.000.000	$60.15
PAYROLL LIABILITY		1	0	V845326 1/23/2026	251.218.2180.039.000.000	$2.11
PAYROLL LIABILITY		1	0	V845326 1/23/2026	253.218.2180.039.000.000	$1.07
PAYROLL LIABILITY		1	0	V845326 1/23/2026	257.218.2180.039.000.000	$3.49
PAYROLL LIABILITY		1	0	V845326 1/23/2026	270.218.2180.039.000.000	$0.28
PAYROLL LIABILITY		1	0	V845326 1/23/2026	271.218.2180.039.000.000	$1.43

Voucher Detail Listing

Voucher Batch Number: 1150 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V845326 1/23/2026	290.218.2180.039.000.000	$3.36
PAYROLL LIABILITY		1	0	V982794 1/23/2026	100.218.2180.039.000.000	$812.46
PAYROLL LIABILITY		1	0	V982794 1/23/2026	251.218.2180.039.000.000	$10.60
PAYROLL LIABILITY		1	0	V982794 1/23/2026	253.218.2180.039.000.000	$6.18
PAYROLL LIABILITY		1	0	V982794 1/23/2026	257.218.2180.039.000.000	$22.47
PAYROLL LIABILITY		1	0	V982794 1/23/2026	270.218.2180.039.000.000	$0.62
PAYROLL LIABILITY		1	0	V982794 1/23/2026	271.218.2180.039.000.000	$6.10
PAYROLL LIABILITY		1	0	V982794 1/23/2026	290.218.2180.039.000.000	$72.50
PAYROLL LIABILITY		1	0	V982794 1/23/2026	260.218.2180.039.000.000	$0.51

Check #: 0

90

PO/InvoiceTotal:	$3,280.79
Vendor Total:	$3,280.79
Grand Total:	$3,280.79

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1151 **Voucher Date:** 01/23/2026 Prepared By:

Printed: 01/26/2026 03:08:22 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $43,561.72 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$36,905.66
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$1,186.64
253	TITLE I-C ESEA MIGRANT FUND	$179.23
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$91.14
257	TITLE VI-B IDEA SPECIAL ED FUND	$1,820.18
258	TITLE VI-B IDEA PRESCHOOL FUND	$15.00
260	MEDICAID	$542.21
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$67.84
270	TITLE III ESEA FED LEP	$20.57
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$270.52

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/22/2026 13:53:35 **Page:** 1

Fund		Amount
284	GEAR UP GRANT	$96.96
290	FOOD SERVICE FUND	$2,365.77
		$43,561.72

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1151 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
AMERICAN FIDELITY						
Check Group:						
PAYROLL LIABILITY		1	0	V182981 1/23/2026	100.218.2180.039.000.000	$2,438.41
PAYROLL LIABILITY		1	0	V182981 1/23/2026	251.218.2180.039.000.000	$96.67
PAYROLL LIABILITY		1	0	V182981 1/23/2026	253.218.2180.039.000.000	$23.33
PAYROLL LIABILITY		1	0	V182981 1/23/2026	257.218.2180.039.000.000	$217.68
PAYROLL LIABILITY		1	0	V182981 1/23/2026	290.218.2180.039.000.000	$160.90
PAYROLL LIABILITY		1	0	V182981 1/23/2026	260.218.2180.039.000.000	$38.00
PAYROLL LIABILITY		1	0	V289804 1/23/2026	100.218.2180.039.000.000	$3,732.66
PAYROLL LIABILITY		1	0	V289804 1/23/2026	251.218.2180.039.000.000	$128.17
PAYROLL LIABILITY		1	0	V289804 1/23/2026	253.218.2180.039.000.000	$76.57
PAYROLL LIABILITY		1	0	V289804 1/23/2026	255.218.2180.039.000.000	$5.60
PAYROLL LIABILITY		1	0	V289804 1/23/2026	257.218.2180.039.000.000	$141.69
PAYROLL LIABILITY		1	0	V289804 1/23/2026	270.218.2180.039.000.000	$8.12
PAYROLL LIABILITY		1	0	V289804 1/23/2026	290.218.2180.039.000.000	$488.73
PAYROLL LIABILITY		1	0	V289804 1/23/2026	260.218.2180.039.000.000	$61.42

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1151 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V314045 1/23/2026	100.218.2180.039.000.000	$2,493.42
PAYROLL LIABILITY		1	0	V314045 1/23/2026	251.218.2180.039.000.000	$118.92
PAYROLL LIABILITY		1	0	V314045 1/23/2026	257.218.2180.039.000.000	$85.30
PAYROLL LIABILITY		1	0	V314045 1/23/2026	290.218.2180.039.000.000	$118.72
PAYROLL LIABILITY		1	0	V314045 1/23/2026	260.218.2180.039.000.000	$34.60
PAYROLL LIABILITY		1	0	V338860 1/23/2026	100.218.2180.039.000.000	$6,284.44
PAYROLL LIABILITY		1	0	V338860 1/23/2026	251.218.2180.039.000.000	$280.25
						94
PAYROLL LIABILITY		1	0	V338860 1/23/2026	253.218.2180.039.000.000	$12.53
PAYROLL LIABILITY		1	0	V338860 1/23/2026	255.218.2180.039.000.000	$14.45
PAYROLL LIABILITY		1	0	V338860 1/23/2026	257.218.2180.039.000.000	$455.21
PAYROLL LIABILITY		1	0	V338860 1/23/2026	271.218.2180.039.000.000	$113.27
PAYROLL LIABILITY		1	0	V338860 1/23/2026	290.218.2180.039.000.000	$428.90
PAYROLL LIABILITY		1	0	V338860 1/23/2026	284.218.2180.039.000.000	$44.16
PAYROLL LIABILITY		1	0	V338860 1/23/2026	260.218.2180.039.000.000	$54.02
PAYROLL LIABILITY		1	0	V338860 1/23/2026	261.218.2180.039.000.000	$56.17

Voucher Detail Listing

Voucher Batch Number: 1151 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V37107 1/23/2026	100.218.2180.039.000.000	$1,152.29
PAYROLL LIABILITY		1	0	V37107 1/23/2026	251.218.2180.039.000.000	$6.00
PAYROLL LIABILITY		1	0	V37107 1/23/2026	255.218.2180.039.000.000	$1.97
PAYROLL LIABILITY		1	0	V37107 1/23/2026	257.218.2180.039.000.000	$51.64
PAYROLL LIABILITY		1	0	V37107 1/23/2026	271.218.2180.039.000.000	$28.00
PAYROLL LIABILITY		1	0	V37107 1/23/2026	290.218.2180.039.000.000	$72.70
PAYROLL LIABILITY		1	0	V37107 1/23/2026	260.218.2180.039.000.000	$6.00
PAYROLL LIABILITY		1	0	V445579 1/23/2026	100.218.2180.039.000.000	$8,799.05
PAYROLL LIABILITY		1	0	V445579 1/23/2026	251.218.2180.039.000.000	$334.66
PAYROLL LIABILITY		1	0	V445579 1/23/2026	253.218.2180.039.000.000	$9.60
PAYROLL LIABILITY		1	0	V445579 1/23/2026	255.218.2180.039.000.000	$36.90
PAYROLL LIABILITY		1	0	V445579 1/23/2026	257.218.2180.039.000.000	$265.12
PAYROLL LIABILITY		1	0	V445579 1/23/2026	258.218.2180.039.000.000	$15.00
PAYROLL LIABILITY		1	0	V445579 1/23/2026	271.218.2180.039.000.000	$41.80
PAYROLL LIABILITY		1	0	V445579 1/23/2026	290.218.2180.039.000.000	$322.50

Voucher Detail Listing

Voucher Batch Number: 1151 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V445579 1/23/2026	260.218.2180.039.000.000	$98.51
PAYROLL LIABILITY		1	0	V445579 1/23/2026	261.218.2180.039.000.000	$3.84
PAYROLL LIABILITY		1	0	V600067 1/23/2026	100.218.2180.039.000.000	$2,749.26
PAYROLL LIABILITY		1	0	V600067 1/23/2026	253.218.2180.039.000.000	$6.35
PAYROLL LIABILITY		1	0	V600067 1/23/2026	257.218.2180.039.000.000	$43.64
PAYROLL LIABILITY		1	0	V600067 1/23/2026	290.218.2180.039.000.000	$191.28
PAYROLL LIABILITY		1	0	V600067 1/23/2026	260.218.2180.039.000.000	$46.00
						96
PAYROLL LIABILITY		1	0	V629807 1/23/2026	100.218.2180.039.000.000	$139.08
PAYROLL LIABILITY		1	0	V648589 1/23/2026	100.218.2180.039.000.000	$276.02
PAYROLL LIABILITY		1	0	V678160 1/23/2026	100.218.2180.039.000.000	$1,514.58
PAYROLL LIABILITY		1	0	V678160 1/23/2026	251.218.2180.039.000.000	$75.18
PAYROLL LIABILITY		1	0	V678160 1/23/2026	253.218.2180.039.000.000	$7.24
PAYROLL LIABILITY		1	0	V678160 1/23/2026	255.218.2180.039.000.000	$7.00
PAYROLL LIABILITY		1	0	V678160 1/23/2026	257.218.2180.039.000.000	$17.48
PAYROLL LIABILITY		1	0	V678160 1/23/2026	290.218.2180.039.000.000	$77.34

Voucher Detail Listing

Voucher Batch Number: 1151 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V678160 1/23/2026	260.218.2180.039.000.000	$15.06
PAYROLL LIABILITY		1	0	V731546 1/23/2026	100.218.2180.039.000.000	$71.92
PAYROLL LIABILITY		1	0	V853211 1/23/2026	100.218.2180.039.000.000	$7,254.53
PAYROLL LIABILITY		1	0	V853211 1/23/2026	251.218.2180.039.000.000	$146.79
PAYROLL LIABILITY		1	0	V853211 1/23/2026	253.218.2180.039.000.000	$43.61
PAYROLL LIABILITY		1	0	V853211 1/23/2026	255.218.2180.039.000.000	$25.22
PAYROLL LIABILITY		1	0	V853211 1/23/2026	257.218.2180.039.000.000	$542.42
PAYROLL LIABILITY		1	0	V853211 1/23/2026	270.218.2180.039.000.000	$12.45
PAYROLL LIABILITY		1	0	V853211 1/23/2026	271.218.2180.039.000.000	$87.45
PAYROLL LIABILITY		1	0	V853211 1/23/2026	290.218.2180.039.000.000	$504.70
PAYROLL LIABILITY		1	0	V853211 1/23/2026	284.218.2180.039.000.000	$52.80
PAYROLL LIABILITY		1	0	V853211 1/23/2026	260.218.2180.039.000.000	$188.60
PAYROLL LIABILITY		1	0	V853211 1/23/2026	261.218.2180.039.000.000	$7.83

Check #: 0

PO/InvoiceTotal: $43,561.72

Vendor Total: $43,561.72

Voucher Detail Listing

Voucher Batch Number: 1151 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
					Grand Total:	$43,561.72

End of Report

State Insurance

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1152 **Voucher Date:** 01/23/2026 Prepared By: Heather Woodland

Printed: 01/26/2026 03:51:22 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $578,527.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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.

S Vance

SPENCER LARSEN	Superintendent
RUSS SUCHAN	Chair
MARY ANDERSON	Vice Chair
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$481,934.39
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	$15,892.27
253	TITLE I-C ESEA MIGRANT FUND	$5,889.66
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	$775.11
257	TITLE VI-B IDEA SPECIAL ED FUND	$22,858.07
258	TITLE VI-B IDEA PRESCHOOL FUND	$1,023.14
260	MEDICAID	$9,718.50
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	$1,497.32
270	TITLE III ESEA FED LEP	$1,119.93
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	$1,920.67

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/22/2026 13:53:58 **Page:** 1

Fund		Amount
290	FOOD SERVICE FUND	$35,898.44
		$578,527.50

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1152 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
OGI Dept of Admin - Dental							
Check Group:							
PAYROLL LIABILITY		1	0	V862971 1/23/2026	100.218.2180.026.000.000		$23,636.44
PAYROLL LIABILITY		1	0	V862971 1/23/2026	251.218.2180.026.000.000		$602.27
PAYROLL LIABILITY		1	0	V862971 1/23/2026	253.218.2180.026.000.000		$419.67
PAYROLL LIABILITY		1	0	V862971 1/23/2026	255.218.2180.026.000.000		$25.11
PAYROLL LIABILITY		1	0	V862971 1/23/2026	257.218.2180.026.000.000		$1,046.97
PAYROLL LIABILITY		1	0	V862971 1/23/2026	258.218.2180.026.000.000		$25.89
PAYROLL LIABILITY		1	0	V862971 1/23/2026	270.218.2180.026.000.000		$108.10
PAYROLL LIABILITY		1	0	V862971 1/23/2026	271.218.2180.026.000.000		$168.64
PAYROLL LIABILITY		1	0	V862971 1/23/2026	290.218.2180.026.000.000		$1,870.00
PAYROLL LIABILITY		1	0	V862971 1/23/2026	260.218.2180.026.000.000		$410.65
PAYROLL LIABILITY		1	0	V862971 1/23/2026	261.218.2180.026.000.000		$54.46
					Check #: 0		
						PO/InvoiceTotal:	$28,368.20
						Vendor Total:	$28,368.20
OGI- Dept of Admin- Regence							
Check Group:							
PAYROLL LIABILITY		1	0	V500941 1/23/2026	100.218.2180.025.000.000		$35,148.61

Voucher Detail Listing

Voucher Batch Number: 1152 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V500941 1/23/2026	257.218.2180.025.000.000	$175.76
PAYROLL LIABILITY		1	0	V500941 1/23/2026	260.218.2180.025.000.000	$1,435.95
PAYROLL LIABILITY		1	0	V570360 1/23/2026	100.218.2180.025.000.000	$287,112.30
PAYROLL LIABILITY		1	0	V570360 1/23/2026	251.218.2180.025.000.000	$13,374.72
PAYROLL LIABILITY		1	0	V570360 1/23/2026	253.218.2180.025.000.000	$2,401.52
PAYROLL LIABILITY		1	0	V570360 1/23/2026	255.218.2180.025.000.000	$750.00
PAYROLL LIABILITY		1	0	V570360 1/23/2026	257.218.2180.025.000.000	$16,292.74
PAYROLL LIABILITY		1	0	V570360 1/23/2026	270.218.2180.025.000.000	$353.07
PAYROLL LIABILITY		1	0	V570360 1/23/2026	271.218.2180.025.000.000	$584.49
PAYROLL LIABILITY		1	0	V570360 1/23/2026	290.218.2180.025.000.000	$19,245.32
PAYROLL LIABILITY		1	0	V570360 1/23/2026	260.218.2180.025.000.000	$4,550.60
PAYROLL LIABILITY		1	0	V570360 1/23/2026	261.218.2180.025.000.000	$333.34
PAYROLL LIABILITY		1	0	V628036 1/23/2026	100.218.2180.025.000.000	$16,938.12
PAYROLL LIABILITY		1	0	V727252 1/23/2026	100.218.2180.025.000.000	$119,098.92
PAYROLL LIABILITY		1	0	V727252 1/23/2026	251.218.2180.025.000.000	$1,915.28

102

Voucher Detail Listing

Voucher Batch Number: 1152 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V727252 1/23/2026	253.218.2180.025.000.000	$3,068.47
PAYROLL LIABILITY		1	0	V727252 1/23/2026	257.218.2180.025.000.000	$5,342.60
PAYROLL LIABILITY		1	0	V727252 1/23/2026	258.218.2180.025.000.000	$997.25
PAYROLL LIABILITY		1	0	V727252 1/23/2026	270.218.2180.025.000.000	$658.76
PAYROLL LIABILITY		1	0	V727252 1/23/2026	271.218.2180.025.000.000	$1,167.54
PAYROLL LIABILITY		1	0	V727252 1/23/2026	290.218.2180.025.000.000	$14,783.12
PAYROLL LIABILITY		1	0	V727252 1/23/2026	260.218.2180.025.000.000	$3,321.30
PAYROLL LIABILITY		1	0	V727252 1/23/2026	261.218.2180.025.000.000	$1,109.52

Check #: 0

PO/InvoiceTotal:	$550,159.30
Vendor Total:	$550,159.30
Grand Total:	$578,527.50

End of Report

Fed taxes to I pay

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1154 **Voucher Date:** 01/23/2026 Prepared By:

Printed: 01/28/2026 12:25:48 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of $327.42 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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
LENDON MOSS	Board Member
JACOB CLARIDGE	Board Member
RICK KENT	Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	$327.42
		$327.42

Created By: hwoodland **Posted By:** hwoodland **Date:** 01/28/2026 12:25:01 **Page:** 1

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1154 **01/23/2026**

Fiscal Year: 2025-2026

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
SOCIAL SECURITY TRUST FUND						
Check Group:						
PAYROLL LIABILITY		1	0	V348943 1/28/2026	100.218.2180.021.000.000	$62.06
PAYROLL LIABILITY		1	0	V702979 1/28/2026	100.218.2180.020.000.000	$265.36
					Check #: 0	
					PO/InvoiceTotal:	$327.42
					Vendor Total:	$327.42
					Grand Total:	$327.42

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.512.0410.000.000.101	Supplies for General Instructi	$4,510.96	$0.00	$4,441.49	$69.47	$0.00	$69.47	1.54%
238.512.0410.008.000.101	Kinder Camp Supplies	$12,236.85	$0.00	$0.00	$12,236.85	$0.00	$12,236.85	100.00%
238.512.0410.201.000.101	Activity Supplies	$2,672.38	$0.00	$174.89	$2,497.49	$120.00	$2,377.49	88.97%
238.512.0320.203.000.101	School Climate/Sunshine Servic	$0.00	$0.00	$956.32	($956.32)	$152.00	($1,108.32)	0.00%
238.512.0410.203.000.101	School Climate/Sunshine Suppli	$9,236.82	$679.59	$1,374.05	$7,862.77	$17.10	$7,845.67	84.94%
238.512.0410.227.000.101	Media Supplies	$3,342.04	$0.00	$0.00	$3,342.04	$1,500.00	$1,842.04	55.12%
	UNIT: ACEQUIA ELEMENTARY - 101	$31,999.05	$679.59	$6,946.75	$25,052.30	$1,789.10	$23,263.20	72.70%

106

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.512.0410.000.000.102	Supplies for General Instructi	$5,983.07	$0.00	$437.77	$5,545.30	$0.00	$5,545.30	92.68%
238.512.0410.008.000.102	Kinder Camp Supplies	$0.80	$0.00	$0.00	$0.80	$0.00	$0.80	100.00%
238.512.0320.201.000.102	Activity Services	$0.00	$0.00	$400.00	($400.00)	$0.00	($400.00)	0.00%
238.512.0410.201.000.102	Activity Supplies	$6,191.73	$30.68	$799.27	$5,392.46	$0.00	$5,392.46	87.09%
238.512.0320.203.000.102	School Climate/Sunshine Servic	$0.00	$104.94	$524.70	($524.70)	$104.94	($629.64)	0.00%
238.512.0410.203.000.102	School Climate/Sunshine Suppli	$8,285.56	$129.05	$1,459.83	$6,825.73	$115.00	$6,710.73	80.99%
238.512.0410.206.000.102	School Improvement Supplies	$1,020.43	$0.00	$0.00	$1,020.43	$0.00	$1,020.43	100.00%
238.512.0410.227.000.102	Media Supplies	$1,555.44	$0.00	$0.00	$1,555.44	$0.00	$1,555.44	100.00%
	UNIT: HEYBURN ELEMENTARY - 102	$23,037.03	$264.67	$3,621.57	$19,415.46	$219.94	$19,195.52	83.32%

107

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.512.0320.000.000.105	Services for General Instructi	$0.00	$152.00	$624.00	($624.00)	$402.00	($1,026.00)	0.00%
238.512.0410.000.000.105	Supplies for General Instructi	$18,866.09	$643.98	$2,053.01	$16,813.08	$10.40	$16,802.68	89.06%
238.512.0410.008.000.105	Kinder Camp Supplies	$11,805.33	$0.00	$0.00	$11,805.33	$0.00	$11,805.33	100.00%
238.512.0320.201.000.105	Activity Services	$0.00	$0.00	$436.00	($436.00)	$550.00	($986.00)	0.00%
238.512.0410.201.000.105	Activity Supplies	$3,830.48	$0.00	$0.00	$3,830.48	$0.00	$3,830.48	100.00%
238.512.0410.203.000.105	School Climate/Sunshine Suppli	$1,528.38	$0.00	$0.00	$1,528.38	$0.00	$1,528.38	100.00%
238.512.0410.203.238.105	Smiles 4 Kids Donation Supplie	$200.00	$0.00	$0.00	$200.00	$200.00	$0.00	0.00%
238.512.0410.206.000.105	School Improvement Supplies	$384.85	$0.00	$0.00	$384.85	$0.00	$384.85	100.00%
238.512.0410.227.000.105	Media Supplies	$16,501.61	$0.00	$0.00	$16,501.61	$0.00	$16,501.61	100.00%
	UNIT: PAUL ELEMENTARY - 105	$53,116.74	$795.98	$3,113.01	$50,003.73	$1,162.40	$48,841.33	91.95%

108

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.512.0320.000.000.107	Services for General Instructi	$0.00	($456.00)	$0.00	$0.00	$0.00	$0.00	0.00%
238.512.0410.000.000.107	Supplies for General Instructi	$8,403.62	($2,106.24)	$975.27	$7,428.35	$0.00	$7,428.35	88.39%
238.512.0410.008.000.107	Kinder Camp Supplies	$62.03	$0.00	$0.00	$62.03	$0.00	$62.03	100.00%
238.512.0410.201.000.107	Activity Supplies	$4,828.86	($3,650.84)	($3,278.84)	$8,107.70	$125.00	$7,982.70	165.31%
238.512.0320.203.000.107	School Climate/Sunshine Servic	$0.00	$532.00	$1,664.95	($1,664.95)	$0.00	($1,664.95)	0.00%
238.512.0410.203.000.107	School Climate/Sunshine Suppli	$12,952.28	$142.99	$3,163.10	$9,789.18	$1,200.00	$8,589.18	66.31%
238.512.0410.206.000.107	School Improvement Supplies	$54,890.08	$0.00	$0.00	$54,890.08	$500.00	$54,390.08	99.09%
238.512.0410.227.000.107	Media Supplies	$2,006.96	$197.45	$197.45	$1,809.51	$0.00	$1,809.51	90.16%
238.532.0320.283.000.107	K Kids Services	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00	100.00%
238.532.0410.283.000.107	K Kids Supplies	$788.06	$0.00	$242.63	$545.43	$0.00	$545.43	69.21%
	UNIT: RUPERT ELEMENTARY - 107	$84,181.89	($5,340.64)	$2,964.56	$81,217.33	$1,825.00	$79,392.33	94.31%

109

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.515.0320.000.000.201	Services for General Instructi	$0.00	$0.00	$380.52	($380.52)	$0.00	($380.52)	0.00%
238.515.0410.000.000.201	Supplies for General Instructi	($1,826.41)	$0.00	$2,480.69	($4,307.10)	$0.00	($4,307.10)	235.82%
238.515.0320.000.200.201	Services for Fundraiser	$0.00	$0.00	$100.00	($100.00)	$0.00	($100.00)	0.00%
238.515.0410.000.216.201	Supplies for Reality Town	$2,135.78	$0.00	$0.00	$2,135.78	$0.00	$2,135.78	100.00%
238.515.0320.201.000.201	Services for Activities/Activi	$0.00	$0.00	$272.80	($272.80)	$195.00	($467.80)	0.00%
238.515.0410.201.000.201	Supplies for Activities/Activi	$17,104.35	$240.46	$1,491.22	$15,613.13	$527.09	$15,086.04	88.20%
238.515.0410.202.000.201	Supplies for Concessions/Schoo	($220.16)	$0.00	$132.73	($352.89)	$0.00	($352.89)	160.29%
238.515.0410.203.000.201	Supplies for School Climate/Su	$272.37	$0.00	$1,210.57	($938.20)	$75.00	($1,013.20)	-371.99%
238.515.0410.204.000.201	Supplies for Vending	($179.24)	$0.00	$0.00	($179.24)	$0.00	($179.24)	100.00%
238.515.0410.205.000.201	Supplies for PTO	$2,517.98	$0.00	$294.95	$2,223.03	$1,515.00	$708.03	28.12%
238.515.0410.224.000.201	Supplies for Renaissance	$52.00	$0.00	$0.00	$52.00	$0.00	$52.00	100.00%
238.515.0410.227.000.201	Supplies for Media	$1,566.81	$10.00	$193.23	$1,373.58	$0.00	$1,373.58	87.67%
238.515.0410.228.000.201	Supplies for Physical Educatio	$4,380.28	$0.00	$1,683.98	$2,696.30	$0.00	$2,696.30	61.56%
238.515.0410.229.000.201	Supplies for Shop	$1,848.59	$125.81	$635.75	$1,212.84	$0.00	$1,212.84	65.61%
238.515.0320.246.000.201	Property Services	$0.00	$0.00	$201.00	($201.00)	$0.00	($201.00)	0.00%
238.515.0410.246.000.201	Supplies for Band	$1,101.59	$20.00	$93.99	$1,007.60	$0.00	$1,007.60	91.47%
238.515.0410.254.000.201	Supplies for Choir	$371.39	$70.00	$150.00	$221.39	$0.00	$221.39	59.61%
238.515.0410.263.000.201	Supplies for Orchestra	$7,042.13	$150.00	$1,870.21	$5,171.92	$1,100.00	$4,071.92	57.82%
238.515.0410.278.000.201	Supplies for FCCLA	$984.34	$0.00	$0.00	$984.34	$0.00	$984.34	100.00%
238.515.0410.291.000.201	Supplies for Yearbook	$7,527.18	$0.00	$494.00	$7,033.18	$0.00	$7,033.18	93.44%
238.531.0320.000.000.201	Services for General Athletics	$0.00	$600.00	$6,674.80	($6,674.80)	$2,560.00	($9,234.80)	0.00%
238.531.0410.000.000.201	Supplies for General Athletics	$23,789.92	$456.42	$8,916.90	$14,873.02	$335.75	$14,537.27	61.11%
238.531.0550.000.000.201	Equipment for General Athletic	$0.00	$0.00	$0.00	$0.00	$100.00	($100.00)	0.00%
238.531.0410.250.000.201	Supplies for Boys' Basketball	$2,642.68	$0.00	$0.00	$2,642.68	$0.00	$2,642.68	100.00%
238.531.0410.251.000.201	Supplies for Boy's Soccer	$939.32	$0.00	$155.44	$783.88	$0.00	$783.88	83.45%
238.531.0410.252.000.201	Supplies for Boys' Wrestling	$1,782.15	$0.00	$700.00	$1,082.15	$0.00	$1,082.15	60.72%
238.531.0410.252.209.201	Supplies for Wrestling Uniform	$0.00	$0.00	$189.81	($189.81)	$0.00	($189.81)	0.00%
238.531.0410.253.000.201	Supplies for Cheerleading	$10,305.43	$400.00	$400.00	$9,905.43	$0.00	$9,905.43	96.12%
238.531.0410.253.209.201	Supplies for Cheerleading Unif	$0.00	$0.00	$14,363.00	($14,363.00)	$0.00	($14,363.00)	0.00%
238.531.0410.256.000.201	Supplies for Dance	($1,043.05)	$0.00	$231.45	($1,274.50)	$0.00	($1,274.50)	122.19%
238.531.0320.257.000.201	Services for Football	$0.00	$0.00	$150.00	($150.00)	$0.00	($150.00)	0.00%
238.531.0410.257.000.201	Supplies for Football	$328.98	$0.00	$0.00	$328.98	$0.00	$328.98	100.00%
238.531.0410.258.000.201	Supplies for Girls' Basketball	$868.91	$346.64	$346.64	$522.27	$0.00	$522.27	60.11%
238.531.0410.260.000.201	Supplies for Girls' Soccer	$694.26	$0.00	$0.00	$694.26	$0.00	$694.26	100.00%
238.531.0410.269.000.201	Supplies for Track	$23.39	$0.00	$0.00	$23.39	$0.00	$23.39	100.00%
238.532.0410.230.000.201	Supplies for STEM	$2,975.00	$0.00	$0.00	$2,975.00	$0.00	$2,975.00	100.00%
238.532.0410.230.235.201	Supplies for STEM Origami	$0.00	$0.00	$750.66	($750.66)	$0.00	($750.66)	0.00%
238.532.0410.262.000.201	Supplies for Operetta	$12,691.22	$3,398.24	$5,152.24	$7,538.98	$172.20	$7,366.78	58.05%
238.532.0410.276.000.201	Supplies for Builders	$1,671.70	$726.95	$953.85	$717.85	$30.00	$687.85	41.15%
238.532.0410.280.000.201	Supplies for Hope Squad	$2,914.44	$0.00	$0.00	$2,914.44	$0.00	$2,914.44	100.00%
238.532.0410.287.000.201	Supplies for Ski	$5,393.04	$0.00	$0.00	$5,393.04	$0.00	$5,393.04	100.00%
238.532.0410.291.000.201	Supplies for Publications	($4,498.96)	$0.00	$0.00	($4,498.96)	$0.00	($4,498.96)	100.00%
238.740.0410.300.000.201	Supplies for Student Council	$9,514.64	$0.00	$0.00	$9,514.64	$583.00	$8,931.64	93.87%
238.740.0320.301.000.201	Services for Student Body	$0.00	$0.00	$587.62	($587.62)	$0.00	($587.62)	0.00%
238.740.0410.301.000.201	Supplies for Student Body	$5,289.05	$2,670.44	$3,582.26	$1,706.79	$305.12	$1,401.67	26.50%
	UNIT: EAST MINICO MIDDLE - 201	$120,961.10	$9,214.96	$54,840.31	$66,120.79	$7,498.16	$58,622.63	48.46%

MINIDOKA COUNTY SCHOOL DISTRICT #331

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.515.0320.000.000.202	Services for General Instructi	$0.00	$0.00	$275.09	($275.09)	$0.00	($275.09)	0.00%
238.515.0410.000.000.202	Supplies for General Instructi	$11,889.36	$377.89	$5,234.03	$6,655.33	$467.51	$6,187.82	52.05%
238.515.0410.000.200.202	Supplies for Fundraisers	$0.00	$0.00	$137.93	($137.93)	$0.00	($137.93)	0.00%
238.515.0410.201.000.202	Supplies for Activities/Activi	$16,035.48	$628.42	$5,323.48	$10,712.00	$409.39	$10,302.61	64.25%
238.515.0410.202.000.202	Supplies for Concessions/Schoo	$10,827.70	$784.45	$4,680.97	$6,146.73	$394.99	$5,751.74	53.12%
238.515.0410.203.000.202	Supplies for School Climate/Su	$2,899.27	$0.00	$0.00	$2,899.27	$0.00	$2,899.27	100.00%
238.515.0410.204.000.202	Supplies for Vending	$5,176.97	$275.12	$4,415.04	$761.93	$674.84	$87.09	1.68%
238.515.0410.206.000.202	School Improvement Supplies	$1,633.96	$255.88	$681.03	$952.93	$31.64	$921.29	56.38%
238.515.0410.221.000.202	Supplies for Family & Consumer	$14.72	$0.00	$0.00	$14.72	$0.00	$14.72	100.00%
238.515.0410.227.000.202	Supplies for Media	$1,587.35	$0.00	$656.34	$931.01	$0.00	$931.01	58.65%
238.515.0410.228.000.202	Supplies for Physical Educatio	$2,525.04	$0.00	$407.94	$2,117.10	$0.00	$2,117.10	83.84%
238.515.0410.229.000.202	Supplies for Shop	$1,542.91	$0.00	$0.00	$1,542.91	$0.00	$1,542.91	100.00%
238.515.0410.246.000.202	Supplies for Band	$1,857.51	$0.00	$60.00	$1,797.51	$0.00	$1,797.51	96.77%
238.515.0320.254.000.202	Services for Choir	$0.00	$0.00	$170.00	($170.00)	$0.00	($170.00)	0.00%
238.515.0410.254.000.202	Supplies for Choir	$1,885.73	$80.00	$290.00	$1,595.73	$0.00	$1,595.73	84.62%
238.515.0410.263.000.202	Supplies for Orchestra	$4,393.91	$0.00	$208.99	$4,184.92	$0.00	$4,184.92	95.24%
238.515.0410.278.000.202	Supplies for FCCLA	$435.17	$0.00	$0.00	$435.17	$0.00	$435.17	100.00%
238.515.0410.291.000.202	Supplies for Yearbooks	$11,451.96	$0.00	$6,270.55	$5,181.41	$0.00	$5,181.41	45.24%
238.531.0320.000.000.202	Services for General Athletics	$0.00	$0.00	$8,342.57	($8,342.57)	$75.00	($8,417.57)	0.00%
238.531.0410.000.000.202	Supplies for General Athletics	$25,965.39	$97.95	$4,430.43	$21,534.96	$1,413.74	$20,121.22	77.49%
238.531.0320.252.000.202	Property Services	$0.00	$0.00	$400.00	($400.00)	$0.00	($400.00)	0.00%
238.531.0410.252.000.202	Supplies for Boys' Wrestling	$6,561.85	$0.00	$1,137.81	$5,424.04	$0.00	$5,424.04	82.66%
238.531.0410.253.000.202	Supplies for Cheerleading	$8,171.83	$231.78	$4,937.53	$3,234.30	$0.00	$3,234.30	39.58%
238.531.0410.253.209.202	Supplies for Cheerleading Unif	$0.00	$0.00	$2,186.97	($2,186.97)	$0.00	($2,186.97)	0.00%
238.531.0410.256.000.202	Supplies for Dance	($2,170.45)	$0.00	$0.00	($2,170.45)	$0.00	($2,170.45)	100.00%
238.531.0410.257.000.202	Supplies for Football	$3,315.18	$0.00	$0.00	$3,315.18	$0.00	$3,315.18	100.00%
238.531.0410.261.000.202	Supplies for Gril's Wrestling	$4,176.98	$0.00	$0.00	$4,176.98	$0.00	$4,176.98	100.00%
238.531.0410.265.000.202	Supplies for Special Olympics	$27.30	$0.00	$0.00	$27.30	$0.00	$27.30	100.00%
238.531.0410.269.000.202	Supplies for Track	($7,491.35)	$0.00	$0.00	($7,491.35)	$0.00	($7,491.35)	100.00%
238.531.0410.270.000.202	Supplies for Volleyball	$5,300.00	$0.00	$4,739.68	$560.32	$0.00	$560.32	10.57%
238.532.0410.230.000.202	Supplies for STEM	$2,026.16	$0.00	$0.00	$2,026.16	$1,053.97	$972.19	47.98%
238.532.0410.276.000.202	Supplies for Builders	$727.45	$0.00	$0.00	$727.45	$0.00	$727.45	100.00%
238.532.0410.280.000.202	Supplies for Hope Squad	$1,687.52	$275.00	$275.00	$1,412.52	$0.00	$1,412.52	83.70%
238.532.0410.282.000.202	Supplies for IDFY	$1,504.18	$0.00	$0.00	$1,504.18	$797.87	$706.31	46.96%
238.532.0410.287.000.202	Supplies for Ski	$11,487.52	$0.00	$50.85	$11,436.67	$7.00	$11,429.67	99.50%
238.532.0410.290.000.202	Supplies for Technology	$1,966.57	$0.00	$633.41	$1,333.16	$899.41	$433.75	22.06%
238.532.0410.291.000.202	Supplies for Yearbook	$503.56	$0.00	$52.00	$451.56	$194.00	$257.56	51.15%
238.740.0410.000.000.202	Supplies	$56.82	$0.00	$0.00	$56.82	$0.00	$56.82	100.00%
238.740.0410.300.000.202	Supplies for Student Council	$3,834.06	$0.00	$394.16	$3,439.90	$124.07	$3,315.83	86.48%
	UNIT: WEST MINICO MIDDLE - 202	$141,807.61	$3,006.49	$56,391.80	$85,415.81	$6,543.43	$78,872.38	55.62%

MINIDOKA COUNTY SCHOOL DISTRICT #331

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.515.0410.000.000.301	Supplies for General Instructi	$117,919.04	$0.00	$493.78	$117,425.26	$0.00	$117,425.26	99.58%
238.515.0410.000.200.301	Supplies for Fundraiser	$29,660.48	$0.00	$0.00	$29,660.48	$0.00	$29,660.48	100.00%
238.515.0410.000.201.301	Scholarships	$1,512.88	$0.00	$0.00	$1,512.88	$0.00	$1,512.88	100.00%
238.515.0410.000.203.301	Supplies for Parking Permits	$22,359.14	$0.00	$2,605.68	$19,753.46	$160.00	$19,593.46	87.63%
238.515.0550.000.203.301	Equipment	$0.00	$0.00	$10,000.00	($10,000.00)	$0.00	($10,000.00)	0.00%
238.515.0410.201.000.301	Supplies for Activities/Activi	$31,094.24	$0.00	$159.98	$30,934.26	$0.00	$30,934.26	99.49%
238.515.0410.202.000.301	Supplies for Concessions	$19,183.52	$1,202.38	$10,922.44	$8,261.08	$1,085.86	$7,175.22	37.40%
238.515.0410.203.000.301	Supplies for School Climate	$9,659.60	$115.00	$2,670.17	$6,989.43	$75.00	$6,914.43	71.58%
238.515.0410.204.000.301	Supplies for Vending	$1,228.41	$107.89	$1,383.84	($155.43)	$1,021.79	($1,177.22)	-95.83%
238.515.0410.206.000.301	School Improvement Supplies	$30,359.48	$0.00	$0.00	$30,359.48	$0.00	$30,359.48	100.00%
238.515.0410.216.000.301	Supplies for Art	$302.75	$0.00	$2,449.77	($2,147.02)	$0.00	($2,147.02)	-709.17%
238.515.0410.216.212.301	Supplies for Ceramics	$5,999.58	$0.00	$2,167.10	$3,832.48	$0.00	$3,832.48	63.88%
238.515.0410.218.000.301	Supplies for Chemistry	$0.00	$0.00	$203.54	($203.54)	$0.00	($203.54)	0.00%
238.515.0410.224.000.301	Supplies for Renaissance	$2,509.92	$0.00	$0.00	$2,509.92	$0.00	$2,509.92	100.00%
238.515.0410.225.000.301	Supplies Life Skills	$804.41	$0.00	$129.36	$675.05	$0.00	$675.05	83.92%
238.515.0410.226.000.301	Supplies for Life Sports	$4,464.16	$0.00	$1,586.81	$2,877.35	$0.00	$2,877.35	64.45%
238.515.0410.226.237.301	Supplies for Fly Fishing	$0.00	$200.00	$200.00	($200.00)	$0.00	($200.00)	0.00%
238.515.0410.227.000.301	Supplies for Media	$556.27	$0.00	$39.00	$517.27	$0.00	$517.27	92.99%
238.515.0410.228.000.301	Supplies for PE	$1,322.83	$0.00	$0.00	$1,322.83	$0.00	$1,322.83	100.00%
238.515.0410.230.000.301	Supplies for STEM	$572.12	$0.00	$44.05	$528.07	$0.00	$528.07	92.30%
238.515.0410.230.235.301	Supplies for Origami	$76.96	$0.00	$0.00	$76.96	$0.00	$76.96	100.00%
238.515.0410.232.000.301	Supplies for Weights	$5,113.96	$0.00	$0.00	$5,113.96	$0.00	$5,113.96	100.00%
238.515.0410.233.000.301	Supplies for Speech/Debate	$2,553.80	$0.00	$0.00	$2,553.80	$0.00	$2,553.80	100.00%
238.515.0320.246.000.301	Property Services	$0.00	$0.00	$249.00	($249.00)	$0.00	($249.00)	0.00%
238.515.0380.246.000.301	Travel	$0.00	$85.00	$85.00	($85.00)	$417.00	($502.00)	0.00%
238.515.0410.246.000.301	Supplies for Band	$8,318.82	$0.00	$1,958.49	$6,360.33	$294.51	$6,065.82	72.92%
238.515.0410.253.209.301	Supplies for Cheer Uniforms	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
238.515.0320.254.000.301	Property Services	$0.00	$0.00	$400.00	($400.00)	$0.00	($400.00)	0.00%
238.515.0380.254.000.301	Travel	$0.00	$0.00	$0.00	$0.00	$1,014.00	($1,014.00)	0.00%
238.515.0410.254.000.301	Supplies for Choir	$12,594.09	$454.37	$6,465.47	$6,128.62	$2,441.81	$3,686.81	29.27%
238.515.0410.254.214.301	Supplies for Madrigal Dinner	$4,969.89	$782.17	$1,556.32	$3,413.57	$1,196.27	$2,217.30	44.61%
238.515.0410.262.000.301	Supplies for Operetta	$9,036.18	$0.00	$400.00	$8,636.18	$10,485.55	($1,849.37)	-20.47%
238.515.0380.263.000.301	Travel	$0.00	$85.00	$85.00	($85.00)	$507.00	($592.00)	0.00%
238.515.0410.263.000.301	Supplies for Orchestra	$9,989.11	$207.00	$2,052.50	$7,936.61	$0.00	$7,936.61	79.45%
238.515.0410.263.215.301	Supplies for Cowboy Dinner	$3,840.75	$0.00	$799.30	$3,041.45	$0.00	$3,041.45	79.19%
238.515.0410.286.000.301	Supplies for Science	$1,518.24	$0.00	$0.00	$1,518.24	$38.94	$1,479.30	97.44%
238.515.0410.291.000.301	Supplies for Yearbook	$16,963.37	$0.00	$7,947.75	$9,015.62	$0.00	$9,015.62	53.15%
238.519.0410.215.224.301	Supplies for Ag Shop	$2,000.98	$0.00	$2,329.98	($329.00)	$3,076.45	($3,405.45)	-170.19%
238.519.0410.215.232.301	Supplies Layton John Bohlman	$24,598.16	$24,598.16	$24,598.16	$0.00	$0.00	$0.00	0.00%
238.519.0410.220.228.301	Supplies for Robert K Ryan	$1,610.66	$0.00	$0.00	$1,610.66	$0.00	$1,610.66	100.00%
238.519.0410.220.229.301	Supplies for Donna Cameron	$1,353.60	$0.00	$0.00	$1,353.60	$0.00	$1,353.60	100.00%
238.519.0410.220.230.301	Supplies for Travis Jay Kent	$6,178.49	$0.00	$0.00	$6,178.49	$0.00	$6,178.49	100.00%
238.519.0410.221.223.301	Supplies for Britney Tracy	$4,656.29	$0.00	$149.80	$4,506.49	$0.00	$4,506.49	96.78%
238.519.0410.222.000.301	Supplies for Cert Nursing	$820.04	$0.00	$0.00	$820.04	$299.00	$521.04	63.54%
238.519.0410.231.220.301	Supplies for Braegon Delby Eri	$2,004.47	$0.00	$380.63	$1,623.84	$845.09	$778.75	38.85%
238.519.0410.231.233.301	Supplies for Brent VanEvery	$30,488.14	$3,697.52	$6,243.36	$24,244.78	$4,427.95	$19,816.83	65.00%
238.531.0320.000.000.301	Services for General Athletics	$0.00	$10,000.00	$35,000.00	($35,000.00)	$903.75	($35,903.75)	0.00%
238.531.0380.000.000.301	Services for General Athletics	$0.00	$0.00	$880.21	($880.21)	$0.00	($880.21)	0.00%
238.531.0410.000.000.301	Supplies for General Athletics	$80,020.53	$350.00	$4,458.49	$75,562.04	$500.00	$75,062.04	93.80%
238.531.0550.000.000.301	Equipment for General Athletic	$0.00	$12,036.27	$12,036.27	($12,036.27)	$0.00	($12,036.27)	0.00%

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.531.0410.000.210.301	Supplies for Red Halverson	$0.00	$0.00	$0.00	$0.00	$1,000.00	($1,000.00)	0.00%
238.531.0410.200.000.301	Supplies for General SA	$16,714.43	$0.00	$0.00	$16,714.43	$0.00	$16,714.43	100.00%
238.531.0410.247.000.301	Supplies for Baseball	$32,091.84	$4,537.50	$28,050.00	$4,041.84	$1,750.00	$2,291.84	7.14%
238.531.0410.248.000.301	Supplies for Bowling	$6,730.25	$3,065.10	$3,065.10	$3,665.15	$0.00	$3,665.15	54.46%
238.531.0320.249.000.301	Services for Boy's Golf	$0.00	$0.00	$150.00	($150.00)	$0.00	($150.00)	0.00%
238.531.0410.249.000.301	Supplies for Boy's Golf	$10,110.15	$1,536.56	$4,297.94	$5,812.21	$0.00	$5,812.21	57.49%
238.531.0410.250.000.301	Supplies for Boys' Basketball	$36,864.47	$1,564.00	$22,953.49	$13,910.98	$5,383.20	$8,527.78	23.13%
238.531.0410.251.000.301	Supplies for Boy's Soccer	$1,788.00	$0.00	$600.87	$1,187.13	$0.00	$1,187.13	66.39%
238.531.0320.252.000.301	Services for Boy's Wrestling	$0.00	$0.00	$0.00	$0.00	$324.00	($324.00)	0.00%
238.531.0380.252.000.301	Boy's Wrestling Travel	$0.00	$0.00	$0.00	$0.00	$7,204.50	($7,204.50)	0.00%
238.531.0410.252.000.301	Supplies for Boy's Wrestling	$50,753.01	$3,435.00	$33,720.60	$17,032.41	$4,755.06	$12,277.35	24.19%
238.531.0410.252.210.301	Supplies for Red Halverson	$22,461.79	$2,275.00	$2,275.00	$20,186.79	$0.00	$20,186.79	89.87%
238.531.0410.253.000.301	Supplies for Cheerleading	$65,885.15	$8,268.14	$35,864.63	$30,020.52	$0.00	$30,020.52	45.56%
238.531.0410.253.209.301	Supplies for Cheer Uniforms	$3,467.00	$0.00	$11,101.55	($7,634.55)	$0.00	($7,634.55)	-220.21%
238.531.0410.255.000.301	Supplies for Cross Country	$2,284.16	$0.00	$976.50	$1,307.66	$0.00	$1,307.66	57.25%
238.531.0410.256.000.301	Supplies for Dance	$9,504.93	$550.00	$13,372.50	($3,867.57)	$50.00	($3,917.57)	-41.22%
238.531.0410.256.204.301	Supplies for Dance Camp	$93.00	$0.00	$0.00	$93.00	$0.00	$93.00	100.00%
238.531.0410.256.209.301	Supplies for Dance Uniforms	$4,914.03	$0.00	$0.00	$4,914.03	$0.00	$4,914.03	100.00%
238.531.0410.257.000.301	Supplies for Football	$42,424.25	$0.00	$18,118.49	$24,305.76	$9,646.26	$14,659.50	34.55%
238.531.0410.257.204.301	Supplies for Football Camp	$10,663.00	$0.00	$0.00	$10,663.00	$0.00	$10,663.00	100.00%
238.531.0380.258.000.301	Services for Girl's Basketball	$0.00	$0.00	$0.00	$0.00	$2,908.62	($2,908.62)	0.00%
238.531.0410.258.000.301	Supplies for Girl's Basketball	$21,651.78	$2,019.00	$10,660.94	$10,990.84	$950.64	$10,040.20	46.37%
238.531.0410.260.000.301	Supplies for Girl's Soccer	$2,825.61	$0.00	$3,891.97	($1,066.36)	$0.00	($1,066.36)	-37.74%
238.531.0380.261.000.301	Property Services	$0.00	$0.00	$0.00	$0.00	$33.92	($33.92)	0.00%
238.531.0410.261.000.301	Supplies for Girls' Wrestling	$540.00	$0.00	$0.00	$540.00	$0.00	$540.00	100.00%
238.531.0410.264.000.301	Supplies for Softball	$2,310.54	$0.00	$0.00	$2,310.54	$1,357.00	$953.54	41.27%
238.531.0410.265.000.301	Supplies for Special Olympics	$190.00	$0.00	$0.00	$190.00	$0.00	$190.00	100.00%
238.531.0320.267.000.301	Property Services	$0.00	$0.00	$9,346.92	($9,346.92)	$0.00	($9,346.92)	0.00%
238.531.0410.267.000.301	Supplies for Swimming	$10,546.26	$0.00	$386.66	$10,159.60	$0.00	$10,159.60	96.33%
238.531.0410.268.000.301	Supplies for Tennis	$4,407.31	$778.41	$1,488.37	$2,918.94	$0.00	$2,918.94	66.23%
238.531.0410.269.000.301	Supplies for Track	($170.70)	$300.00	$427.50	($598.20)	$0.00	($598.20)	350.44%
238.531.0320.270.000.301	Services for Volleyball	$0.00	$0.00	$6,853.29	($6,853.29)	$0.00	($6,853.29)	0.00%
238.531.0410.270.000.301	Supplies for Volleyball	$28,393.16	$0.00	$9,735.12	$18,658.04	$0.00	$18,658.04	65.71%
238.532.0410.216.000.301	Supplies for Art	$2,024.62	$0.00	$287.67	$1,736.95	$0.00	$1,736.95	85.79%
238.532.0410.231.233.301	Supplies for Brent VanEvery	$6,143.93	$179.88	$4,860.24	$1,283.69	$3,000.41	($1,716.72)	-27.94%
238.532.0320.277.000.301	Property Services	$0.00	$0.00	$300.00	($300.00)	$0.00	($300.00)	0.00%
238.532.0410.277.000.301	Supplies for Business	$340.75	$0.00	$525.00	($184.25)	$0.00	($184.25)	-54.07%
238.532.0410.278.000.301	Supplies for FCCLA	$269.46	$75.00	$371.00	($101.54)	$0.00	($101.54)	-37.68%
238.532.0410.279.000.301	Supplies for FFA	($3,122.64)	$0.00	$0.00	($3,122.64)	$0.00	($3,122.64)	100.00%
238.532.0410.280.000.301	Supplies for Hope Squad	$7,294.56	$384.41	$2,881.75	$4,412.81	$1,786.50	$2,626.31	36.00%
238.532.0410.281.000.301	Supplies for HOSA	$1,752.88	$0.00	$0.00	$1,752.88	$0.00	$1,752.88	100.00%
238.532.0410.282.000.301	Supplies for IDFY	$3,641.27	$0.00	$610.71	$3,030.56	$219.95	$2,810.61	77.19%
238.532.0410.284.000.301	Supplies for Latinos in Action	$1,965.25	$0.00	$754.06	$1,211.19	$0.00	$1,211.19	61.63%
238.532.0410.285.000.301	Supplies for NHS	$2,318.16	$0.00	$0.00	$2,318.16	$585.00	$1,733.16	74.76%
238.532.0340.286.000.301	Contracted Transportation for	$0.00	$0.00	$1,298.00	($1,298.00)	$1,498.00	($2,796.00)	0.00%
238.532.0410.286.000.301	Supplies for Science	$14,298.97	$0.00	$2,018.32	$12,280.65	$1,801.75	$10,478.90	73.28%
238.532.0410.287.000.301	Supplies for Ski	$709.30	$0.00	$0.00	$709.30	$0.00	$709.30	100.00%
238.532.0380.288.000.301	Skills USA travel	$0.00	$0.00	$0.00	$0.00	$18,911.56	($18,911.56)	0.00%
238.532.0410.288.000.301	Supplies for Skills USA	($1,136.60)	$0.00	$0.00	($1,136.60)	$0.00	($1,136.60)	100.00%
238.532.0410.291.000.301	Supplies for Yearbook	$3,624.69	$78.80	$78.80	$3,545.89	$0.00	$3,545.89	97.83%

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.532.0410.292.000.301	Supplies for Key Club	$552.93	$0.00	$0.00	$552.93	$0.00	$552.93	100.00%
238.532.0410.293.000.301	Supplies for M Club	$260.59	$0.00	$0.00	$260.59	$0.00	$260.59	100.00%
238.532.0410.295.000.301	Supplies for Rodeo	$140.00	$0.00	$0.00	$140.00	$0.00	$140.00	100.00%
238.532.0410.296.000.301	Supplies for Young Republican	$516.18	$0.00	$0.00	$516.18	$0.00	$516.18	100.00%
238.532.0410.297.000.301	Supplies for Trap	$437.27	$0.00	$0.00	$437.27	$0.00	$437.27	100.00%
238.532.0410.299.000.301	Supplies for Spanish	$231.33	$0.00	$0.00	$231.33	$0.00	$231.33	100.00%
238.532.0410.306.000.301	Supplies for Red Zone	$1,080.04	$0.00	$86.92	$993.12	$0.00	$993.12	91.95%
238.740.0410.300.000.301	Supplies for Student Council	$34,183.35	$0.00	$13,654.17	$20,529.18	$15.94	$20,513.24	60.01%
238.740.0410.301.000.301	Supplies for Class 2026	$13,955.36	$85.29	$424.14	$13,531.22	$368.73	$13,162.49	94.32%
238.740.0410.302.000.301	Supplies for Class 2027	$2,085.64	$0.00	$339.69	$1,745.95	$0.00	$1,745.95	83.71%
238.740.0410.303.000.301	Supplies for Class 2028	$724.07	$0.00	$154.57	$569.50	$150.00	$419.50	57.94%
238.740.0410.304.000.301	Supplies for Class 2029	$500.00	$261.16	$447.47	$52.53	$40.00	$12.53	2.51%
238.740.0410.305.000.301	Supplies for Gift of Green	$11,225.72	$1,813.06	$1,857.28	$9,368.44	$2,645.26	$6,723.18	59.89%
	UNIT: MINICO HIGH SCHOOL - 301	$1,002,175.86	$85,127.07	$391,418.48	$610,757.38	$95,176.27	$515,581.11	51.45%

114

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.517.0410.000.000.490	Supplies for General Instructi	$8,006.47	$0.00	$778.97	$7,227.50	$0.00	$7,227.50	90.27%
	UNIT: Minidoka Jr. High - 490	$8,006.47	$0.00	$778.97	$7,227.50	$0.00	$7,227.50	90.27%

115

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.517.0410.000.000.492	Supplies for General Instructi	$3,118.43	$0.00	($17.28)	$3,135.71	$0.00	$3,135.71	100.55%
238.517.0410.000.206.492	Supplies for Daycare	$43,124.97	$0.00	$719.53	$42,405.44	$0.00	$42,405.44	98.33%
238.517.0410.201.000.492	Supplies for Activities/Activi	$3,193.60	$0.00	$0.00	$3,193.60	$0.00	$3,193.60	100.00%
238.517.0410.202.000.492	Supplies for Concessions/Schoo	($53.87)	$0.00	$0.00	($53.87)	$0.00	($53.87)	100.00%
238.517.0410.202.236.492	Munchie Mart Supplies	$1,666.65	$0.00	$724.67	$941.98	$0.00	$941.98	56.52%
238.517.0410.203.000.492	Supplies for School Climate/Su	$1,714.03	$0.00	$1,128.96	$585.07	$0.00	$585.07	34.13%
238.517.0320.204.000.492	Property Services	$0.00	$0.00	$962.00	($962.00)	$0.00	($962.00)	0.00%
238.517.0410.204.000.492	Supplies for Vending	$6,478.59	$0.00	$590.37	$5,888.22	$279.24	$5,608.98	86.58%
238.519.0410.217.000.492	Supplies for Business and Mark	$1,472.57	$0.00	$411.78	$1,060.79	$0.00	$1,060.79	72.04%
238.532.0313.277.000.492	Professional Employee Training	$0.00	$0.00	$0.00	$0.00	$165.00	($165.00)	0.00%
238.532.0320.277.000.492	Property Services	$0.00	$0.00	$105.28	($105.28)	$0.00	($105.28)	0.00%
238.532.0380.277.000.492	Travel for Business	$0.00	$0.00	$0.00	$0.00	$550.00	($550.00)	0.00%
238.532.0410.277.000.492	Supplies for Business	$1,362.60	$0.00	$468.27	$894.33	$156.00	$738.33	54.19%
238.532.0410.280.000.492	Supplies for Hope Squad	$3,340.07	$0.00	$515.74	$2,824.33	$2,700.00	$124.33	3.72%
238.740.0410.300.000.492	Supplies for Student Council	$2,418.36	$0.00	$828.37	$1,589.99	$0.00	$1,589.99	65.75%
	UNIT: MT HARRISON ALTERNATIVE - 492	$67,836.00	$0.00	$6,437.69	$61,398.31	$3,850.24	$57,548.07	84.83%

116

Student Activity Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Grand Total:	$1,533,121.75	$93,748.12	$526,513.14	$1,006,608.61	$118,064.54	$888,544.07	57.96%

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.000.0100.000.000.000	Salaries	$22,038,237.66	$1,748,146.50	$9,462,740.90	$12,575,496.76	$11,885,156.86	$690,339.90	3.13%
	OBJECT: Salaries - 0100	$22,038,237.66	$1,748,146.50	$9,462,740.90	$12,575,496.76	$11,885,156.86	$690,339.90	3.13%
100.000.0200.000.000.000	Benefits	$10,311,374.37	$737,918.45	$4,194,082.72	$6,117,291.65	$5,440,612.71	$676,678.94	6.56%
	OBJECT: Benefits - 0200	$10,311,374.37	$737,918.45	$4,194,082.72	$6,117,291.65	$5,440,612.71	$676,678.94	6.56%
100.000.0300.000.000.000	Purchased Services	$2,680,890.03	$189,146.00	$1,431,947.22	$1,248,942.81	$495,527.15	$753,415.66	28.10%
	OBJECT: Purchased Services - 0300	$2,680,890.03	$189,146.00	$1,431,947.22	$1,248,942.81	$495,527.15	$753,415.66	28.10%
100.000.0400.000.000.000	Supplies and Materials	$1,947,383.04	$84,175.98	$815,495.64	$1,131,887.40	$345,549.94	$786,337.46	40.38%
	OBJECT: Supplies and Materials - 0400	$1,947,383.04	$84,175.98	$815,495.64	$1,131,887.40	$345,549.94	$786,337.46	40.38%
100.000.0500.000.000.000	Capital Objects	$1,268,626.76	($66,583.48)	$809,678.00	$458,948.76	$26,154.00	$432,794.76	34.12%
	OBJECT: Capital Objects - 0500	$1,268,626.76	($66,583.48)	$809,678.00	$458,948.76	$26,154.00	$432,794.76	34.12%
100.000.0700.000.000.000	Insurance and Judgements	$548,234.00	$4,000.00	$545,234.00	$3,000.00	$0.00	$3,000.00	0.55%
	OBJECT: Insurance and Judgements - 0700	$548,234.00	$4,000.00	$545,234.00	$3,000.00	$0.00	$3,000.00	0.55%
100.000.0800.000.000.000	Fund & Contingencies transfers	$2,876,118.55	$0.00	$0.00	$2,876,118.55	$0.00	$2,876,118.55	100.00%
	OBJECT: Fund & Contingencies transfers - 0800	$2,876,118.55	$0.00	$0.00	$2,876,118.55	$0.00	$2,876,118.55	100.00%
	FUND: GENERAL FUND - 100	$41,670,864.41	$2,696,803.45	$17,259,178.48	$24,411,685.93	$18,193,000.66	$6,218,685.27	14.92%

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.000.0100.000.000.000	Salaries	$0.00	$2,567.61	$11,526.10	($11,526.10)	$13,052.37	($24,578.47)	0.00%
	OBJECT: Salaries - 0100	$0.00	$2,567.61	$11,526.10	($11,526.10)	$13,052.37	($24,578.47)	0.00%
238.000.0200.000.000.000	Benefits	$0.00	$196.11	$934.95	($934.95)	$818.38	($1,753.33)	0.00%
	OBJECT: Benefits - 0200	$0.00	$196.11	$934.95	($934.95)	$818.38	($1,753.33)	0.00%
238.000.0300.000.000.000	Purchased Services	$250.00	$11,102.94	$77,875.07	($77,625.07)	$38,476.29	($116,101.36)	-46440.54%
	OBJECT: Purchased Services - 0300	$250.00	$11,102.94	$77,875.07	($77,625.07)	$38,476.29	($116,101.36)	-46440.54%
238.000.0400.000.000.000	Supplies and Materials	$1,532,871.75	$70,608.91	$426,601.80	$1,106,269.95	$79,488.25	$1,026,781.70	66.98%
	OBJECT: Supplies and Materials - 0400	$1,532,871.75	$70,608.91	$426,601.80	$1,106,269.95	$79,488.25	$1,026,781.70	66.98%
238.000.0500.000.000.000	Capital Objects	$0.00	$12,036.27	$22,036.27	($22,036.27)	$100.00	($22,136.27)	0.00%
	OBJECT: Capital Objects - 0500	$0.00	$12,036.27	$22,036.27	($22,036.27)	$100.00	($22,136.27)	0.00%
	FUND: STUDENT ACTIVITY FUNDS - 238	$1,533,121.75	$96,511.84	$538,974.19	$994,147.56	$131,935.29	$862,212.27	56.24%

119

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
241.000.0300.000.000.000	Purchased Services	$0.00	$0.00	$720.00	($720.00)	$10,280.00	($11,000.00)	0.00%
	OBJECT: Purchased Services - 0300	$0.00	$0.00	$720.00	($720.00)	$10,280.00	($11,000.00)	0.00%
	FUND: DRIVER EDUCATION FUND - 241	$0.00	$0.00	$720.00	($720.00)	$10,280.00	($11,000.00)	0.00%

120

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
242.000.0300.000.000.000	Purchased Services	$624,000.00	$0.00	$29,108.04	$594,891.96	$724.02	$594,167.94	95.22%
	OBJECT: Purchased Services - 0300	$624,000.00	$0.00	$29,108.04	$594,891.96	$724.02	$594,167.94	95.22%
242.000.0400.000.000.000	Supplies and Materials	$500,000.00	$2,748.46	$53,733.34	$446,266.66	$1,205.94	$445,060.72	89.01%
	OBJECT: Supplies and Materials - 0400	$500,000.00	$2,748.46	$53,733.34	$446,266.66	$1,205.94	$445,060.72	89.01%
242.000.0500.000.000.000	Capital Objects	$0.00	$0.00	$224,494.47	($224,494.47)	$307,564.32	($532,058.79)	0.00%
	OBJECT: Capital Objects - 0500	$0.00	$0.00	$224,494.47	($224,494.47)	$307,564.32	($532,058.79)	0.00%
	FUND: Idaho Career Ready Students Grant - 242	$1,124,000.00	$2,748.46	$307,335.85	$816,664.15	$309,494.28	$507,169.87	45.12%

121

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
243.000.0100.000.000.000	Salaries	$96,597.85	$8,072.24	$40,361.26	$56,236.59	$56,505.78	($269.19)	-0.28%
	OBJECT: Salaries - 0100	$96,597.85	$8,072.24	$40,361.26	$56,236.59	$56,505.78	($269.19)	-0.28%
243.000.0200.000.000.000	Benefits	$20,913.42	$1,682.47	$8,592.19	$12,321.23	$11,764.98	$556.25	2.66%
	OBJECT: Benefits - 0200	$20,913.42	$1,682.47	$8,592.19	$12,321.23	$11,764.98	$556.25	2.66%
243.000.0300.000.000.000	Purchased Services	$0.00	$1,413.00	$3,614.00	($3,614.00)	$5,042.07	($8,656.07)	0.00%
	OBJECT: Purchased Services - 0300	$0.00	$1,413.00	$3,614.00	($3,614.00)	$5,042.07	($8,656.07)	0.00%
243.000.0400.000.000.000	Supplies and Materials	$110,950.43	$2,179.94	$27,557.92	$83,392.51	$17,485.06	$65,907.45	59.40%
	OBJECT: Supplies and Materials - 0400	$110,950.43	$2,179.94	$27,557.92	$83,392.51	$17,485.06	$65,907.45	59.40%
243.000.0500.000.000.000	Capital Objects	$0.00	$7,118.07	$7,118.07	($7,118.07)	$2,967.77	($10,085.84)	0.00%
	OBJECT: Capital Objects - 0500	$0.00	$7,118.07	$7,118.07	($7,118.07)	$2,967.77	($10,085.84)	0.00%
	FUND: PROFESSIONAL TECHNICAL - STATE - 243	$228,461.70	$20,465.72	$87,243.44	$141,218.26	$93,765.66	$47,452.60	20.77%

122

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
244.000.0300.000.000.000	Purchased Services	$0.00	$0.00	$16,050.00	($16,050.00)	$48,150.00	($64,200.00)	0.00%
	OBJECT: Purchased Services - 0300	$0.00	$0.00	$16,050.00	($16,050.00)	$48,150.00	($64,200.00)	0.00%
	FUND: SCHOOL RESOURCE OFFICER (SRO) GRANT - 244	$0.00	$0.00	$16,050.00	($16,050.00)	$48,150.00	($64,200.00)	0.00%

123

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
245.000.0400.000.000.000	Supplies and Materials	$400,000.00	$3,935.52	$131,287.54	$268,712.46	$14,374.21	$254,338.25	63.58%
	OBJECT: Supplies and Materials - 0400	$400,000.00	$3,935.52	$131,287.54	$268,712.46	$14,374.21	$254,338.25	63.58%
245.000.0500.000.000.000	Capital Objects	$0.00	$0.00	$120,838.00	($120,838.00)	$0.00	($120,838.00)	0.00%
	OBJECT: Capital Objects - 0500	$0.00	$0.00	$120,838.00	($120,838.00)	$0.00	($120,838.00)	0.00%
	FUND: PUBLIC SCHOOL TECHNOLOGY FUND - 245	$400,000.00	$3,935.52	$252,125.54	$147,874.46	$14,374.21	$133,500.25	33.38%

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
246.000.0300.000.000.000	Purchased Services	$0.00	$1,600.41	$2,928.71	($2,928.71)	$531.32	($3,460.03)	0.00%
	OBJECT: Purchased Services - 0300	$0.00	$1,600.41	$2,928.71	($2,928.71)	$531.32	($3,460.03)	0.00%
246.000.0400.000.000.000	Supplies and Materials	$50,000.00	$2,970.80	$12,346.99	$37,653.01	$0.00	$37,653.01	75.31%
	OBJECT: Supplies and Materials - 0400	$50,000.00	$2,970.80	$12,346.99	$37,653.01	$0.00	$37,653.01	75.31%
246.000.0700.000.000.000	Insurance and Judgements	$0.00	$0.00	$1,529.00	($1,529.00)	$0.00	($1,529.00)	0.00%
	OBJECT: Insurance and Judgements - 0700	$0.00	$0.00	$1,529.00	($1,529.00)	$0.00	($1,529.00)	0.00%
	FUND: STATE SUBSTANCE ABUSE FUND - 246	$50,000.00	$4,571.21	$16,804.70	$33,195.30	$531.32	$32,663.98	65.33%

125

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
251.000.0100.000.000.000	Salaries	$667,872.76	$141,352.21	$361,689.95	$306,182.81	$300,008.55	$6,174.26	0.92%
	OBJECT: Salaries - 0100	$667,872.76	$141,352.21	$361,689.95	$306,182.81	$300,008.55	$6,174.26	0.92%
251.000.0200.000.000.000	Benefits	$370,917.36	$89,536.32	$208,556.50	$162,360.86	$157,173.43	$5,187.43	1.40%
	OBJECT: Benefits - 0200	$370,917.36	$89,536.32	$208,556.50	$162,360.86	$157,173.43	$5,187.43	1.40%
251.000.0300.000.000.000	Purchased Services	$55,796.49	$18,666.78	$28,217.02	$27,579.47	$2,224.80	$25,354.67	45.44%
	OBJECT: Purchased Services - 0300	$55,796.49	$18,666.78	$28,217.02	$27,579.47	$2,224.80	$25,354.67	45.44%
251.000.0400.000.000.000	Supplies and Materials	$63,461.00	$5,996.72	$40,437.47	$23,023.53	$911.11	$22,112.42	34.84%
	OBJECT: Supplies and Materials - 0400	$63,461.00	$5,996.72	$40,437.47	$23,023.53	$911.11	$22,112.42	34.84%
251.000.0500.000.000.000	Capital Objects	$3,400.00	$0.00	$0.00	$3,400.00	$0.00	$3,400.00	100.00%
	OBJECT: Capital Objects - 0500	$3,400.00	$0.00	$0.00	$3,400.00	$0.00	$3,400.00	100.00%
	FUND: TITLE I-A ESEA-IMPROVING BASIC PROGRAMS - 251	$1,161,447.61	$255,552.03	$638,900.94	$522,546.67	$460,317.89	$62,228.78	5.36%

126

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
253.000.0100.000.000.000	Salaries	$238,240.00	$13,799.32	$71,224.19	$167,015.81	$98,920.53	$68,095.28	28.58%
	OBJECT: Salaries - 0100	$238,240.00	$13,799.32	$71,224.19	$167,015.81	$98,920.53	$68,095.28	28.58%
253.000.0200.000.000.000	Benefits	$101,056.00	$8,060.20	$38,773.85	$62,282.15	$56,474.24	$5,807.91	5.75%
	OBJECT: Benefits - 0200	$101,056.00	$8,060.20	$38,773.85	$62,282.15	$56,474.24	$5,807.91	5.75%
253.000.0300.000.000.000	Purchased Services	$25,949.00	$158.98	$1,640.62	$24,308.38	$214.18	$24,094.20	92.85%
	OBJECT: Purchased Services - 0300	$25,949.00	$158.98	$1,640.62	$24,308.38	$214.18	$24,094.20	92.85%
253.000.0400.000.000.000	Supplies and Materials	$20,171.00	$290.73	$1,240.42	$18,930.58	$50.00	$18,880.58	93.60%
	OBJECT: Supplies and Materials - 0400	$20,171.00	$290.73	$1,240.42	$18,930.58	$50.00	$18,880.58	93.60%
	FUND: TITLE I-C ESEA MIGRANT FUND - 253	$385,416.00	$22,309.23	$112,879.08	$272,536.92	$155,658.95	$116,877.97	30.33%

127

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
255.000.0100.000.000.000	Salaries	$42,205.61	$3,517.14	$23,388.75	$18,816.86	$24,619.95	($5,803.09)	-13.75%
	OBJECT: Salaries - 0100	$42,205.61	$3,517.14	$23,388.75	$18,816.86	$24,619.95	($5,803.09)	-13.75%
255.000.0200.000.000.000	Benefits	$18,138.72	$1,460.27	$7,301.31	$10,837.41	$10,221.89	$615.52	3.39%
	OBJECT: Benefits - 0200	$18,138.72	$1,460.27	$7,301.31	$10,837.41	$10,221.89	$615.52	3.39%
255.000.0400.000.000.000	Supplies and Materials	$187.00	$0.00	$0.00	$187.00	$0.00	$187.00	100.00%
	OBJECT: Supplies and Materials - 0400	$187.00	$0.00	$0.00	$187.00	$0.00	$187.00	100.00%
	FUND: TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN - 255	$60,531.33	$4,977.41	$30,690.06	$29,841.27	$34,841.84	($5,000.57)	-8.26%

128

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
257.000.0100.000.000.000	Salaries	$765,615.00	$65,062.18	$327,774.48	$437,840.52	$433,564.72	$4,275.80	0.56%
	OBJECT: Salaries - 0100	$765,615.00	$65,062.18	$327,774.48	$437,840.52	$433,564.72	$4,275.80	0.56%
257.000.0200.000.000.000	Benefits	$398,529.00	$33,334.54	$167,760.17	$230,768.83	$226,800.27	$3,968.56	1.00%
	OBJECT: Benefits - 0200	$398,529.00	$33,334.54	$167,760.17	$230,768.83	$226,800.27	$3,968.56	1.00%
257.000.0300.000.000.000	Purchased Services	$12,000.00	$712.88	$2,815.55	$9,184.45	$1,223.47	$7,960.98	66.34%
	OBJECT: Purchased Services - 0300	$12,000.00	$712.88	$2,815.55	$9,184.45	$1,223.47	$7,960.98	66.34%
257.000.0400.000.000.000	Supplies and Materials	$12,389.00	$35.84	$1,810.49	$10,578.51	$362.28	$10,216.23	82.46%
	OBJECT: Supplies and Materials - 0400	$12,389.00	$35.84	$1,810.49	$10,578.51	$362.28	$10,216.23	82.46%
	FUND: TITLE VI-B IDEA SPECIAL ED FUND - 257	$1,188,533.00	$99,145.44	$500,160.69	$688,372.31	$661,950.74	$26,421.57	2.22%

129

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
258.000.0100.000.000.000	Salaries	$34,335.00	$2,832.91	$13,949.43	$20,385.57	$18,940.75	$1,444.82	4.21%
	OBJECT: Salaries - 0100	$34,335.00	$2,832.91	$13,949.43	$20,385.57	$18,940.75	$1,444.82	4.21%
258.000.0200.000.000.000	Benefits	$19,979.00	$1,610.70	$8,049.04	$11,929.96	$11,190.12	$739.84	3.70%
	OBJECT: Benefits - 0200	$19,979.00	$1,610.70	$8,049.04	$11,929.96	$11,190.12	$739.84	3.70%
258.000.0400.000.000.000	Supplies and Materials	$1,663.00	$364.65	$364.65	$1,298.35	$0.00	$1,298.35	78.07%
	OBJECT: Supplies and Materials - 0400	$1,663.00	$364.65	$364.65	$1,298.35	$0.00	$1,298.35	78.07%
	FUND: TITLE VI-B IDEA PRESCHOOL FUND - 258	$55,977.00	$4,808.26	$22,363.12	$33,613.88	$30,130.87	$3,483.01	6.22%

130

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
260.000.0100.000.000.000	Salaries	$386,807.00	$31,065.93	$164,062.01	$222,744.99	$213,620.87	$9,124.12	2.36%
	OBJECT: Salaries - 0100	$386,807.00	$31,065.93	$164,062.01	$222,744.99	$213,620.87	$9,124.12	2.36%
260.000.0200.000.000.000	Benefits	$191,698.00	$14,905.66	$80,226.77	$111,471.23	$101,716.00	$9,755.23	5.09%
	OBJECT: Benefits - 0200	$191,698.00	$14,905.66	$80,226.77	$111,471.23	$101,716.00	$9,755.23	5.09%
260.000.0300.000.000.000	Purchased Services	$353,582.00	$41,988.19	$194,440.40	$159,141.60	$158,559.60	$582.00	0.16%
	OBJECT: Purchased Services - 0300	$353,582.00	$41,988.19	$194,440.40	$159,141.60	$158,559.60	$582.00	0.16%
260.000.0800.000.000.000	Fund & Contingencies transfers	$175,000.00	$0.00	$0.00	$175,000.00	$0.00	$175,000.00	100.00%
	OBJECT: Fund & Contingencies transfers - 0800	$175,000.00	$0.00	$0.00	$175,000.00	$0.00	$175,000.00	100.00%
	FUND: MEDICAID - 260	$1,107,087.00	$87,959.78	$438,729.18	$668,357.82	$473,896.47	$194,461.35	17.57%

131

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
261.000.0100.000.000.000	Salaries	$64,063.00	$5,338.61	$26,693.03	$37,369.97	$37,370.21	($0.24)	0.00%
	OBJECT: Salaries - 0100	$64,063.00	$5,338.61	$26,693.03	$37,369.97	$37,370.21	($0.24)	0.00%
261.000.0200.000.000.000	Benefits	$31,941.00	$2,582.64	$12,943.85	$18,997.15	$18,081.30	$915.85	2.87%
	OBJECT: Benefits - 0200	$31,941.00	$2,582.64	$12,943.85	$18,997.15	$18,081.30	$915.85	2.87%
261.000.0300.000.000.000	Purchased Services	$9,930.00	$2,400.00	$2,400.00	$7,530.00	$630.96	$6,899.04	69.48%
	OBJECT: Purchased Services - 0300	$9,930.00	$2,400.00	$2,400.00	$7,530.00	$630.96	$6,899.04	69.48%
261.000.0400.000.000.000	Supplies and Materials	$4,906.00	$0.00	$8,150.06	($3,244.06)	$0.00	($3,244.06)	-66.12%
	OBJECT: Supplies and Materials - 0400	$4,906.00	$0.00	$8,150.06	($3,244.06)	$0.00	($3,244.06)	-66.12%
	FUND: TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC - 261	$110,840.00	$10,321.25	$50,186.94	$60,653.06	$56,082.47	$4,570.59	4.12%

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
263.000.0100.000.000.000	Salaries	$2,702.00	$225.23	$1,126.15	$1,575.85	$1,576.62	($0.77)	-0.03%
	OBJECT: Salaries - 0100	$2,702.00	$225.23	$1,126.15	$1,575.85	$1,576.62	($0.77)	-0.03%
263.000.0200.000.000.000	Benefits	$772.00	$46.72	$233.65	$538.35	$327.04	$211.31	27.37%
	OBJECT: Benefits - 0200	$772.00	$46.72	$233.65	$538.35	$327.04	$211.31	27.37%
263.000.0300.000.000.000	Purchased Services	$0.00	$445.04	$4,627.54	($4,627.54)	$2,360.96	($6,988.50)	0.00%
	OBJECT: Purchased Services - 0300	$0.00	$445.04	$4,627.54	($4,627.54)	$2,360.96	($6,988.50)	0.00%
263.000.0400.000.000.000	Supplies and Materials	$66,014.59	$7,753.36	$20,577.06	$45,437.53	$10,585.97	$34,851.56	52.79%
	OBJECT: Supplies and Materials - 0400	$66,014.59	$7,753.36	$20,577.06	$45,437.53	$10,585.97	$34,851.56	52.79%
263.000.0500.000.000.000	Capital Objects	$0.00	$5,016.05	$9,577.80	($9,577.80)	$1,850.00	($11,427.80)	0.00%
	OBJECT: Capital Objects - 0500	$0.00	$5,016.05	$9,577.80	($9,577.80)	$1,850.00	($11,427.80)	0.00%
	FUND: PERKINS III PRFESSIONAL TECHNICAL ACT - 263	$69,488.59	$13,486.40	$36,142.20	$33,346.39	$16,700.59	$16,645.80	23.95%

133

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
265.000.0100.000.000.000	Salaries	$0.00	$137.67	$688.35	($688.35)	$963.74	($1,652.09)	0.00%
	OBJECT: Salaries - 0100	$0.00	$137.67	$688.35	($688.35)	$963.74	($1,652.09)	0.00%
265.000.0200.000.000.000	Benefits	$0.00	$28.90	$144.54	($144.54)	$202.30	($346.84)	0.00%
	OBJECT: Benefits - 0200	$0.00	$28.90	$144.54	($144.54)	$202.30	($346.84)	0.00%
265.000.0400.000.000.000	Supplies and Materials	$4,560.00	$0.00	$4,554.54	$5.46	$0.00	$5.46	0.12%
	OBJECT: Supplies and Materials - 0400	$4,560.00	$0.00	$4,554.54	$5.46	$0.00	$5.46	0.12%
	FUND: IDEA MINI-GRANTS - 265	$4,560.00	$166.57	$5,387.43	($827.43)	$1,166.04	($1,993.47)	-43.72%

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
270.000.0100.000.000.000	Salaries	$34,352.00	$2,866.88	$14,333.95	$20,018.05	$20,038.68	($20.63)	-0.06%
	OBJECT: Salaries - 0100	$34,352.00	$2,866.88	$14,333.95	$20,018.05	$20,038.68	($20.63)	-0.06%
270.000.0200.000.000.000	Benefits	$18,942.00	$1,531.38	$7,658.00	$11,284.00	$10,701.63	$582.37	3.07%
	OBJECT: Benefits - 0200	$18,942.00	$1,531.38	$7,658.00	$11,284.00	$10,701.63	$582.37	3.07%
270.000.0300.000.000.000	Purchased Services	$2,000.00	$392.60	$392.60	$1,607.40	$1,112.37	$495.03	24.75%
	OBJECT: Purchased Services - 0300	$2,000.00	$392.60	$392.60	$1,607.40	$1,112.37	$495.03	24.75%
270.000.0400.000.000.000	Supplies and Materials	$3,179.00	$0.00	$959.21	$2,219.79	$0.00	$2,219.79	69.83%
	OBJECT: Supplies and Materials - 0400	$3,179.00	$0.00	$959.21	$2,219.79	$0.00	$2,219.79	69.83%
	FUND: TITLE III ESEA FED LEP - 270	$58,473.00	$4,790.86	$23,343.76	$35,129.24	$31,852.68	$3,276.56	5.60%

135

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
271.000.0100.000.000.000	Salaries	$116,015.47	$8,667.99	$43,089.90	$72,925.57	$60,675.99	$12,249.58	10.56%
	OBJECT: Salaries - 0100	$116,015.47	$8,667.99	$43,089.90	$72,925.57	$60,675.99	$12,249.58	10.56%
271.000.0200.000.000.000	Benefits	$46,169.94	$3,114.27	$15,567.45	$30,602.49	$21,821.45	$8,781.04	19.02%
	OBJECT: Benefits - 0200	$46,169.94	$3,114.27	$15,567.45	$30,602.49	$21,821.45	$8,781.04	19.02%
271.000.0300.000.000.000	Purchased Services	$4,500.00	$0.00	$0.00	$4,500.00	$0.00	$4,500.00	100.00%
	OBJECT: Purchased Services - 0300	$4,500.00	$0.00	$0.00	$4,500.00	$0.00	$4,500.00	100.00%
271.000.0400.000.000.000	Supplies and Materials	$3,989.59	$0.00	$0.00	$3,989.59	$0.00	$3,989.59	100.00%
	OBJECT: Supplies and Materials - 0400	$3,989.59	$0.00	$0.00	$3,989.59	$0.00	$3,989.59	100.00%
	FUND: TITLE II-A ESEA IMPROVING TEACHER QUALITY - 271	$170,675.00	$11,782.26	$58,657.35	$112,017.65	$82,497.44	$29,520.21	17.30%

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
274.000.0300.000.000.000	Purchased Services	$0.00	$0.00	$1,003.86	($1,003.86)	$0.00	($1,003.86)	0.00%
	OBJECT: Purchased Services - 0300	$0.00	$0.00	$1,003.86	($1,003.86)	$0.00	($1,003.86)	0.00%
274.000.0400.000.000.000	Supplies and Materials	$4,414.80	$0.00	$0.00	$4,414.80	$0.00	$4,414.80	100.00%
	OBJECT: Supplies and Materials - 0400	$4,414.80	$0.00	$0.00	$4,414.80	$0.00	$4,414.80	100.00%
	FUND: Stronger Connections Grant - 274	$4,414.80	$0.00	$1,003.86	$3,410.94	$0.00	$3,410.94	77.26%

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
284.000.0100.000.000.000	Salaries	$64,000.00	$3,446.69	$10,527.16	$53,472.84	$24,126.83	$29,346.01	45.85%
	OBJECT: Salaries - 0100	$64,000.00	$3,446.69	$10,527.16	$53,472.84	$24,126.83	$29,346.01	45.85%
284.000.0200.000.000.000	Benefits	$0.00	$541.79	$4,707.64	($4,707.64)	$3,812.45	($8,520.09)	0.00%
	OBJECT: Benefits - 0200	$0.00	$541.79	$4,707.64	($4,707.64)	$3,812.45	($8,520.09)	0.00%
284.000.0300.000.000.000	Purchased Services	$0.00	$2,500.00	$17,044.69	($17,044.69)	$1,479.25	($18,523.94)	0.00%
	OBJECT: Purchased Services - 0300	$0.00	$2,500.00	$17,044.69	($17,044.69)	$1,479.25	($18,523.94)	0.00%
284.000.0400.000.000.000	Supplies and Materials	$46,144.39	$6,247.71	$10,527.78	$35,616.61	$4,199.50	$31,417.11	68.08%
	OBJECT: Supplies and Materials - 0400	$46,144.39	$6,247.71	$10,527.78	$35,616.61	$4,199.50	$31,417.11	68.08%
	FUND: GEAR UP GRANT - 284	$110,144.39	$12,736.19	$42,807.27	$67,337.12	$33,618.03	$33,719.09	30.61%

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
290.000.0100.000.000.000	Salaries	$774,812.50	$64,758.46	$345,793.58	$429,018.92	$414,548.38	$14,470.54	1.87%
	OBJECT: Salaries - 0100	$774,812.50	$64,758.46	$345,793.58	$429,018.92	$414,548.38	$14,470.54	1.87%
290.000.0200.000.000.000	Benefits	$540,187.50	$44,367.54	$231,863.43	$308,324.07	$294,316.31	$14,007.76	2.59%
	OBJECT: Benefits - 0200	$540,187.50	$44,367.54	$231,863.43	$308,324.07	$294,316.31	$14,007.76	2.59%
290.000.0300.000.000.000	Purchased Services	$75,000.00	$400.00	$8,712.72	$66,287.28	$449.84	$65,837.44	87.78%
	OBJECT: Purchased Services - 0300	$75,000.00	$400.00	$8,712.72	$66,287.28	$449.84	$65,837.44	87.78%
290.000.0400.000.000.000	Supplies and Materials	$1,090,000.00	$82,134.53	$830,425.85	$259,574.15	$132,047.43	$127,526.72	11.70%
	OBJECT: Supplies and Materials - 0400	$1,090,000.00	$82,134.53	$830,425.85	$259,574.15	$132,047.43	$127,526.72	11.70%
290.000.0500.000.000.000	Capital Objects	$0.00	$449.84	$4,490.42	($4,490.42)	$449.84	($4,940.26)	0.00%
	OBJECT: Capital Objects - 0500	$0.00	$449.84	$4,490.42	($4,490.42)	$449.84	($4,940.26)	0.00%
	FUND: FOOD SERVICE FUND - 290	$2,480,000.00	$192,110.37	$1,421,286.00	$1,058,714.00	$841,811.80	$216,902.20	8.75%

139

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
310.000.0600.000.000.000	Debt Retirement	$1,933,715.00	$31,910.95	$1,906,153.56	$27,561.44	$0.00	$27,561.44	1.43%
	OBJECT: Debt Retirement - 0600	$1,933,715.00	$31,910.95	$1,906,153.56	$27,561.44	$0.00	$27,561.44	1.43%
	FUND: DEBT SERVICE FUND - 310	$1,933,715.00	$31,910.95	$1,906,153.56	$27,561.44	$0.00	$27,561.44	1.43%

140

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
436.000.0300.000.000.000	Purchased Services	$0.00	$2,950.00	$2,950.00	($2,950.00)	$2,160.00	($5,110.00)	0.00%
	OBJECT: Purchased Services - 0300	$0.00	$2,950.00	$2,950.00	($2,950.00)	$2,160.00	($5,110.00)	0.00%
436.000.0400.000.000.000	Supplies and Materials	$0.00	$428.20	$7,661.69	($7,661.69)	$1,988.31	($9,650.00)	0.00%
	OBJECT: Supplies and Materials - 0400	$0.00	$428.20	$7,661.69	($7,661.69)	$1,988.31	($9,650.00)	0.00%
436.000.0500.000.000.000	Capital Objects	$8,567,728.00	$350,719.97	$1,186,825.08	$7,380,902.92	$743,841.78	$6,637,061.14	77.47%
	OBJECT: Capital Objects - 0500	$8,567,728.00	$350,719.97	$1,186,825.08	$7,380,902.92	$743,841.78	$6,637,061.14	77.47%
	FUND: School Modernization - 436	$8,567,728.00	$354,098.17	$1,197,436.77	$7,370,291.23	$747,990.09	$6,622,301.14	77.29%

141

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
710.000.0300.000.000.000	Purchased Services	$12,000.00	$0.00	$0.00	$12,000.00	$0.00	$12,000.00	100.00%
	OBJECT: Purchased Services - 0300	$12,000.00	$0.00	$0.00	$12,000.00	$0.00	$12,000.00	100.00%
	FUND: CLARENCE BIRRER SCHOLARSHIP TRUST FUND - 710	$12,000.00	$0.00	$0.00	$12,000.00	$0.00	$12,000.00	100.00%

142

Board Report

From Date: 1/1/2026 To Date: 1/31/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask ☑ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance ☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
Grand Total:		$62,487,478.58	$3,931,191.37	$24,964,560.41	$37,522,918.17	$22,430,047.32	$15,092,870.85	24.15%

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331
Business Office Report to the Board of Trustees
Fiscal Year 2025–2026
Reporting Period: January 1 – January 31, 2026

Overview

The Business Office continues to focus on fiscal stewardship, internal controls, compliance monitoring, and proactive year-end planning. Through structured monthly trainings with schools and departments, we are reinforcing expectations, strengthening processes, and preparing for a smooth fiscal year close.

This report provides:

- Key financial highlights
- Important year-end deadlines
- General Fund overview
- Student Activity Fund status
- Grant monitoring updates
- Risk and compliance oversight

Monthly Department & School Trainings

The Business Office holds monthly trainings for departments and schools to ensure consistency in purchasing, grant management, internal controls, and financial compliance.

At the February 11, 2026 training, we reviewed critical year-end deadlines and expectations.

Key Fiscal Deadlines

To ensure orderly year-end processing and compliance, the following dates were communicated:

- **March 15, 2026** – CTE funds must be encumbered or will be pulled and redistributed
- **March 31, 2026** – Negative student activity balances reviewed with advisors
- **April 30, 2026** – Purchasing cutoff for all non-essential school spending

- **May 30, 2026** – Hard cutoff for Schools, Departments are to only order the essentials
- **May 30, 2026** – All negative student activity balances resolved
- **June 15, 2026** – Hard cutoff for departments

Additionally, before staff checkout for summer break:

- All purchase orders and invoices must be submitted for payment or closure
- Deposits must be entered
- Bank statements must be reconciled

These structured deadlines help ensure:

- Compliance with grant timelines
- Prevention of overspending
- Accurate financial reporting
- A smooth fiscal year close

General Fund Overview (Fund 100)

As of January 31, 2026 Budget Report:

- **Total Budget:** $41,670,864
- **Year-to-Date Expenditures:** $17,259,178
- **Encumbrances:** $18,193,001
- **Remaining Balance:** $6,218,685
- **Percent of Budget Remaining:** 14.92%

Personnel Costs

Personnel continues to represent the majority of General Fund expenditures:

- **Salaries:** $22.0M budget | 3.13% remaining
- **Benefits:** $10.3M budget | 6.56% remaining

Personnel expenses are tracking closely with projections and reflect stable staffing expenditures.

Operational Spending

- **Purchased Services:** 28.10% remaining
- **Supplies & Materials:** 40.38% remaining
- **Capital Objects:** 34.12% remaining

Remaining balances in discretionary categories reflect controlled mid-year spending and allow flexibility heading into the final quarter.

Student Activity Funds (Fund 238)

Student Activity Funds are closely monitored to ensure compliance, transparency, and financial accountability.

As of January 31, 2026 Student Activity Budget Report:

- **Total Budget:** $1,533,121
- **Year-to-Date Expenditures:** $526,513
- **Encumbrances:** $118,065
- **Remaining Balance:** $888,544
- **Percent Remaining:** 57.96%

Observations

- Most schools maintain healthy mid-year balances.
- Some accounts reflect negative balances or over-encumbrances.
- Advisors should be working with school bookkeepers to resolve deficits ahead of the May 30th deadline.

The Business Office remains committed to ensuring that no student organization ends the fiscal year in deficit.

Grant Monitoring & Compliance

Grant funds are monitored closely to ensure timely encumbrance and allowable spending.

Idaho Career Ready Students Grant (Fund 242 – Ag Building)

- **Budget:** $1,124,000
- **Remaining Balance:** $816,664 (45.12% remaining)

- All State Grant Funds have been received, we are waiting on PBC to finalize the project before final payout.

Other Federal & State Grants

Several federal programs (Title I, IDEA, Title II, Title III) are tracking within expected ranges

Weekly/Monthly monitoring helps ensure:

- Allowable cost compliance
- Proper coding
- Timely reimbursement
- Avoidance of year-end lapses

Other Major Funds Snapshot

Additional funds remain financially stable:

Fund	Budget	% Remaining
Food Service	$2,480,000	8.75%
Debt Service	$1,933,715	1.43%
School Modernization	$8,567,728	77.29%

Food Service budget currently reflects $680k transfer in from General Fund.
Debt Service reflects scheduled bond payments.
School Modernization balances reflect project timing and capital planning phases.

Internal Controls & Policy Reinforcement

Recent trainings emphasized:

- Sales tax compliance and PaySchools refund handling
- Timeclock and comp-time eligibility (Policy 594.00)
- Facility use fee collection (Policy 480.00)
- Surplus and disposition procedures (Policy 774.00)
- Full employer cost awareness for stipends and staffing

These ongoing trainings strengthen governance, compliance, and risk mitigation district-wide.

Conclusion

The district remains financially stable and operating within budgeted expectations. This does include an expected ~$375k deficit spend for FY26. Personnel expenditures are tracking as projected, discretionary spending remains controlled, and grant compliance deadlines are being proactively managed.

Through structured trainings, firm deadlines, and consistent oversight, the Business Office continues to prioritize fiscal responsibility, transparency, and strong internal controls.

Daryl Kent

Business Manager/Board Treasurer
Minidoka County Joint School District #331
310 10th St. Rupert, ID 83350

MINIDOKA COUNTY SCHOOL DISTRICT

DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING: DSC Paul E Clementary

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1		Rm 300 Big Heavywood Table Leg Broken			0	
2		Rm 119 Big Heavywood Table			0	
3						
4		Broken furniture				
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

SIGNATURE _____ DATE 2/9/26
(Building Principal)

SIGNATURE _____ DATE _____
(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:

	TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	153 Bus #	2016 Blue Bird - 1BAKGCPH8GF320556				Dispose wreck Bus
2	113 Bus #	2013 Blue Bird - 1BAKGCPH4DF290824				Dispose wreck Bus
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

SIGNATURE Coleen M Jones (Building Principal) **DATE** 2-11-26

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**

TITLE OF CONFERENCE
BPA- STATE CONFERENCE

PURPOSE OF CONFERENCE
STUDENT LEADERSHIP CONVENTION

DESTINATION
BOISE, ID

REPORT TO: (CIRCLE ONE)
BOARD STAFF TEAM

CHECK ONE

IN-RADIUS	X	OUT-RADIUS	
		STUDENT TRAVEL OVERNIGHT Y/N	Y
# STUDENTS	3	# CHAPERONES	2

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
VOCATION-CLUB FUNDS

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS: BREAKFAST $10	MEALS: LUNCH $15	MEALS: DINNER IN-STATE $20 OUT-STATE $30	MEALS: DAILY TOTAL	MILEAGE: DESTINATION CITY OR AIRPORT	MILEAGE: MILES	MILEAGE: TOTAL PER MILE .725	PARKING/ BAGGAGE	RENTAL CAR, SHUTTLE, TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
BUS DRIVER MEALS & HOTEL (IF APPLICABLE)					$ -										
					$ -										
					$ -										
					$ -										
					$ -			$ - .00							$ - .00
Sheryl Stevenson	2-Mar-26	$ 10	$ 15	$ 30	$ 55										
	3-Mar-26		$ 15	$ 30	$ 45										
	4-Mar-26		$ 15	$ 30	$ 45										
					$ -										
					$ -			$ - .00				$ 55		$ 107.00	$ 145.00
Sarah Pelayo	2-Mar-26	$ 10	$ 15	$ 30	$ 55										
	3-Mar-26		$ 15	$ 30	$ 45										
	4-Mar-26		$ 15	$ 30	$ 45										
					$ -										
					$ -			$ - .00				$ 55		$ 107.00	$ 151145.00
3 Students	2-Mar-26				$ -										
	3-Mar-26				$ -										
	4-Mar-26				$ -										
					$ -										
					$ -			$ - .00				$ 165		$ 374.00	$ - .00
					$ -										
					$ -										
					$ -										
					$ -										
					$ -			$ - .00							$ - .00
					$ -										
					$ -										
					$ -										
					$ -										
					$ -			$ - .00							$ - .00
					$ 290			$ - .00	$ -	$ -	$ -	$ 275	$ -	$ 588.00	

ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

BUDGET CODE:

PROGRAM DIRECTOR INITIAL:

TOTAL COST OF REQUEST **$ 1,153.00**

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: ok per Maggi

SIGNATURE OF SUPERINTENDENT:

BOARD APPROVAL DATE

February 2026
Regular Board Meeting
Personnel Recommendation/Requests for Board Consideration
All recommendations are pending Board approval and District Office receiving state mandated paperwork.

Classified

New Hires

Anderson, Candice	Guest Teacher~ DSC
Barnes, Hayden	Maintenance Technician ~ Maintenance
Barnes, Veronica	Guest Teacher~ DSC
Cheesman, Hillary	Guest Teacher~ DSC
Cook, Gara	Guest Teacher~ DSC
Evans, Reese	Guest Teacher~ DSC
Hansen, Karen	Guest Teacher~ DSC
Holman, Justin	Guest Teacher~ DSC
Killian, Kyle	IT Specialist (part-time) ~ Information Technology
Merrill, Kent	Guest Teacher~ DSC
Pasillas, Yajaira	Custodian Minico HS ~ Maintenance
Soto, Mark	Grounds/Custodian ~ Maintenance
Smith, Kristy Lyn	Guest Teacher~ DSC
Stephens, Elizabeth	Guest Teacher~ DSC

Resignation(s)

Cotant, Erin	Paraeducator ~ Minico High School
Garza, Dawn	Head Cook ~ Child Nutrition
Solakiewicz, Kassidee	Paraeducator ~ West Minico HS

Athletics & Activities

New Hires

Cook, Laree	Asst. Softball Coach~ Minico High School

Retirement

Amen, Claudia	Teacher ~ Minico High School
Mittelsteadt, Gary	Teacher ~ Minico High School

The following teacher's contract information was reported incorrectly on the January 2026 board personnel minutes. Chase was reported as moving to an R2 when the correct placement is at R3 (see below).

Name	Current Placement	New Placement	Updated Base Salary Increase
Chandler, Chase	R1	~~R2~~ should be R3	~~$1050.00~~ should be $2100.00

February 2026
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 using Community Schools OST funds for running after school clubs.

From acct. 100.720.0120.106.000.201

Smith, Clynton $1069.61

Turner, Adam $1069.61

From acct. 100.720.0125.106.000.201

Ellis, Michah. $1090.51

Murphy, Sheneal $1090.51

Rupert Elementary Good News





Science Night



1) iDA-MECH Engineering: Pneumatic Conveyor, 10 ft vertical wind tunnel and air cannon

2) Kent Evensen: Newton's 1st and 3rd laws

3) Giant Tetris and Connect 4

4) Minico High School Engineering Club

5) Boys and Girls Club

6) Idaho STEM

7) Idaho Power

8) Brewsters Cheese

9) Minidoka Family Chiropractic

10) ISU Physics



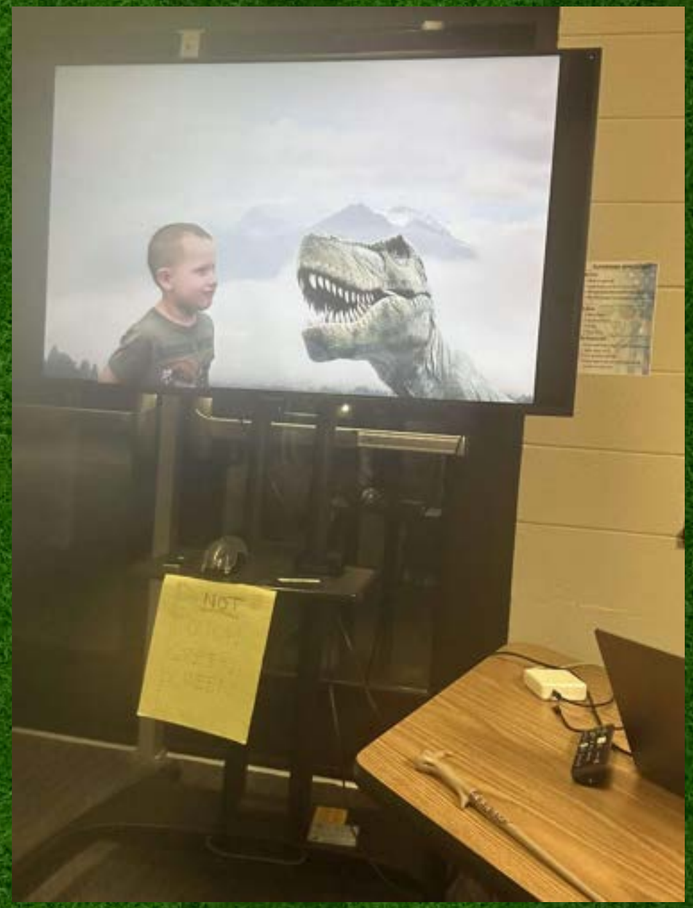
Science Night

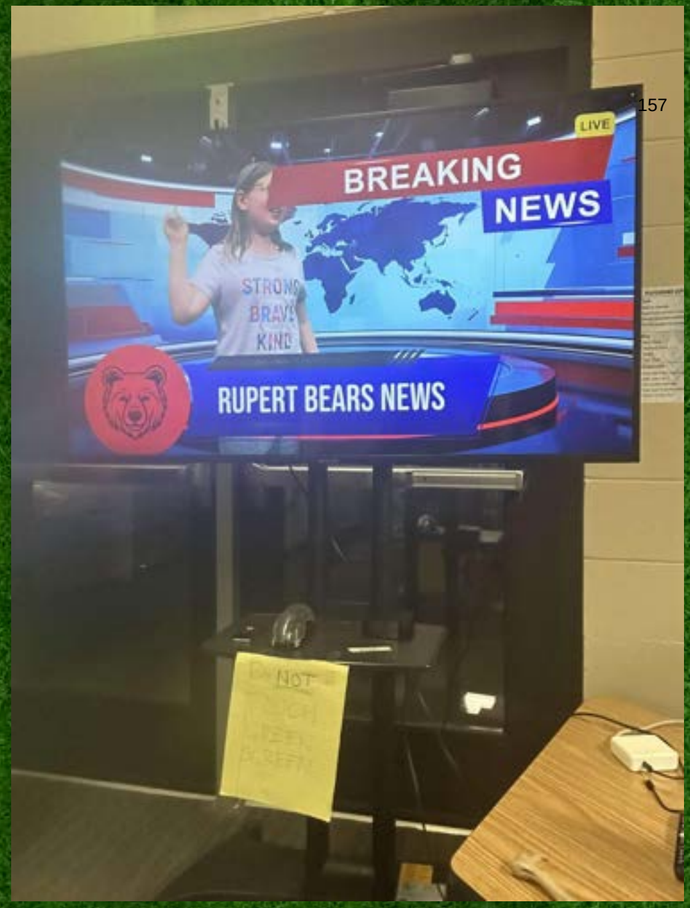


11) ISU Science
12) INL
13) Idaho Museum of Natural History
14) Landon Whitesides Green Screen Technology
15) DeMary Library
16) Idaho Public Television (PBS Kids)
17) Pomerelle Ski Patrol
18) Ray Rick's Mechanics
19) Serr Chiropractic
20) Idaho Fish and Game
21) University of Idaho Bug Guys
22) Herrett Center Reptiles
23) Rupert Fire Department
24) Astronomy (Telescopes outside)
25) Fizz Farm
26) Silent Auction

Science Night









Science Night









CORE SCORES



49 February

37 Beginning of Year

160

CORE SCORES

10 20 30 40 50 40 30 20 10

2025

TOUCHDOWN

One student completed the whole test

21

FEBRUARY



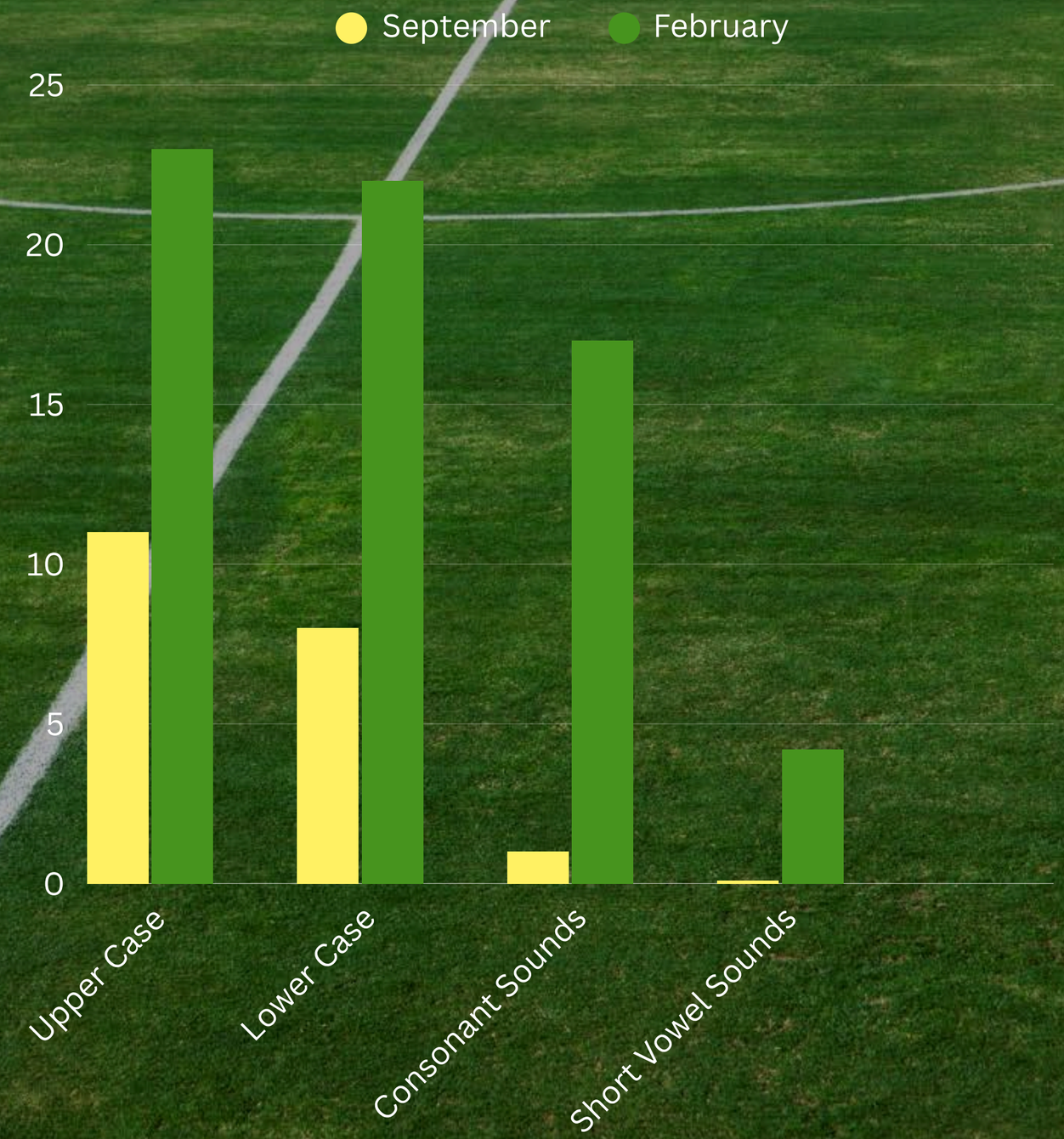
2

SEPTEMBER

KINDERGARTEN

10 20 30 40 50 40 30 20 10

KINDERGARTEN



1st Grade

February proficiency

Uppercase letters 99%

Lowercase letters 94%

Consonant sounds 87%

Vowel sounds 96%

CVC Words 75%

2nd Grade

CVC Words 88%
Short vowel/Consonant blends 53%
R-Controlled vowels 67%

3rd Grade

CVC Words 94%

Short vowel/Consonant blends 90%

Short vowel/Digraphs/Trigraphs 87%

R-Controlled vowels 87%

Long Vowels 89%

4th Grade

CVC Words 98%

Short vowel/Consonant blends 90%

Short vowel/Digraphs/Trigraphs 87%

R-Controlled vowels 81%

Long Vowels 85%

5th Grade

CVC Words 98%

Short vowel/Consonant blends 93%

Short vowel/Digraphs/Trigraphs 89%

R-Controlled vowels 91%

Long Vowels 91%

5th Grade

CVC Words 98%

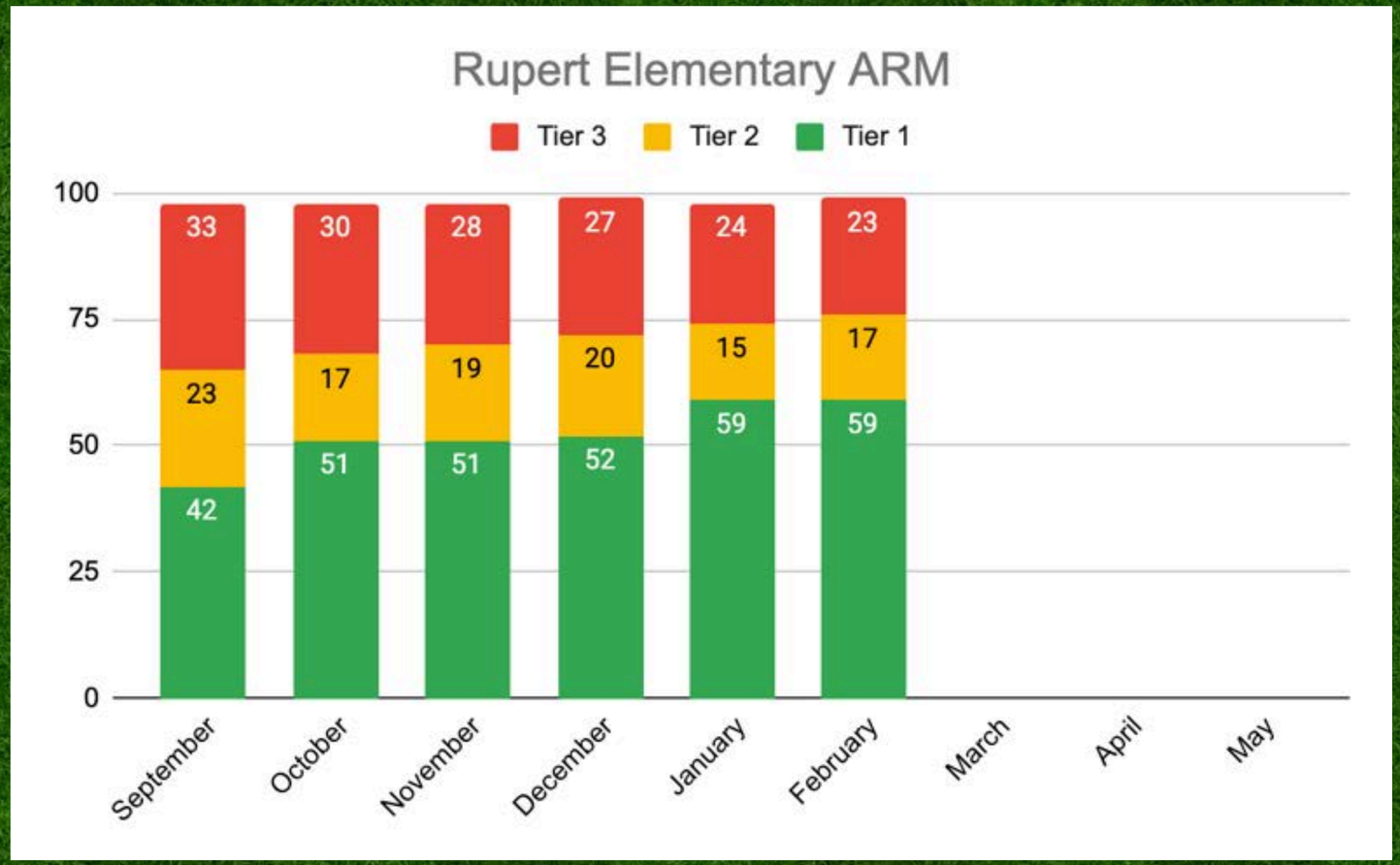
Short vowel/Consonant blends 93%

Short vowel/Digraphs/Trigraphs 89%

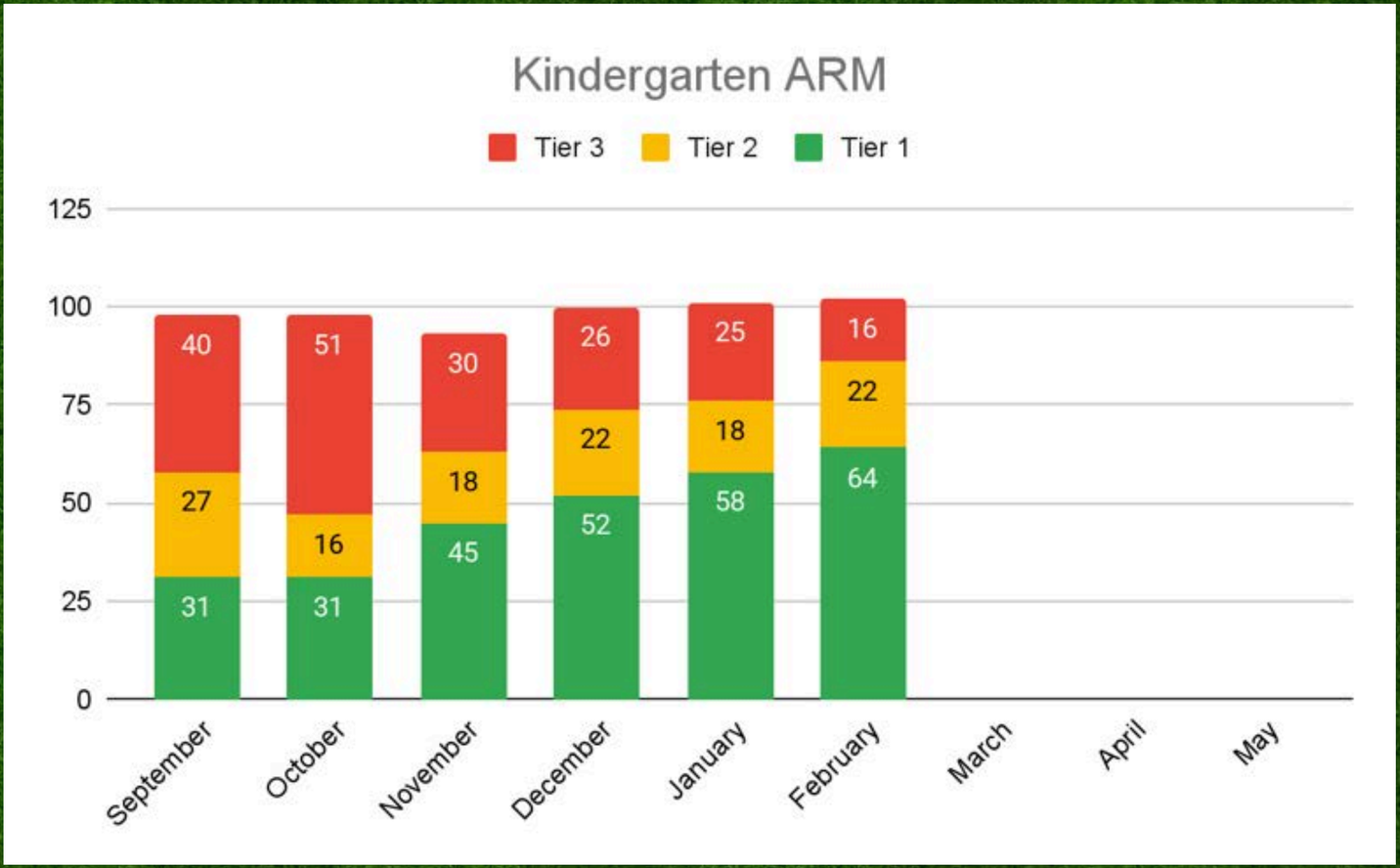
R-Controlled vowels 91%

Long Vowels 91%

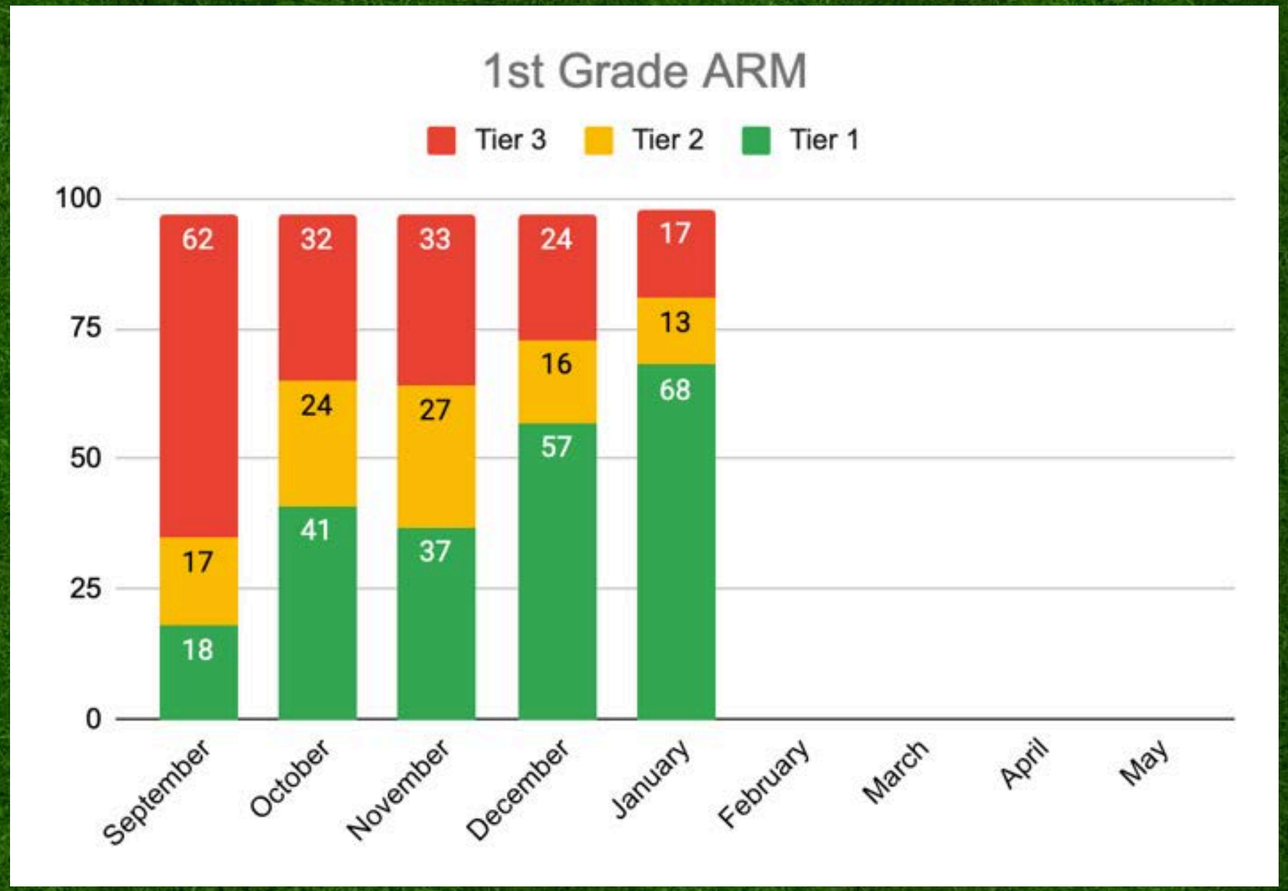
IRI Test Scores



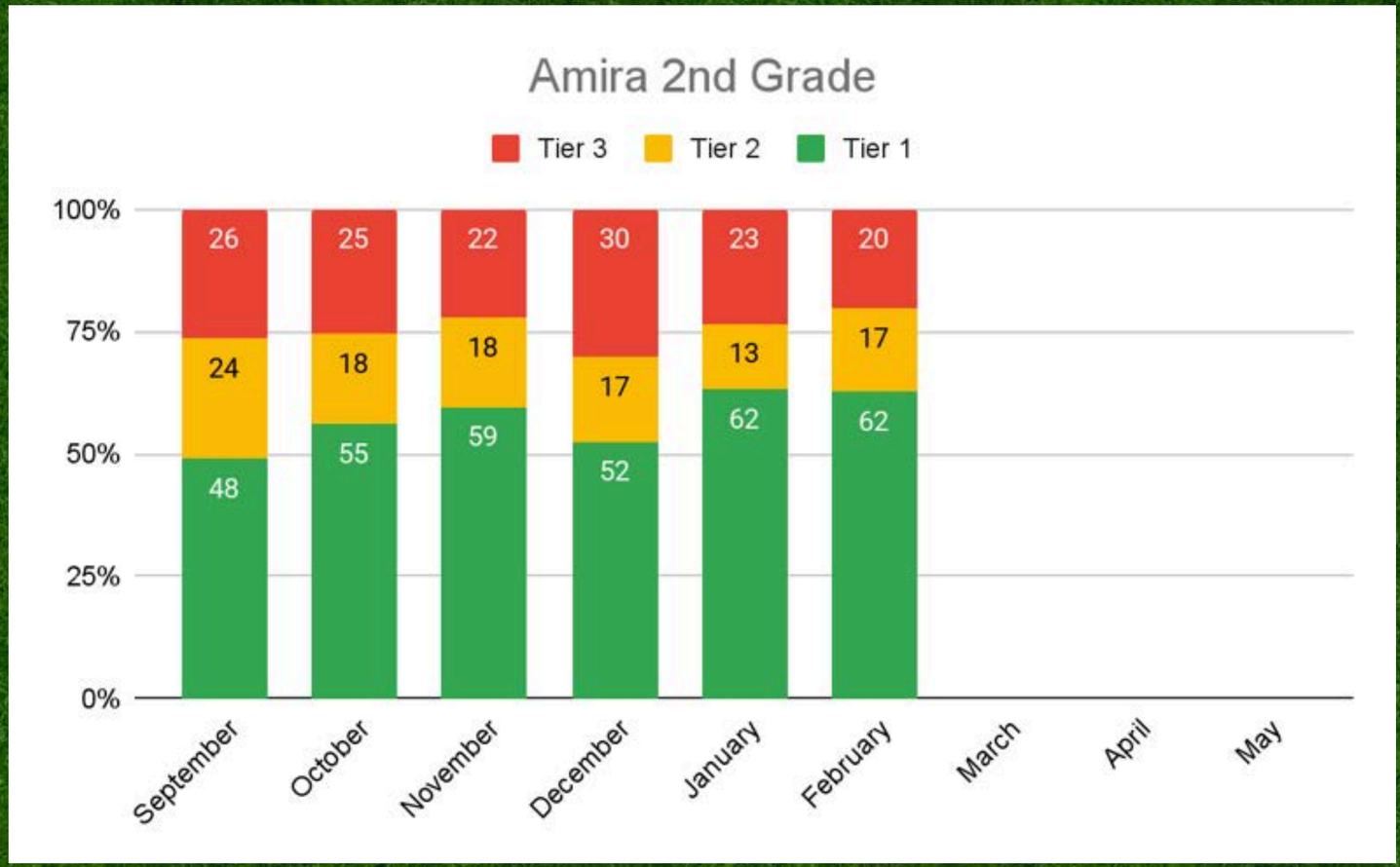
Kindergarten



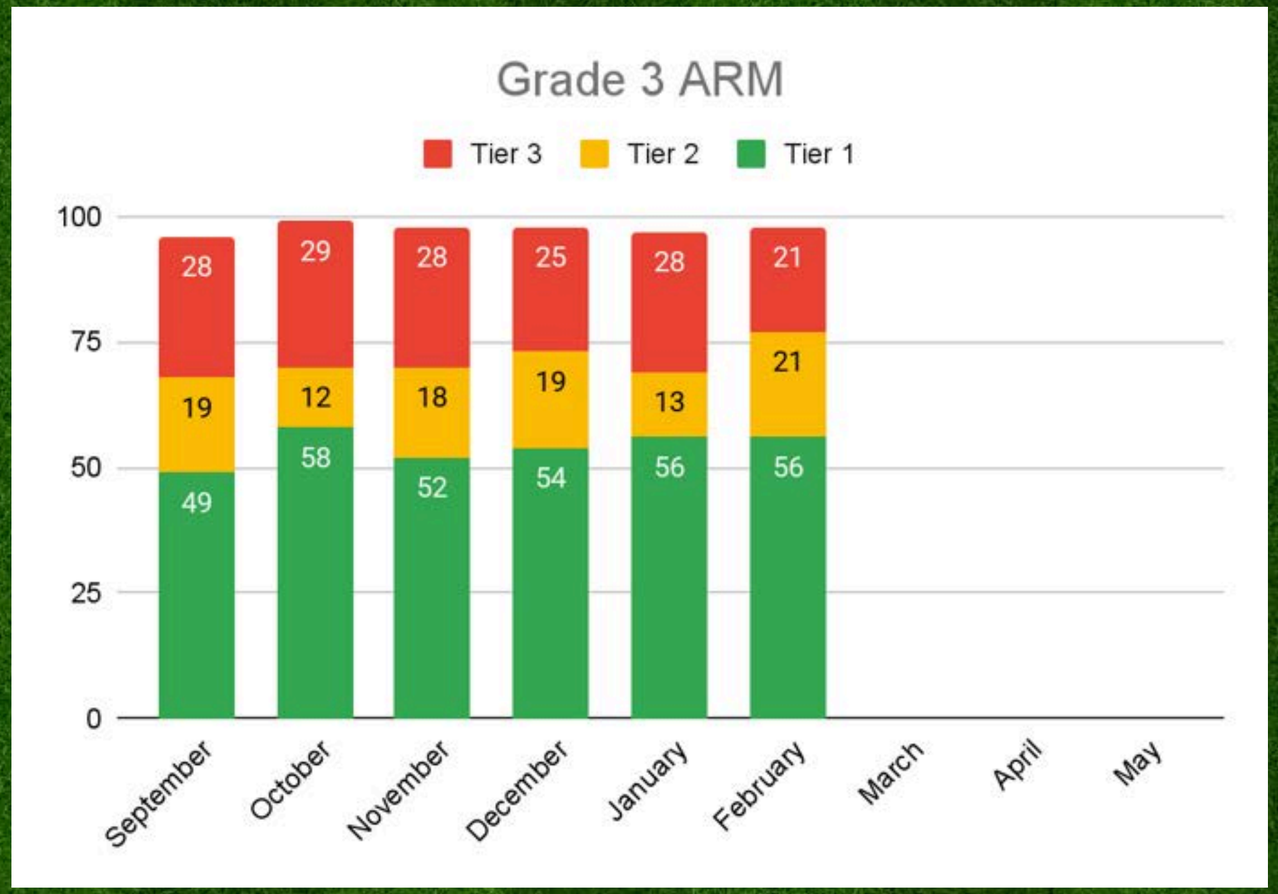
1st Grade


1st Grade ARM
Tier 3
Tier 2
Tier 1
100
75
50
25
0
62
17
18
32
24
41
33
27
37
24
16
57
17
13
68
September
October
November
December
January
February
March
April
May

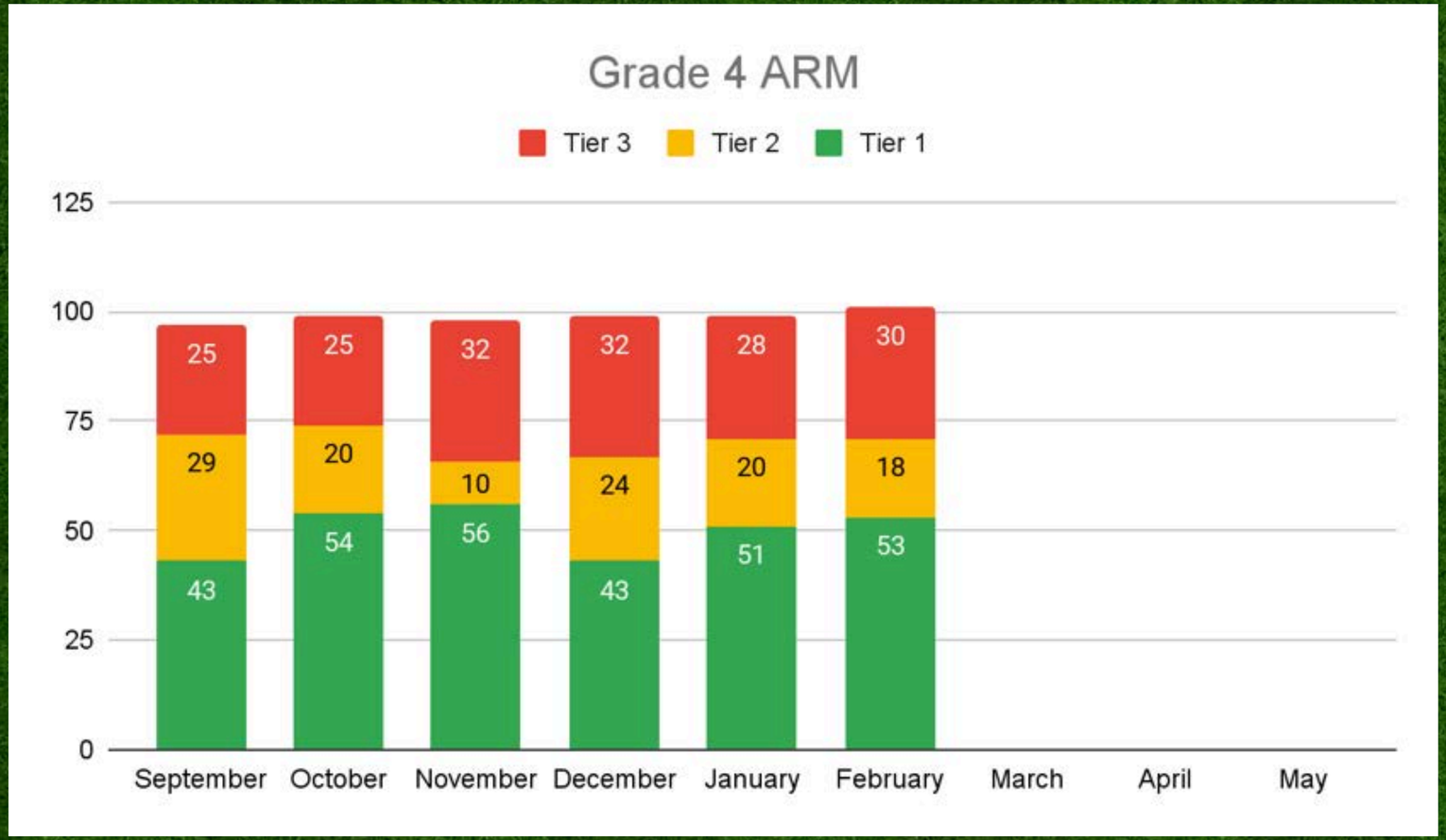
2nd Grade


Amira 2nd Grade
Tier 3
Tier 2
Tier 1
100%
75%
50%
25%
0%
26
24
48
25
18
55
22
18
59
30
17
52
23
13
62
20
17
62
September
October
November
December
January
February
March
April
May

3rd Grade


Grade 3 ARM
Tier 3
Tier 2
Tier 1
100
75
50
25
0
28
19
49
29
12
58
28
18
52
25
19
54
28
13
56
21
21
56
September
October
November
December
January
February
March
April
May

4th Grade


Grade 4 ARM
Tier 3
Tier 2
Tier 1
125
100
75
50
25
0
25
29
43
25
20
54
32
10
56
32
24
43
28
20
51
30
18
53
September
October
November
December
January
February
March
April
May

5th Grade


5th Grade ARM
Tier 3
Tier 2
Tier 1
100
75
50
25
0
16
20
57
21
14
60
22
20
55
25
18
55
22
16
61
27
8
65
September
October
November
December
January
February
March
April
May

To Mr. Larsen and our School Board,

On January 27, 2026, I was surprised by Mr. Larsen and the district, with the help of Mr. Travis Kent and Mr. Brent VanEvery's class with this beautiful bench in the memory of my mom, Caroline Davis, who passed away in November. She worked for the school district for over 52 years serving our students.




I want to say thank you from the bottom of my heart to the incredible staff and students who made this beautiful bench in honor of my mom and her many years of service with the Minidoka Transportation Department. The time, effort, and love that went into this bench means more than words can say. My mom dedicated so much of her life to her work and seeing her remembered and honored in this way truly touches my heart. Thank you for keeping her memory and legacy alive I am forever grateful and blessed to be part of this great team district team.

We have had 2 reimbursed trips for the month of January

We have had 18 non-reimbursed trips for the month of January

We had 13 tickets for the month of January out of the 13 tickets there were 4 suspensions



We would like to thank Kevin Simmons, maintenance director, and his maintenance staff for coming over and sweeping our black top under the buses and new lighting for the bus compounds. It has made a big difference.

February Birthdays

Karnel Brashear Feb 6

Caden Evens Feb 6

Jordan Hitt Feb 19

LaRue McKenzie Feb 28

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 – Technology Department

Board Report

Reporting Window: January 10 – February 15, 2026

Executive Summary

- Tickets Submitted: **450**
- Closed: **426**
- Open: **24**
- Avg. Response Time: **1.1 days**
- Avg. Resolution Time: **1.4 days**
- Closure Rate: **95%**

Trend Note: Performance improved this month with faster response and resolution times despite sustained high ticket volume.

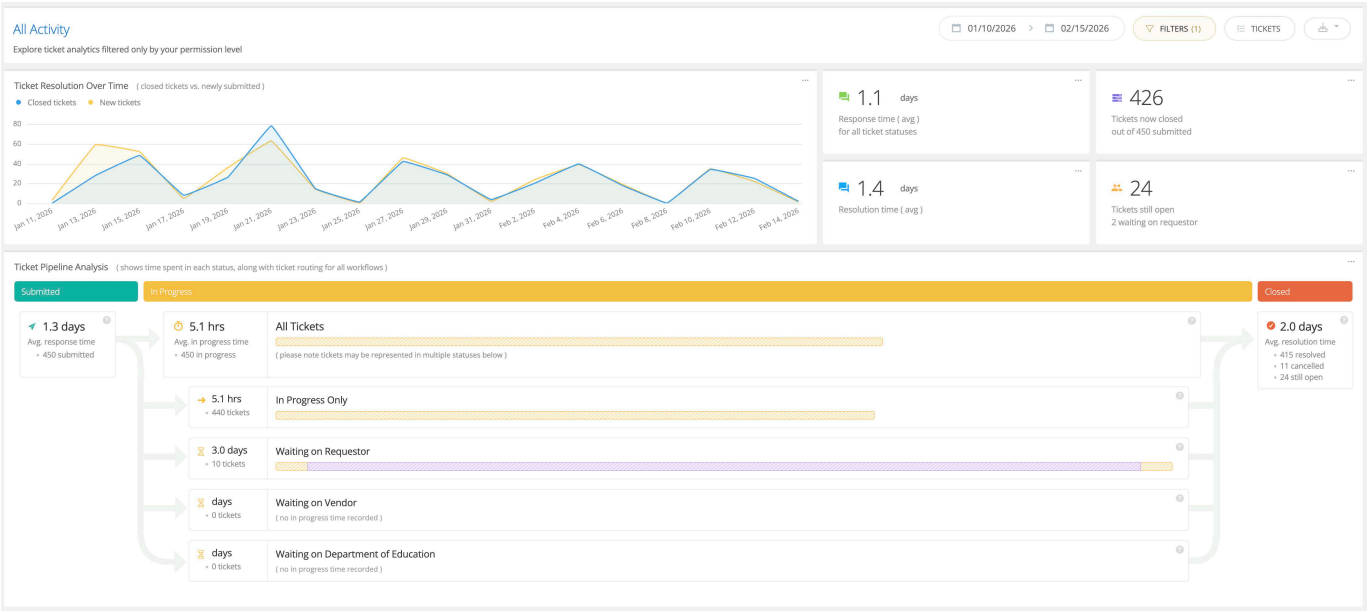
Operational Highlights

- Continued districtwide Windows 11 deployment and MacOS/iPadOS 26 deployment for increased security.
- Maintained 95% closure rate while supporting increased service demand.
- Infrastructure and cybersecurity systems remained stable with no major disruptions.
- Optimized Vision ERP deployments to improve reliability and staff experience.
- Advanced asset management review of aging and surplus devices for repurposing or resale to support additional student and staff technology purchases.

Service Desk Performance

- Avg. In-Progress Time: **5.1 hours**
- Submitted → In Progress Avg: **1.3 days**
- Waiting on Requestor: **3.0 days**
- Waiting on Vendor: **0 days**
- Waiting on Department of Education: **0 days**

Service Desk Analytics Snapshot



Upcoming Focus

- Continue Windows 11 rollout to remaining devices.
- Maintain sub-1.5 day resolution performance amid elevated demand.
- Reduce aging “Waiting on Requestor” tickets through structured follow-up.
- Sustain proactive infrastructure planning ahead of spring testing.
- Intiating migration from FileWave to Intune to reduce costs while maintaining comparable device management capabilities

Minidoka County School District

Monthly Maintenance Report
February 19, 2026

Jan. – 91 New Requests
281 Work in Progress
170 Complete

Feb. – 80 New Requests
309 Work in Progress
56 Complete

Maintenance Department Updates

Current Projects

Ag Building

The job is 98% complete. Final items left at the AG Building.

Task/Item	Responsible Sub	Notes
Scuppers on North Sidewalk	PBC Concrete	Cost Impact : $6,916.72 - How would you like me to send this over formally?
Burglar Alarm Installation	Total Tech	Who at the District can we get in contact with to set this up?
Cores Missing on storefront doors (3 or 4)	NuVu	Temp Cores will be installed next week
Security Plate/Astragal at Laundry Room Door, Mechanical Room, Storage Room, IT room	Idaho Wholesale	TBD
Caulk & Paint Touch up at all Exterior Windows	Express	Scheduled for 2.17-2.18
Leaking Sink Faucet in RM #517	Paige	Scheduled for 2.13
HVAC Controls Need to be the Pelican TC-3	Terry's	TBD
Kickplates at exterior doors	Idaho Wholesale	TBD
Exterior Double Doors (North & South) at corridor between shop & classrooms have daylight	Idaho Wholesale	TBD
Plasma Cutter needs and airline run to it	Paige	Scheduled for 2.13
Shop doors need kick plates	Idaho Wholesale	TBD
Flammable Storage room door does not close properly	Idaho Wholesale	TBD
South double doors in corridor need cores	Idaho Wholesale	TBD
Greenhouse classroom has touch up paint on a column	Express	Scheduled for 2.17-2.18
Girls bathroom ADA stall needs a stiffener on the top bar	SBI	TBD
Need to schedule lighting controls training with Kevin & Anthony at school	Heglar	Preferred Day & Time for Training?
3 Basin sink needs installed in RM #524	Paige	Scheduled for 2.13
11 Cameras are not connected to Rhombus system	Pinncale	IT Director Contact Needed for Coordination.
Fire Alarm connection to existing school system	System Tech	Completed 2.11.26
Exhaust Fan cover needs re-installed in staff restroom	Express	Scheduled for 2.17-2.18
Epoxy cut joints in staff restroom	PBC Concrete	TBD
Badge readers are not working with existing cards. Total Tech assured us they would	Compunet	TBD

Minidoka County School District

Monthly Maintenance Report
February 19, 2026

Levy Projects

Minico

Science Lab countertops replacement – waiting for the product.

HVAC Math wing – Researching.

Mt. Harrison/Paul/Acequia

Security for doors. Waiting on contractors.

Rupert

Installing new door hardware for safety and security.

East/West /DSC/Heyburn/Mt. Harrison/Minico

Sidewalk trip removal is complete.



Transportation/Nutrition/DSC

Lighting upgrade – Transportation's lights are being installed. Have the lights for all the sites.

Paul

Emergency lighting – Waiting on product.

Minidoka County School District

Monthly Maintenance Report
February 19, 2026

521 Projects

Minico

HVAC Phase #2 – West is complete., East is 89 % complete we have approximately 4 -5 units left to install. Minico is 89% complete. They will work to complete phase #2 during Spring Break. DSC is 98% complete.

Sidewalks not done with levy will be completed with 521.

Minico

RFQ"s are back for a Construction Manager. The choices will be presented to the board for an award.

Mt. Harrison

RFQ"s are back for a Construction Manager. The choices will be presented to the board for an award.

All Schools

We are getting estimates for security systems and fire systems.

Maintenance

Repairs, cleanup, vanadlism
Boiler leaks
Toilet repairs
Cleaning buildings
Deliveries



SCHOOL SUSPENSIONS

February 2026

OUT OF SCHOOL SUSPENSIONS: 22

FOOD SERVICE

FEBRUARY 23, 2026

During the month of January, the Nutrition Department served 11,786 student breakfasts and 33,240 student lunches, reflecting continued strong participation in our meal programs. The department received $142,384 in federal reimbursements for breakfast and lunch service, along with $24,525 through the Fresh Fruit and Vegetable Program (FFVP) and $7,570 from our At-Risk Afterschool Program and daycare operations. These combined revenues support our ongoing efforts to provide consistent, high-quality nutrition services to students across the district.

The department also completed a state review of our CACFP program. Minor findings were identified, primarily related to gaps in documentation from prior administration. All corrective actions have been implemented, and procedural updates are now in place to ensure ongoing compliance. A follow-up review is scheduled for March 4th to confirm resolution. As we prepare for the upcoming summer feeding season, the department will participate in a collaborative planning and training meeting with regional nutrition directors on February 24th to strengthen program planning and implementation. Operationally, we maintained a 31% food cost for the month, which is below the national average, demonstrating strong fiscal oversight while continuing to seek further efficiencies. In addition, personnel adjustments at Minico High School have been made as part of our commitment to continuous improvement, operational stability, and enhanced service quality throughout the Nutrition Department.

The district’s current total negative meal balance stands at $22,361.50. The breakdown by site is as follows: Acequia Elementary ($97.05), East Minico ($303.96), Heyburn Elementary ($1,083.94), Minico High School ($15,989.59), Mt. Harrison ($2,636.65), Rupert Elementary ($1,521.85), Paul Elementary ($3.25), DSC ($2.35), and West Minico ($723.06). The majority of the outstanding balance remains at Minico High School. Since implementing leadership changes at the high school, we have already seen progress, as the temporary manager has begun proactively communicating with families, resulting in some balances decreasing.

In more positive news, Minidoka School District has officially been accepted as a partner with the Idaho Food Bank to establish a district-operated food pantry. This partnership will allow us to provide supplemental food resources to students and families within our district boundaries, helping ensure that food insecurity is not a barrier when school meals are not available. Planning is underway to develop an organized, welcoming, and dignified distribution model for families.

Additionally, we are preparing to apply for the Community Eligibility Provision (CEP) district-wide following the April 1 data collection window. If approved, CEP would significantly reduce negative meal balances and relieve financial pressure on families by

allowing us to provide free meals to all students. Our goal remains clear: remove financial barriers and simply ensure that every child is fed.

MINIDOKA COUNTY SCHOOL DISTRICT #331
Business Office Report to the Board of Trustees
Fiscal Year 2025–2026
Reporting Period: January 1 – January 31, 2026

Overview

The Business Office continues to focus on fiscal stewardship, internal controls, compliance monitoring, and proactive year-end planning. Through structured monthly trainings with schools and departments, we are reinforcing expectations, strengthening processes, and preparing for a smooth fiscal year close.

This report provides:

- Key financial highlights
- Important year-end deadlines
- General Fund overview
- Student Activity Fund status
- Grant monitoring updates
- Risk and compliance oversight

Monthly Department & School Trainings

The Business Office holds monthly trainings for departments and schools to ensure consistency in purchasing, grant management, internal controls, and financial compliance.

At the February 11, 2026 training, we reviewed critical year-end deadlines and expectations.

Key Fiscal Deadlines

To ensure orderly year-end processing and compliance, the following dates were communicated:

- **March 15, 2026** – CTE funds must be encumbered or will be pulled and redistributed
- **March 31, 2026** – Negative student activity balances reviewed with advisors
- **April 30, 2026** – Purchasing cutoff for all non-essential school spending

- **May 30, 2026** – Hard cutoff for Schools, Departments are to only order the essentials
- **May 30, 2026** – All negative student activity balances resolved
- **June 15, 2026** – Hard cutoff for departments

Additionally, before staff checkout for summer break:

- All purchase orders and invoices must be submitted for payment or closure
- Deposits must be entered
- Bank statements must be reconciled

These structured deadlines help ensure:

- Compliance with grant timelines
- Prevention of overspending
- Accurate financial reporting
- A smooth fiscal year close

General Fund Overview (Fund 100)

As of January 31, 2026 Budget Report:

- **Total Budget:** $41,670,864
- **Year-to-Date Expenditures:** $17,259,178
- **Encumbrances:** $18,193,001
- **Remaining Balance:** $6,218,685
- **Percent of Budget Remaining:** 14.92%

Personnel Costs

Personnel continues to represent the majority of General Fund expenditures:

- **Salaries:** $22.0M budget | 3.13% remaining
- **Benefits:** $10.3M budget | 6.56% remaining

Personnel expenses are tracking closely with projections and reflect stable staffing expenditures.

Operational Spending

- **Purchased Services:** 28.10% remaining
- **Supplies & Materials:** 40.38% remaining
- **Capital Objects:** 34.12% remaining

Remaining balances in discretionary categories reflect controlled mid-year spending and allow flexibility heading into the final quarter.

Student Activity Funds (Fund 238)

Student Activity Funds are closely monitored to ensure compliance, transparency, and financial accountability.

As of January 31, 2026 Student Activity Budget Report:

- **Total Budget:** $1,533,121
- **Year-to-Date Expenditures:** $526,513
- **Encumbrances:** $118,065
- **Remaining Balance:** $888,544
- **Percent Remaining:** 57.96%

Observations

- Most schools maintain healthy mid-year balances.
- Some accounts reflect negative balances or over-encumbrances.
- Advisors should be working with school bookkeepers to resolve deficits ahead of the May 30th deadline.

The Business Office remains committed to ensuring that no student organization ends the fiscal year in deficit.

Grant Monitoring & Compliance

Grant funds are monitored closely to ensure timely encumbrance and allowable spending.

Idaho Career Ready Students Grant (Fund 242 – Ag Building)

- **Budget:** $1,124,000
- **Remaining Balance:** $816,664 (45.12% remaining)

- All State Grant Funds have been received, we are waiting on PBC to finalize the project before final payout.

Other Federal & State Grants

Several federal programs (Title I, IDEA, Title II, Title III) are tracking within expected ranges

Weekly/Monthly monitoring helps ensure:

- Allowable cost compliance
- Proper coding
- Timely reimbursement
- Avoidance of year-end lapses

Other Major Funds Snapshot

Additional funds remain financially stable:

Fund	Budget	% Remaining
Food Service	$2,480,000	8.75%
Debt Service	$1,933,715	1.43%
School Modernization	$8,567,728	77.29%

Food Service budget currently reflects $680k transfer in from General Fund.
Debt Service reflects scheduled bond payments.
School Modernization balances reflect project timing and capital planning phases.

Internal Controls & Policy Reinforcement

Recent trainings emphasized:

- Sales tax compliance and PaySchools refund handling
- Timeclock and comp-time eligibility (Policy 594.00)
- Facility use fee collection (Policy 480.00)
- Surplus and disposition procedures (Policy 774.00)
- Full employer cost awareness for stipends and staffing

These ongoing trainings strengthen governance, compliance, and risk mitigation district-wide.

Conclusion

The district remains financially stable and operating within budgeted expectations. This does include an expected ~$375k deficit spend for FY26. Personnel expenditures are tracking as projected, discretionary spending remains controlled, and grant compliance deadlines are being proactively managed.

Through structured trainings, firm deadlines, and consistent oversight, the Business Office continues to prioritize fiscal responsibility, transparency, and strong internal controls.

Daryl Kent

Business Manager/Board Treasurer
Minidoka County Joint School District #331
310 10th St. Rupert, ID 83350

MCSD Board

Dear MCSD Board and Superintendent Larsen,
In analyzing our student achievement data with regards to the goal we set at the beginning of the year, it has become apparent that for some classes and/or grade levels, the scores we set may be unattainable. Teachers who were proficient or distinguished on their student achievement growth goals are currently unsatisfactory or basic.

The elementary administrators are asking permission to supplement the submitted scores with alternate student achievement data. Probable sources of data include the ARM score from Amira, math star score growth, oral reading fluency, math-CBM. and/or core testing data.

Sincerely,
JG, HH, DS, AD
Minidoka County Joint School District Elementary Principals



CM/GC Services for Minico School District

Minidoka County, Idaho

February 6, 2026

Starr Corporation | P.O. Box 46 | Twin Falls, ID 83303-0046
PHONE (208) 733-5695 | FAX (208) 734-9537 | WEB www.starrcorporation.com

February 5, 2026

Kevin Simmons, Director of Maintenance
Minidoka School District

Re: CM/GC Qualifications for Minico High School Gym Renovation/Upgrade and Mt. Harrison Window Replacement Project

Kevin-

We are excited for this opportunity to work with your district, and for the improvements you will be making to your facilities. We would love to be your CM/GC on these projects and are submitting one qualification package for both projects. Based on our experience, it would be in the districts best interest to select one CM/GC to manage both of these projects; and help sequence the bidding and the work across your campuses in a way to minimize the impacts to your students and your education. Having multiple CM/GC's for these two projects could unnecessarily complicate and frustrate the success of these projects. For this reason, we have selected to submit one qualification to be your CM/GC for both of these projects.

When you select Starr Corporation, we pledge to provide you our full attention to the success of these projects and your district. These renovation projects are a lot of hard work but bring great improvements to districts and campuses. Our team can help make your renovations a great experience for your district. Our team is ready to jump in and help on the other various needs across your campus. Let me tell you a little about what we bring to the table.

Experience- Our team has been providing CM/GC services to private entities for over two decades. Our team was one of the first in the State of Idaho to provide CM/GC services to public entities when this delivery method was authorized for public use in 2014. We understand the bid process; we understand how to serve you during preconstruction and construction. This is a unique process. Not all quality builders make first class Construction Manager/General Contractors. Your project calls for a seasoned team of experts.

Proven-With Starr Corporation on your team you will be working with a team that is proven. Our team knows the challenges that come with doing remodels in occupied educational facilities, and we know how to succeed when faced with those challenges. We bring experience and creativity to your projects.

We ask for the opportunity to be part of the team that helps make these projects on the Rockland Campus a reality. We look forward to hearing from you.

Sincerely,
Starr Corporation

Michael Arrington
President

Minidoka School District-CMGC Services

CM Information *Pages 1-3*

Company Profile *Pages 4-5*

Project Approach *Pages 6-8*

Project Budget Control *Pages 9-10*

Scheduling *Pages 11-12*

Home Office Support *Pages 13-14*

Past Performance *Pages 15-24*

Bonding Letter *Page 25*

Licenses/Certificates/Insurance *Pages 26-29*

CONSTRUCTION MANAGER APPLICATION INFORMATION

1. Name of firm, address, and phone and fax number of your firm's main office:

Firm:	Starr Corporation
Mailing Address:	PO Box 46
Physical Address:	2995 East 3600 North
City, State, Zip:	Twin Falls, ID 83303
Telephone:	208-733-5695 Fax: 208-734-9537
E-mail Address:	michael@starrcorporation.com

2. Name, title, address telephone and fax number of the firm's officer responsible to the Owner for all work to be provided under this RFQ.

Name/Title:	Michael Arrington, President
Mailing Address:	PO Box 46
Physical Address:	2995 East 3600 North
City, State, Zip:	Twin Falls, ID 83303
Telephone:	208-733-5695 Fax: 208-734-9537
E-mail Address:	michaela@starrcorporation.com

3. Please check the appropriate box to identify the legal status of the entity making this proposal.

[x] Corporation [ ] Partnership [ ] Individual [ ] Joint Venture

Please provide the following license and bond information:

Idaho Public Works Construction Management License #: 17558, held by Jason Derricott.

Idaho Public Works Contractor License #: PWC-C-10665-UNLIMITED-1-3-5
Original License Issued-October 13, 1967

4. Contact information of the office where your project team will be located and from which the work for this assignment will be conducted, if different than "1".

Same as No. 1, see above.

5. Provide a letter from the Surety for the work you propose on.

See attached letter from Phil Walter of Moreton & Company. Phil has been Starr Corporation's bondsman for over 25 years.

6. State the contact information for your current insurance company(s) that provides coverage for your firm in the areas of liability, builder's risk and workers' compensation.

Company Name:	Moreton & Company
Agent Name:	Zach Gloeckner
Address:	709 E South Temple
City, State, Zip:	Salt Lake City, UT 84102
Telephone:	801-531-1234 Fax: 801-531-6117
E-mail Address:	zgloeckner@moreton.com

7. If you answer yes to any of the following questions, provide complete explanation on a separate sheet.

a. Has any one of your current or former sureties or bonding companies ever been required to perform under or canceled a bid bond, labor or material payment or a performance bond issued on your firm's behalf? [ ] Yes [x] No

b. Has your firm ever been denied coverage or had coverage terminated or canceled by any insurer during the past five (5) years? (If so, please state the company, date, reason and specific details)

[ ] Yes [x] No

c. Within the past five (5) years, has your current firm or any predecessor organization been involved as a party or filed a claim in any bankruptcy, litigation, mediation or arbitration proceedings?

[x] Yes [ ] No

8. Name, title and signature of your firm's officer who was responsible for the preparation and hereby verifies the accuracy of your proposal.

Printed Name:	Michael Arrington
Title:	President
Signature:	_____
Date:	February 5, 2026

Explanation of 9.c

From time-to-time Starr Corporation finds itself working with contractors that do not share our same values regarding customer service, responsibility, and accountability for one's actions. Most disagreements are able to be settled with cool heads and a spirit of cooperation. Unfortunately, that is not always the case. Some disagreements need the legal system or a third party's help to find common ground.

Starr Corporation has been involved in two matters in the past 5 years. An explanation of each proceeding is as follows:

Starr Corporation vs Excel Fabrication

Excel Fabrication was hired by Starr Corporation to provide and erect steel on a project. Excel struggled to maintain the schedule. We attempted to help them be successful. Our efforts failed. We found Excel in default of contract and took over their scope of work.

During our execution of their scope, we incurred costs over and above their contract sum. Our subcontract allows us to seek compensation from the subcontractor in this scenario. This matter has been settled.

TR Welding vs Starr Corporation

TR Welding was hired by Starr Corporation to perform fabrication and installation of mechanical piping. TR Welding completed portions of their work. They were falling behind the project schedule and had quality issues.

Eventually we had to hire others to accomplish the work. As the project neared completion TR Welding began making claims of doing extra work. TR Welding is not able to provide backup or evidence of authorization to perform additional work. During these proceedings Starr learned of subcontractors that TR hired and had not paid. We worked with these entities to get them compensated for the work they had done.

TR Welding filed suit to try to recover these monies they believe they are owed. TR Welding has recently agreed to drop this suit. They were not able to provide the documentation to support their claims.

Idaho Power vs Danso LLC, ELM Locates, and Starr Corporation

Starr Corporation hit an underground powerline during excavation. Starr called for utility locates prior to commencement of excavation. Our position is that the utility was not properly located. Idaho Power has filed suit against the property owner, the locate company, and Starr Corporation. This was recently settled in mediation. During mediation Danso LLC and ELM Locates accepted 90% of the responsibility for this powerline damage. This matter is settled.

STARR CORPORATION-Company Profile

History-This year we will celebrate our 63rd year in business. Starr Corporation is built on a solid foundation and will be here in the years to come to continue to serve our customers. Starr Corporation is a third-generation family owned company. We provide General Contacting, Construction Management, and Design/Build services. We are a true constructor; we do not merely manage. We field concrete, steel erection, earthwork, piping and carpentry crews. Pictured to the right are Howard and Lewis Arrington. They are the brothers that founded the company in 1962.



Size- Two common ways to get a feel of the size of a construction company are how many projects it can undertake simultaneously and annual sales volume. Starr Corporation has the infrastructure and management team to successfully construct about 20 projects simultaneously. The range is a factor of project size and complexity.



Sales volume, or value of construction in place, during a given year is another way to gage the size of a construction company. Our annual sales volume is about $80 million.

Resources- Our most valuable resource is the faithful and devoted employees that make up Starr Corporation. Currently we employ about 90 individuals. We have about 15 site superintendents, 10 people that are upper project management and general administration. The remainder of our team members are skilled tradesman. We employee people who are experts in their chosen trade.

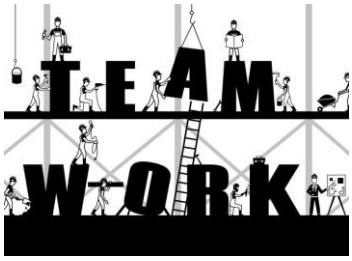
Our team of professional tradesman include heavy equipment operators, concrete masons, steel erectors, and carpenters. We experience very little turn over on our team. Our team members know how to serve our customers and put their needs first.

Philosophy of Service-Our philosophy is simple and communicated to our employees often. When we make decisions, it is with our customer's best interest in mind. Each day we pledge our best efforts to meet your expectations.

Financial Stability-Starr Corporation has a strong financial foundation. We have made wise financial decisions in economic booms and recessions. Please feel free to call Jason Meyerhoeffer or Jay Dodds, of First Federal Savings (208-733-4222) to discuss our banking relationship and financial stability.

STARR CORPORATION-Company Profile

Experience-Our team has been providing CM/GC services to private entities for over two decades. Our team was one of the first in the State of Idaho to provide CM/GC services to public entities when this delivery method was authorized for public use in 2014. We understand the bid process; we understand how to serve you during preconstruction and construction. This is a unique process. Not all quality builders make first class Construction Manager/General Contractors. Your project calls for a seasoned team of experts.



Construction Management Techniques-Our technique could be summed up with the words "Team Builder". Our people are trained to be team builders. One of the differentiating characteristics of Starr Corporation is the atmosphere on our jobs. Typically, it is not one of contention. You will find our jobsites are a pleasant place to be, filled with people that have a common goal; keeping our word to the owner regarding schedule, quality and budget. This is not achieved by allowing members of the project team to compromise on quality to gain production or profitability.

Advantage to Minidoka School District?-How do the traits outlined benefit you and your projects? By selecting Starr Corporation to serve as your CM you will be partnering with a company that is seasoned in the CM/GC delivery method.



You'll be partnering with a team that has a proven track record of helping many districts across southern Idaho. One of the areas we focus on are local School Districts. Over the past decade we have helped a large number of school districts with a variety of renovations including the same or similar scope of work as your projects. Please refer to the vast list of projects included under past performance in this qualification package for a detailed list of these projects.

We truly love what we do. You won't work with anyone on our team that is here for a job. You will work with people with a true desire to serve the owner they are working for and that have a sincere interest in your best interest. When we complete your project, you will own the building; but your project team will think of it as their building.

In it for the long haul-We serve our clients with the spirit of service and the intention of forming a long-term relationship. This helps our team members make decisions based on what is truly best over the long term; not just what is best today or perhaps the easiest solution.

STARR CORPORATION-Project Approach

We are excited at the opportunity to serve as the CM/GC for the upcoming campus renovations at Minidoka. We believe this delivery method will work very well for these projects. This method allows the district access to Starr Corporation's full resources as a constructor and as a manager.

An outline of proposed personnel, approach to the project and leadership techniques is as follows:

Pre Construction-The planning done in this phase will either be a benefit throughout the life of the project or will haunt the project team until completion. Taking the time to plan, analyze the design and design documents, solicit interest from contractors and other necessary planning is critical. This needs to move at a brisk pace, but must be thorough and complete.



During the pre-construction phase we will attend all design meetings and be an active participant. We will draw from our experiences with what works and what doesn't work. Throughout the process and at each design phase, we will prepare estimates to make sure we are tracking with the budget.

We will review plans for constructability and biddability. You likely won't find this word defined by Webster. At Starr Corporation this means we look at the plans through the lens of a contractor submitting a bid for concrete work, installing doors, etc. We serve as a resource to the architect and the owner. We make sure the plans are easy to read, thorough, and complete. We look for holes or discrepancies that could leave room for change orders after the project is bid.

Long before the project bids we will also be making calls to subcontractors in order to generate interest in the project. With the amount of construction work on the rise, it is important to keep subcontractors up to speed on what is bidding.

Construction-When design documents are complete; we prepare detailed bid packages and distribute the project documents for subcontractor bidding.

This delivery method allows Starr Corporation to compete to self-perform work on the project. For Starr Corporation this would include concrete, carpentry, demolition and site work. We could submit bids that would be opened in the presence of an owner representative, along with other subcontractor bids. We would be awarded work if it is in the best interest of the district.

STARR CORPORATION-Project Approach

Once bidding is finalized, Starr Corporation would enter into a contract with each subcontractor. These contractors would work directly for Starr Corporation. We would ultimately be responsible for their work. If they fail to complete their work it would be up to Starr Corporation to remedy the situation.



Team Work and Communication-Starr Corporation understands the importance of being a team player during design and programming. We will follow the project architects lead and perform estimates, preliminary schedules, constructability reviews and whatever else is needed to make this project a success. We will be a member of the team and work for the best interest of the owner.

When we move to the construction phase of the project, we will work to build a team with all the subcontractors participating in building your project. We will seek their input and work to engage them in the project, and help them understand that they are a vital part of the team and instrumental to the success of the project. This teaming spirit and atmosphere leads to a productive jobsite and superior finished product. We have experienced this on many of our recently completed projects.

Personnel- The proposed Project Manager for your projects is Jason Derricott. Jason served as Project Manager for projects for Twin Falls, Jerome, Cassia, Gooding, Richfield, Wendell, and Shoshone school districts. Jason recently started working with both the Filer and Hagerman School Districts. Jason is a seasoned expert in working with local school districts.



STARR CORPORATION-Project Approach

We'd like to wait to formally name our proposed Superintendent until a little later in design. This would allow us to get a better feel for the schedule. Michael Arrington, President of Starr Corporation will also be involved in your project. You will see him at the design meetings and on-site visits during construction. Michael will personally be responsible for producing the project budgets, soliciting bids from subcontractors, and compilation of those bids. Tim Pollard, Estimator, will also be instrumental in this process.

Michael worked with Jason on the school projects listed above. He is also well versed in estimating and constructing school projects. Michael is involved and aware of the progress of each project but does not interfere with the authority of the Project Manager. As Project Manager, Jason will have the full resources of Starr Corporation at his disposal to use as needed to complete your project.

Working with Subcontractors-When we work to build a team at the beginning of the project by communicating our expectations and how each subcontractor can contribute to the success of the project, we rarely have problems with subcontractors. Each subcontractor will generally respond positively to this type of environment and work toward reaching our common goal of serving the owner.



Please understand that even with this teaming atmosphere each subcontractor is held to the performance standards set forth in the project documents. We do not "let things slide" to form or strengthen teams. This actually opposes the team's common goal. On our jobsite you do things right the first time or you get the opportunity to do them over.

With the Starr Corporation team on your project, you will be working with a team that works well together, that is well versed in renovating educational facilities and athletic gymnasiums and that knows how to manage each phase of the construction process to ensure success on your projects.

STARR CORPORATION-Project Budget Control

Open Book-You will find that our estimates and project pricing are done open book style. Subcontractor values, design fees, Construction Manager fees, etc. are not hidden. We believe and have experienced that this open method builds trust and is beneficial to the project and owner.



On Budget-Multiple Checks During Design-During the various design phases, Starr Corporation performs cost estimates to help guide the design and to ensure that the project budget is maintained.

We provide a budget at each phase of design. This can be used as a tool to get the most facility for the allotted funds.

Value Management-Value Management and Value Engineering are over used terms in our industry and we believe they are often used incorrectly. Merely reducing the cost of a project is not value engineering or management.

As your CM our job will be to provide the Minidoka School District with accurate costs to aid in making decisions. We are also tasked with bringing our expertise, creativity, and innovation to the table.



As your CM we will be actively involved in the design process and we will help you make sound decisions on how to best allocate the funds set aside for this project.

Bid Packages- When design documents are complete, we would prepare detailed bid packages and distribute the project documents for subcontractor bidding.

The CM/GC delivery method allows Starr Corporation to compete to self-performed work on your project. Starr Corporation has crews that perform concrete, carpentry, demolition, and site work and could submit bids for these scopes that would be opened in the presence of an owner's representative, along with the other subcontractor bids. Starr could be awarded self-performed work if it is in the best interest of the district.

STARR CORPORATION-Project Budget Control

The way the bid packages are assembled plays a significant role in who gets to participate in your project. Our goal is to draft bid packages that maximize subcontractor bidding participation and allow participation of smaller, local contractors.

An example of this can be found at the Jerome High School project. This project had several types of flooring systems. The easiest strategy for our team would have been to combine all these flooring systems into one bid package.



The dollar amount of this bid package utilizing such an approach would have disqualified the majority of our local qualified contractors. In order to maximize local subcontractor participation and keep the project on budget, we elected to break this into five separate packages with an option for companies to bid all five packages.

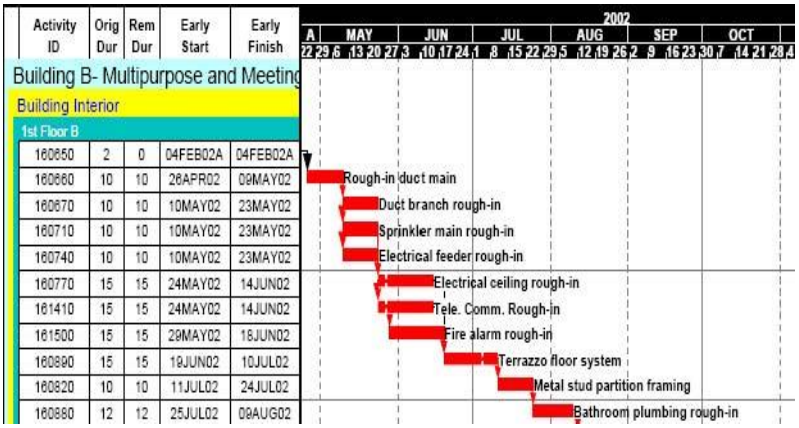
On bid day the owner realized a significant savings by selecting the lowest bidder from each of the five packages rather than utilizing one of the bidders that combined all five packages into one contract, and a few of the packages were awarded to local subcontractors. This took more work on our team's part, but was the right approach with a result of lower costs and local subcontractor participation.

GMP- Once the bids are opened and qualified, Starr Corporation will produce a Guaranteed Maximum Price for the scope of work defined in the bid documents. This GMP will include the subcontractor bids for each bid package, payment and performance bonds, permits if applicable, costs associated with running the jobsite (i.e. temporary toilets, cell phones, dumpsters, temporary walls or dust barriers, final cleaning, etc), contractors contingency and the negotiated CM/GC fee. Starr Corporation includes all costs associated with its' home office in the CM/GC and will not bill for reimbursable costs. Occasionally it is advantages to the owner to use allowance line items in the GMP to ensure funds are available for a scope of work that is not easily defined or quantified. Dumpster costs and temporary walls or dust barriers are good examples of such costs. In these cases, a specific line item will be identified on the GMP as an allowance and the costs will be tracked such that only the costs incurred are billed to the owner for those line items.

STARR CORPORATION - Scheduling



It all comes down to buy in…Our experience has taught us that completing a project on schedule comes down to buy in of the team players. Once we all have a shared vision, team members will give everything they have to meet the collective goal. They work to find solutions to problems and keep the project moving; the opposite happens without buy in. This is accomplished with clear communication of expectations and collaboration with all team players at the beginning of the project.



Scheduling Techniques & Software –Starr Corporation utilizes Primavera Project Planner (P6) to illustrate how construction activities will be sequenced for a timely completion of the project. Starr Corporation will develop a baseline construction schedule during the design phase of the projects to establish the duration of the construction activities. The baseline schedule will be issued with the bid documents for an illustration to the bidders of the time requirements associated with the project.

Once subcontracts have been issued, Starr Corporation will meet with all subcontractors to receive input regarding sequencing, activity durations, delivery of long lead items, and overall acceptance of the project schedule by all parties. This exercise does not modify the final completion date, but serves rather as a tool to fine tune the construction schedule and allow the subcontractors the chance to provide input and develop a sense of ownership for the project schedule.



The CPM schedule will include all facets of the construction process. The submittal and shop drawing process is critical to every schedule and must be monitored from the start of construction in order to allow sufficient time for the review process, adequate time for material and equipment procurement and to avoid delays to the schedule. These activities will be included in detail and the durations will correspond with the time frames for submission and review as detailed in the contract documents.

STARR CORPORATION - Scheduling

The master schedule is updated and dispersed to all parties on a regular basis and reviewed in the scheduled progress meetings. The Project Manager and Site Superintendent will monitor and update the master schedule on a weekly basis to identify and mitigate potential delays. To facilitate this process, the Site Superintendent will utilize a three week schedule to illustrate in detail the activities that will be occurring in order to maintain the master schedule. Each subcontractor will be contractually tied to the master schedule and will be obligated to provide adequate resources to maintain the schedule.

As potential issues are identified, Starr Corporation will meet with the responsible party to determine the best method for correcting the course and maintaining the schedule. Increased man power, extended work hours and expediting materials are typically the most effective tools for schedule recovery.

School Year Phasing- Once design is underway Starr will work with the district to determine how to phase your projects to minimize disruptions to the teachers and students. Phasing, off hour work and coordination to complete disruptive tasks during days without students on campus will be critical to the success of this project. We understand that the education of your students is the top priority and we will diligently work to identify the best approach to minimize the impacts on that education process.

Examples of Success-It's not hard to say we can meet project schedules; a track record of actually doing it is what is beneficial to your project.

Twin Falls School District- A few years ago we completed a complex, multiphased renovation of Twin Falls High School. This project had 14 construction phases and an additional 6 phases for the HVAC portion of the project. We completed this project 6 months ahead of schedule.

Through meticulous scheduling of activities during the summer months and school holidays; we were able to finish ahead of schedule while minimizing impacts to the students and staff.
Owner Contact Brady Dickinson: dickinsonbr@tfsd.org

BYU-Idaho-Clarke Building Remodel-This project included complete gut and rebuilding of a portion of the 3rd floor of the Clarke Building. The scope of work including building a new education space complete with SIM labs for use in the University's Nursing program.

Our team did whatever it took to meet the commitments we made to the University. This included flying one of our employees to Ohio, renting a U-Haul, and driving the necessary door jamb material to Idaho. This saved the project schedule from a 5-day delay.

Starr Corporation is ready to join with the Minidoka School District as a part of the project team and help set an achievable scheduled that addresses your project goals.

STARR CORPORATION - Home Office Support



President, Michael Arrington– Heavily involved during design phase. Will attend design meetings and personally produces cost estimates with help of the Estimator and Project Manager. He also takes the lead on bidding the project and assembling final contract values. During construction he provides general oversight over all facets of the construction management process. The president is available as needed to address concerns and answer questions that may arise from any project team member.

Project Manager, Jason Derricott -Participates in design meetings during design. Participates and works with team to provide estimates and constructability review. During construction he will write contracts, build and maintain the schedule, be involved in day-to-day support of the Project Superintendent. He will visit the site as needed; typically, a couple times each week.



Estimator-Tim Pollard -Participates in design meetings during design and works with the team to provide estimates. Tim will work with Michael to produce each estimate and will make sure your project gets the interest of the subcontracting community during bidding.

Controller, Kevin Peterson – Reconciles pay requests against the approved contract amounts and change orders, processes pay requests and assists in cash flow forecasting.

Contract Administrator, Maurine "Mo" Nihill– Processes and tracks all correspondence between project partners including: contracts, change orders, requests for information, submittals, meeting minutes, addenda, requests for proposals, letters and memos. One tool we offer to help with collaboration during construction is cloud-based project management system CMiC.

STARR CORPORATION - Home Office Support

This software facilitates efficient communication between the construction team, design team and project owner. It tracks submittals, RFIs, ASI, PRs, Meeting Minutes, and change orders.

This system allows for online collaboration. Often a service like this needs to be purchased from Submittal Exchange, Newforma, or other online providers. With Starr Corporation on your project this additional expense is not necessary.

Typical Pay Request Process (Flexible to Meet Owner's Needs)

The goal of this process is to submit accurate progress payments to the subcontractors. One of our jobs is to help ensure that you are paying the proper amount. Our process will help you have confidence that when payment is issued each month, you are paying for the amount of work that has actually been installed; no more no less.

Step 1 – Controller

- Reconciles the contract amounts and change orders listed on the request with the approved contract and change order amounts

Step 2 – The Project Manager

- Compares percentage complete with the current project schedule
- Reviews current status with the site superintendent
- Conducts a site visit to confirm the percent complete
- Confirms that subcontractor has submitted all documents and completed contractual requirements for progress payments (i.e. submittals, as-builts, O&M's)
- Revises or approves the pay request

Step 3 – Architect

- Reviews pay request and approves or requests modifications

Step 4 – Minidoka School District

- Review pay requests, request additional information as needed.
- Process pay request and issue payment to Starr Corporation for disbursement to subcontractors.

Step 5 – Starr Corporation Controller

- Issues notices to subcontractors requesting lien releases for progress payments
- Issues payments for pay requests

STARR CORPORATION-Past Performance

The following are examples of projects we have completed over the last decade for Idaho School Districts and Higher Education Facilities. We have grouped these projects to align with the various focuses of your campus projects.

Window Replacement/Envelope Improvements:

College of Southern Idaho
- Taylor Building
- Health Science and Human Service Building
- Herrett Museum
- Eagle Hall
- Cassia Center
- Evergreen Building
- Meyerhoeffer Library



Twin Falls School District
- Twin Falls High School
- Morningside Elementary
- Harrison Elementary
- Roper Auditorium
- Lincoln Elementary

Jerome School District
- Jefferson Elementary
- Jerome High School
- Horizon Elementary
- JEEP Facility

Kimberly School District
- Kimberly Elementary School
- Kimberly Administration Offices
- LA Thomas Gym
- Kimberly Middle School
- Kimberly High School



Idaho Education Services for the Deaf and Blind
- High School Wing
- Gym and Swimming Pool Facility

Idaho State University
- Turner Hall
- Frazier Hall
- Family Medicine
- Physical Science
- College of Education
- Owen Redfield

STARR CORPORATION-Past Performance

Occupied Schools:

Our team has completed multiple projects for these Districts and Higher Educational faculties on occupied campuses and buildings. We have never had an incident that endangered a student or staff.

College of Southern Idaho
Jerome School District
Idaho State University
American Falls School District
Pocatello School District
Twin Falls School District
Gooding School District
Kimberly School District
Filer School District
Shoshone School District

Gymnasiums:

Our team had constructed new Gymnasiums and refurbished existing gyms. The following are a list of gyms that we have worked on or constructed.

Twin Falls High School
Jerome High School
Declo Elementary
Oakley High School
Gooding High School
Jerome Middle School
Frontier Elementary
Shoshone Auxiliary Gym
College of Southern Idaho Main Gym
Jefferson Elementary
Raft River High School
Wendell Elementary School
LA Thomas Gym
Summit Elementary
Richfield School District
College of Southern Idaho Rec Center



STARR CORPORATION-Past Performance

Structural Upgrades:

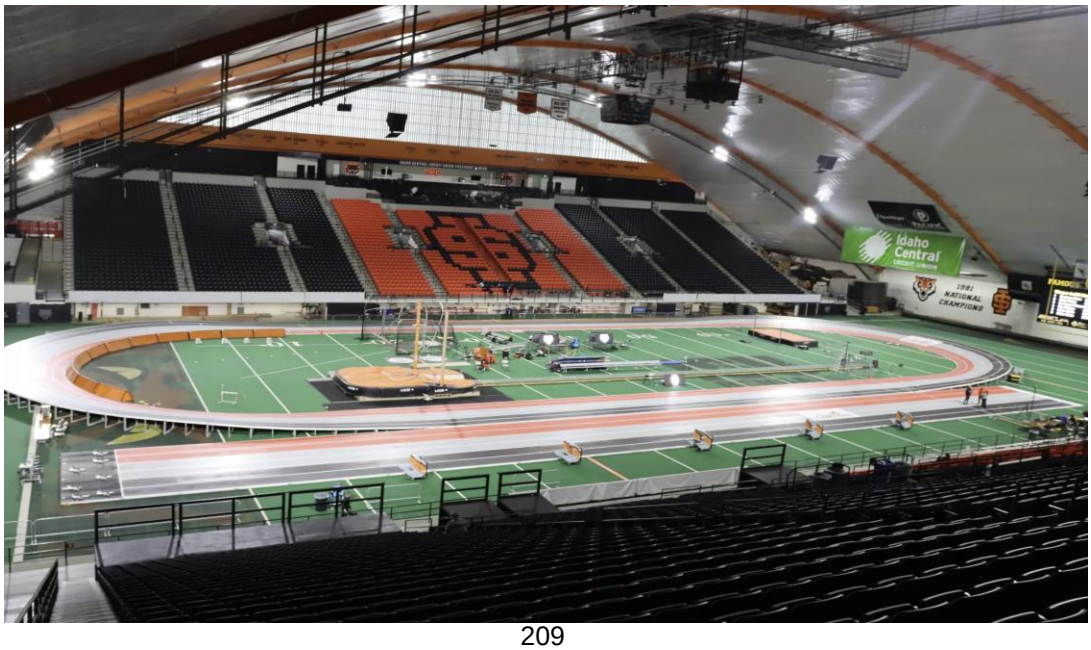
The Starr Corporation team has installed structural upgrades on the following educational facilities:

ISU-Holt Arena
Lincoln Elementary
Morningside Elementary
Raft River High School
ISU-Colonial Hall
CSI-Cassia Center
Twin Falls High School
Harrison Elementary
CSI Fine Arts Auditorium

Major HVAC Projects:

The Starr Corporation team has installed and upgraded HVAC systems in the following existing schools. Upgrading and installing new systems in an existing building can be a challenge. Starr Corporation has the experience and creativity to bring success to your project.

Twin Falls High School
Lincoln Elementary
Morningside Elementary
Raft River High School
CSI-Eagle Hall
ISU-Oboler Library
ISU Performing Arts Chillers
Jefferson Elementary
CSI-Cassia Center
CSI-Central Heating Plant
Harrison Elementary
CSI-Meyerhoeffer Library
CSI-Rick Allen Room
ISU-Central Boiler Plant Rebuild
IESDB Central Plant Upgrades
LA Thomas Gym



KIMBERLY PUBLIC SCHOOLS

Office of the Superintendent

141 Center Street West

Kimberly, Idaho 83341

(208) 423-4170 ext. 3308

e-mail: lschroeder@kimberly.edu

RE: Reference – Starr Corporation

To Whom It May Concern,

I am very pleased to provide this reference in strong support of Starr Corporation. Our district has a long history with Starr, having worked together on multiple major projects since 1991, including three Design Build projects in 2008, 2013, and 2016. Currently, Starr is serving as the Construction Manager/General Contractor (CMGC) on several projects, including the Ag Shop addition and site improvements such as upgrading our parking lots.

Throughout our history with Starr, their team has consistently demonstrated exceptional communication, flexibility, and accountability. They hold subcontractors to high standards, deliver quality work, and ensure our best interests are protected. When challenges arise, Starr proactively resolves issues and goes above and beyond to ensure the project meets or exceeds expectations.

Our experience, spanning decades, shows that Starr Corporation delivers more than promised. Their integrity, commitment, and professionalism make them an outstanding partner for both new construction and renovation projects. I have full confidence in their ability to execute projects efficiently and effectively.

18

It is with great confidence that I recommend Starr Corporation for any project requiring a skilled, reliable, and responsive construction team. Please feel free to contact me using the information on the letterhead should you need further details regarding Starr Corporation's capabilities.

Sincerely,

Luke Schroeder

Luke Schroeder, Superintendent Kimberly School District

October 3, 2016

Brad Schroeder & Jess Goodwin
Starr Corporation
810 W Alameda Rd
Pocatello, Idaho 83201
(208) 233-0462

Dear Brad & Jess,

It has been a few months since the completion of the Department of Nursing, Simulation Labs project at BYU-Idaho and all seems to be running well. I want to express my personal appreciation for having been able to work with you both on the project and thank Starr Corporation for helping to make the project a success.

One element that made a difference in the success of the project was your diligent efforts in seeking solutions to maintain the projects tight time line constraints. For instance, when the door frames would not have shipped in time to keep the schedule on track, you flew a guy to the manufacturers location in order to drive the door frames back in a rented truck to keep the project on schedule. Not only this, but you shined through in the little things as well, such as adjusting the location of a clock that had been properly installed per the drawings, but in my opinion, needed to be centered between the adjacent transom windows. Your willingness to adjust a small detail in order to meet an aesthetic desire is an action that caused Starr Corporation to step forward in my mind as a company that cares about their client's end goals and personal feelings of success.

Another aspect of Starr Corporations work that I noted was your ability to adjust the work flow as needed to take care of the unplanned for items that inevitably arise during construction. Two such items that stand out to me were the unknown dryer vent from the floor below that needed to be rerouted to fall within the new wall layout on its way to the roof and the electrical junction box with bare live wires that was hidden beneath the carpeting. Taking care of the unanticipated in a timely manner in order to keep the project moving forward, is an invaluable attribute.

My final thought is that I appreciate your willingness to have adjusted the already completed headwalls to meet the revised needs of the faculty and students. It must have been disheartening to tear open the newly finished walls to make the adjustments, nonetheless, the walls were opened and rebuilt to new specifications, and not only finished to look good but more importantly to meet the needs of the faculty and students that will use the simulation lab for years to come.

Chad Alldredge Project Architect | Phone: (208) 496-2659 | Fax: (208) 496-6449 | alldredgec@byui.edu

Thank you for all your efforts in helping this project to be a success. Best wishes with your future endeavors.

Sincerely,

Chad Alldredge
Project Architect
Brigham Young University-Idaho

20

Chad Alldredge Project Architect | Phone: (208) 496-2659 | Fax: (208) 496-6449 | alldredgec@byui.edu

FILER SCHOOL DISTRICT #413
301 Highway 30
Filer, ID 83328
(208) 326-5981 / Fax (208) 326-3350

Kelli Schroeder, **Superintendent** Teresa Kullhem, **HR/Clerk** Arron Phinney, **Business Manager**

September 25, 2025

To Whom It May Concern,

It is my pleasure to provide this letter of reference for Starr Corporation, who serves as the General Manager/General Contractor (GMGC) for Filer School District. Over the past several years, we have partnered with Starr Corp on multiple projects of varying scope and complexity, and I can confidently say their work is of the highest quality.

Starr Corp has successfully completed several major renovations for our district. They transformed what was once a small storage and technology office space into a fully functional and professional district office. This new facility now includes a welcoming reception area, five private office spaces, a conference room, a community room, and two single-stall restrooms. Additionally, Starr Corp oversaw the complete remodel of our auditorium, which had not been updated since its original construction in 1943. The results have been nothing short of exceptional, breathing new life into a facility that now serves as a centerpiece for our school and community events. Currently, they are leading the renovation of an old "field house," turning what was once another underutilized storage space into a vibrant home for our after-school program.

Throughout every project, Starr Corp has consistently demonstrated professionalism, expertise, and genuine collaboration. Their team listens carefully to our vision and works diligently to bring it to life while also offering creative and practical solutions we might not have considered. They are proactive in anticipating potential challenges, transparent about timelines and budgets, and meticulous in their attention to even the smallest details. Communication with Starr Corp is always clear, timely, and respectful; when questions or concerns arise, they respond quickly and thoroughly. Their ability to balance quality workmanship with efficiency has made every project run smoothly and with minimal disruption to our district's daily operations. Most importantly, they approach their work with integrity and a true commitment to meeting the needs of both our schools and our community. They have earned our trust through their commitment to quality and their ability to deliver results that exceed expectations

I give STARR Corporation my highest recommendation without reservation. They are a five-star partner in every sense, and any organization would be fortunate to work with them.

Sincerely,

Kelli Schroeder

Kelli Schroeder, Superintendent

21

Jerome Jt. School District No. 261
District Office
125 4th Avenue West
Jerome, Idaho 83338
Telephone (208) 324-2392 • FAX (208) 324-7609
Dale Layne, Superintendent of Schools

September 30, 2016

To Whom It May Concern:

I am pleased to offer a personal and professional reference in support of STARR Corporation.

Jerome School District has had a positive working relationship with Michael Arrington and members of his staff for many several years. They have assisted us with time, cost, and quality control activities during the pre-design, design, and construction phases. Their efforts have been over and above normal building firms.

STARR Corporation began a positive and productive working relationship with the Jerome School District during the 1999/2000 school year. They served as the construction manager with no general contractor of an addition to Jerome High School. Since that time they have served as the construction manager for a 2nd addition to Jerome High School, an addition to Jefferson Elementary, the new construction of Summit Elementary (65,000 square feet), and the new construction of Jerome Middle School (119,000 square feet). We utilized STARR Corporation as a design/build team to complete the demolition of Central Elementary and the conversion of the old Jerome Middle School into a new administrative complex. Most recently, due to the change in Idaho Code, STARR is presently working for Jerome School District in the capacity of Construction Manager/General Contractor for 78,000 square foot addition to Jerome High School, classroom additions to Summit Elementary and Jerome Middle School, and site and roof repair at Horizon Elementary. We hope to continue our relationship with STARR on future projects.

To say that we have every confidence in STARR Corporation is an understatement. They do what they set out to do, on time, on budget, and at the same time remain committed to quality.

It is without hesitation or reservation that I endorse STARR Corporation. If you think it is necessary or desirable, I would be happy to discuss STARR Corporation's capabilities and qualifications with you in person.

Sincerely,

Dale Layne

Dale Layne
Superintendent of Schools

22

Idaho State
UNIVERSITY

Facilities Services
921 South 8th Avenue, Stop 8137 • Pocatello, Idaho 83209-8137

March 10, 2020

Mr. Michael Arrington
Starr Corporation
2995 East 3600 North
Twin Falls, ID 83301

Subject: REFERECE & RECOMMENDATION LETTER

Dear Michael,

It is my pleasure to provide this letter of recommendation to Starr Corporation. Idaho State University has worked with Starr for many years and on many successful projects.

Most recently, Starr has served as Construction Manager / General Contractor for ISU's $18.4 million EAMES Renovation for the College of Technology. This project is an 118,000 square foot renovation of industrial high bay space that will serve academic programs for Welding, Diesel Technology, Automotive Technology, and Automotive Collision Repair. As with all higher education projects, the schedule is critical. Despite many design challenges, Starr has managed the project exceptionally well by continually offering up solutions to problems instead of excuses. As of today, the project has hit all major milestones and is on schedule for a fall semester (2020) opening.

We continue to work with Starr due to not only their technical skills and abilities, but because they genuinely care about the overall success of the project. I hold them in the highest regard with respect to integrity and professionalism and I've found them to be highly competent and responsive. I would recommend Starr Corporation to any potential client.

Sincerely,

Jason Adams, PE
Director, Design and Construction
Idaho State University

Phone: (208) 282-2784 • Fax: (208) 282-4618 • www.isu.edu
ISU is an Equal Opportunity Employer

Twin Falls School District #411
201 Main Ave. W
Twin Falls, ID 83301
P 208.733.6900
F 208.733.6987
www.tfsd.k12.id.us

Dr. Brady D. Dickinson, Director of Operations and Educational Technology

October 4, 2016

RE: Reference – Starr Construction

To Whom It May Concern:

As the person overseeing the construction projects for the Twin Falls School District, I welcome the opportunity to provide a letter of recommendation for Starr Construction. Starr is currently the General Contractor/Construction Manager for three projects in the Twin Falls School District totaling approximately $13 million.

I can honestly say I have truly enjoyed working with Starr on our school projects. These projects included a complicated remodel of an aging high school as well as the construction of a new addition to an existing school. In addition, Starr completed a remodel on our administration office. From the very first day of these projects they have demonstrated a commitment to excellence. It is apparent that integrity and quality are values that permeate their organization. Working tirelessly to maintain schedules and budgets, their staff are dedicated to the ultimate success of the project and the fulfillment of our goals and objectives. For a large organization, I compliment Starr for personalizing projects and really taking the time to understand the needs of the district and community. I am impressed by their commitment to quality and ability to manage our projects within budget.

Starr has worked collaboratively with both our team and the design team to facilitate the project development and construction process in an effective, positive and transparent manner. Their team of construction professionals are easy to work with and bring a high level of commitment and added value to the construction process. Starr is truly a team player and I would highly recommend them for your project(s). If you have any questions, please do not hesitate to contact me.

Sincerely,

Brady D. Dickinson

Dr. Brady D. Dickinson, Director
Educational Technology & Operations

24

Wiley J. Dobbs, Ph.D.
Superintendent of Schools

MORETON & COMPANY

INSURANCE · EMPLOYEE BENEFITS · SURETY

February 2026

RE: STARR CORPORATION; Minidoka School District CM Qualification

To Whom It May Concern:

Starr Corporation is a highly regarded general building firm here in the State of Idaho. Moreton & Company as their agent has had the privilege of providing surety performance and payment bonds for over 25 years. Arch Insurance Company is the surety carrier for Starr Corporation and values their relationship.

Starr Corporation has demonstrated their construction expertise with a wide variety of owners including privately held corporations, publicly traded companies, universities and municipalities. They have a reputation for excellent work and completing their jobs within budget. I can highly recommend Starr Corporation for your project whether it is as a Construction Manager or other delivery methods of construction.

Starr Corporation has extensive surety credit with Arch, and has never been involved in a claim dispute. Arch would welcome the opportunity to arrange any necessary performance and payment bonds for what ever projects you might award them. Naturally, the execution of any final bonds would be subject to a review of the final contract terms, conditions and financing by our client and ourselves.

If we can provide any further assistance, please call me at (801) 531-1234.

Very truly yours,

Philip S. Walter
Assistant Vice President

PSW/jap

25

State of Idaho

Idaho State

Public Works Contractors License (PWCL) Board

Certifies that

STARR CORPORATION

Has fulfilled all the requirements of the laws of Idaho and meets the prescribed qualifications as a

Certificate of Authority

Within the State of Idaho

Russell S. Barron

Administrator

DOPL
DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSES

09-Oct-2025

Issued Date

218

Division of Occupational and Professional Licenses
11341 W Chinden Blvd. Boise, ID 83720-0063
dopl.idaho.gov

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Idaho Public Works Contractors License (PWCL) Board statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

STARR CORPORATION

Construction Management Certificate of Authority
License
5371481

Issued: 09-Oct-2025 Expires: 09-Oct-2026

Renewal Required

Russell S. Barron
Administrator

Printed: 09-Oct-2025

Public Works Contractors License (PWCL) Board

STARR CORPORATION
Construction Management Certificate of Authority License
5371481

Expires: 09-Oct-2026

Russell S. Barron
Administrator

Division of Occupational and Professional Licenses
11341 W Chinden Blvd. Boise, ID 83720-0063
dopl.idaho.gov

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Idaho Public Works Contractors License (PWCL) Board statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

JASON DERRICOTT

Public Works Construction Manager License
PWC-CM-17558

Issued: 01-Aug-2025 Expires: 30-Sep-2026

Renewal Required

Russell Barron
Administrator

Printed: 01-Aug-2025

Public Works Contractors License (PWCL) Board

JASON DERRICOTT
Public Works Construction Manager License
PWC-CM-17558

Expires: 30-Sep-2026

Russell Barron
Administrator

221

Division of Occupational and Professional Licenses
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dopl.idaho.gov

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Idaho Public Works Contractors License (PWCL) Board statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

STARR CORPORATION

Public Works Contractor - Class Unlimited License
PWC-C-10665

Issued: 04-Nov-2025 Expires: 31-Oct-2026

Renewal Required

Russell S. Barron
Administrator

Printed: 04-Nov-2025

Public Works Contractors License (PWCL) Board

STARR CORPORATION
Public Works Contractor - Class Unlimited License
PWC-C-10665

Expires: 31-Oct-2026

Russell S. Barron
Administrator

29



PROFESSIONAL CONSTRUCTION SERVICES SINCE 1962



GARY JONES CONSTRUCTION EST. 1959

STATEMENT OF QUALIFICATIONS

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331
CM/GC SERVICES - MINICO HIGH SCHOOL GYM RENOVATION / UPGRADE PROJECT

RUPERT, IDAHO

TABLE OF CONTENTS

1	COVER LETTER	1
2	CM/GC INFORMATION FORM	2 - 3
3	COMPANY PROFILE	4 - 7
	1. FIRM HISTORY	4
	2. SIZE	4
	3. RESOURCES	5
	4. FINANCIAL STABILITY	5
	5. PUBLIC WORKS EXPERIENCE & COMPLIANCE APPROACH	6
	6. SCHOOL PROJECT EXPERIENCE & OCCUPIED-CAMPUS WORK	6 - 7
4	PROJECT APPROACH	8 - 13
	1. PRECONSTRUCTION APPROACH	8
	2. CONSTRUCTION APPROACH	9
	3. TEAMWORK / COMMUNICATION PLAN	10
	4. KEY PERSONNEL	11 - 13
5	TOTAL PROJECT BUDGET CONTROL	14 - 15
	1. ESTIMATING METHODOLOGY	14
	2. COST TRACKING & REPORTING FORMAT	15
6	SCHEDULING	15 - 16
	1. SCHEDULING TOOLS / SOFTWARE	15
	2. SCHOOL - YEAR PHASING	16
7	HOME/LOCAL OFFICE SUPPORT	17
8	PAST PERFORMANCE / REFERENCES	18 - 25
9	SURETY / BONDING LETTER	26
10	LICENSES / CERTIFICATES / INSURANCE	27 - 31



Feb. 6th, 2026

Re: CM/GC Services - Minico High School Gym Renovation / Upgrade Project

Dear Selection Committee Members,

We are pleased to submit this Statement of Qualifications for CM/GC services for the Minidoka Joint School District in Rupert, ID.

Right Size. Gary Jones Construction is the right sized firm to fully commit our team of qualified and experienced managers to your project. This project would be a main focus over the coming year and we have identified a management team with expertise and construction experience that are best suited to complete this project on schedule, on budget, and at the highest level of quality. We understand that maintaining a schedule and open communication on budget status are essential to the success of this project.

Experience. Gary Jones Construction was founded in 1959 by my Grandfather, Gary Jones. Since its founding, Gary Jones Construction has built a reputation of honesty and integrity. We are a trusted construction partner valued by architects, sub-contractors, financial institutions, and most importantly our clients.

Unique Ability. In addition to being the right sized firm for this project, Gary Jones Construction can also provide an in-house concrete, steel building erection, and carpentry solutions, which may prove critical with a tight construction schedule. During the bidding process, we will solicit bids from third parties as well as provide pricing to self-perform concrete and carpentry. Past projects have shown that we have been able to save up to 50% on labor performed by sub-contractors.

Thank you for your consideration on this project,

Jason Jones
President & CEO | Gary Jones Construction
208-300-0040 | Jason@GaryJonesConstruction.com

JASON JONES | CEO
PRIMARY POINT OF CONTACT

PWL # 17634

247 W US-30 | Burley, Id 83318

208-300-0040 CELL

208-678-1119 FAX

Jason@garyjonesconstruction.com

SECTION 2: CM INFORMATION

10) CM / GC INFORMATION FORM (To Be Completed by Respondent)

A. Firm Information

- Firm Name: Gary D. Jones Construction Co., INC
- Mailing Address: 247 US-30 Burley, Idaho 83318
- Physical Address: 247 US-30 Burley, Idaho 83318
- Phone: 208-678-1118
- Email: office@garyjonesconstruction.com

B. Responsible Officer (Authorized to Bind Firm)

- Name/Title: Jason Jones, CEO
- Address: 247 US-30 Burley, Idaho 83318
- Phone/Email: 208-678-1118 / jason@garyjonesconstruction.com

C. Legal Status (check one)

☒ Corporation ☐ Partnership ☐ Limited Liability Company ☐ Other:_____

D. Idaho Licensing (provide copies)

- Idaho Public Works **Construction Management** License #: 7371581
  - Held by (licensed CM responsible): Gary D Jones Construction Co Inc
- Idaho Public Works **Contractor** License #: PWC-C-10847

E. Local/Project Office (if different)

- Address/Phone/Email: Same as A.

F. Surety / Bonding

Provide a letter from your surety indicating bonding capacity for this project.
See Section 9

G. Insurance Contacts

Provide carrier/agent contact information for:

- General Liability
- Workers' Compensation
- Builders Risk (if applicable)

Company Name: The Buckner Company of Idaho
Agent Name: Doug Ball
Address: 960 Pier View Dr. Suite A, Idaho Falls, Idaho 83402
Telephone: 208-523-9100 Fax: 801-365-0899
Email Address: dball@buckner.com

H. Disclosures (Yes/No; explain if Yes)

1. Surety ever required to perform or canceled a bond? ☐ Yes ☒ No
2. Insurance denied/terminated/canceled in last 5 years? ☐ Yes ☒ No
3. Bankruptcy/litigation/mediation/arbitration in last 5 years? ☐ Yes ☒ No

I. Signature

- Printed Name / Title: Jason Jones, CEO
- Signature / Date: 02/06/2026

SECTION 3 : COMPANY PROFILE

MISSION STATEMENT

Gary Jones Construction has an unwavering dedication to personal and professional integrity and has become a premier general contractor, construction manager, and design builder by delivering outstanding quality and value to all of our clients.

FIRM HISTORY 3.1

For the last six decades, Gary Jones Construction has been building in the Southern Idaho area. Gary Jones started the company in 1959 with no more than a Model-A pick-up, a hammer, a hand-saw, and a level. From this modest beginning, Gary Jones Construction has grown to become one of the premier builders in Southern Idaho. Gary Jones Construction is also an unlimited licensed public works contractor and licensed CM/GC.

With a large portfolio in agricultural, manufacturing, commercial, and industrial construction, Gary Jones Construction has the experience to meet your building needs. With Gary Jones Construction, you can be assured you are partnering with a team committed to completing your project in a timely manner and with quality materials at the very best price.

One of our unique skill-sets is our design-build projects. Our in-house draftsman can help you quickly take your building from concept to reality; designed to meet your specific needs. Whether you are starting your project with a drafted plan or simply an idea, Gary Jones Construction has the resources to meet your building needs.

PERFORMANCE HISTORY

Gary Jones Construction has a long history of building quality facilities throughout the Magic Valley. Project Goals are best met when the owner and builder develop a collaborative working relationship. Together setting project goals such as start dates, construction phasing, mobilization, budgets, and completion dates.

Gary Jones Construction is committed to listening to the owners needs and project priorities. We then translate those goals directly into pro-active project management.

A timeline for a project is established by the creation of a realistic base line schedule. The schedule will keep projects on track, as milestones are achieved, and will contribute to staying within budget. At Gary Jones Construction the schedule is discussed weekly at on-site meetings and internally at a weekly Project Managers meeting. This approach will contribute to a quality project completed on time and with in budget.

Gary Jones Construction has been and continues to be the gold standard for commercial contractors in the Magic Valley and southern Idaho.



FIRM SIZE 3.2

While we build commercial projects of outstanding quality and value, our real asset is our people. Our team of over 90 specialized and technical team members are experts in their field and each brings unique vision and understanding to a project.

RESOURCES 3.3

Gary Jones construction brings a strong set of in-house resources that directly support project efficiency, quality, and cost control. One of our biggest advantages as a CM/GC is our ability to self-perform key scopes of work, including steel erection, framing, concrete, and selective site tasks. We maintain multiple highly skilled framing and concrete crews who have worked together for years and consistently deliver high-quality craftsmanship, safe work practices, and predictable production rates. This self-performance capability gives the district a substantial benefit—more control over schedule, tighter quality oversight, and reduced reliance on fluctuating subcontractor availability.

In addition, our company owns a wide range of construction equipment, from excavation machinery to lifts, trucks, and material-handling tools. Because we own and maintain our own equipment, we can mobilize quickly, reduce rental expenses, and eliminate schedule delays that often come from waiting on rental deliveries or availability. This means we can keep work moving, respond immediately to project needs, and maintain tighter control over sequencing and productivity.

Combined, our crews and equipment resources allow us to shorten critical-path activities, protect the project schedule, and provide cost-efficient solutions that reflect our commitment to value and reliability. These capabilities ensure that Gary Jones construction can deliver Minidoka school district's improvements with strong momentum from start to finish.

FINANCIAL STABILITY 3.4

Gary Jones Construction maintains a solid financial foundation built over decades of consistent, responsible growth. As a long-standing Idaho contractor we:

- Operate with zero long-term debt
- Maintain strong working capital
- Have the bonding capacity needed to support multiple large projects simultaneously.

Our financial practices are conservative and well-managed, ensuring steady cash flow, timely subcontractor payments, and reliable project delivery. Because we are a family-owned company with deep local roots, we prioritize long-term stability over short-term risk, allowing us to take on school and public projects with confidence. Our strong relationship with our surety—developed through years of dependable performance—further demonstrates our financial strength and our ability to successfully manage the Minidoka School District's CM/GC project from start to finish.









PUBLIC WORKS EXPERIENCE & COMPLIANCE APPROACH 3.5

As a public works contractor Gary Jones Construction has many years of experience working with public entities, including School Districts, City and County Municipalities and the State of Idaho. Our work and partnerships with School Districts, primarily in the Magic Valley, remains our main focus in public works. We see ourselves as partners and stakeholders with School Districts. The vast majority of our employees' kids attend Minidoka and Cassia County schools.

We are well versed in compliance with state procurement requirements. We are experienced with the bidding process and requirements for public works projects under the CM/GC delivery method.

SCHOOL PROJECT EXPERIENCE & OCCUPIED-CAMPUS WORK 3.6

In the past year alone, Gary Jones Construction has been actively working on and has completed projects, as a CM/GC or Design Build Contractor, in the following School Districts and Campuses:

- Cassia County School District
- Minidoka County School District
- Valley School District
- College of Southern Idaho
- Murtaugh School District
- Hansen School District
- Gooding School District

At Gary Jones Construction we know the importance of safety and good communication when working on an active school campus. We have recently completed projects at Burley High School, Hansen School District and Raft River High School that required constant attention to student/staff movement, interactions and safety while working on these active campus projects.

THE GARY JONES CONSTRUCTION ADVANTAGE

By partnering with Gary Jones Construction as CM/GC for this project, Minidoka School District will have as a team member:

- An experienced CM/GC firm, that to our knowledge, is the only licensed CM in Cassia County. We are invested members of this community!
- A trusted Cassia County Contractor that has been in business in the County since 1959.
- A Construction Manager, that has at its roots a design-bid- build philosophy of building quality structures at affordable prices.

METHODOLOGY

In order to define the overall scope of work for the project as a whole, as well as individual projects, it will be absolutely necessary to integrate the needs of the owner within design development, pre-construction, construction, close out, and warranty.

With 66 years of business we are one of the most experienced contractors and construction managers in Cassia County and are enthusiastic to work as CM/GC for the Minidoka School District. The CM/GC delivery method is a good choice for this new project, allowing a full team approach with Owner – Architect – Construction Manager early in Preconstruction all the way through Construction to project close out. The CM/GC approach also creates opportunities for Gary Jones Construction to make available our full depth of resources and the ability to self-perform work if need for the success of the project.

SAFETY RECORD

As a project owner, you need a company that can get the job done on time, within your budget BUT also safely. The last thing you would want is workers being hurt on your property and on your projects. At Gary Jones Construction, we pride ourselves in being one of the most safe and compliant contractors in the Magic Valley area. We offer our employees OSHA compliant trainings on all the equipment we use, appropriate fall protection measures, general industry compliance, and competent person management. We spend a lot of time and effort developing a safe culture for our employees and it shows in our work.

For the general construction industry, the average OSHA rate (how safe a company is) is at 2.4; anything below that is good, anything above that is worse than average. Through our safety program and focus on a safe working environment, we are proud to have an OSHA recordable rate of 0.42 - far exceeding OSHA standards for the industry.

We are also a drug free, zero tolerance employer and perform random drug testing for all our employees. This ensures that our employees come to work in the right mindset; ready to be as safe and efficient as possible on your project.

Construction industry insurance providers rate the risk level of each of their clients; this is called an EMR rate and determines the risk level of your operation. This process includes risks associated with company drivers, overall safety violations, incident costs, workers compensation claims, and their safety management program. The average EMR rating is 1.0 for the industry. We are extremely proud to have an EMR of 0.78!

We also bonus our employees based on their crew safety performance and metrics. Crews complete Job Safety Analysis worksheets for each type of task they are working on thus ensuring the entire crew understands the task ahead and how to be safe performing it. The operations and leadership teams also perform random site safety visits and track these scores for discussion and improvement goals.

Every quarter, the leadership team has a company safety focus to better focus on areas of opportunities; this quarter is eliminating hazards. Each crew and project manager is to eliminate at least 1 hazard present on their jobs every week. This will reduce hazards on the job site by over 150 for this quarter.

At Gary Jones Construction, we are proud to have a robust and effective safety culture that is unique to the Magic Valley and our customers can rest easy that their projects will be safe.



SECTION 4: PROJECT APPROACH

4A: PRECONSTRUCTION

NTP | KICK OFF | DESIGN | BIDDING | GMP

In many ways, the Preconstruction phase of a project is the most important. The old saying is "garbage in garbage out". During this phase of a project the potential for success is established through good value design, estimates that establish a base budget, establishing a base line schedule for the entire project and working together as a team to bring a quality set of bid documents to the bidding process.

PROJECT KICK OFF MEETING – FORMING THE TEAM

Upon receipt of a Notice to Proceed Gary Jones Construction will organize and schedule a "Project Kickoff Meeting" for all the team members and stakeholders. A typical meeting will include introductions of team members, project overview, review of each team member's role responsibilities, identify overall project goals, including budget and project schedule goals and timelines including milestones. This is also the perfect setting to establish and commit to communication protocols. This is also a prime time and setting for brainstorming any potential risks or issues that might affect the project. Coming out of this meeting every team member will have a "To-Do" list and completion date of their tasks. The next meeting will be on the schedule and committed to by team members at this kick off meeting.

We will follow the Architects lead and participate in all design meetings as a collaborative partner bringing our experience to constructibility review, cost estimating at each stage of design and reviewing bid documents for holes and for questions that might arise in the bid process. A clean set of bid documents builds trust and confidence in the building and building systems design.

As the CM/GC for Minidoka School District we will be soliciting and building interest in the project during preconstruction. Good bid coverage is key to getting competitive numbers from subcontractors and suppliers.

A tool to build interest will be hosting a Subcontractor Public Works Open House. This year we hosted a subcontractor open house, to encourage our local subcontractors and trades here in the county, to start the process of becoming licensed public works contractors. We want every local qualified subcontractor to have the opportunity to bid this project. The building approach includes an integrated delivery method, bringing all stakeholders, General Contractor, major trades (HVAC, ELECTRICAL, PLUMBING), and important community partners on board early in the project.



4B: CONSTRUCTION

NTP | CONSTRUCTION | CLOSE OUT | WARRANTY

After the Bid Documents (Plans, Specifications and Scopes of work) are completed during preconstruction Gary Jones Construction will create bid packages for each division of the work for distribution and solicitation of bids from qualified subcontractors. Emphasis will be placed on local qualified subcontractors. These bid packages will be constructed to allow for the best opportunities for our local trades. This is where our public works open house efforts will pay off.

Once the bidding process is complete, Gary Jones Construction will work through all submitted bids/proposals and work on a final guaranteed maximum price of construction for the MInidoka School District. This stage is completely transparent to all team members and where the CM truly earns their keep. It's at this stage of the bid process that bids/proposals that are over budget or in question for scope of work etc., can be pulled, not accepted, and re-bid to align with project budget. This is one of the key factors why owners select CM/GC model as a construction delivery method.

Once the GMP (Guaranteed Maximum Price) is in place, reviewed by the Architect and accepted by the Minidoka School District, Gary Jones Construction will issue Subcontract Agreements to all subcontractors and suppliers for completion of the project. This is the transition from CM to "GC" , guaranteeing the completion, price and performance of the project as the General Contractor.

QUALITY ASSURANCE/QUALITY CONTROL

Quality Assurance is best achieved when the entire project integration team works together from day one on concept, design, budgets, estimates, specifications, schedule and all aspects of pre-construction. Quality assurance starts with a well thought out and well-prepared set of bid documents that is relevant to the owner's goals and facility objectives. A quality set of bid documents should be the foundation for a quality project.

Quality Control is primarily achieved when a process of strict adherence to contract documents and best practices is maintained in the field. Gary Jones Construction is committed to best practices and a commitment to our owners to deliver quality "sticks and bricks" and quality management. Gary Jones Construction uses Procore Construction management software to deliver a well-managed and documented project.

- Ensure quality assurance through working with stakeholders, design lead and consultants to ensure that project documents align with the owners scope of work
- Ensure that quality control is implemented by inspection and correction during the construction process and not when punch lists are generated.
- Daily inspections by Project Managers and follow up with subcontractors





TEAMWORK / COMMUNICATION PLAN 4.3

A communication protocol for the entire project team, including the Owner, Architect/ Engineer and Construction Manager, is critical to keep a project on schedule, within budget and aligned with the owners goals.

Gary Jones Construction will administer Preconstruction and Construction coordination meetings during design, construction and close out. We utilize Procore, a project management software, which the owner and design team have access to, providing access to photos, daily logs, change events and communications. We have a history of being very transparent with our owners and upfront about all key aspects of a project.



JASON JONES

PRESIDENT & CEO



ROLES AND RESPONSIBILITIES

As President and CEO of Gary Jones Construction, Jason Jones is responsible for the overall performance of all construction projects, company contracts, and organizational goals. He leads the development and implementation of company-wide systems, including project controls, financial management processes, reporting standards, and employee relations. Jason's leadership ensures that every project is approached with consistency, accountability, and the high-quality standards the company is known for.

A third-generation general contractor, Jason graduated from Brigham Young University in 2004 with a BS in Construction Management. He began his career as a superintendent in Arizona, gaining valuable field experience before returning to Idaho to join the family business. Since then, he has served in a wide range of roles—estimating, drafting, purchasing, and project management—giving him a comprehensive understanding of both field operations and business strategy. Today, as CEO, Jason oversees the company with a strong focus on business development, client relationships, and long-term growth, continuing the legacy of quality and integrity that defines Gary Jones Construction.

YEARS OF EXPERIENCE
20 Years Total
Pre-construction |
Construction |
Construction Management

EDUCATION
Bachelor's in
Construction Management
Brigham Young University, UT

PROJECT INVOLVEMENT
Pre-construction 55%
Construction 5%



CADE JONES

VP | BUSINESS DEVELOPMENT



ROLES AND RESPONSIBILITIES

This role is responsible for the procurement of work generally in the form of meeting with clients, outlining scopes, creating budgets through estimating or using 3rd party vendors, and presenting this information to the client. This role often aligns with operations and finance to ensure effective profitability of projects. This position reports directly to the VP Estimating & Sales.

EXPERIENCE

Cade has had the opportunity to work on all kinds of projects, including large agricultural buildings, churches, and school remodel projects. As an estimator Cade has been involved in design build for commercial remodels and new builds, as well as multiple CM/GC projects for the Cassia County School District and medical and Ag projects where we are the GC. He received a Masters in Accounting from Brigham Young University in 2013. Recently he has been involved in multiple projects replacing HVAC systems on schools and the demolition/remodel of an occupied school building.

YEARS OF EXPERIENCE
7 Years Total
3 Construction |
4 Estimating

EDUCATION
Master's in Accounting
Brigham Young University, UT

PROJECT INVOLVEMENT
Pre-construction 65%
Construction 10%



JOHN CARNEY

PROJECT MANAGER



ROLES AND RESPONSIBILITIES

This role is responsible for assisting the Project Management team with project development and the project overall. Some duties this include are:

- Attending Review Meetings
- Interpretation of Construction
- Review of RFI's & Change Orders Documents
- Review of Submittals & Shop
- Site Observations & Reports Drawings
- Quality Control
- General Coordination during construction
- Specifications
- Construction Administration
- Scheduling of Trades
- Cost Controls/Budgeting
- Project Close-out

SELECT EXPERIENCE

John started in the construction industry over 20 years ago. Working in multiple sectors including commercial/industrial concrete, steel buildings, custom homes, excavation, and underground infrastructure. During that time he became OSHA and MSHA certified.

John came onto the bathroom project for the Gooding School for the Deaf and the Blind towards the end, but was a crucial team member in helping get the project to the finish line.

YEARS OF EXPERIENCE

21 Years Total
Pre-construction
Construction
Construction Management

LICENSES

OSHA CERTIFIED
MSHA CERTIFIED

PROJECT INVOLVEMENT

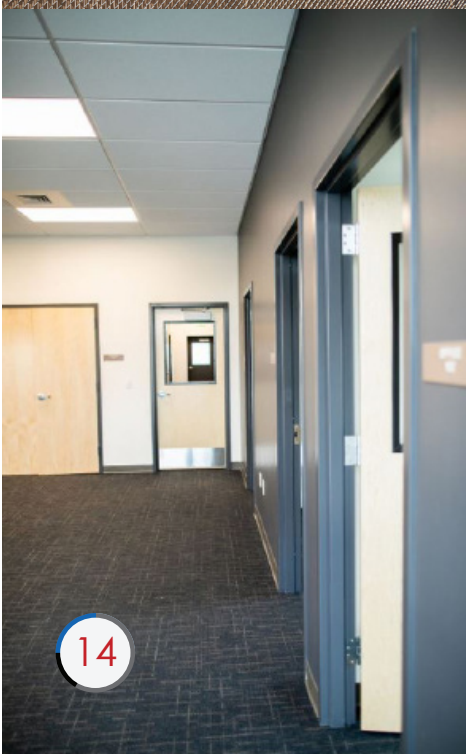
Pre-construction 65%
Construction 100%



SECTION 5: PROJECT BUDGET CONTROL







ESTIMATING METHODOLOGY 5.1

Gary Jones Construction Proven Process:

- Develop detailed, trade specific estimates, based on current construction documents. Focus is on constructibility, phasing and schedule. Conceptual cost estimates from major trades like, HVAC, Plumbing and Electrical aid in the decision making process and aid in prioritizing, phasing and scope of work for the project that meet the School Districts main goals.
- Update estimate at key Milestones: conceptual design, schematic design, design development and ultimately construction documentation, to track and implement scope change, market escalation, procurement/availability of materials and design progression.
- Collaborate with Architect/Engineers and School District to identify value engineering opportunities that align with District Standards and A/E Specifications.
- Identify assumptions, allowances and potential cost risks early in the design process to aid in informed decision making and budget alignment.

TRANSPARENT COST MANAGEMENT

As the CM/GC for Minidoka School District, Gary Jones Construction will be transparent and open book when it comes to tracking the budget, including Architect/Engineering Fees, CM/GC Fees, subcontractor proposals/bids, supplier quotes and all project costs. This open book approach is a total team approach to tracking the budget and builds trust between all stakeholders in the project.

COST ESTIMATES AND UPDATES

Working closely with the chosen Architect, Gary Jones Construction will update construction cost estimates at each stage of design including Schematic Design, Design Development, Construction Documentation, Bidding and Construction Administration. After our first meeting with the team Gary Jones Construction will, taking direction from the Architect, develop an estimate to be used in pre-construction phase.

This first estimate will establish budget parameters and give the team insight into the overall budget.

VALUE DRIVEN DESIGN AND BUILDING PRACTICES

As the CM/GC for Minidoka School District, Gary Jones Construction will attend design collaboration meetings and bring value to the process by helping to inform the project team of costs, best practices and innovative approaches to the construction process. A simple example would be to schedule concrete work to avoid paying for winter conditions. Another example is reaching out to trusted trades to help identify product costs and availability during preconstruction.

COST TRACKING AND COST REPORTING 5.2

Gary Jones Construction tracks the project budget using our Procore software. The owners representative will have access to Procore, to review project updates, schedules, photographs, etc. The project budget is reviewed weekly with the Project Manager and the Senior Project Manager.

Project managers are responsible for coding each portion of the work as it applies to the budget. This allows our team to see the project budget develop and helps to identify irregularities and specific line items that might be of concern.

This approach aids the Project Manager in tracking costs that apply to:

- Bid package
- Subcontractor agreements
- Fees
- Permits
- Reimbursable costs
- Professional fees
- General project costs

PROCORE™
CLOUD-BASED CONSTRUCTION SOFTWARE

SECTION 6: SCHEDULING

Microsoft Office PROJECT

SCHEDULING TECHNIQUES AND SOFTWARE 6.1

Gary Jones Construction uses Microsoft Project to create realistic and accurate schedules. The schedule is created with the input of all team members including trades. This base line schedule will be created to reflect Preconstruction and Construction activities.

The project baseline schedule will be included in our solicitation to subcontractors in the bidding process. Subcontractors and suppliers need to buy into the schedule early on to reflect realistic milestones and overall project goals. Schedules are updated to reflect actual tasks accomplished and milestones achieved. Identifying long lead time items, such as HVAC equipment, electrical equipment and including those items in a well developed schedule. This includes procurement, which can help to ensure that equipment is on site when its needed

SCHEDULE COMPLIANCE

- Our construction project managers play an important part in developing the schedule so that it reflects actual duration of construction activities. This approach ensures a more accurate schedule starting in the pre-construction phase as well as in the construction phase.
- We develop a schedule based on previous job experience and the type of project.
- Ultimately, the best way to enforce a schedule is to on-board sub-contractors early on, and involve the entire team, including all stakeholders, to help create and be accountable to the schedule.

At Gary Jones Construction we use the schedule as a daily tool to direct the project.

Each of our project managers use Microsoft Project to generate a schedule, and track and execute their schedule using Procore. Procore is not only a tool our company uses for communication and document storage for ourselves, but a tool we can use to share and communicate progress and changes with the owner and subcontractors.

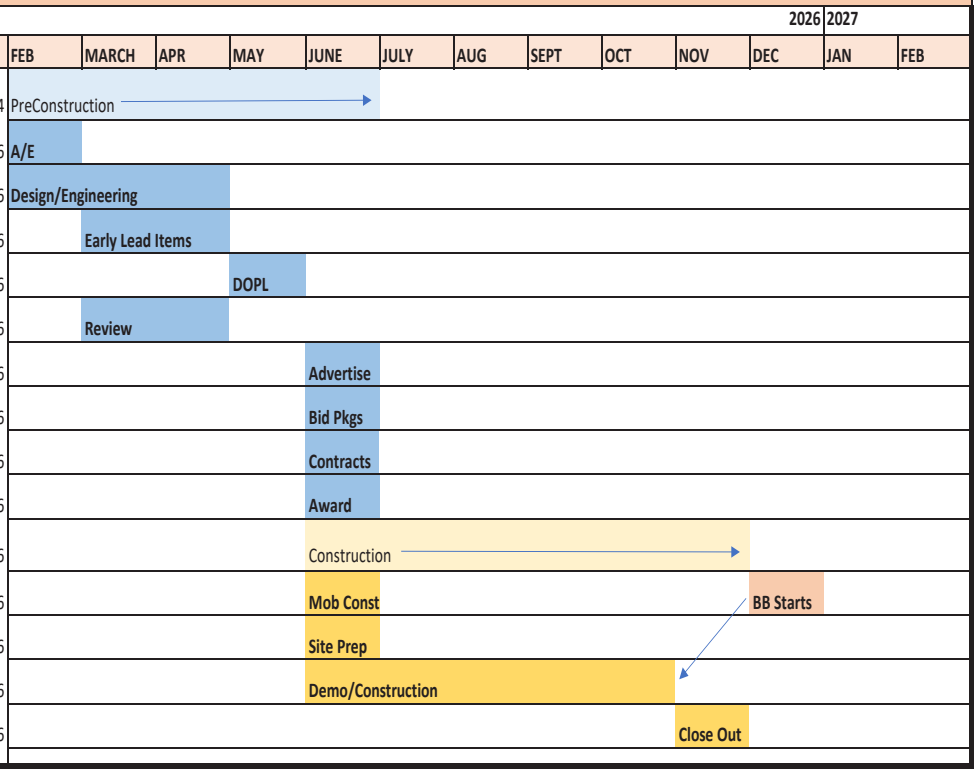
SCHOOL - YEAR PHASING 6.2

Gary Jones Construction carefully integrates school calendar requirements and facility use constraints into the project schedule to ensure uninterrupted school operations. Known impacts—including Harwood gym floor installation (contractor engaged by May 1), the start of school on August 17, volleyball season limiting gym access from August through October, and the start of basketball on November 1—are incorporated into the baseline schedule and actively managed throughout construction.

We enforce schedule compliance through weekly coordination meetings, detailed look-ahead schedules, and regular progress updates. Our ability to self-perform concrete and framing work, along with our ownership of construction equipment, allows us to maintain flexibility, accelerate critical activities, and respond quickly to schedule challenges without relying on equipment rentals or outside availability. This disciplined, proactive approach helps ensure critical milestones are met and substantial completion is achieved by October 31.

CONCEPTUAL SCHEDULE - MINICO HIGH SCHOOL GYM REMODEL

	Task	Duration	Start Date	Finish Date
	Minico High School	119 Days	2/1/2026	3/14/2024
	Select A/E		2/1/2026	2/28/2026
	Develop Construction Docs	90 Days	2/1/2026	4/30/2026
	Order Long Lead Equip/Mtl		3/1/2026	4/30/2026
	Submit/Plan For Approval	31 Days	5/1/2026	5/31/2026
	Pre Bid Review CM/A&E		3/1/2026	4/30/2026
	Advertise to Bid		6/1/2026	6/30/2026
	Bid Opening		6/1/2026	6/30/2026
	Negotiate Contracts		6/1/2026	6/30/2026
	Award Contracts		6/1/2026	6/30/2026
	Start Construction	182 Days	6/1/2026	11/30/2026
	Mobilization		6/1/2026	6/30/2026
	Site/Prep Demo		6/1/2026	6/30/2026
	Construction		6/1/2026	10/31/2026
	Project Close Out		11/1/2026	11/30/2026



SECTION 7: HOME/LOCAL OFFICE SUPPORT

At Gary Jones Construction we use a payment request system that ensures a seamless financial workflow within our organization. This process allows for accurate and timely payments to our subcontractor team. Subcontractors take personal ownership in projects when they are paid on time for work performed.
From processing invoices and expense reports to managing vendor relationships, this vital function keeps the financial gears turning smoothly. With meticulous attention to detail and a focus on accuracy, our office support professionals play a crucial role in ensuring timely payments, maintaining financial transparency, and fostering strong financial partnerships.
We realize that every organization has a method for processing payments. Gary Jones Construction will work to accommodate the Minidoka School District and its payment process.

HOME OFFICE PERSONNEL



Ty Jones
VP - FINANCE



Lisa Gorringe
OFFICE MANAGER



Maritza Ramirez
OFFICE ADMIN

1 CFO & OFFICE MANAGER

Pay Requests (Invoices) are submitted by subcontractors to Gary Jones Construction to be reconciled with proposals, contract amounts and approved change orders.

2 CFO & PROJECT MANAGER

Pay Requests are reviewed with CFO and Project Manager to align with percentage complete, project schedule and to date payments from previous pay requests.
On-site visits are made to confirm work has been completed and to confirm materials stored on-site or off site are accounted for.
CFO and PM confirm the pay request is accurate and complete.

3 ARCHITECT & OWNER REVIEW & APPROVAL

Pay Request is submitted to the Architect and Owner for review and approval. This is typically done at the monthly on-site progress meeting. The Architect and Owner will approve and sign, or will resubmit for clarification or changes.

241

4 CFO & OFFICE MANAGER

After approval from Architect and Owner Gary Jones Construction will request appropriate lien released from subcontractors and issue checks.

MURTAUGH SCHOOL DISTRICT GYM/WRESTLING ROOM







Gary Jones Construction helped the Murtaugh School District in Murtaugh, Idaho, come up with a creative approach to build a new gym and is currently working on a wrestling room addition on the gym.

Many smaller school districts need collaborative partners to help build facilities that are typically hard to finance with traditional school bonds. Gary Jones Construction has been a strong partner with districts that need big, smart thinking to accomplish facility programming goals.

This project was 16,500 square feet with a contract value of $450,000 and was completed in 2023.



SIZE
16,500 sq. ft.

LOCATION
Murtaugh, Idaho

CONTRACT VALUE
$450,000

YEAR COMPLETED
2023

CONTACT INFO

Michele Capps
School Superintendent
208-432-5451
michele.capps@murtagh.k12.id.us



"Every Child Learning, Every Day"

Murtaugh School District

500 West Boyd Street
Murtaugh, Idaho 83344
(208) 432-5451 Fax (208) 432-5477

October 4, 2023

To Whom It May Concern:

It is my pleasure to write a letter of recommendation for Gary Jones Construction for any construction project your organization may be considering. I was able to work closely with Gary Jones Construction on a project for the Murtaugh School District, and I am impressed with their expertise, professionalism, and dedication to delivering exceptional results.

Gary Jones Construction was contracted to complete a weight room for the Murtaugh School District. Throughout the project they demonstrated a high level of competence and commitment to the project. One of the key aspects that stood out during our collaboration was their excellent communication skills. They maintained open lines of communication, scheduled regular weekly meetings, and ensured that all stakeholders were kept informed about the project's progress. With this approach all concerns were addressed promptly and to our full satisfaction. Their commitment to delivering high-quality work was evident in every aspect of the project. When completed the weight room exceeded our expectations in terms of quality and functionality.

I have no hesitation in recommending Gary Jones Construction for any construction project. Their professionalism, expertise, and commitment to client satisfaction make them an outstanding choice for any organization seeking a reliable and capable construction partner. I am confident they will meet your expectations and deliver exceptional results.

If you have any further questions, please do not hesitate to contact me at 208-432-5451.

Sincerely,

Michele Capps
Superintendent

DIETRICH HIGH SCHOOL



This successful project is a great example of the partnership that a CM and Owner can develop.

This was a Gary Jones Construction managed project of a non-traditional delivery approach for the Dietrich School District in Dietrich, Idaho. This is a good example of helping an owner build within budget and aid in finding financing to achieve their facility needs.

The size of the project was 20,320 square feet with a contract value of $2.5 million, and it was completed in 2019.





SIZE
20,320 sq. ft.

LOCATION
Dietrich, Idaho

CONTRACT VALUE
$2,500,000

YEAR COMPLETED
2019

CONTACT INFO

Stefanie Shaw
Superintendent
208-539-9381
stefanies@dietrichschools.org

Dietrich School District No. 314

406 N Park Street
Dietrich, ID 83324
T: (208) 544-2158

To whom it may concern:

I am writing this letter of recommendation for Gary Jones Construction, in support of their application for this project. While working closely with Gary jones Construction on a project for Dietrich School District, I was impressed by their ability to get the project done on time, their communication skills throughout and their ability to deliver quality results.

Gary Jones Construction gave excellent quality engineering options that allowed us to complete our project, while staying within our financial constraints. This allowed us to maximize what we were able to complete on the school, which helped us also improve other needed aspects of our facilities. Their commitment to delivering this project to our school with high expectations of the results they were providing were evident. All of our concerns were addressed promptly, and they held weekly meetings to keep us informed and address anything problems that arose.

After working with Gary Jones Construction I consider them a great resource to our school district, one that we will highly recommend to anyone looking to have school projects completed.

Sincerely

Stefanie Shaw
School Superintendent
Dietrich School District #314

CASSIA COUNTY SCHOOL DISTRICT CM/GC PROJECTS







Gary Jones Construction has had a successful working relationship over the past several years with the Cassia County School District. Gary Jones Construction has completed several roofing projects of these projects and we are currently working on multiple building addition projects. Cassia Diesel Tech Facility, Raft River High School Addition, Burley Auxiliary Classroom Additions, Burley Junior High School HVAC Upgrade, and Cassia District Freezer Building.

These projects have been included to represent Gary Jones Construction's ability to manage the CM/GC process. The School District has had to work with limited funds on these projects. Gary Jones Construction was able to rebid certain divisions of work to align construction budgets with available funds on Raft River High School, Cassia Diesel Tech Facility, and Cassia District Freezer Building.









CASSIA SCHOOL DISTRICT NO. 151

3650 OVERLAND AVE. • BURLEY, ID 83318-2444 • (208) 878-6600 • FAX (208) 878-4231

Ryan Cranney
Board Chairman

Darin Moon
Vice Board Chairman

Mandy Baker
Board Member

Kent Kidd
Board Member

Monica Mower
Board Member

Sandra Miller
Superintendent

Chester Bradshaw
Assistant Superintendent

Chris James
Director of Fiscal Affairs

Ryun Payne
Student Services Director

To whom it may concern:

I am writing this letter of recommendation for Gary Jones Construction, in support of their application for this project.

I have had the pleasure of working with the Gary Jones Construction closely this past year as we have worked through the planning and construction process for multiple projects, including:

- Construction of a new freezer building
- Reroofing Burley High School
- Construction of Weight room/Locker Room at Raft River High
- Gym remodel and construction of Wrestling room at Raft River High
- Construction of New Diesel Shop for Cassia Regional Tech Center

One of the key elements in our success was the regular communication that Gary Jones Construction provided us to help problem solve and inform our staff as well as the general public of changes and project updates. They are familiar with the CMGC process, and understand the fiscal challenges of working with school budgets. When project bidding has come in over budget, they have been able to rework bidding packages to meet the target budget requirements.

In summary, I feel that Gary Jones Construction is an excellent company choice when it comes to school building projects. I can recommend them without reservation.

Thank you.

Sincerely,

Chester Bradshaw
Assistant Superintendent
Cassia School District #151

MOUNT HARRISON HIGH SCHOOL, MINIDOKA SCHOOL DISTRICT







This project is one of many examples of how Gary Jones Construction has worked with schools complete the complete replacement of an entire school HVAC systems.

Along with these mechanical replacements, we also replaced the roof of the school, ensuring that the school would be covered for years to come.

Along with the exterior replacements, our team also took care of some interior remodels where the old failing roof had caused damage, making the school safer and functional.



SIZE
30,000 sq. ft.

LOCATION
Heyburn, Idaho

BUILD LENGTH
6 MONTHS

YEAR COMPLETED
2023

CONTACT INFO

Jason Van Every
Maintenance Director
208-436-1254

Examples of School Scheduling Success

CSI Headstart in American Falls

The CSI Head Start Project in American Falls came with a challenge that is not uncommon to Southern Idaho, but that is often left unaddressed and causes project delays. Large projects will always require some portion of the work to be performed during the winter months. This project had a summer start date and an early spring completion date, meaning that exterior finishes that often come in the second half of a project needed to be pushed to the front half so that asphalt, landscaping, paint and play-ground finishes could be completed before temperatures dropped too low. With careful scheduling and special attention to coordinating building and site interaction areas we will be able to meet the schedule requirements required by the owner.



Raft River High School

In the pre-construction phase of a recent project we presented to the owner a CPM schedule that we felt was aggressive but attainable. The owner communicated to our team their need to have this facility up and running sooner. We discussed various scheduling options that could expedite the process and how they would impact selections and budget. Working with the Owner we came up with a schedule that fit the owner's needs and that we felt could actually be achieved. We then presented this schedule to our trade partners making sure they were prepared to meet the demands of the schedule. The project, of course, ran into hurdles as no construction project ever goes perfectly, but because we were all on the same page we were able to work together as a team to overcome those hurdles and get the facility up and running on time.



IDAHO SCHOOL FOR THE DEAF AND BLIND

The Idaho School for the Deaf and Blind School's original schedule per contract was to remodel 11 bathrooms in 3 different sets during a 30 day period equaling 90 days total. During our kick off meeting with school and DPW it was brought to our attention that the student would be leaving for summer break for the months of June and July. Gary Jones Construction construction asked since all the students would be gone if we could do all the bathrooms at the same time and not impact the students at all. The school and DPW agreed and Gary Jones Construction finished the project a month ahead of the contract and no



Buckner™

960 PIER VIEW DRIVE
IDAHO FALLS, IDAHO 83402

T 208.523.9100 F 801.937.6710

YOUR INSURANCE,
YOUR TEAM.

January 21, 2026

Minidoka County Joint School District No. 331
Attn: Kevin Simmons
310 10th Street
Rupert, ID 83350

RE: Gary D. Jones Construction Company, Inc.
Project Name: Minico High School Gym Renovation/Upgrade Project
Project Location: Minico High School, 292 W. 100 S., Rupert, Idaho

To whom it may concern:

This letter is provided at the request of our outstanding client Gary D. Jones Construction Company. United States Fire Insurance Company is the current surety for Gary D. Jones Construction Company and is Treasury Listed and A.M. Best's rated A.

Based upon the financial strength and strong management team, the Surety would be willing to consider bonding a single job size project of $20,000,000.00 and $35,000,000.00 aggregate bond program. The Buckner Company values our business relationship with Gary D. Jones Construction Company and we are confident in their ability to complete any project they undertake on time and within budget constraints. United States Fire Insurance Company will positively consider providing payment and performance bonds in the amount of the total construction management contract.

This letter is offered as an indication of our past experience and confidence in this firm. Any arrangement for bonds required by the contractor is a matter between Gary D. Jones Construction Company and the Surety. Therefore, any specific request for bonds will be underwritten on its own merits and is contingent upon Gary D. Jones Construction Company continuing to satisfy our underwriting requirements. We assume no liability to you or your third parties, if, for any reason, we do not execute these bonds.

If there are any further questions, please do not hesitate to contact our office.

Sincerely,

Douglas G. Ball, CPCU

D.L. Evans | BANK

D.L. Evans Bank
2281 Overland Ave.
Burley, ID 83318

01/20/2026

To Whom it May Concern:

Gary Jones Construction has maintained a strong banking relationship with D.L. Evans Bank for over 10 years. Throughout this time, they have consistently managed all loans and accounts in an exemplary manner, always remaining in good standing.

With over 50 years in business, Gary Jones Construction has built an outstanding reputation for quality workmanship and integrity. Their commitment to excellence has been the foundation of their long-term success and has earned them the respect of both clients and industry peers. This longevity and dedication to quality have also contributed to their continued financial growth and stability.

For the past decade, D.L. Evans Bank has extended a line of credit to Gary Jones Construction. However, due to their strong financial position, the company has required minimal use of this credit facility, as they are typically able to operate using their own resources.
Gary Jones Construction is considered one of D.L. Evans Bank's most valued and high-quality customers. Based on their proven track record and financial strength, I am confident in their ability to successfully complete the proposed project.

Should you require any additional information, please feel free to contact me.

Sincerely,

Brooks Corbridge *VP Assistant Branch Manager*
2281 Overland Ave. | Burley, ID 83318
Tel (208) 678-6000 | Fax (208) 678-6898
Cell (208)406-9325 | NMLS#1188616
bcorbridge@dlevans.com | www.dlevans.com

Division of Occupational and Professional Licenses
11341 W Chinden Blvd. Boise, ID 83720-0063
dopl.idaho.gov

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Idaho statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

GARY D JONES CONSTRUCTION CO INC

Public Works Contractor - Class Unlimited License
PWC-C-10847

Issued: 07-Nov-2025 Expires: 31-Dec-2026

Renewal Required

Russell S. Barron
Administrator

Printed: 20-Jan-2026

Division of Occupational and Professional Licenses
11341 W Chinden Blvd. Boise, ID 83720-0063
dopl.idaho.gov

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Idaho statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

GARY D JONES CONSTRUCTION CO INC

Construction Management Certificate of Authority
License
7371581

Issued: 09-Oct-2025 Expires: 09-Oct-2026

Renewal Required

Russell S. Barron
Administrator

Printed: 20-Jan-2026

Division of Occupational and Professional Licenses
11341 W Chinden Blvd. Boise, ID 83720-0063
dopl.idaho.gov

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Idaho statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

GARY D JONES CONSTRUCTION CO INC

General Contractor Registration
RCE-13404

Issued: 09-Jan-2026 Expires: 21-Feb-2028

Renewal Required

Russell S. Barron
Administrator

Printed: 20-Jan-2026

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/21/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
The Buckner Company of Idaho
960 Pier View Drive, Suite A
Idaho Falls ID 83402

CONTACT NAME: Kassie Wesley
PHONE (A/C, No, Ext): 801-937-6530 **FAX (A/C, No):** 801.365.0899
E-MAIL ADDRESS: kwesley@buckner.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : WCF Select Insurance Company	21865
INSURER B : Cincinnati Insurance	10677
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED GARYDJO-01
Gary D. Jones Construction Company, Inc.
247 W. Highway 30
Burley ID 83318

COVERAGES **CERTIFICATE NUMBER:** 1436573325 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:	Y	Y	EPP0759220	10/1/2025	10/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY	Y	Y	EPP0759220	10/1/2025	10/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000	Y	Y	EPP0759220	10/1/2025	10/1/2026	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	4050654	10/1/2025	10/1/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B	Leased/Rented Equipment			EPP0759220	10/1/2025	10/1/2026	250,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured Status is provided when there is a Written Contract between the Named Insured and Certificate Holder per the General Liability (CG20101219 and CG20371219) and Automobile Liability (CA76010615). Coverage is primary and non-contributory. Waiver of Subrogation applies on the General Liability per form (CG71250622), Auto Liability (CA04441013), and Workers Compensation (WC000313).
Minidoka School District projects
1 - Mt Harrison HS window wall and windows project
2 - Minico HS Gym project

CERTIFICATE HOLDER

Minidoka County School District
310 10th Street
Rupert ID 83350

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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GARY JONES
CONSTRUCTION EST. 1959

Get in touch

PRIMARY POINT OF CONTACT
JASON JONES | PRESIDENT & CEO

247 US-30 | Burley, Id 83318
208-678-1119 FAX
208-678-1118 OFFICE
jason@garyjonesconstruction.com



MINIDOKA COUNTY SCHOOL DISTRICT
-EST. 1948-

GARY JONES
CONSTRUCTION EST. 1959

STATEMENT OF QUALIFICATIONS

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331
CM/GC SERVICES - MT. HARRISON ALTERNATIVE HIGH SCHOOL - WINDOW REPLACEMENT & EXTERIOR WALL RECONSTRUCTION

HEYBURN, IDAHO

TABLE OF CONTENTS

1	COVER LETTER	1
2	CM/GC INFORMATION FORM	2 - 3
3	COMPANY PROFILE	4 - 5
	1. FIRM HISTORY	4
	2. SIZE	4
	3. RESOURCES	4
	4. FINANCIAL STABILITY	5
	5. PUBLIC WORKS EXPERIENCE & COMPLIANCE APPROACH	5
	6. SCHOOL PROJECT EXPERIENCE & OCCUPIED-CAMPUS WORK	5
4	PROJECT APPROACH	6 - 9
	1. PRECONSTRUCTION APPROACH	6
	2. CONSTRUCTION APPROACH	6
	3. STAFFING PLAN	7 - 9
	4.ENVELOPE/WEATHER-TIGHT SEQUENCING PLAN	9
	5. OCCUPIED ALT HS PLAN	9
5	TOTAL PROJECT BUDGET CONTROL	10 - 11
	1. ESTIMATING METHODOLOGY	10
	2. COST TRACKING & REPORTING FORMAT	11
6	SCHEDULING	11 - 12
	1. SCHEDULING TOOLS / SOFTWARE	11
	2. SCHOOL - YEAR PHASING	12
7	HOME/LOCAL OFFICE SUPPORT	13
8	PAST PERFORMANCE / REFERENCES	14 - 20
9	SURETY / BONDING LETTER	21
10	LICENSES / CERTIFICATES / INSURANCE	22 - 26



Feb. 6th, 2026

Re: CM/GC Services - Mt. Harrison Alternative High School - Window Replacement & Exterior Wall Reconstruction

Dear Selection Committee Members,

We are pleased to submit this Statement of Qualifications for CM/GC services for the Minidoka Joint School District in Heyburn, ID.

Right Size. Gary Jones Construction is the right sized firm to fully commit our team of qualified and experienced managers to your project. This project would be a main focus over the coming year and we have identified a management team with expertise and construction experience that are best suited to complete this project on schedule, on budget, and at the highest level of quality. We understand that maintaining a schedule and open communication on budget status are essential to the success of this project.

Experience. Gary Jones Construction was founded in 1959 by my Grandfather, Gary Jones. Since its founding, Gary Jones Construction has built a reputation of honesty and integrity. We are a trusted construction partner valued by architects, sub-contractors, financial institutions, and most importantly our clients.

Unique Ability. In addition to being the right sized firm for this project, Gary Jones Construction can also provide an in-house concrete, steel building erection, and carpentry solutions, which may prove critical with a tight construction schedule. During the bidding process, we will solicit bids from third parties as well as provide pricing to self-perform concrete and carpentry. Past projects have shown that we have been able to save up to 50% on labor performed by sub-contractors.

Thank you for your consideration on this project,

JASON JONES | CEO
PRIMARY POINT OF CONTACT

PWL # 17634

247 W US-30 | Burley, Id 83318

208-300-0040 CELL

208-678-1119 FAX

Jason@garyjonesconstruction.com

Jason Jones
President & CEO | Gary Jones Construction
208-300-0040 | Jason@GaryJonesConstruction.com

SECTION 2: CM INFORMATION

10) CM / GC INFORMATION FORM (To Be Completed by Respondent)

A. Firm Information

- Firm Name: Gary D. Jones Construction Co., INC
- Mailing Address: 247 US-30 Burley, Idaho 83318
- Physical Address: 247 US-30 Burley, Idaho 83318
- Phone: 208-678-1118
- Email: office@garyjonesconstruction.com

B. Responsible Officer (Authorized to Bind Firm)

- Name/Title: Jason Jones, CEO
- Address: 247 US-30 Burley, Idaho 83318
- Phone/Email: 208-678-1118 / jason@garyjonesconstruction.com

C. Legal Status (check one)

☒ Corporation ☐ Partnership ☐ Limited Liability Company ☐ Other:_____

D. Idaho Licensing (provide copies)

- Idaho Public Works **Construction Management** License #: 7371581
  - Held by (licensed CM responsible): Gary D Jones Construction Co Inc
- Idaho Public Works **Contractor** License #: PWC-C-10847

E. Local/Project Office (if different)

- Address/Phone/Email: Same as A.

F. Surety / Bonding

Provide a letter from your surety indicating bonding capacity for this project.
See Section 9

G. Insurance Contacts

Provide carrier/agent contact information for:

- General Liability
- Workers' Compensation
- Builders Risk (if applicable)

Company Name: The Buckner Company of Idaho
Agent Name: Doug Ball
Address: 960 Pier View Dr. Suite A, Idaho Falls, Idaho 83402
Telephone: 208-523-9100 Fax: 801-365-0899
Email Address: dball@buckner.com

H. Disclosures (Yes/No; explain if Yes)

1. Surety ever required to perform or canceled a bond? ☐ Yes ☒ No
2. Insurance denied/terminated/canceled in last 5 years? ☐ Yes ☒ No
3. Bankruptcy/litigation/mediation/arbitration in last 5 years? ☐ Yes ☒ No

I. Signature

- Printed Name / Title: Jason Jones, CEO
- Signature / Date: 02/06/2026

SECTION 3 : COMPANY PROFILE

MISSION STATEMENT

Gary Jones Construction has an unwavering dedication to personal and professional integrity and has become a premier general contractor, construction manager, and design builder by delivering outstanding quality and value to all of our clients.

FIRM HISTORY 3.1

For the last six decades, Gary Jones Construction has been building in the Southern Idaho area. Gary Jones started the company in 1959 with no more than a Model-A pick-up, a hammer, a hand-saw, and a level. From this modest beginning, Gary Jones Construction has grown to become one of the premier builders in Southern Idaho. Gary Jones Construction is also an unlimited licensed public works contractor and licensed CM/GC.

With a large portfolio in agricultural, manufacturing, commercial, and industrial construction, Gary Jones Construction has the experience to meet your building needs. With Gary Jones Construction, you can be assured you are partnering with a team committed to completing your project in a timely manner and with quality materials at the very best price.

One of our unique skill-sets is our design-build projects. Our in-house draftsman can help you quickly take your building from concept to reality; designed to meet your specific needs. Whether you are starting your project with a drafted plan or simply an idea, Gary Jones Construction has the resources to meet your building needs.

FIRM SIZE 3.2

While we build commercial projects of outstanding quality and value, our real asset is our people. Our team of over 90 specialized and technical team members are experts in their field and each brings unique vision and understanding to a project.

RESOURCES 3.3

Gary Jones construction brings a strong set of in-house resources that directly support project efficiency, quality, and cost control. One of our biggest advantages as a CM/GC is our ability to self-perform key scopes of work, including steel erection, framing, concrete, and selective site tasks. We maintain multiple highly skilled framing and concrete crews who have worked together for years and consistently deliver high-quality craftsmanship, safe work practices, and predictable production rates. This self-performance capability gives the district a substantial benefit—more control over schedule, tighter quality oversight, and reduced reliance on fluctuating subcontractor availability.

In addition, our company owns a wide range of construction equipment, from excavation machinery to lifts, trucks, and material-handling tools. Because we own and maintain our own equipment, we can mobilize quickly, reduce rental expenses, and eliminate schedule delays that often come from waiting on rental deliveries or availability. This means we can keep work moving, respond immediately to project needs, and maintain tighter control over sequencing and productivity.

Combined, our crews and equipment resources allow us to shorten critical-path activities, protect the project schedule, and provide cost-efficient solutions that reflect our commitment to value and reliability. These capabilities ensure that Gary Jones construction can deliver Minidoka school district's improvements with strong momentum from start to finish.



FINANCIAL STABILITY 3.4

Gary Jones Construction maintains a solid financial foundation built over decades of consistent, responsible growth. As a long-standing Idaho contractor we:

- Operate with zero long-term debt
- Maintain strong working capital
- Have the bonding capacity needed to support multiple large projects simultaneously.

Our financial practices are conservative and well-managed, ensuring steady cash flow, timely subcontractor payments, and reliable project delivery. Because we are a family-owned company with deep local roots, we prioritize long-term stability over short-term risk, allowing us to take on school and public projects with confidence. Our strong relationship with our surety—developed through years of dependable performance—further demonstrates our financial strength and our ability to successfully manage the Minidoka School District's CM/GC project from start to finish.

PUBLIC WORKS EXPERIENCE & COMPLIANCE APPROACH 3.5

As a public works contractor Gary Jones Construction has many years of experience working with public entities, including School Districts, City and County Municipalities and the State of Idaho. Our work and partnerships with School Districts, primarily in the Magic Valley, remains our main focus in public works. We see ourselves as partners and stakeholders with School Districts. The vast majority of our employees' kids attend Minidoka and Cassia County schools.

We are well versed in compliance with state procurement requirements. We are experienced with the bidding process and requirements for public works projects under the CM/GC delivery method.

SCHOOL PROJECT EXPERIENCE & OCCUPIED-CAMPUS WORK 3.6

In the past year alone, Gary Jones Construction has been actively working on and has completed projects, as a CM/GC or Design Build Contractor, in the following School Districts and Campuses:

- Cassia County School District
- Minidoka County School District
- Valley School District
- College of Southern Idaho
- Murtaugh School District
- Hansen School District
- Gooding School District

At Gary Jones Construction we know the importance of safety and good communication when working on an active school campus. We have recently completed projects at Burley High School, Hansen School District and Raft River High School that required constant attention to student/staff movement, interactions and safety while working on these active campus projects.









SECTION 4: PROJECT APPROACH

PRECONSTRUCTION 4.1

In many ways, the Preconstruction phase of a project is the most important. The old saying is "garbage in garbage out". During this phase of a project the potential for success is established through good value design, estimates that establish a base budget, establishing a base line schedule for the entire project and working together as a team to bring a quality set of bid documents to the bidding process.



WHERE DO WE START?

A critical Preconstruction Milestone: GJC would recommend that the School District work swiftly to engage services of an Architect or Engineer to start Construction Documentation of the Window Wall Remodel, to get this project submitted to DOPL for approval as soon as possible. A/E fees for this project should be well under $50,000 and not require a full qualification based selection process. As the Districts CM/GC, Gary Jones Construction will run point, for the district, to bring the A/E on as soon as possible. The A/E selection, if possible, could be added as an action item for a Feb. 16 th board meeting.

Gary Jones Construction will work closely with the A/E team to meet the DOPL schedule and

CONSTRUCTION 4.2

After the Bid Documents (Plans, Specifications and Scopes of work) are completed during preconstruction Gary Jones Construction will create bid packages for each division of the work for distribution and solicitation of bids from qualified subcontractors. Emphasis will be placed on local qualified subcontractors. These bid packages will be constructed to allow for the best opportunities for our local trades. Any scope gap or schedule conflicts can be mitigated by the option of Self Performance work by Gary Jones Construction.

Once the bidding process is complete, Gary Jones Construction will work through all submitted bids/proposals and work on a final guaranteed maximum price of construction for the MInidoka School District. This stage is completely transparent to all team members and where the CM truly earns their keep. It's at this stage of the bid process that bids/proposals that are over budget or in question for scope of work etc., can be pulled, not accepted, and re-bid to align with project budget. This is one of the key factors why owners select CM/GC model as a construction delivery method.

Once the GMP (Guaranteed Maximum Price) is in place, reviewed by the Architect and accepted by the Minidoka School District, Gary Jones Construction will issue Subcontract Agreements to all subcontractors and suppliers for completion of the project. This is the transition from CM to "GC" , guaranteeing the completion, price and performance of the project as the General Contractor.



QUALITY ASSURANCE/QUALITY CONTROL

Quality Control is primarily achieved when a process of strict adherence to contract documents and best practices is maintained in the field. Gary Jones Construction is committed to best practices and a commitment to our owners to deliver quality "sticks and bricks" and quality management. Gary Jones Construction uses Procore Construction management software to deliver a well-managed and documented project.

- Ensure quality assurance through working with stakeholders, design lead and consultants to ensure that project documents align with the owners scope of work
- Ensure that quality control is implemented by inspection and correction during the construction process and not when punch lists are generated.
- Daily inspections by Project Managers and follow up with subcontractors

STAFFING PLAN 4.3

A communication protocol for the entire project team, including the Owner, Architect/ Engineer and Construction Manager, is critical to keep a project on schedule, within budget and aligned with the owners goals.

Gary Jones Construction will administer Preconstruction and Construction coordination meetings during design, construction and close out. We utilize Procore, a project management software, which the owner and design team have access to, providing access to photos, daily logs, change events and communications. We have a history of being very transparent with our owners and upfront about all key aspects of a project.



JASON JONES
PRESIDENT & CEO



CADE JONES
VP | BUSINESS DEVELOPMENT



JARED JONES
VP | CONSTRUCTION OPERATIONS



TY JONES
VP | FINANCE



THAD BULKELEY
VP | BUSINESS STRATEGY



DOUG HURST
DIRECTOR OF OPERATIONS



OLEGARIO GARCÍA
FRAMING SUPERINTENDENT



MARC CRUMP
CONCRETE SUPERINTENDENT



JASON JONES

PRESIDENT & CEO



ROLES AND RESPONSIBILITIES

As President and CEO of Gary Jones Construction, Jason Jones is responsible for the overall performance of all construction projects, company contracts, and organizational goals. He leads the development and implementation of company-wide systems, including project controls, financial management processes, reporting standards, and employee relations. Jason's leadership ensures that every project is approached with consistency, accountability, and the high-quality standards the company is known for.

A third-generation general contractor, Jason graduated from Brigham Young University in 2004 with a BS in Construction Management. He began his career as a superintendent in Arizona, gaining valuable field experience before returning to Idaho to join the family business. Since then, he has served in a wide range of roles—estimating, drafting, purchasing, and project management—giving him a comprehensive understanding of both field operations and business strategy. Today, as CEO, Jason oversees the company with a strong focus on business development, client relationships, and long-term growth, continuing the legacy of quality and integrity that defines Gary Jones Construction.

YEARS OF EXPERIENCE
20 Years Total
Pre-construction |
Construction |
Construction Management

EDUCATION
Bachelor's in
Construction Management
Brigham Young University, UT

PROJECT INVOLVEMENT
Pre-construction 55%
Construction 5%

CADE JONES

VP | BUSINESS DEVELOPMENT



ROLES AND RESPONSIBILITIES

This role is responsible for the procurement of work generally in the form of meeting with clients, outlining scopes, creating budgets through estimating or using 3rd party vendors, and presenting this information to the client. This role often aligns with operations and finance to ensure effective profitability of projects. This position reports directly to the VP Estimating & Sales.

EXPERIENCE

Cade has had the opportunity to work on all kinds of projects, including large agricultural buildings, churches, and school remodel projects. As an estimator Cade has been involved in design build for commercial remodels and new builds, as well as multiple CM/GC projects for the Cassia County School District and medical and Ag projects where we are the GC. He received a Masters in Accounting from Brigham Young University in 2013. Recently he has been involved in multiple projects replacing HVAC systems on schools and the demolition/remodel of an occupied school building.

YEARS OF EXPERIENCE
7 Years Total
3 Construction |
4 Estimating

EDUCATION
Master's in Accounting
Brigham Young University, UT

PROJECT INVOLVEMENT
Pre-construction 65%
Construction 10%

JOHN CARNEY

PROJECT MANAGER



ROLES AND RESPONSIBILITIES

This role is responsible for assisting the Project Management team with project development and the project overall. Some duties this include are:

- Attending Review Meetings
- Interpretation of Construction
- Review of RFI's & Change Orders Documents
- Site Observations & Reports Drawings
- General Coordination during construction
- Construction Administration
- Cost Controls/Budgeting
- Review of Submittals & Shop
- Quality Control
- Specifications
- Scheduling of Trades
- Project Close-out

SELECT EXPERIENCE

John started in the construction industry over 20 years ago. Working in multiple sectors including commercial/industrial concrete, steel buildings, custom homes, excavation, and underground infrastructure. During that time he became OSHA and MSHA certified.He has worked on multiple school projects from the remodeling of IESDB to the Cassia Diesel Tech building.

YEARS OF EXPERIENCE	LICENSES	PROJECT INVOLVEMENT
21 Years Total Pre-construction Construction Construction Management	OSHA CERTIFIED MSHA CERTIFIED	Pre-construction 65% Construction 100%

ENVELOPE/WEATHER-TIGHT SEQUENCING PLAN 4.4

- Our recommendation is to get as much work done during the summer break as possible, to limit disruption to Mt. Harrison HS Fall 2026 school year.
- Demolition/Framing/Window Install and Dry In should be scheduled to maximize time and create efficiency.
- Lead time items like millwork, hardware, windows and finish material should be coordinated early with the entire team. This material can be ordered and ready to be installed as soon as each classroom is started.

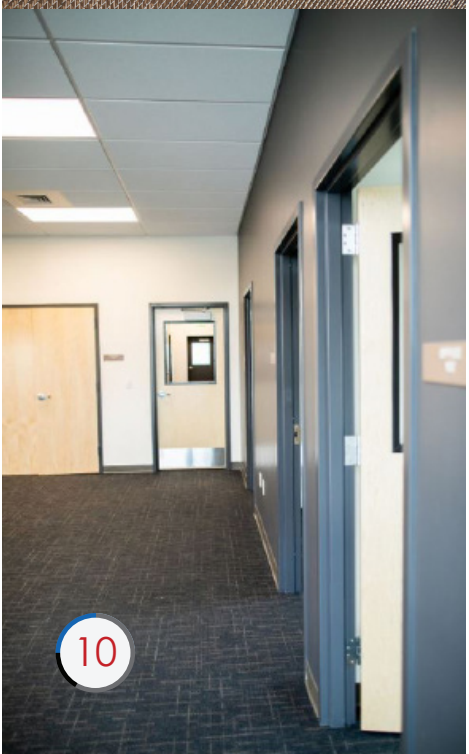
OCCUPIED ALT HS PLAN 4.5

- Interior Finish should be prioritized with the goal to have the majority of classrooms ready for the start of school on August 17 th . This will require a good relationship with the city for life safety inspections and a temporary occupancy permit.
- Exterior Finishes can be completed by Sept. 30 to beat cold temperatures.
- Interior and Exterior Finishes are phased to maximize summer break and to ultimately limit classroom disruptions.

SECTION 5: TOTAL PROJECT BUDGET CONTROL







ESTIMATING METHODOLOGY 5.1

Gary Jones Construction Proven Process:

- Develop detailed, trade specific estimates, based on current construction documents. Focus is on constructibility, phasing and schedule. Conceptual cost estimates from major trades like, HVAC, Plumbing and Electrical aid in the decision making process and aid in prioritizing, phasing and scope of work for the project that meet the School Districts main goals.
- Update estimate at key Milestones: conceptual design, schematic design, design development and ultimately construction documentation, to track and implement scope change, market escalation, procurement/availability of materials and design progression.
- Collaborate with Architect/Engineers and School District to identify value engineering opportunities that align with District Standards and A/E Specifications.
- Identify assumptions, allowances and potential cost risks early in the design process to aid in informed decision making and budget alignment.

TRANSPARENT COST MANAGEMENT

As the CM/GC for Minidoka School District, Gary Jones Construction will be transparent and open book when it comes to tracking the budget, including Architect/Engineering Fees, CM/GC Fees, subcontractor proposals/bids, supplier quotes and all project costs. This open book approach is a total team approach to tracking the budget and builds trust between all stakeholders in the project.

COST ESTIMATES AND UPDATES

Working closely with the chosen Architect, Gary Jones Construction will update construction cost estimates at each stage of design including Schematic Design, Design Development, Construction Documentation, Bidding and Construction Administration. After our first meeting with the team Gary Jones Construction will, taking direction from the Architect, develop an estimate to be used in pre-construction phase.

This first estimate will establish budget parameters and give the team insight into the overall budget.

VALUE DRIVEN DESIGN AND BUILDING PRACTICES

As the CM/GC for Minidoka School District, Gary Jones Construction will attend design collaboration meetings and bring value to the process by helping to inform the project team of costs, best practices and innovative approaches to the construction process. A simple example would be to schedule concrete work to avoid paying for winter conditions. Another example is reaching out to trusted trades to help identify product costs and availability during preconstruction.

COST TRACKING AND COST REPORTING 5.2

Gary Jones Construction tracks the project budget using our Procore software. The owners representative will have access to Procore, to review project updates, schedules, photographs, etc. The project budget is reviewed weekly with the Project Manager and the Senior Project Manager.

Project managers are responsible for coding each portion of the work as it applies to the budget. This allows our team to see the project budget develop and helps to identify irregularities and specific line items that might be of concern.

This approach aids the Project Manager in tracking costs that apply to:

- Bid package
- Subcontractor agreements
- Fees
- Permits
- Reimbursable costs
- Professional fees
- General project costs

PROCORE™
CLOUD-BASED CONSTRUCTION SOFTWARE

SECTION 6: SCHEDULING

Microsoft Office PROJECT

SCHEDULING TECHNIQUES AND SOFTWARE 6.1

Gary Jones Construction uses Microsoft Project to create realistic and accurate schedules. The schedule is created with the input of all team members including trades. This base line schedule will be created to reflect Preconstruction and Construction activities.

The project baseline schedule will be included in our solicitation to subcontractors in the bidding process. Subcontractors and suppliers need to buy into the schedule early on to reflect realistic milestones and overall project goals. Schedules are updated to reflect actual tasks accomplished and milestones achieved. Identifying long lead time items, such as HVAC equipment, electrical equipment and including those items in a well developed schedule. This includes procurement, which can help to ensure that equipment is on site when its needed

SCHEDULE COMPLIANCE

- Our construction project managers play an important part in developing the schedule so that it reflects actual duration of construction activities. This approach ensures a more accurate schedule starting in the pre-construction phase as well as in the construction phase.
- We develop a schedule based on previous job experience and the type of project.
- Ultimately, the best way to enforce a schedule is to on-board sub-contractors early on, and involve the entire team, including all stakeholders, to help create and be accountable to the schedule.

At Gary Jones Construction we use the schedule as a daily tool to direct the project.

Each of our project managers use Microsoft Project to generate a schedule, and track and execute their schedule using Procore. Procore is not only a tool our company uses for communication and document storage for ourselves, but a tool we can use to share and communicate progress and changes with the owner and subcontractors.

SCHOOL - YEAR PHASING 6.2

More often than not, smaller projects require a more disciplined and deliberate schedule than larger projects. Gary Jones Construction proposes moving quickly into the design process to allow for the majority of interior work to be completed during the summer break.

- **Phase 1 Preconstruction goal**: Get Construction Documents to DOPL quickly as possible.

  Gary Jones Construction has already created a design concept for the District, which will move the project directly into construction documentation phase.
- **Phase 2 Construction goal**:
  - Interior demolish and new construction in individual classrooms during the summer break. Temporary Occupancy by August 16
  - Exterior Finishes completed by Sept 30.
  - We have had discussions with the City of Heyburn Building Department regarding temporary occupancy and they are willing to work with the District on schedule.

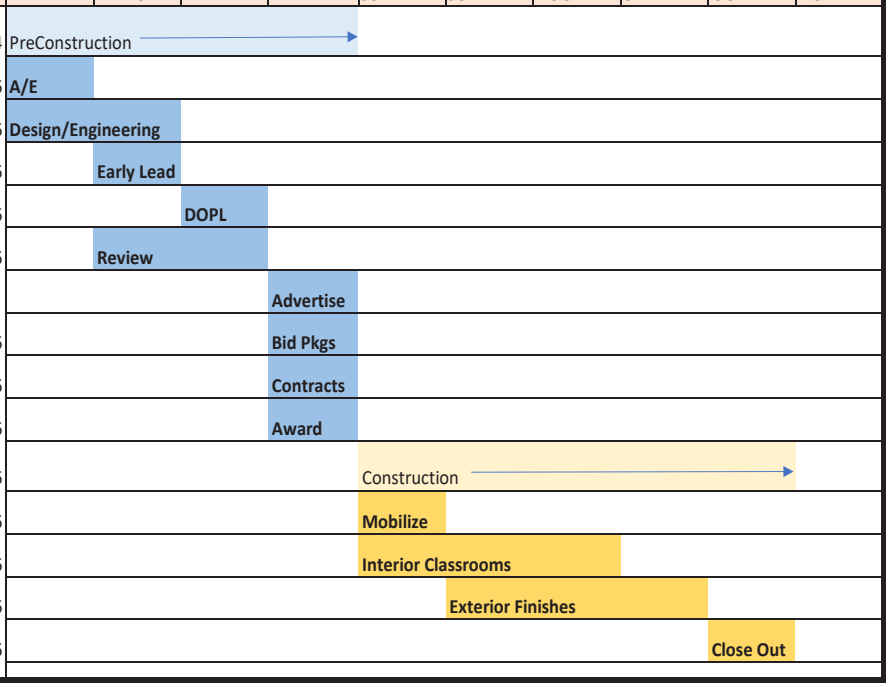
The critical path tasks for Mt Harrison will start in preconstruction, priority one being to get construction documents completed and submitted to the State (DOPL) for approval as soon as possible. This will require bringing the Architect/Engineer on board quickly.

This two phase approach will limit disruption to the MT Harrison Fall class schedule and will create separation between students and work areas.

Our Project Manager will meet weekly with trades and stakeholders to enforce the schedule and align all team members.

CONCEPTUAL SCHEDULE - MT HARRISON ALT HIGH SCHOOL - WINDOWS & EXTERIOR WALLS

Task	Duration	Start Date	Finish Date
Mt Harrison HS - PreCon	117 Days	2/1/2026	5/29/2024
Select A/E		2/1/2026	2/16/2026
Develop Construction Docs	60 Days	2/16/2026	3/31/2026
Order Long Lead Equip/Mtl		3/1/2026	4/30/2026
Submit/Plan For Approval	31 Days	5/1/2026	5/31/2026
Pre Bid Review CM/A&E		3/1/2026	4/30/2026
Advertise to Bid		5/1/2026	15/15/2026
Bid Opening		5/21/2026	5/21/2026
Negotiate Contracts		5/23/2026	5/26/2026
Award Contracts		5/28/2026	5/28/2026
Start Construction	152 Days	6/1/2026	10/31/2026
Mobilization		6/1/2026	6/15/2026
Interior Demo/Rgh/Finish		6/1/2026	8/16/2026
Exterior Finishes		7/15/2026	9/30/2026
Project Close Out		10/1/2026	10/31/2026



SECTION 7: HOME/LOCAL OFFICE SUPPORT

At Gary Jones Construction we use a payment request system that ensures a seamless financial workflow within our organization. This process allows for accurate and timely payments to our subcontractor team. Subcontractors take personal ownership in projects when they are paid on time for work performed.
From processing invoices and expense reports to managing vendor relationships, this vital function keeps the financial gears turning smoothly. With meticulous attention to detail and a focus on accuracy, our office support professionals play a crucial role in ensuring timely payments, maintaining financial transparency, and fostering strong financial partnerships.
We realize that every organization has a method for processing payments. Gary Jones Construction will work to accommodate the Minidoka School District and its payment process.

HOME OFFICE PERSONNEL



Ty Jones
VP - FINANCE



Lisa Gorringe
OFFICE MANAGER



Maritza Ramirez
OFFICE ADMIN

1 CFO & OFFICE MANAGER

Pay Requests (Invoices) are submitted by subcontractors to Gary Jones Construction to be reconciled with proposals, contract amounts and approved change orders.

2 CFO & PROJECT MANAGER

Pay Requests are reviewed with CFO and Project Manager to align with percentage complete, project schedule and to date payments from previous pay requests.
On-site visits are made to confirm work has been completed and to confirm materials stored on-site or off site are accounted for.
CFO and PM confirm the pay request is accurate and complete.

3 ARCHITECT & OWNER REVIEW & APPROVAL

Pay Request is submitted to the Architect and Owner for review and approval. This is typically done at the monthly on-site progress meeting. The Architect and Owner will approve and sign, or will resubmit for clarification or changes.

271

4 CFO & OFFICE MANAGER

After approval from Architect and Owner Gary Jones Construction will request appropriate lien released from subcontractors and issue checks.

MURTAUGH SCHOOL DISTRICT GYM/WRESTLING ROOM







Gary Jones Construction helped the Murtaugh School District in Murtaugh, Idaho, come up with a creative approach to build a new gym and is currently working on a wrestling room addition on the gym.

Many smaller school districts need collaborative partners to help build facilities that are typically hard to finance with traditional school bonds. Gary Jones Construction has been a strong partner with districts that need big, smart thinking to accomplish facility programming goals.

This project was 16,500 square feet with a contract value of $450,000 and was completed in 2023.



SIZE
16,500 sq. ft.

LOCATION
Murtaugh, Idaho

CONTRACT VALUE
$450,000

YEAR COMPLETED
2023

CONTACT INFO

Michele Capps
School Superintendent
208-432-5451
michele.capps@murtagh.k12.id.us



"Every Child Learning, Every Day"

Murtaugh School District

500 West Boyd Street
Murtaugh, Idaho 83344
(208) 432-5451 Fax (208) 432-5477

October 4, 2023

To Whom It May Concern:

It is my pleasure to write a letter of recommendation for Gary Jones Construction for any construction project your organization may be considering. I was able to work closely with Gary Jones Construction on a project for the Murtaugh School District, and I am impressed with their expertise, professionalism, and dedication to delivering exceptional results.

Gary Jones Construction was contracted to complete a weight room for the Murtaugh School District. Throughout the project they demonstrated a high level of competence and commitment to the project. One of the key aspects that stood out during our collaboration was their excellent communication skills. They maintained open lines of communication, scheduled regular weekly meetings, and ensured that all stakeholders were kept informed about the project's progress. With this approach all concerns were addressed promptly and to our full satisfaction. Their commitment to delivering high-quality work was evident in every aspect of the project. When completed the weight room exceeded our expectations in terms of quality and functionality.

I have no hesitation in recommending Gary Jones Construction for any construction project. Their professionalism, expertise, and commitment to client satisfaction make them an outstanding choice for any organization seeking a reliable and capable construction partner. I am confident they will meet your expectations and deliver exceptional results.

If you have any further questions, please do not hesitate to contact me at 208-432-5451.

Sincerely,

Michele Capps
Superintendent

DIETRICH HIGH SCHOOL



This successful project is a great example of the partnership that a CM and Owner can develop.

This was a Gary Jones Construction managed project of a non-traditional delivery approach for the Dietrich School District in Dietrich, Idaho. This is a good example of helping an owner build within budget and aid in finding financing to achieve their facility needs.

The size of the project was 20,320 square feet with a contract value of $2.5 million, and it was completed in 2019.





SIZE
20,320 sq. ft.

LOCATION
Dietrich, Idaho

CONTRACT VALUE
$2,500,000

YEAR COMPLETED
2019

CONTACT INFO

Stefanie Shaw
Superintendent
208-539-9381
stefanies@dietrichschools.org



Dietrich School District No. 314

406 N Park Street
Dietrich, ID 83324
T: (208) 544-2158

To whom it may concern:

I am writing this letter of recommendation for Gary Jones Construction, in support of their application for this project. While working closely with Gary jones Construction on a project for Dietrich School District, I was impressed by their ability to get the project done on time, their communication skills throughout and their ability to deliver quality results.

Gary Jones Construction gave excellent quality engineering options that allowed us to complete our project, while staying within our financial constraints. This allowed us to maximize what we were able to complete on the school, which helped us also improve other needed aspects of our facilities. Their commitment to delivering this project to our school with high expectations of the results they were providing were evident. All of our concerns were addressed promptly, and they held weekly meetings to keep us informed and address anything problems that arose.

After working with Gary Jones Construction I consider them a great resource to our school district, one that we will highly recommend to anyone looking to have school projects completed.

Sincerely

Stefanie Shaw
School Superintendent
Dietrich School District #314

CASSIA COUNTY SCHOOL DISTRICT CM/GC PROJECTS







Gary Jones Construction has had a successful working relationship over the past several years with the Cassia County School District. Gary Jones Construction has completed several roofing projects of these projects and we are currently working on multiple building addition projects. Cassia Diesel Tech Facility, Raft River High School Addition, Burley Auxiliary Classroom Additions, Burley Junior High School HVAC Upgrade, and Cassia District Freezer Building.

These projects have been included to represent Gary Jones Construction's ability to manage the CM/GC process. The School District has had to work with limited funds on these projects. Gary Jones Construction was able to rebid certain divisions of work to align construction budgets with available funds on Raft River High School, Cassia Diesel Tech Facility, and Cassia District Freezer Building.









CASSIA SCHOOL DISTRICT NO. 151

3650 OVERLAND AVE. • BURLEY, ID 83318-2444 • (208) 878-6600 • FAX (208) 878-4231

Ryan Cranney
Board Chairman

Darin Moon
Vice Board Chairman

Mandy Baker
Board Member

Kent Kidd
Board Member

Monica Mower
Board Member

Sandra Miller
Superintendent

Chester Bradshaw
Assistant Superintendent

Chris James
Director of Fiscal Affairs

Ryun Payne
Student Services Director

To whom it may concern:

I am writing this letter of recommendation for Gary Jones Construction, in support of their application for this project.

I have had the pleasure of working with the Gary Jones Construction closely this past year as we have worked through the planning and construction process for multiple projects, including:

- Construction of a new freezer building
- Reroofing Burley High School
- Construction of Weight room/Locker Room at Raft River High
- Gym remodel and construction of Wrestling room at Raft River High
- Construction of New Diesel Shop for Cassia Regional Tech Center

One of the key elements in our success was the regular communication that Gary Jones Construction provided us to help problem solve and inform our staff as well as the general public of changes and project updates. They are familiar with the CMGC process, and understand the fiscal challenges of working with school budgets. When project bidding has come in over budget, they have been able to rework bidding packages to meet the target budget requirements.

In summary, I feel that Gary Jones Construction is an excellent company choice when it comes to school building projects. I can recommend them without reservation.

Thank you.

Sincerely,

Chester Bradshaw
Assistant Superintendent
Cassia School District #151

MOUNT HARRISON HIGH SCHOOL, MINIDOKA SCHOOL DISTRICT







This project is one of many examples of how Gary Jones Construction has worked with schools complete the complete replacement of an entire school HVAC systems.

Along with these mechanical replacements, we also replaced the roof of the school, ensuring that the school would be covered for years to come.

Along with the exterior replacements, our team also took care of some interior remodels where the old failing roof had caused damage, making the school safer and functional.



SIZE
30,000 sq. ft.

LOCATION
Heyburn, Idaho

BUILD LENGTH
6 MONTHS

YEAR COMPLETED
2023

CONTACT INFO

Jason Van Every
Maintenance Director
208-436-1254

Buckner™

960 PIER VIEW DRIVE
IDAHO FALLS, IDAHO 83402

T 208.523.9100 F 801.937.6710

YOUR INSURANCE,
YOUR TEAM.

January 21, 2026

Minidoka County Joint School District No. 331
Attn: Kevin Simmons
310 10th Street
Rupert, ID 83350

RE: Gary D. Jones Construction Company, Inc.
Project Name: Minico High School Gym Renovation/Upgrade Project
Project Location: Minico High School, 292 W. 100 S., Rupert, Idaho

To whom it may concern:

This letter is provided at the request of our outstanding client Gary D. Jones Construction Company. United States Fire Insurance Company is the current surety for Gary D. Jones Construction Company and is Treasury Listed and A.M. Best's rated A.

Based upon the financial strength and strong management team, the Surety would be willing to consider bonding a single job size project of $20,000,000.00 and $35,000,000.00 aggregate bond program. The Buckner Company values our business relationship with Gary D. Jones Construction Company and we are confident in their ability to complete any project they undertake on time and within budget constraints. United States Fire Insurance Company will positively consider providing payment and performance bonds in the amount of the total construction management contract.

This letter is offered as an indication of our past experience and confidence in this firm. Any arrangement for bonds required by the contractor is a matter between Gary D. Jones Construction Company and the Surety. Therefore, any specific request for bonds will be underwritten on its own merits and is contingent upon Gary D. Jones Construction Company continuing to satisfy our underwriting requirements. We assume no liability to you or your third parties, if, for any reason, we do not execute these bonds.

If there are any further questions, please do not hesitate to contact our office.

Sincerely,

Douglas G. Ball, CPCU

Division of Occupational and Professional Licenses
11341 W Chinden Blvd. Boise, ID 83720-0063
dopl.idaho.gov

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Idaho statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

GARY D JONES CONSTRUCTION CO INC

Public Works Contractor - Class Unlimited License
PWC-C-10847

Issued: 07-Nov-2025 Expires: 31-Dec-2026

Renewal Required

Russell S. Barron
Administrator

Printed: 20-Jan-2026

D.L. Evans | BANK

D.L. Evans Bank
2281 Overland Ave.
Burley, ID 83318

01/20/2026

To Whom it May Concern:

Gary Jones Construction has maintained a strong banking relationship with D.L. Evans Bank for over 10 years. Throughout this time, they have consistently managed all loans and accounts in an exemplary manner, always remaining in good standing.

With over 50 years in business, Gary Jones Construction has built an outstanding reputation for quality workmanship and integrity. Their commitment to excellence has been the foundation of their long-term success and has earned them the respect of both clients and industry peers. This longevity and dedication to quality have also contributed to their continued financial growth and stability.

For the past decade, D.L. Evans Bank has extended a line of credit to Gary Jones Construction. However, due to their strong financial position, the company has required minimal use of this credit facility, as they are typically able to operate using their own resources.
Gary Jones Construction is considered one of D.L. Evans Bank's most valued and high-quality customers. Based on their proven track record and financial strength, I am confident in their ability to successfully complete the proposed project.

Should you require any additional information, please feel free to contact me.

Sincerely,

Brooks Corbridge *VP Assistant Branch Manager*
2281 Overland Ave. | Burley, ID 83318
Tel (208) 678-6000 | Fax (208) 678-6898
Cell (208)406-9325 | NMLS#1188616
bcorbridge@dlevans.com | www.dlevans.com

Division of Occupational and Professional Licenses
11341 W Chinden Blvd. Boise, ID 83720-0063
dopl.idaho.gov

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Idaho statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

GARY D JONES CONSTRUCTION CO INC

General Contractor Registration
RCE-13404

Issued: 09-Jan-2026 Expires: 21-Feb-2028

Renewal Required

Russell S. Barron
Administrator

Printed: 20-Jan-2026

Division of Occupational and Professional Licenses
11341 W Chinden Blvd. Boise, ID 83720-0063
dopl.idaho.gov

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Idaho statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

GARY D JONES CONSTRUCTION CO INC

Construction Management Certificate of Authority
License
7371581

Issued: 09-Oct-2025 Expires: 09-Oct-2026

Renewal Required

Russell S. Barron
Administrator

Printed: 20-Jan-2026

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/21/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Kassie Wesley
The Buckner Company of Idaho 960 Pier View Drive, Suite A Idaho Falls ID 83402	PHONE (A/C, No. Ext): 801-937-6530 FAX (A/C, No): 801.365.0899 E-MAIL ADDRESS: kwesley@buckner.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : WCF Select Insurance Company	21865
INSURER B : Cincinnati Insurance	10677
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED	GARYDJO-01
Gary D. Jones Construction Company, Inc. 247 W. Highway 30 Burley ID 83318	

COVERAGES **CERTIFICATE NUMBER:** 1436573325 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:	Y	Y	EPP0759220	10/1/2025	10/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY	Y	Y	EPP0759220	10/1/2025	10/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
B	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 10,000	Y	Y	EPP0759220	10/1/2025	10/1/2026	EACH OCCURRENCE AGGREGATE $	$ 4,000,000 $ 4,000,000 $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	4050654	10/1/2025	10/1/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
B	Leased/Rented Equipment			EPP0759220	10/1/2025	10/1/2026	250,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured Status is provided when there is a Written Contract between the Named Insured and Certificate Holder per the General Liability (CG20101219 and CG20371219) and Automobile Liability (CA76010615). Coverage is primary and non-contributory. Waiver of Subrogation applies on the General Liability per form (CG71250622), Auto Liability (CA04441013), and Workers Compensation (WC000313).
Minidoka School District projects
1 - Mt Harrison HS window wall and windows project
2 - Minico HS Gym project

CERTIFICATE HOLDER

Minidoka County School District
310 10th Street
Rupert ID 83350

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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GARY JONES
CONSTRUCTION EST. 1959

Get in touch

PRIMARY POINT OF CONTACT
JASON JONES | PRESIDENT & CEO

247 US-30 | Burley, Id 83318

208-678-1119 FAX

208-678-1118 OFFICE

jason@garyjonesconstruction.com

MINIDOKA COUNTY SCHOOL DISTRICT #331
2026-2027 STAFF CALENDAR DRAFT

July

4 Independence Day

JULY							Student Days	Contract Days
S	M	T	W	T	F	S		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			
							0	0

August

10 Registration: All Schools
11 Registration: All Schools
17 Teachers on Contract
17 Back to School Meeting
18 Teacher Work Day
19 1/2 Teacher In-Service/1/2 Teacher Work Day
20 Orientation 6th & 9th
24 First Day of School

AUGUST							Student Days	Contract Days
S	M	T	W	T	F	S		
2	3	4	5	6	7	8	0	0
9	10	11	12	13	14	15	0	0
16	17	18	19	20	21	22	0	4
23	24	25	26	27	28	29	4	4
30	31						1	1
							5	9

September

7 Labor Day, No School
11 Teacher In-Service
25 Teacher In-Service

SEPTEMBER							Student Days	Contract Days
S	M	T	W	T	F	S		
		1	2	3	4	5	3	3
6	7	8	9	10	11	12	3	5
13	14	15	16	17	18	19	4	4
20	21	22	23	24	25	26	4	5
27	28	29	30				3	3
							17	20

October

9 Teacher In-Service
16 Teacher In-Service
15 No Half Day Kindergarten
15 2 Hour Early Release/ **PTC** 4:00-8:00
15 Mt. Harrison Student Showcase 5-6pm
16 PTC 8 a.m.-12:00 p.m. (half Day)
26 2nd Quarter Starts

OCTOBER							Student Days	Contract Days
S	M	T	W	T	F	S		
				1	2	3	1	1
4	5	6	7	8	9	10	4	5
11	12	13	14	15	16	17	4	5
18	19	20	21	22	23	24	4	4
25	26	27	28	29	30	31	4	4
							17	19

November

13 Teacher In-Service
25-27 Thanksgiving Break, No School

NOVEMBER							Student Days	Contract Days
S	M	T	W	T	F	S		
1	2	3	4	5	6	7	4	4
8	9	10	11	12	13	14	4	5
15	16	17	18	19	20	21	4	4
22	23	24	25	26	27	28	2	3
29	30						1	1
							15	17

December

17 Mt. Harrison Student Showcase 5-6:0
18 Teacher Work Day
22 2 Hr Early Dismissal
23-31 Christmas Break, No School

DECEMBER							Student Days	Contract Days
S	M	T	W	T	F	S		
		1	2	3	4	5	3	3
6	7	8	9	10	11	12	4	4
13	14	15	16	17	18	19	4	5
20	21	22	23	24	25	26	2	3
27	28	29	30	31			0	0
							0	0
							13	15

January

1 New Year's Day
4-5 Student Christmas Break
5 Teacher In-Service
6 2nd Semester Starts
15 Teacher In-Service

JANUARY							Student Days	Contract Days
S	M	T	W	T	F	S		
					1	2	0	1
3	4	5	6	7	8	9	2	3
10	11	12	13	14	15	16	4	5
17	18	19	20	21	22	23	4	4
24	25	26	27	28	29	30	4	4
31							14	17

February

5 Teacher In-Service
15 Presidents Day, No School

FEBRUARY							Student Days	Contract Days
S	M	T	W	T	F	S		
	1	2	3	4	5	6	4	5
7	8	9	10	11	12	13	4	4
14	15	16	17	18	19	20	3	4
21	22	23	24	25	26	27	4	4
28							0	0
							15	17

March

5 Teacher In-Service
11 No Half Day Kindergarten
11 2 Hour Early Dismissal/ PTC 4:00-8:00p
11 Mt. Harrison Student Showcase 5-6 pm
12 PTC 8 a.m.-12:00 p.m. (half Day)
22-26 Spring Break, No School
29 4th Quarter Starts

MARCH							Student Days	Contract Days
S	M	T	W	T	F	S		
	1	2	3	4	5	6	4	5
7	8	9	10	11	12	13	4	5
14	15	16	17	18	19	20	4	4
21	22	23	24	25	26	27	0	0
28	29	30	31				3	3
							15	17

April

23 Teacher In-Service
23 Kindergarten Pre-Registration

APRIL							Student Days	Contract Days
S	M	T	W	T	F	S		
				1	2	3	1	1
4	5	6	7	8	9	10	4	4
11	12	13	14	15	16	17	4	4
18	19	20	21	22	23	24	4	5
25	26	27	28	29	30		4	4
							17	18

May

14 Teacher In-Service
27 Last Day for Preschool
31 Memorial Day

MAY							Student Days	Contract Days
S	M	T	W	T	F	S		
2	3	4	5	6	7	8	4	4
9	10	11	12	13	14	15	4	5
16	17	18	19	20	21	22	4	4
23	24	25	26	27	28	29	4	4
30	31						0	1
							16	18

June

1 Mt. Harrison HS Graduation
3 Minico Graduation
3 1:00 Dismissal-Last Day of School
4 Teacher Work Day

JUNE							Student Days	Contract Days
S	M	T	W	T	F	S		
		1	2	3	4	5	3	4
6	7	8	9	10	11	12	0	0
13	14	15	16	17	18	19	0	0
20	21	22	23	24	25	26	0	0
27	28	29	30				0	0
							0	0
							3	4

	Student Days	Contract Days
Total Student Days/Contract Days	147	171
S1	67	
S2	77	
Q1	31	
Q2	36	
Q3	37	
Q4	40	
Total	144	

LEGEND:
Holiday
No School, Non Contract Day
No School, Staff Development
PTC 4:30 p.m. - 8:30 p.m.
PTC 8:00 a.m. - 12:00 p.m.
Mt. Harrison Student Showcase
Mt. Harrison and Middle School Quarters Begin
Teacher Work Day, No School
Semester Begins
2 Hr Early Dismissal
Early Release - School Dismiss 1:00 p.m.
NO School on Fridays

MINIDOKA COUNTY SCHOOL DISTRICT #331
2026-2027 STUDENT CALENDAR

July

4 Independence Day

JULY						
S	M	T	W	T	F	S
			1	2	3	**4**
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

10 Registration: All Schools
11 Registration: All Schools
20 Orientation 6th & 9th
24 First Day of School

AUGUST						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	**10**	**11**	12	13	14	15
16	17	18	19	**20**	**21**	22
23	**24**	25	26	27	**28**	29
30	31					

September

7 Labor Day, No School

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	**4**	5
6	**7**	8	9	10	**11**	12
13	14	15	16	17	**18**	19
20	21	22	23	24	**25**	26
27	28	29	30			

October

15 Mt. Harrison Student Showcase 5-6pm
15 No Half Day Kindergarten
15 2 Hour Early Release/ **PTC** 4:00-8:00
16 PTC 8 a.m.-12:00 p.m. (half Day)
26 2nd Quarter Starts

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	**9**	10
11	12	13	14	**15**	**16**	17
18	19	20	21	22	**23**	24
25	**26**	27	28	29	**30**	31

November

13 Teacher In-Service
25-27 Thanksgiving Break, No School

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	**6**	7
8	9	10	11	12	**13**	14
15	16	17	18	19	**20**	21
22	23	24	**25**	**26**	**27**	28
29	30					

December

17 Mt. Harrison Student Showcase 5-6pm
22 2 Hr Early Dismissal
23-31 Christmas Break, No School

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	**4**	5
6	7	8	9	10	**11**	12
13	14	15	16	**17**	**18**	19
20	21	**22**	**23**	**24**	**25**	26
27	**28**	**29**	**30**	**31**		

January

1 New Year's Day
1-5 Student Christmas Break
6 2nd Semester Starts

JANUARY						
S	M	T	W	T	F	S
					1	2
3	**4**	**5**	**6**	**7**	**8**	9
10	11	12	13	14	**15**	16
17	18	19	20	21	**22**	23
24	25	26	27	28	**29**	30
31						

February

15 Presidents Day, No School

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	**5**	6
7	8	9	10	11	**12**	13
14	**15**	16	17	18	**19**	20
21	22	23	24	25	**26**	27
28						

March

11 No Half Day Kindergarten
11 2 Hour Early Dismissal/ PTC 4-8:00pm
11 Mt. Harrison Student Showcase 5-6 pm
12 PTC 8 a.m.-12:00 p.m. (half Day)
22-26 Spring Break, No School
29 4th Quarter Starts

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	**5**	6
7	8	9	10	**11**	**12**	13
14	15	16	17	18	**19**	20
21	**22**	**23**	**24**	**25**	**26**	27
28	**29**	30	31			

April

23 Kindergarten Pre-Registration

APRIL						
S	M	T	W	T	F	S
				1	**2**	3
4	5	6	7	8	**9**	10
11	12	13	14	15	**16**	17
18	19	20	21	22	**23**	24
25	26	27	28	29	**30**	

May

27 Last Day for Preschool
31 Memorial Day

MAY						
S	M	T	W	T	F	S
2	3	4	5	6	**7**	8
9	10	11	12	13	**14**	15
16	17	18	19	20	**21**	22
23	24	25	26	27	**28**	29
30	**31**					

June

1 Mt. Harrison HS Graduation
3 Minico Graduation
3 1:00 Dismissal-Last Day of School

JUNE						
S	M	T	W	T	F	S
		1	2	**3**	**4**	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

LEGEND:
Highlighted Dates Indicate "No School"
Indicates 2 Hr Early Dismissal
Indicates Early Release, 1:00 Dismissal
NO Preschool or Half Day Kindergarten on early dismissal days

Excessive emergency closures may necessitate a change in days.

Each employee may be granted, upon written request filed with the building principal, department supervisor, or director and approved by the Superintendent, four (4) days of personal leave, as defined by the employee's contract or work agreement, at no cost to the employee. Personal leave will be given at the beginning of fiscal year. If you begin employment mid-year, the four days will be ~~in proportion~~prorated to your remainder of the fiscal year. This leave may be taken for any reason deemed necessary by the employee. There will be up to two (2) days allowed to carry over to the next year with a maximum of six (6) days in any given year. No more than ten percent (10%) of the staff supervised by the same principal, department supervisor or director may be on personal leave at the same time, unless a greater percentage is authorized by the Superintendent. One (1) personal day may be paid-out at one half (1/2) the daily rate of the employee or at a full day substitute rate, whichever is less.

♦ ♦ ♦ ♦ ♦ ♦ ♦

LEGAL REFERENCE

ADOPTED: July 19, 1994

AMENDED/REVISED: September 19, 1995; November 19, 1996; August 15, 1998; January 19, 1999; July 17, 2003; July 16, 2007; April 19, 2010; November 18, 2013 February, 23, 2015; April 15, 2019; May 19, 2025

Board Policy Manual - Table of Contents

3000. Students

Code	Title	Type
3000	Student Policy Guiding Principles	BP
3005	Entrance, Placement, and Transfer	BP
3010	Open Enrollment	BP
3010-P(1)	Open Enrollment - Procedures	P
3010-F(1)	Open Enrollment Form	F
3020	Enrollment and Attendance Records	BP
3020-P(1)	Enrollment and Attendance Records - Average Daily Attendance	P
3030	Part-Time Attendance/Dual Enrollment	BP
3031	Extracurricular Activities—Eligibility for Students Not Enrolled	BP
3040	Compulsory Attendance	BP
3040-F(1)	Compulsory Attendance	F
3040-F(2)	Compulsory Attendance - School Truancy Referral Form	F
3050	Attendance Policy	BP
3051	Make Up Work, Reassessments, and Late Work	BP
3060	Education of Homeless Children	BP
3070	Students of Legal Age	BP
3080	Nonresident Student Attendance Policy	BP
3050	Attendance Policy (Alternatives)	BP
3060	Education of Homeless Children	BP
3070	Students of Legal Age	BP
3080	Nonresident Student Attendance Policy	BP
3085	Sexual Harassment, Discrimination, and Retaliation Policy	BP
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions	P
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template	F

3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students	F
3090	Foreign Exchange Students (Alternatives)	BP
3100	Programs for At-Risk/Disadvantaged Students	BP
3200	Student Rights and Responsibilities	BP
3220	Student Use of Buildings: Equal Access	BP
3225	Student Clubs: Equal Access	BP
3225-B(1)	Student Clubs: Equal Access	B
3225-F(1)	Student Clubs: Equal Access - Risk Management Plan	F
3230	Student Government	BP
3240	Student Publications	BP
3245	Student Performances and Presentations	BP
3250	Distribution and Posting of Materials	BP
3255	Student Dress	BP
3260	Bring Your Own Technology Program	BP
3260-F(1)	Bring Your Own Technology Program - Permission Form	F
3265	Student Owned Electronic Communication Devices	BP
3270	District-Provided Access to Electronic Information, Services, and Networks	BP
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks	P
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT	F
3275	District Provided Mobile Computing Devices (Alternatives)	BP
3275-F(1)	District Provided Mobile Computing Devices (Alternatives) - AGREEMENT	F
3280	Equal Education, Nondiscrimination, and Sex Equity	BP
3281	Gender Identity and Sexual Orientation	BP
3285	Relationship Abuse and Sexual Assault Prevention and Response	BP
3290	Sexual Harassment/Intimidation of Students	BP
3290-F(1)	Sexual Harassment/Intimidation of Students - Reporting Form for Students	F
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying	BP
3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying	P

3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM	F
3295-F(2)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying – Log	F
3296	Bullying Awareness Week	BP
3297	Names, Pronouns, and Titles	BP
3300	Drug Free School Zone	BP
3305	Prohibition of Tobacco Possession and Use	BP
3310	Gangs & Gang Activity	BP
3320	Substance and Alcohol Abuse	BP
3330	Student Discipline	BP
3330-P(1)	Discipline Plans	P
3330-P(2)	Incident Reporting	P
3335	Academic Honesty	BP
3340	Corrective Actions, Punishment, and Denial of Enrollment	BP
3340-P(1)	Corrective Actions, Punishment, and Denial of Enrollment	P
3345	Restraint & Seclusion	BP
3350	Detention	BP
3365	Student Sex Offenders	BP
3370	Searches and Seizure	BP
3370-P(1)	Searches and Seizure	P
3380	Extracurricular and Co-curricular Participation Policy	BP
3385	Intramural Activities	BP
3390	Extra- and Co-Curricular Chemical Use Policy	BP
3400	Extracurricular Activities Drug-Testing Program	BP
3400-F(1)	Extracurricular Activities Drug-Testing Program - Extracurricular Activity Consent Form	F
3410	School Sponsored Student Activities	BP
3420	Student Fund Raising Activities	BP
3440	Student Fees, Fines, and Charges/Return of Property	BP
3450	Student Vehicle Parking	BP
3450-F(1)	Student Vehicle Parking - Application	F

3460	School-Related Foreign and Extended Travel by Students	BP
3500	Student Health/Physical Screenings/Examinations	BP
3500-F(1)	Student Health/Physical Screenings/Examinations - Notice of Health Services	F
3505	Concussion Protocol	BP
3505-F(1)	Concussion Protocol - Acknowledgement of Receipt of Concussion Guidelines	F
3505-F(2)	Concussion Protocol - Authorization to Return to Play or Participate in Student Sports	F
3510	Student Medicines	BP
3510-F(1)	Student Medicines - Authorization for Self-Administered Medication	F
3510-F(2)	Student Medicines - Indemnification/Hold Harmless Agreement	F
3515	Food Allergy Management	BP
3515-B(1)	Food Allergy Management - Background	B
3515-P(1)	Food Allergy Management - Medical Plans of Care	P
3515-F(1)	Food Allergy Management - Emergency Care Plan	F
3516	District-Provided Epinephrine	BP
3518	Treatment of Opioid Overdoses	BP
3520	Contagious or Infectious Diseases	BP
3523	Head Lice (Pediculosis)	BP
3525	Immunization Requirements	BP
3530	Suicide	BP
3540	Emergency Treatment	BP
3545	Student Questioning and Arrests	BP
3545-F(1)	Student Questioning and Arrests - Form for Signature of Arresting Officer	F
3545-F(2)	Student Questioning and Arrests - Form for Signature of Interviewing Officer	F
3550	Removal of Student During School Hours	BP
3550-P(1)	Removal of Student During School Hours	P
3560	Video Surveillance	BP
3563	Student Tracking Safety Devices	BP
3565	Termination of Driving Privileges	BP
3570	Student Records	BP

3570-P(1)	Student Records - Maintenance of School Student Records	P
3570-F(1)	Student Records - Notification to Parents' and Student's of Rights Concerning a Student's School Records	F
3570-F(2)	Student Records - Permission to Use Likeness	F
3570-F(3)	Student Records - Form for Denial of Permission to Release Certain Directory Information	F
3575	Student Data Privacy and Security	BP
3580	Relations with Non-Custodial Parents (Alternatives)	BP
3610	Records of Missing Children	BP
3620	Transfer of Student Records	P

Board Policy 3000: Student Policy Guiding Principles

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

The Board adopts policies governing student rights and responsibilities. In doing so, the Board prioritizes the following principles, aims, and values:

1. **The District environment shall encourage learning and high levels of student achievement;**
2. **District policy shall aim to provide a safe environment for all students, including with regard to such matters as emergency prevention and response, student medical needs, and student discipline;**
3. **Respect the rights of students at all times;**
4. **The District will seek to involve and inform students' parents/guardians about matters impacting their child;**
5. **School is a place for students to cultivate interpersonal abilities and develop their social and emotional skills;**
6. **remediate disciplinary issues**

Cross References

Code	Description
3060	Education of Homeless Children
4160	Parents Right-to-Know Notices

Board Policy 3005: Entrance, Placement, and Transfer

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

[RECOMMENDED POLICY: This item addresses practices districts are required to comply with by law, administrative rule, or other guidance, or which are strongly recommended by one of the attorneys we consult on policy matters.]

Entrance, Date, and Age

No pupil may be enrolled in kindergarten or first grade whose fifth or sixth birthday respectively does not occur on or before the first day of September of the school year in which the child registers to enter school. Any child of the age of five years who has completed a private or public out-of-state kindergarten for the required 450 hours but has not reached the age and date requirements set above shall be allowed to enter the first grade.

For resident children with disabilities who qualify for special education and related services under the federal Individuals with Disabilities Education Act (IDEA) and subsequent amendments thereto, and applicable state and federal regulations, “school age” shall begin at age three.

The Board of Trustees may exclude from school any pupils who are not of “school age”.

Initial Enrollment

Immunization records or an appropriate waiver and birth certificate are required for admission to all District schools (subject to provisions of the McKinney Homeless Assistance Act). Communication of the requirement for immunization records or exemptions shall comply with District Policy 3525.

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the District shall notify the person enrolling the student in writing that they must provide within 30 days either a certified copy of the student’s birth certificate or other reliable proof of the student’s identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student’s identity and birth date may include a passport, visa, or other governmental documentation of the child’s identity. If the person enrolling a student fails to provide the information within the requested 30 days, the District shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing, that they have an additional ten days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports.

A student transferring schools within the District need not provide proof of identity and birth date if the student’s record already contains such verified information.

Consistent with Policy 3340, the Board has the authority to deny enrollment to any student if they were expelled from a previous school in any state, including if they were disenrolled in lieu of discipline. The Board may also deny enrollment if the student has a conviction or adjudication of

offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the time of initial enrollment, and failure to disclose will result in a denial of enrollment to the student.

Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board.

School Boundaries

The Board of Trustees shall, upon recommendation of the Superintendent, define individual school boundaries annually or as it determines to be needed. These boundaries shall be reviewed annually by the administrative staff who shall recommend changes as needed.

The Board shall strive to keep school boundaries as stable as possible.

Adjustments or changes shall be made whenever necessary to balance pupil loads among the schools for the most efficient use of facilities or whenever it is in the best interest of the students.

When considering boundary changes, the best interest of all students must take precedent over the convenience or interest of students in any one school.

For the purposes of determining a student’s attendance area, the official residence of a student is that of their parent/guardian. A student may not claim residency by living with any relative or other person unless that person is the student’s legal guardian.

Advanced Enrollment For Military Dependents

Any member of the United States Armed forces who has received transfer orders to a location in Idaho and will, upon such transfer, reside in the District’s attendance boundary may enroll their child in the District regardless of where the child resides at the time of enrollment.

Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary Grades (K-8): Any student transferring into the District will be admitted and placed on a probationary basis for a period of two weeks.

Should any doubt exist with their teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-week probationary period, the student will be subject to observation by their teacher and building principal.

Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or career and technical or vocational instruction);
5. An appropriate evaluation of student performance leading toward credit issuance; and
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees.

Transfer from Persistently Dangerous Schools

If any school within the District is found to be persistently dangerous in accordance with federal law or the State Department of Education's definition of persistently dangerous, students attending the school shall be permitted to transfer to another traditional or charter school within the District which is not persistently dangerous. The transfer may be either permanent or temporary and lasting until the school of origin is no longer designated as persistently dangerous. Parents/guardians of students shall be notified that the school has been designated as persistently dangerous within ten days of being so designated. Within 20 days of receiving such notification, students may be transferred to another school within the District.

Any student who is the victim of a violent criminal offense on school grounds shall be permitted to transfer to another school within the District.

Legal References	**Description**
20 USC § 6313	Eligible School Attendance Areas
20 USC § 7912	Unsafe School Choice Option
42 USC § 11432	Grants for State and Local Activities for the Education of Homeless Children and Youths
IC § 18-4511	School Duties — Records of Missing Child — Identification Upon Enrollment — Transfer of Student Records
IC § 33-201	Attendance at Schools - School Age
IC § 33-209	Attendance at Schools —Transfer of Student Records — Duties
IC § 33-525	Advance Enrollment for Military Dependents
IC § 39-4801	Immunization - Exemptions

IC § 39-4801	Immunization - Exemptions
Id. Const. art. IX, § 9	Compulsory Attendance at School

Cross References

Code	Description
3060	Education of Homeless Children
3340	Corrective Actions, Punishment, and Denial of Enrollment
3340-P(1)	Corrective Actions, Punishment, and Denial of Enrollment
4160	Parents Right-to-Know Notices

Board Policy 3010: Open Enrollment

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

The Board of Trustees recognizes that some of its patrons may want to enroll their children in a different school than the school that serves the attendance area in which they reside. The Board also recognizes that some out-of-District parents/guardians may want to send their child to a District school. Therefore, this policy is adopted to allow all in-District and out-of-District patrons to choose among this District's schools under specified conditions. In making a decision on a student's open enrollment application, the District shall consider the needs of the student requesting the transfer as well as the other students affected by the transfer and will accept students if capacity allows.

The District will prioritize applications from students who live within the District and may deny students for one or more of the following reasons:

1. The student was expelled, or disenrolled in lieu of discipline, by the previous District;

2. The student has a conviction or adjudication of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent or legal guardian at the time of applying for open enrollment, and failure to disclose will result in a denial of open enrollment to the student.

3. The student has a documented history of significant disciplinary issues or history of chronic absenteeism. However, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

4. The receiving school within the District does not have space available according to the capacity limits set by the Board of Trustees.

The process outlined in this policy is required for admission to any school within the District and shall be initiated again when a change in grade warrants a change in school – such as when the pupil wishes to continue open enrollment into middle school or high school.

Due process for all students remains the same regardless of which school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

Transportation

Parents/guardians of a student accepted under this policy will be responsible for transporting the accepted student. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within District boundaries. However, this may not apply to students with disabilities who have transportation identified in their IEP as a related service need.

Sports

Eligibility rules for participating in extracurricular activities shall apply to students who request to

attend a different school as described in this policy and any related procedures.

It is recommended that a student who is considering submitting an open enrollment application to this District and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

Application/Approval Process

Applications will be accepted on a form provided by the District (which must be substantially similar to the State's form) until February 1 of each year for enrollment in the subsequent school year. This deadline shall be waived in the case of students who move out of their attendance zone during the school year. The District may also consider other applications submitted after February 1.

At the time of application, the District will provide the student's parent/guardian a list of eligible reasons for denial or revocation of open enrollment.

Maximum Capacity

The District will only accept an open enrollment student if the grade level and/or programs they require are below the capacity limits specified in 3010P. The District shall report, at least four times during the school year, the space available at each grade level, by school, using these capacity limits and will post it prominently on the District website.

The Superintendent shall establish a procedure for:

1. Determining which students are chosen when classroom space allows the admission of some, but not all, qualified applicants;
2. Notifying parents/guardians of the possible reasons for denial or revocation;
3. Notifying parents of the action taken on the open enrollment application, including the reasons for the denial of any application;
4. Removing a student from a transfer school, including the grounds for removal, parent notification, and the appeal process; and
5. Notifying parents/guardians of the appeal process available to them in the event their student's application is denied.

Re-enrollment

Open Enrollment students do not need to re-apply to maintain their enrollment at the school in which they're enrolled; However, the parent/guardian shall notify the District of their intention to re-enroll on an annual basis no later than February 1. The District will provide a form for parents/guardians that will serve as a notice of intent to re-enroll.

Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.

Revocation of Open Enrollment

Open enrollment students are required to comply with all District policies. Unacceptable behaviors

by a student or false or misleading information on their open enrollment application are grounds for the District to remove an open enrollment student at any time. The District may revoke a student's enrollment if one or more of the following occurs:

1. The student is chronically absent.

2. The student commits repeated, serious disciplinary infractions.

3. The student has been expelled.

4. The student is convicted or adjudicated, or their parent/guardian failed to disclose conviction or adjudication at time of enrollment, of offenses outlined in IC 20-525A(5), or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code.

5. The number of resident students exceeds the capacity limits set in Procedure 3010P. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District shall offer information about other District schools that may be accepting open enrollment students.

Students under consideration of revocation who have a 504 plan or IEP may not have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

Student Appeals

If an open enrollment application request is denied or revoked, a parent/guardian may request an administrative review by the Board. The parent/guardian must request the review within five school days of receiving the written denial notice. The Board shall consider the appeal at its next regularly scheduled meeting, and issue its decision in writing.

Student Rights and Responsibilities

All student's rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

Preventing or Recruiting Potential Open Enrollment Students

Neither the District nor its employees will take any action to prohibit or prevent application by a student to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

Evaluation of Policy

Annually, the Superintendent shall report to the Board the effect of this policy. The report should

include the number of open enrollment requests accepted or denied by each school, the reasons for denial, and any unanticipated results of this policy.

Legal References	Description
IC § 33-1401	Transfer of Pupils - Definitions
IC § 33-1402	Enrollment Options
IC § 33-1404	Districts to Receive Pupils
IC § 33-1409	Measuring and Reporting Capacity
IC § 33-1410	Student Appeals
IC § 33-2001	Education of Exceptional Children - Definitions
IC § 33-512	District Trustees - Governance of Schools

Cross References

Code	Description
2240	Class Size
3080	Nonresident Student Attendance Policy

Minidoka County Joint School District #331

INSTRUCTION **3010F**

Open Enrollment Form

Date: _____
Requested School: _____ Zoned School: _____
Current School _____

OPEN ENROLLMENT FORM

Student Information	
Student Name Last First	School year for request:
Grade	Date of Birth
Street Address	City Zip Code
Parent/Legal Guardian Name	Home Phone
Parent/Legal Guardian Email	Cell Phone

Reason for student transfer: _____
_____
Is your student on an IEP? YES _____ NO ____ (IEP, 504 or Eligibility must be attached to form for administrator)
Has your student had a history of attendance infractions within the past three years? YES ___ NO ___
Has your student had a history of disciplinary infractions within the past three years? YES ___ NO ___
Are the attendance/disciplinary infractions related to a disability? YES ___ NO ___

Please explain attendance and/or disciplinary infractions: _____
_____
Will your student participate in IHSAA sanctioned activities? YES _____ NO ____
If yes, which sport/activities: _____

Considerations:

- Priority will be given to open enrollment applications of students living within the district.
- If the student participates in any athletic program governed by IHSAA, he/she may not be eligible to participate at the new school. The parent or guardian should check IHSAA rules before submitting an application.
- The transfer request is not complete until the resident school has released the student, submitted the request to the requested school and it has been accepted. The student should remain enrolled in the resident school until there is an effective start date at the requested school.
- The district will notify parents of acceptance and the effective start date or denial.
- Transportation of open-enrolled students is the responsibility of the parent/guardian.

Decision-Making Criteria, Revocation, and Appeals:

Space Availability

All applications will be considered on a space-available basis. The district will use their maximum enrollment to determine the space availability according to the state law and district policy. When there is a transition from one school to another, such as elementary school to middle/junior high school, a new application is required due to different capacity limits.

Attendance and Disciplinary Infractions

Open enrolled students are expected to follow all discipline and attendance policies and regulations applicable to all Minidoka School District students. Failure to meet these conditions may result in revocation of this Open Enrollment transfer and return to his/her resident school.

Appeals

Appeals of an administrator's denial or revocation of open enrollment for students wanting to attend Minidoka School District will be directed to the district's Board of Trustees for administrative review. The appeals process will follow the district's policy and process for appeals and must be aligned to Idaho Code 33-1410.

Acknowledgements:

- I certify the information provided is accurate and complete.
- I understand the approval of this request shall be dependent upon the acceptance and rejection standards stated in the district's policy, and revocation of this transfer may occur in accordance to the conditions listed in the district's policy. This includes over-enrollment within the first two years of the transfer.
- I understand my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand I am responsible for providing transportation to and from school for my student.
- I understand the transfer can be revoked at any time if there are attendance or discipline issues.
- I understand I must complete the Intent for Re-enrollment each year in order to continue to attend the school.
- I have requested the transfer of my student's records from _____ district to _____ district.

I have read the school district policies and procedures on Open Enrollment and hereby request that my son/daughter be permitted to attend the request schools.

Parent/Legal Guardian Signature _____ Date _____

Student Signature (6-12 only) _____ Date _____

For District/School Use Only
Date application received by the district:
Receiving Administrator's Comments:
Receiving Administrator's Signature and Date:
Transfer request: Approved _____ Denied _____ Reason for denial: _____

For District/School Use Only
Date application received by the district:
Date of Parent Notification:

Procedure 3010-P(1): Open Enrollment - Procedures

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

Open Enrollment Application forms are available on the District's website. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school. The application, together with the student's cumulative record, special education file, IEP, or other applicable documents, if any, shall be submitted to the receiving district no later than February 1 for enrollment during the following school year. The District will not admit any student prior to viewing that student's records from their previous school districts.

The District has the option of accepting a student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

No tuition shall be charged when a student from another school attendance area or other Idaho school district attends a District school as described in this procedure and the related District policy.

Application for District Students

For students who reside in the Minidoka School District, the parent/guardian completes the Open Enrollment Application form and submits it to the principal of the school they wish to attend.

The principal or their designee shall contact the student's new school to provide any further information needed for proper placement of the student at the new school. They shall also provide an estimate of the student's current grades.

Application for Out-of-District Students

For students who reside outside the District boundary, the parent/guardian shall complete the Open Enrollment Application form and submit it to the principal of the school they wish to attend (receiving school).

Decision Regarding Application

Once the receiving school principal receives the application from an in-District or out-of-District parent/guardian, along with the student's file from their home district, the principal or designee makes a recommendation to approve or not approve the transfer using the criteria set forth in Policy 3010.

The principal sends the form to the Superintendent, who shall designate an administrator to evaluate data, if any, and/or the placement options. After reviewing the student's file, the designee has discretion to review and accept or deny the open enrollment applications on a case by case basis, considering and applying the factors noted above. The administrator, if possible, should be knowledgeable and/or review the applicable records concerning:

1. The student;
2. The student's disciplinary record;
3. The student's attendance record;
4. The student's disability, if applicable;
5. The placement options, given the student's academic history;
6. The student's disability evaluation data, if any; and/or
7. The placement options.

Applications will normally be considered on a "first-come first-serve" basis.

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency, or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless children as defined by the Steward B. McKinney Homeless Assistance Act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of the homeless child.

The Superintendent or their designee will notify the parent/guardian of their decision no later than March 31.

If the request for open enrollment is denied, the denial will include a written explanation. If the application is denied because classroom capacity has been reached at the school of choice, the denial will include information about other schools in the District that are below capacity. All parents/guardians whose open enrollment application for a student is denied shall be provided with notice of the denial and information about their options to appeal the denial.

If the request for open enrollment is approved, the notification will inform the parents of the following:

1. Parents must provide transportation or get student to the nearest District bus stop, if space is available;

2. Parents must notify the District by February 1 of each year regarding their intention to re-enroll their child under the Open Enrollment program;

3. That open enrollment may be revoked if the student presents issues of chronic absenteeism, commits serious disciplinary infractions, is expelled, or if the receiving school exceeds maximum capacity with resident students within their first two years of admission.

Any student under the age of 16 will not be dropped from the enrollment of their school of origin until that school has made contact with the new school's secretary to ensure the student is attending as required by law.

<u>Grounds for Denial of Application</u>

Factors which may cause an Open Enrollment Application to be denied include:

1. A school, grade, or program(s) has lack of available classroom space and/or staff, such as when the current enrollment is at or above the following capacity limits:

Grade	Class Size
K-1	15
2-3	20
4-6	26
7-12	160 students per teacher
Special Education classroom, Self-Contained	An average of 6 students per teacher
Behavior	11 students
Extended Resource	12 students
Special Education Resource	17 students
English Language Learners (ELL)	20 per full-time ELL teacher
Alternative Schools	18 students per classroom

2. The student has been suspended or expelled in their home district.

3. The student has a documented history of repeated serious disciplinary infractions. This includes infractions which could be grounds for suspension or expulsion, or if the student has a conviction, or adjudication, of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the time of applying for open enrollment, and failure to disclose will result in a denial of open enrollment to the student.

4. The student has issues of chronic absenteeism. A student is considered chronically absent if the student is absent 10% or more school days during the school year.

5. It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

However, if the student has a 504 plan or IEP and the disciplinary or absenteeism issues are a manifestation of the disability, this shall not be grounds for denial of the application.

Revocation of Open Enrollment

As long as an open enrollment student's parent/guardian has, before the preceding February,

notified the District of their intention to re-enroll the student the Superintendent shall treat that student as if they reside in that school's attendance area. However, the District reserves the right to remove an open enrollment student if:

1. The student has a documented history of chronic absenteeism;

2. The student has a documented history of repeated serious disciplinary infractions, or has a conviction or adjudication of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the time of applying for open enrollment, and the failure to disclose qualifies to revoke open enrollment status;

3. The student has been expelled.

4. The number of resident students exceeds the capacity limits set in this procedure. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District may offer information about other District schools that may be able to accept open enrollment students.

If a student's open enrollment is revoked, the parent/guardian may appeal the revocation to the Board within five school days.

The Board of the receiving school must render a decision to the parent/guardian at their next regular meeting, and the Board must issue their decision in writing. The decision of the Board may be appealed to the State Board of Education.

If a student who is a resident of another district applies to this District and is accepted under the terms of this policy and fails to attend they shall be ineligible to apply again for open; enrollment in this District.

Students with Disabilities

In-district and out-of-district students with disabilities are not treated differently from students without disabilities with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice. Additionally, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

Legal References	**Description**
IC § 33-1401	Transfer of Pupils - Definitions
IC § 33-1402	Enrollment Options
IC § 33-1404	Districts to Receive Pupils
IC § 33-1409	Measuring and Reporting Capacity

IC § 33-1410	Student Appeals
IC § 33-2001	Education of Exceptional Children - Definitions
IC § 33-512	District Trustees - Governance of Schools

Cross References

Code	Description
2240	Class Size
3080	Nonresident Student Attendance Policy

Board Policy 3020: Enrollment and Attendance Records

Status:

Original Adopted Date: | Last Reviewed Date:

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

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

Procedure 3020-P(1): Enrollment and Attendance Records - Average Daily Attendance

Status:

Original Adopted Date: | Last Reviewed Date:

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

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

Attendance Accounting

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

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

Board Policy 3031: Extracurricular Activities—Eligibility for Students Not Enrolled

Status:

Original Adopted Date: | Last Reviewed Date:

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

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

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

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

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

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

6. A public school student who has been unable to maintain academic eligibility is ineligible to participate in non-academic public school activities as a non-public school student for the duration of the school year in which the student becomes academically ineligible and for the following academic year.

Legal References	Description
IC § 33-203	Attendance at Schools - Dual Enrollment
IC § 33-512	District Trustees - Governance of Schools

Other References	Description
IHSAA	Rules and Regulations on Eligibility

Cross References

Code	Description
3030	Part-Time Attendance/Dual Enrollment

(Prepare on School District Letterhead)

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

To the Office of the County Prosecutor:

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

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

Sincerely,

[SIGNATURE]
[TITLE]

Minidoka County Joint School District #331

STUDENTS **3040F2**

School Truancy Referral Form

PART I

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

Grade: _____ Age: _____ DOB: _____

Sex: _____ Race: _____ Language: _____

Mother's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Father's Name: _____ DOB: _____

Phone: _____ Wk. Phone: _____

Address: _____ City: _____ Zip: _____

Child resides with: _____

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

Phone: _____

PART II

Enrollment Date: _____ Number of Tardies: _____

Number of Absences: With a Valid Excuse: _____ Without a Valid Excuse: _____

Dates Child was Absent from School without Valid Excuse:

_____

_____

_____

Suspension/Expulsion Dates: _____

Contacts with Parents, Actions Taken, and Outcomes (attach additional sheets if necessary):

Date:_____

Date:_____

Date:_____

Date:_____

Advisory Letter Sent? No _____ Yes _____ Date:_____

School Representative (person who can testify to the identification of the child, enrollment, keeping of records, and content of records): _____

PART III: REFERRING SCHOOL INFORMATION

School Name: _____

District: Minidoka County Joint School District #331

Telephone: _____

Address: _____

City & State: _____ Zip: _____

_____ _____

(Print name of person submitting report) (Title and Position)

_____ _____

(Phone) (Signature)

Board Policy 3050: Attendance Policy

Status:

Original Adopted Date: | Last Reviewed Date:

The Board of Trustees of the Minidoka County Joint School District #331 is determined that students attend school in a manner consistent with society's workplace expectations. Students should be in attendance whenever school is scheduled. Students who fail to attend are denied the opportunity to experience learning opportunities and the effectiveness of the teacher's presentation is diminished. Learning is the job of all students. Students must develop the attitudes and work habits to assist them while attending school, as well as in the workplace. To foster this philosophy, all District students are expected to maintain 90% or greater attendance each semester or quarter.

Teachers shall keep a record of absence and tardiness. Before the end of the school day, each school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

Excused Absences

Excused absences 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 for one of the following reasons:

1. Funerals;
2. An absence verified by a doctor's note upon return to school;
3. A court-related absence verified by a note from the court upon return to school;
4. Counseling verified by a note from the counselor upon return to school;
5. Incarceration, including at a juvenile detention center;
6. In-school suspension; and
7. School activities.

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/guardian within five school days of returning to school in order to be accepted as an excused absence as defined above.

Unexcused Absences

Unexcused absences shall 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. Unexcused absences include:

1. Illness without a doctor's note;
2. Doctor, court, or counseling absences with a note received more than five school days after returning to school;
3. Vacations;
4. Out-of-school suspensions;

Parent Confirmed Absences

Parent confirmed absences the student's parent/guardian is aware of and has 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.

Extended Illness or Health Condition

If a student is confined to home or hospital for an extended period, the parent shall make every effort to work with the principal to arrange assignments.

Excused Absence for Chronic Health Condition

Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his or her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request. Absence verified by a medical practitioner may be sufficient justification for home instruction.

Response to Unexcused Absences

1. Each unexcused absence shall be followed by a warning letter to the parent of the student. A student's grade shall not be affected if no graded activity is missed during such an absence.

2. When a student has multiple truancies, a conference shall be held among the parent, student and principal. At such a conference, the Principal, student and parent shall consider adjusting the student's program or transferring the student to another school or engaging in family counseling.

Every minute of a class is important for effective learning. Students who arrive after the start of class will be considered tardy. Tardiness will be dealt with at the building level with consequences being outlined in each student handbook. Students who are repeatedly dismissed early from a class may also be considered tardy.

If a student fails to attend class at least 90% of the time school is in session, credit for that class will be denied. Both unexcused and parent confirmed absences will be used in the calculation of the 90% attendance requirement. Each school will develop an Attendance Committee to handle credit appeals and deal with student attendance issues. If the committee chooses to deny credits, appeals may be made to the Superintendent based on absences due to extenuating circumstances, such as extended illnesses or chronic health conditions, provided that the student has completed the class with a 60% or higher and has evidence of an extenuating circumstance that was beyond the student's control or a documented chronic health condition or extended illness.

Students who have more than seven parent-confirmed or unexcused absences during the semester at Minico High School or more than four parent-confirmed or unexcused absences per quarter at Mt. Harrison High School will lose credit for that class unless they participate in a credit recovery option. Credit recovery options may include credit recovery classes during the regular school year,

credit recovery classes during the summer school program, or Idaho Digital Learning Academy classes. Please note that loss of credits results in being off-track for graduation. Counselors will notify students who are off-track to graduate

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. Attendance calculated as described above that falls below the 90% attendance requirement in any given reporting period may constitute grounds for a habitual truancy petition. The school may also deny credits and promotion to the next grade level due to poor attendance. Students who are repeatedly dismissed early from school may also be considered truant.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and District regulations regarding corrective action or punishment.

Legal References	Description
IC § 33-202	Attendance at Schools - School Attendance Compulsory
IC § 33-204	Attendance at Schools - Exemption for Cause
IC § 33-205	Denial of School Attendance
IC § 33-207	Attendance at Schools - Proceedings Against Parents or Guardians
Id. Const. art. IX, § 9	Compulsory Attendance at School

Cross References

Code	Description
2440	Online Courses and Alternative Credit Options
2605	Advancement Requirements (6 through 9)

Minidoka County Joint School District #331

STUDENTS **3050F1**

Grading Alternatives Request Form

If a student has lost credit due to one of the extenuating circumstances listed below, as outlined in Policy 3050, the student may apply for a grading alternative by completing this form. Please attach all documentation verifying your extenuating circumstances, including a current grade summary demonstrating your knowledge of the content and certified by the classroom teacher(s) and/or school counselor for the course(s) for which you are requesting credit.

Student Name: _____

Grade: _____ Date: _____

Semester for which you are applying for credits (check one): ☐ Fall ☐ Spring

Year: 20_____

Below, please mark the extenuating circumstance that best describes your situation. Documentation must be provided to verify your extenuating circumstance.

☐ Excessive absences due to an extended illness (doctor verification required)

☐ Excessive absences due to migratory lifestyle (migratory certificate of eligibility required)

☐ Transferring to a new school within the final three weeks of a semester (grade summary demonstrating proficiency, including end-of-course assessment required)

☐ Other:

_____

_____ (Other serious circumstances will be reviewed on a case-by-case basis with written verification provided)

Course(s) for which you are requesting credit:

_____

For Office Use Only

Date Reviewed: _____

☐ Approved

☐ Denied

Reason for Denial:

_____

_____

_____

Board Policy 3051: Make Up Work, Reassessments, and Late Work

Status:

Original Adopted Date: | Last Reviewed Date:

Make-up work is allowed for students for any type of an absence. However, grades earned may be subject to a reduction due to unexcused absences or 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, which may include:

1. A list of pages covered during the absence;
2. Information about assignments or special projects; or
3. A copy of all handout materials given during the absence.

In grades 6-12, the principal or designee may require that the student be absent up to three days before assignments are sent home.

A student will be allowed two days for each day of absence to make up new material.

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. The Board grants authority to teachers to make exceptions to this policy in the case 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.

Reassessments

Reassessments may be given at the discretion of the teacher as long as all students are given the same opportunities. Reassessments should not be identical to previous assessment.

Late Work

Students shall be permitted to turn in late work, as allowed above, up to one week prior to the end of the semester (unless extensions are made by the principal/designee). Dual credit courses will follow the late work policies outlined by the college or university. This policy is meant to stress the importance of turning in work in a timely manner while simultaneously providing students the opportunity to learn at a different rate.

Board Policy 3060: Education of Homeless Children

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

Homelessness exists in our community. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect, and family conflict. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds, and others. Their lack of permanent housing can lead to potentially serious physical, emotional, and mental consequences. The Minidoka County School District will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools.

Students shall be enrolled in school immediately, without delay and without waiting for the receipt of required documents. Once such documents are obtained, they shall be maintained so that they are available in a timely fashion when the student enters a new school or school district. The District shall serve students regardless of whether they are in the custody of a parent/guardian.

It is the policy of the District to ensure that:

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

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

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

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

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

<u>Definitions</u>

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

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

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

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

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

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

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

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

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

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

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

<u>In General</u>

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

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

    A. In any case in which a family becomes homeless between academic years or during an academic year; and
    B. For the remainder of the academic year, if the student becomes permanently housed during an academic year; or

2. That the homeless student is eligible to enroll in the same schools as non-homeless students who live in the same attendance area where the homeless student is actually living.

<u>Placement Choice</u>

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

When addressing school placement, the student may attend a school different than the school of

attendance from before the student became homeless or the school last attended by the student, if such is the choice of the student's parent and such is feasible.

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

School Stability

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

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

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

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

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

Immediate Enrollment:

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

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

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

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

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

3. **Relevant Health Records:** If the student needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent/guardian of the student, or (in the case of an unaccompanied student) the student, to the District's liaison

designated under “District Liaison,” below, who shall assist in obtaining all necessary immunizations and/or screenings, or other required health records, in accordance with “Records,” below. Additionally, exemption from these immunization requirements is available as described in Policy 3525 and IC 39-4802.

Records

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

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

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

Disputes

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

1. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals. The student shall receive educational services for which the student is eligible, such as attending classes and full participation in all school activities

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

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

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

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

Privacy

Information about a homeless student’s living situation shall be treated as a student education

record and shall not be deemed to be disclosable "directory information" under the Family Education Records Privacy Act ("FERPA").

Contact Information

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

Comparable Services

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

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

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

3. Programs in career and technical education;

4. Programs for gifted and talented students; and

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

District Liaison

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

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

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

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

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

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

appropriate services;

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

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

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

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

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

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

12. Unaccompanied homeless students:

    A. Are enrolled in school;

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

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

Local and State Coordination

The District's liaison(s) for homeless students shall, as a part of their duties, coordinate and collaborate with the Idaho State Office of the Coordinator for Education of Homeless Children and Youths, as well as with community and school personnel who are responsible for the provision of education and related services to homeless students. These shall include public and private agencies, the transportation department, the State Coordinator for the Education of Homeless Children and Youth, and others. Such coordination shall include collecting and providing to the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of 42 USC § 11432(f)(1) and (3).

Homeless Status

The District's Liaison who receives training provided by the Idaho State Office of the Coordinator for Education of Homeless Children and Youths may authorize a homeless student who is eligible

for and participating in a program provided by the District, or the immediate family of such student, who otherwise meets the eligibility requirements Federal Housing Assistance (see 42 USC §§ 11360 et. seq.), to do so without approval or other agency action by or on behalf of the Department of Housing and Urban Development.

Title 1, Part A

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

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

Cross References

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

Board Policy 3070: Students of Legal Age

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

Every student 18 years of age or older will be deemed to be an adult and will have legal capacity and responsibility to act as such. Such students, like all other students, will comply with the rules established by the District, pursue the prescribed course of study, and submit to the authority of teachers and other staff members as required by policy and State law.

Admission to School: The residence of an adult student who is not residing with a parent/guardian will be considered the residence for school purposes.

Field Trips/Athletic Programs: Approved forms for participation will be required of all students. The form should indicate whether the signature is that of the parent or the adult student. Sponsors or coaches will be required to confirm the ages of students signing their own forms.

Absence-Lateness-Truancy: Absence notes, normally signed by parents/guardians, may be signed by adult students. Excessive absences will result in consequences according to Policy 3050 and will be reported on the report card.

Suspension/Expulsion: All suspension and/or expulsion proceedings will conform to the requirements of State statutes. Such suspension or expulsion shall be in accordance with Policy 3340, except that all roles assigned to the student's parent/guardian will be assigned to the student.

Withdrawal from School: Adult students may withdraw from school under their own cognizance. Counselors will guide and counsel potential dropouts and encourage their continued attendance.

Permission to Inspect Student Records: Adult students may request permission to inspect their school records if they are eligible students according to FERPA.

Report Cards: Unless directed otherwise, progress reports will be sent to the student instead of the parent/legal guardian.

Excuses from School: The school will verify requests from students who wish to leave school early for reasons such as job interviews, college visits, driver testing, with the organization being visited. Permission to leave school early may be denied for what is considered a non-valid reason.

Financial Responsibility: Students of legal age can be held financially responsible for damage to school property.

Cross References

Code	Description
3340	Corrective Actions, Punishment, and Denial of Enrollment
3340-P(1)	Corrective Actions, Punishment, and Denial of Enrollment

Board Policy 3080: Nonresident Student Attendance Policy

Status:

Original Adopted Date: | Last Reviewed Date:

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

District Students Attending School in Another State

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

Out of State Students Attending School in the District

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

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

Cross References

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

Board Policy 3085: Sexual Harassment, Discrimination, and Retaliation Status: Policy

Original Adopted Date: | Last Reviewed Date:

Policy Purpose

The purpose of this policy is to promote working and learning environments that are free from sex and gender-based harassment, discrimination, and retaliation, and to affirm the Minidoka School District's commitment to non-discrimination, equity in education and equal opportunity for employment.

Scope of Policy

This policy applies to all members of the Minidoka School District's community, including students, employees, and other members of the public including guests, visitors, volunteers, and invitees.

Policy Statement

The Minidoka School District is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance process(es). Violations of this policy may result in discipline for both students and District employees.

Title IX Coordinator

The Federal Programs Director serves as the Minidoka School District's Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating the District's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex and gender-based harassment, discrimination, and retaliation prohibited under this policy. The Title IX Coordinator acts with independence and authority and is free from bias and conflicts of interest.

To raise any concern involving bias, conflict of interest, misconduct or discrimination committed by the Title IX Coordinator, contact the Superintendent or their designee at the District office 208-436-4727.

If the District's Title IX Coordinator is the subject of any complaint regarding sex or gender-based harassment or has an apparent bias or conflict of interest regarding such a case, another person

shall be appointed to act as the Title IX Coordinator for handling that case. Such appointees may include, but are not limited to:

1. The Title IX Coordinator of another school district which the District has an agreement with;
2. Another employee of the District who is qualified and trained to address the matter, such as a deputy Title IX Coordinator;
3. A qualified and trained individual who enters into a professional services contract with the District; including but not limited to the District's legal counsel and/or contracted Human Resources or Title IX professionals.

Concerns of bias, conflict of interest, misconduct, or discrimination committed by any other official involved in the implementation of this policy or related grievance processes should be raised with the Title IX Coordinator.

Mandatory Reporters

The Minidoka School District has classified all employees as mandatory reporters of any knowledge they have that a member of the District community experienced sex or gender-based harassment, discrimination, and/or retaliation. Accordingly, all District employees must promptly report actual or suspected sex and gender-based harassment, discrimination, and/or retaliation to the Title IX Coordinator. District employees must share with the Title IX Coordinator all known details of a report made to them in the course of their employment, as well as all details of behaviors under this policy that they observe or have knowledge of. Failure of a District employee to report an incident of sex or gender-based harassment, discrimination, or retaliation to the Title IX Coordinator of which they become aware is a violation of this policy and can be subject to disciplinary action for failure to comply.

In addition, District employees must also report allegations of suspected child abuse and/or neglect to either law enforcement or the Idaho Department of Health and Welfare as described in Board's policy on reporting suspected abuse, abandonment, or neglect.

Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and related procedures, may be made internally to the Minidoka School District's Title IX Coordinator (or deputies, if applicable) using the contact information below:

Title IX Coordinator
Minidoka County School District
310 10th Street
Rupert, Idaho 83350
208-436-4727
titleIX@minidokaschools.org
www.minidokaschools.org

Title IX Investigators
Minico High School Principal or designee: 208-436-4721
Mt. Harrison High School Principal or designee: 208-436-6252

East Minico Middle School Principal or designee: 208-436-3178
West Minico Middle School Principal or designee: 208-438-5018
Mt Harrison Jr High School Principal or designee: 208-436-4727
Acequia Elementary School Principal or designee: 208-436-6985
Heyburn Elementary School Principal or designee: 208-679-2400
Paul Elementary School Principal or designee: 208-438-2211
Rupert Elementary School Principal or designee: 208-436-9707

Decision-makers
A panel of 3, consisting of the Minidoka School District Human Resource Supervisor and/or principals, vice principals, athletic directors)

External inquiries can be made to the U.S. Department of Education, Office for Civil Rights, Region 10, using the contact information below:

Seattle Office
Office for Civil Rights
U.S. Department of Education
915 Second Avenue, #3310
Seattle, WA 98174-1099
OCR.Seattle@ed.gov
1-800-877-8339

Notice/Formal Complaints of Sex and Gender-Based Harassment, Discrimination, and/or Retaliation

Notice or formal complaints of sex or gender-based harassment, discrimination, and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator (or deputy/deputies, if applicable). Such a report may be made at any time, including during non-business hours, by using the telephone number, email address, or by mail to the office address listed for the Title IX Coordinator (or any other official as listed above).
2. Report online, using the reporting form posted at www.minidokaschools.org.
3. Report by phone at 208-436-4727.

When notice is received regarding conduct that may constitute Title IX sexual harassment, the Minidoka School District shall provide information about supportive measures and how to file a formal complaint, as described in 3085P.

A formal complaint means a document filed/signed by the alleged victim or signed by the Title IX Coordinator alleging an individual violated this policy and requesting that the District investigate the allegation(s). As used in this paragraph, the phrase "document filed/signed by the alleged victim" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the District, if applicable) that contains the alleged victim's physical or digital signature, or otherwise indicates that the alleged victim is the person filing the complaint. For example, an alleged victim may send an email to the Title IX Coordinator, identify themself as the alleged victim and the one sending the email, to file a formal complaint. If notice is

submitted in a form that does not meet this standard, the Title IX Coordinator will contact the alleged victim to ensure that it is filed correctly.

Parents and legal guardians of primary and secondary school students who have the legal authority to act on their child's behalf may file a formal complaint on behalf of their child.

Grievance Processes

When a formal complaint is made alleging that this policy was violated, the allegations are subject to resolution using one of the Minidoka School District's grievance processes noted below, as determined by the Title IX Coordinator. All processes provide for a prompt, fair, and impartial process.

1. For formal complaints regarding conduct that may constitute Title IX sexual harassment involving students or employees, the District will implement procedures detailed in Procedure 3085P.

2. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where students are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described in [insert applicable procedures, which may include: Student Code of Conduct, Uniform Grievance Procedure if no adjudication procedures are included in the Student Code of Conduct, General Bullying, Harassment and Intimidation procedures, Relationship Abuse and Sexual Assault Prevention and Response procedures].

3. For formal complaints regarding sex and gender-based harassment, discrimination and/or retaliation where employees are the accused party, and that do not constitute Title IX sexual harassment, the District will implement procedures described Certificated/Non-certificated Staff Grievance Procedure

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Legal References	**Description**
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Cross References

Code	**Description**
3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS

	CONDUCT AGREEMENT
3285	Relationship Abuse and Sexual Assault Prevention and Response
3290	Sexual Harassment/Intimidation of Students
3290-F(1)	Sexual Harassment/Intimidation of Students - Reporting Form for Students
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM
3297	Names, Pronouns, and Titles
3330	Student Discipline
4110	Public Complaints
4120	Uniform Grievance Procedure
4120-F(1)	Uniform Grievance Procedure
4600	Volunteer Assistance
4600-P(1)	Volunteer Assistance - Volunteer Assistance Procedures
4600-F(1)	Volunteer Assistance - VOLUNTEER APPLICATION
4600-F(2)	Volunteer Assistance - Request for Public Records
4600-F(3)	Volunteer Assistance - Authorization to Release Information
5240	Sexual Harassment/Intimidation in the Workplace
5240-F(1)	Sexual Harassment/Intimidation in the Workplace - Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment
5250	Certificated Staff Grievances
5275	Adult Sexual Misconduct
5500	Personnel Records
5500-P(1)	Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts

5800	Classified Employment, Assignment, and Grievance
5800-P(1)	Classified Employment, Assignment, and Grievance - Classified Employee Grievance Procedure

Minidoka County Joint School District #331

STUDENTS **3085F1**

Notice of Investigation & Allegation Template

Note: May also be used for initial Interview Request

[DATE]

[ADDRESSEE (RESPONDENT AND PARENT/LEGAL GUARDIAN]
[MAILING ADDRESS OR (IF DELIVERED VIA EMAIL) EMAIL ADDRESS]

Dear **[ADDRESSEE]**:

On **[DATE]** the **[NAME OF OFFICE]** received a formal complaint from **[COMPLAINANT]** ("complainant") alleging that you may have engaged in behavior that potentially violates District policy, including misconduct alleged on **[DATE(S)]** at **[LOCATION(S)]**.

Specifically, it is alleged that you **[APPROPRIATELY DETAILED DESCRIPTION]**.

This letter serves as formal notice that the District will be conducting a prompt, thorough, and impartial investigation of these allegations pursuant to the procedures detailed in the Policy 3085: **[LINK]**. The District's Title IX Sexual Harassment Grievance Procedure is compliant with applicable federal and state law, including the 2020 Title IX implementing regulations. A copy of this notice has also been provided to the complainant.

Specifically, you are alleged to have violated the following provision(s) of the Policy 3085 Sexual Harassment, Discrimination and Retaliation Policy:

[ALL POTENTIALLY APPLICABLE POLICY SECTIONS]

[ALL POTENTIALLY APPLICABLE SANCTIONS THAT COULD RESULT]

You are considered "not responsible" for violating District policy, unless and until a preponderance proves that a violation of policy has occurred. The burden is on the District to gather evidence, investigate the allegations, summarize all relevant evidence in a final investigation report, and make a final determination of responsibility (subject to appeal). No determination of responsibility will made until the conclusion of the process and after the parties have been given an opportunity to inspect, review, and respond to all directly related and/or relevant evidence obtained by the District.

Should the allegations need to be modified, or if additional allegations emerge over the course of this investigation, this office will provide you with an updated and revised Notice of Investigation and Allegations.

Below, you will find details included to ensure that the District process is transparent to you, so that you fully understand your rights and the District's procedures.

1. The District's applicable procedures can be found online at **[LINK]**. If you need a hardcopy or accessible copy of these procedures, you should direct a request to **[INDIVIDUAL OR DEPARTMENT]** with contact information.

2. You are expected to preserve any evidence in your possession related to the allegations. Examples include, but are not limited to, screenshots of social media posts or electronic conversations (e.g., Snapchat, Facebook Messenger, WhatsApp, TikTok, text messages, etc.), written communication, audio or video recordings, photos, receipts, call logs, or any other relevant information.

3. Please plan to bring all evidence, documents, and items that you believe will be helpful to the investigator(s) to your interview or provide them beforehand. Originals are preferred to copies, and all materials should be in unaltered form. Expect that you will be asked to verify the accuracy and authenticity of evidence you provide. If information is stored on an electronic device (e.g., cell phone) it is recommended that you be able to show the device itself to the investigator(s) during the interview.

4. You may not record any meetings pursuant to this process. Doing so is a violation of Procedure 3085P. The District will record or transcribe proceedings, and those recordings or transcriptions will be made available to you.

5. Breaks are permitted during the interview, upon request.

6. You should plan to be available for the interview for at least **[LENGTH OF TIME]**.

7. You may bring materials into the interview that are relevant to the investigation, but no other materials, bags, backpacks or personal items are permitted. Your phone should be silenced if you will have one with you.

8. You will be permitted to ask questions of the investigator(s), and should be prepared for them to ask many questions of you. Your honesty and cooperation are expected. You are expected to maintain decorum during the interview and to respect the serious nature of the proceedings.

9. The District cannot obligate you to participate in the interview. If you do not intend to attend, please notify **[PERSON]** at **[CONTACT INFORMATION]**.

10. Your rights in the process are detailed throughout the District's procedures.

Investigation and Interview

[INVESTIGATOR(S)] has/have been assigned to this matter. The investigator(s) are neutral professionals whose role is to objectively collect and compile all available information relevant to the allegations and compose a thorough, detailed investigation report. They will be **[taking notes AND/OR recording]** during the interview. A summary or transcript of your interview will be provided to you following the interview and you will be asked to verify its accuracy, in writing, to the investigator(s).

If you have any questions regarding the qualifications or training of the investigator, please feel free to contact me directly. Similarly, if you have a concern that the investigator is potentially biased or has a conflict of interest, you must raise that issue with me prior to your scheduled interview.

At this time, we ask you to schedule an interview with the District's investigator(s). Two suggested times that work for an appointment to interview you are below, and we have already checked to make sure that these times work with your class schedule. Please contact the investigator(s) at **[CONTACT INFORMATION]** to confirm which of these times work best for you.

1. **[OPTION 1]**
2. **[OPTION 2]**

[SPECIFY ANY MEETING PROCEDURES OR CONDITIONS IF THE STUDENT/EMPLOYEE HAS BEEN SUBJECT TO EMERGENCY REMOVAL.]

[ONLY INCLUDE IF ISSUING A NO CONTACT ORDER BETWEEN THE PARTIES:
No Contact Order

Effective immediately, I am instituting a no contact order that prohibits you and the complainant from having direct or indirect contact with one another. This information will also be provided to the complainant and other appropriate officials as needed. This order is not a determination that Policy 3085 has been violated. If you have questions or concerns about the no contact order, please contact me.]

Advisors

You have the right to an advisor of your choosing, who can be an attorney, to accompany you to all meetings, interviews, and hearings and to assist you in this process. **[OPTIONAL: If you would prefer that the school/district appoint a school/district-trained advisor for you, please let me know as soon as possible.]** Upon request, a pre-interview meeting between you, your advisor, and the investigator(s) to explain the District process and answer any questions may be arranged by contacting the investigator.

Retaliation

This letter also serves as a reminder that District policy prohibits retaliation, as defined in Procedure 3085P. Retaliation exists when an individual harasses, intimidates, or takes other adverse actions against a person because of that person's participation in an investigation or because of their support of someone involved in an investigation.

The District will impose sanctions on any faculty, student, or staff member found to be engaging in retaliation, and on individuals who encourage third parties to retaliate on their behalf.

If you experience any retaliation, please contact me immediately.

False Statements and/or False Information

Please also be reminded that Procedure 3085P prohibits making false statements and knowingly providing false information in the course of a District grievance process.

To ensure that the investigator(s) can obtain as much accurate and objective information about this matter as possible, please do not suggest to any witness that they distort or align their accounts.

Should it be alleged that you have violated these rules, the District reserves the right to address those allegations inside of this process or to address the allegations as a separate matter pursuant to Procedure 2085P.

Confidentiality

You have the right to discuss this matter with your advisor and others, but the District will conduct this investigation confidentially, meaning that it will only share information as permitted or required by law. The District asks for your discretion in what you choose to share and hopes that you will respect the private and sensitive nature of these allegations. The complainant has been provided with the same information.

Campus Resources

I understand that receiving this notice may result in many questions and potential distress. I encourage you to avail yourself of any of the following resources that you may find helpful as you work to resolve this matter.

[OPTIONAL: Counselor

{SERVICES PROVIDED AND CONTACT INFORMATION}

{ANY OTHER INTERNAL OR EXTERNAL APPLICABLE SUPPORTIVE SERVICES}

{DESCRIPTION OF SERVICES PROVIDED AND CONTACT INFORMATION}]

Disability Services

If you or another individual needs reasonable accommodations due to a qualifying disability in order to fully and meaningfully participate in this process, please contact **[OFFICE]** at **[PHONE NUMBER]** prior to any meeting or interview in which reasonable accommodations may be needed.

Should you have any questions about the process and/or the interview, please contact your investigator(s) for this matter at **[PHONE NUMBER]** or **[EMAIL ADDRESS]**.

Sincerely,

[NAME]
Title IX Coordinator
[CONTACT INFORMATION]

Minidoka County Joint School District #331

STUDENTS **3085F2**

Sexual Misconduct Reporting Form for Students

School _____ Date _____

Student's Name_____

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

Who was responsible for the harassment or incident(s)? _____

_____

Describe the incident(s): _____

_____

_____

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

_____

_____

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

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

_____

_____

_____

Did anyone witness the incident(s)? ☐ yes ☐ no

If so, name the witnesses: _____

_____

_____

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

If yes, what action did you take? _____

_____

_____

Were there any prior incidents? ☐ yes ☐ no

If so, describe any prior incidents: _____

_____

_____

Signature of complainant_____

Signatures of parents/legal guardian_____

Procedure 3085-P(1): Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

Scope of Procedure

This Title IX Grievance Process applies to all members of Minidoka School District's community, including students, employees, and Board members as well as District patrons, guests, visitors, volunteers, and invitees.

Purpose of This Policy and Procedure

The Minidoka School District is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, which are free from sex and gender-based harassment, discrimination, and retaliation. Accordingly, the District prohibits harassment and discrimination on the basis of sex, sexual orientation, gender, gender identity, and pregnancy, as well as retaliation against individuals who report allegations of sex and gender-based harassment and discrimination, file a formal complaint, or participate in a grievance process.

Students, employees, or other members of the District community who believe that they have been subjected to sex or gender-based harassment, discrimination, or retaliation should report the incident to the Title IX Coordinator, who will provide information about supportive measures and the applicable grievance procedure. Violations of this District procedure or its related policy may result in discipline to either students or employees.

Guiding Principles

Title IX requires school districts to put into place policies and procedures that promote the goal of Title IX, specifically, to prohibit discrimination based on sex, and to respond appropriately if and when sex discrimination occurs or may occur. Title IX explains that when an appropriate official at the District has "actual knowledge" of "sexual harassment" of a student or employee that occurs in one of its educational programs or activities, the District must respond promptly and in a manner that is not "deliberately indifferent." This standard does not require a perfect response; rather, it requires a response that is not "clearly unreasonable" in light of the known circumstances over which the District exercises control.

Grievance Procedure

1. **Receipt of a Complaint, Report, or Information Alleging Sexual Harassment**

   Upon receipt of a complaint or report (whether verbal or written) of possible sexual harassment, the District shall first determine whether to initiate a formal or informal response. Thus, any and all complaints, reports, or information received by any District employee that sexual harassment is occurring or has occurred shall be immediately forwarded to the District's Title IX Coordinator or other designated employee for review and action as appropriate.

The Title IX Coordinator (Coordinator) shall promptly contact the complainant or reporting party and discuss with them the availability of supportive measures, and will consider the complainant's wishes with respect to the provision of supportive measures. The Coordinator shall explain the availability of these measures to the complainant with or without the filing of a "formal complaint." During this initial meeting, the Coordinator or designee shall explain to the complainant the process for filing a written formal complaint, and shall provide assistance to the complainant to ensure the written formal complaint is properly prepared and submitted.

Emergency Removal (of students): Nothing in this procedure prevents the District from removing a respondent from a District education program or activity on an emergency basis, provided that an individualized safety and risk analysis is performed by the Coordinator and Superintendent who determine that an immediate threat to the physical health or safety of any student or other individual arise from the allegations of sexual harassment that justify removal. The Coordinator and Superintendent shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights and requirements under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Administrative Leave (of employees). Nothing in this procedure precludes the District from placing a non-student employee respondent on administrative leave during the pendency of a grievance investigation under this procedure. Notwithstanding the above, prior to placing an employee respondent on administrative leave, the Coordinator or designee shall ensure any rights provided by Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act are not impaired or violated.

2. **Providing Supportive Measures**

If an informal complaint is filed, (for instance, because the complainant does not wish to file a written formal complaint,) as well as during the pendency of the investigation and the decision concluding a formal complaint, the following supportive measures may be implemented to restore or preserve the complainant's access to the District's educational programs without unreasonably burdening the other party (also referred to herein as respondent).

Supportive measures may include actions taken to protect the safety of all parties or the District's educational environment, or which otherwise deter sexual harassment from occurring in the future. Additional supportive measures may include, but are not limited to: counseling, the availability of a safe place or person in the event complainant feels threatened or uncomfortable, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escort services at school, mutual restriction of contact between the parties, changes in work locations, leaves of absence, increased security and/or monitoring of locations where prohibited conduct has occurred or may occur in the future, as well as additional measures to protect the complainant, provided the supportive measures initiated are not punitive to the respondent.

3. **Filing a Written Formal Complaint**

Upon receipt of a written formal complaint, the Coordinator or designee is required to provide written notice to all known complainants and respondents of the allegations and the resulting investigation.

A. General Notice Requirements: The notice will include the District's Title IX grievance process as well as information regarding the District's informal resolution process.

B. Specific Notice Requirements: The written notice shall include the following information:

i. Information describing the alleged conduct potentially constituting sexual harassment, including sufficient details known at the time the notice is prepared to allow the parties to prepare a response prior to the investigator's initial interview, and shall be delivered to the parties in enough time to allow their preparation for the initial interview.

ii. Sufficient details include but are not limited to the identities of the parties involved, the conduct allegedly constituting sexual harassment, the date(s), and location(s) of the incident(s).

iii. A statement that the respondent is presumed to not be responsible for the alleged conduct, and that a determination of responsibility will not be made until the conclusion of the grievance process.

iv. A statement informing the parties that they are entitled to have an advisor or representative of their choosing who may be, though is not required to be, an attorney, and that the advisor is authorized to review all evidence submitted in the matter.

v. The notice must inform the parties that District policy and procedure prohibit knowingly making false statements or knowingly submitting false information to the investigator or at any other time during the grievance process.

vi. The notice must warn the parties that retaliation is prohibited. Accordingly, the parties must by informed that no District employee or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this procedure, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this procedure. Retaliation includes circumstances where intimidation, threats, coercion, or discrimination are made for the purpose of interfering with any right or privilege secured by Title IX or this procedure. This includes threatening charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment. The District shall keep confidential the identity of:

a. Any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment;
b. Any complainant;
c. Any individual who has been reported to be the perpetrator of sex discrimination;
d. Any respondent; and
e. Any witness

except:

a. As may be permitted by FERPA (20 U.S.C. § 1232g) or a FERPA regulation (34 CFR Part 99);
b. As required by law; or
c. To carry out the purposes of this procedure, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed as an additional charge or counter-charge under these procedures.

C. Additional Charges: If, during the course of the investigation, it is determined based on the information gathered that additional allegations or charges are warranted, an amended notice shall be prepared and submitted to the parties including the new allegations and charges as appropriate.

D. Consolidation: The Coordinator may consolidate two or more formal complaints into a single action provided that the allegations of sexual harassment and retaliation arise out of a common set of facts or circumstances and if in the course of an investigation, it is determined that:

i. There is more than one respondent and/or more than one complainant; or
ii. There are cross-complaints, or additional complaints raised by the original complainant against the original respondent (such as retaliation), or by the respondent against any other party.

4. **Conduct of the Investigation, Informal Resolution**

In the course of their investigation, the District's Coordinator and designees shall comply with the following requirements.

Investigation

A. Burden of Investigation: The burden of gathering evidence sufficient to make a determination of responsibility is the responsibility of the District's investigator(s) and not the parties. However, the District's investigator is not authorized to access a party's records that are made or maintained by a health care provider such as a physician, psychiatrist, psychologist, or other recognized health care provider, if the record was made in the course of providing treatment to the party, unless and until written consent from an authorized person is provided to obtain such privileged records for purposes of investigating and resolving the allegations of the formal complaint.

B. Evidence Offered by Parties: The parties shall be provided an equal opportunity to call witnesses, including fact and expert witnesses, as well as other inculpatory and exculpatory evidence.

C. No Restrictions: The ability of the parties to discuss the allegations under investigation or to gather and present evidence shall not be restricted.

D. Equal Representation Rights: All parties shall have the same opportunity to have others present, or to be represented by the advisor of their choice throughout the grievance process, including attendance at related meetings or proceedings. If the District limits access to representation in any way at any time during the proceedings, such limitation shall be equally applied to all parties in the same manner. Access to representation may be limited only where a party is already represented as authorized by this procedure, and the additional representation will

unduly increase the cost to the parties, and/or will not otherwise serve to significantly promote a legitimate purpose under this procedure.

E. Notice of Interviews and Hearings: Adequate notice of the purpose, date, time, place, and the identities of all participants involved shall be provided to any party whose participation at a hearing, interview, or meeting is invited or expected, and allowing sufficient time for the party to prepare and fairly participate.

F. Evidentiary Considerations: The investigation shall not consider:

   i. Incidents not directly related to the possible violation, unless they evidence a pattern;

   ii. The character of the parties; or

   iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

G. Right to Inspect Evidence: All parties shall be provided equal access to inspect and review any or all evidence gathered during the investigation related to the allegations of the formal complaint, whether or not relied upon or referred to in the investigator's report. This will ensure that the parties can respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigation report, the investigator shall provide the parties and their respective advisors, when advisors are identified, a secured electronic or hard copy of the evidence subject to inspection. The parties must have at least ten business days to submit a written response which the investigator shall consider prior to completion of the investigative report. All such evidence shall be made available to all parties at any hearing to give the parties equal opportunity to refer to such evidence during the hearing, including cross-examination of adult parties.

H. Investigative Report: At least ten business days prior to a hearing, or other time of determination regarding responsibility, the investigator shall send to all parties and their advisors, if any, by electronic format or hard copy, a copy of the investigative report for the parties' review and written response. The parties' responses shall be made part of the record.

Informal Resolution: The informal resolution process may include mediation, or other meeting of the parties that does not involve a full investigation and adjudication of the complaint. The District may **not** require the parties to participate in an informal resolution process. Informal resolution is available **only** if a written formal complaint was submitted to the Coordinator. If these conditions are satisfied, then at any time during the course of an investigation, but prior to the time of the Decision-Maker's final determination of responsibility, the parties may request the Coordinator to initiate the informal resolution by process. In so doing, the Coordinator is required to comply with the following:

A. Provide the parties with written notice informing them of the allegations at issue and the requirements of the resolution process. These requirements include the fact that a written agreement signed by the parties that resolves the allegations at issue will preclude the parties from resuming the formal complaint process that arose from the

same allegations. The parties will also be informed that at any time prior to reaching a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and will be notified that the records submitted or discussed during the informal process will be maintained by the District as part of the record, and may be used by the Decision-Maker to determine responsibility.

B. Require the parties submit voluntary, written consent to participate in the informal resolution process.

C. Ensure that the informal resolution process is not made available to resolve allegations that an employee sexually harassed a student.

D. An informal resolution, signed and agreed to by the parties thereto, is not appealable.

Dismissal of a Formal Complaint: A written formal complaint may be dismissed by the Coordinator under any of the following circumstances, and prior to a finding of responsibility:

A. After investigating the allegations of the written formal complaint, dismissal is required if:

i. The Coordinator or designee determines that the conduct alleged in the complaint, even if proven, would not constitute sexual harassment as defined herein; or
ii. The alleged conduct did not occur in a District education program or activity; or
iii. The alleged conduct did not occur against a person in the United States.

Dismissal of the Title IX formal complaint, however, does not preclude action under another provision of the District's Code of Conduct or other District Policy.

B. If the Complainant notifies the Coordinator in writing that he or she would like to withdraw the formal complaint or any allegations contained therein.
C. If the respondent is no longer enrolled or employed by the District.
D. If specific circumstances exist which prevent the investigator from gathering evidence sufficient to reach a determination regarding the merits of the formal complaint or allegations therein.

Upon dismissing a formal complaint, the Coordinator shall simultaneously inform the parties in writing that the complaint has been dismissed, and shall identify the reason(s) for the dismissal. This decision may be appealed in accordance the Appeals portion of this procedure, below.

5. **Decision-Maker's Participation**

If the matter is not dismissed for one of the reasons set forth above and is not resolved by the parties through the informal resolution process then, (following completion of the investigation, including issuance of the investigator's final investigation report,) the matter shall be submitted to the Decision-Maker for review and issuance of a determination of responsibility. The Decision-Maker cannot make a determination regarding responsibility until ten business days after the date the final investigation report is transmitted to the parties and the Decision-Maker, unless all parties and the Decision-Maker agree to an expedited timeline.

The Coordinator shall designate a single Decision-Maker or three-member panel and inform the parties and their advisors.

The Decision-Maker(s) may not have had any previous involvement with the investigation. Those who have served as investigators in the investigation cannot serve as Decision-Makers. Those who are serving as advisors for any party cannot serve as Decision-Makers in that matter. The Coordinator is also prohibited from serving as a Decision-Maker in the matter.

All objections to any Decision-Maker must be raised in writing. Any written objection must detail the rationale for the objection and must be submitted to the Coordinator no later than two business days after being notified of the Decision-Maker's identity. Decision-Makers shall not be removed unless the Coordinator concludes that the Decision-Maker's bias or conflict of interest precludes a fair and impartial consideration of the evidence.

The Coordinator shall give the Decision-Maker(s) a list of the names of all parties, witnesses, and advisors. Upon review thereof, if any Decision-Maker believes they cannot make an objective determination, they must recuse themselves from the proceedings. If a Decision-Maker is unsure whether a bias or conflict of interest exists, they shall immediately disclose their concern(s) to the Coordinator and simultaneously inform the parties and their advisors.

No less than ten business days prior to any meeting or the decision-making phase of the process, the Coordinator or the Decision-Maker shall send notice to all parties. Once mailed, emailed, or received in-person, Notice will be presumptively delivered.

The Notice shall contain the following:

A. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions that could result.

B. The time, date, and location of any meeting.

C. Any technology that will be used to facilitate the meeting.

D. The name and contact information of the Decision-Maker, along with an invitation to object to any Decision-Maker on the basis of demonstrated bias. Such objections must be raised with the Coordinator at least two business days prior to the meeting.

E. Information on whether the meeting will be recorded and, if so, information on access to the recording for the parties after the meeting.

F. A statement that if any party does not appear at the scheduled meeting, the meeting will only be rescheduled for compelling reasons.

G. Notification that the parties may have the assistance of an advisor of their choosing at the meeting.

H. A copy of all the materials provided to the Decision-Maker(s) about the matter.

I. An invitation for the parties to review and submit a written response to the final investigation report within seven business days of the date of the notice.

J. An invitation to each party to submit to the Decision-Maker any written, relevant questions they want the Decision-Maker to ask of any other party or witness within

seven business days of the date of the notice.

K. An invitation to each party to submit to the Decision-Maker an impact statement, pre-meeting, that the Decision-Maker will review during any sanction determination.

L. An invitation to contact the Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at any meeting or in the decision-making process, at least seven business days prior to the meeting/final determination.

M. Whether parties can or cannot bring mobile phones or devices into the meeting.

Meetings for possible violations that occur near or after the end of a school year, assuming the respondent is still subject to Policy 3085 and Procedure 3085P, and are unable to be resolved prior to the end of the school year will typically be held as soon as possible given the availability of the parties, but no later than immediately upon the start of the following school year. The District will implement appropriate supportive measures intended to correct and remediate any hostile environment while the resolution is delayed.

A. **Evidentiary Consideration by the Decision-Maker:** Whether at a hearing or through an exchange of questions, only relevant, credible evidence will be admitted into evidence and considered by the Decision-Maker. Any evidence that the Decision-Maker(s) determine(s) is relevant and credible may be considered. The Decision-Maker will not consider:

   i. Incidents not directly related to the possible violation, unless they evidence a pattern;

   ii. The character of the parties; or

   iii. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

   Previous disciplinary action of any kind involving the respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information may only be considered at the sanction stage of the process and cannot be shared with the Decision-Maker until that time.

   The parties may each submit a written impact statement for the consideration of the Decision-Maker(s) at the sanction stage of the process when a determination of responsibility is reached.

B. **Hearing Procedure and Exchange of Questions Procedure:** At the time the matter is referred to the Decision-Maker(s), the Coordinator shall determine, based on the parties involved and the circumstances of the alleged sexual harassment, whether to hold a hearing or to initiate an exchange of questions procedure, and shall so inform all parties and their advisors. Both of these decision-making procedures are discussed below. Upon their selection, the Decision-Maker(s) shall review the evidence and issue a determination of responsibility based on the following circumstances and

procedures.

C. **Exchange of Questions Procedure:** Where a party involved is an elementary student, or where the Coordinator otherwise determines that a hearing is not appropriate under the circumstances, the Coordinator will initiate the Exchange of Questions Procedure, which provide as follows.

After the Coordinator or designee has submitted the investigative report to the parties pursuant to this procedure and before reaching a determination regarding responsibility, the Decision-Maker(s) shall provide each party an opportunity to submit written, relevant questions that party desires to ask of any party or witness, and shall subsequently provide each party with the answers. The Decision-Maker will also allow for additional, limited follow-up questions from each party to the other, and provide both with complete copies of the answers. Upon receipt of the proposed questions, the Decision-Maker will review the proposed questions and determine which questions will be permitted, disallowed, or rephrased. The Decision-Maker shall limit or disallow any questions that are irrelevant, repetitive (and thus irrelevant), or abusive. The Decision-Maker shall have full authority to decide all issues related to questioning and determinations of relevance. The Decision-Maker may ask a party to explain why a question is or is not relevant from their perspective. The Decision-Maker shall explain any decision to exclude a question as not relevant or to reframe it for relevance. Whether a hearing is held or not, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant:

i. Unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or

ii. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. This basis for asking questions or presenting evidence shall not be allowed if the respondent is an adult, non-student employee, because consent is not a recognized defense in cases where the complainant is a student and the respondent is an employee.

The Decision-Maker, after any necessary consultation with the parties, investigator(s), and/or Coordinator, shall provide the parties and witnesses with:

ii. The relevant written questions to be answered; and
iii. A deadline for the parties and witnesses to submit written responses to the questions and any appropriate follow-up questions or comments by the parties.

The exchange of questions and responses by the parties and witnesses shall be concluded within a seven business.

D. **Hearing procedure:** Where both parties are adult employees, or a mature secondary school student, the Coordinator may initiate the live Hearing Procedure. If either party, however, objects and requests the Exchange of Questions Procedure, then the Exchange of Questions procedure shall be followed by the Decision-Maker(s). The Hearing Procedure shall include the following:

At the live hearing, the decision maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing

must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding the discretion of the District to restrict the extent to which advisors may participate in the proceedings, as long as the restrictions apply equally to all parties. At the request of either party, the District must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. Only relevant cross-examination and other relevant questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If a party does not have an advisor present at the live hearing, the District shall provide without fee or charge to that party, an advisor of the District's choice to conduct cross-examination on behalf of that party. The advisor may be, but is not required to be, an attorney.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

i. Such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or

ii. If the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

In cases where both parties are 18 or older, if a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker(s) is prohibited from relying on any statement of that party or witness in reaching a determination regarding responsibility. However, that the Decision-Maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. Live hearings pursuant to this paragraph may be conducted with all parties physically present in the same geographic location or, at the District's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. The District shall create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the hearing, the Decision-Maker shall have the authority to hear and make determinations on all allegations of Title IX sexual harassment and may also hear and make determinations on any additional alleged violations of policy or procedure that have occurred in concert with the Title IX sexual harassment, even though those collateral allegations may not specifically fall within the definition of sexual harassment set for in these procedures.

Any witness scheduled to testify before the Decision-Maker must have been first interviewed by the investigator(s) or have proffered a written statement or answered written questions, unless all parties and the Decision-Maker agree to the witness's participation.

If the parties and Decision-Maker do not agree to the admission of evidence newly

offered at the hearing, the Decision-Maker may delay the meeting and instruct that the investigation needs to be re-opened to consider that evidence.

If the parties raise an issue of bias or conflict of interest of an investigator or Decision-Maker at the hearing, the Decision-Maker may elect to address those issues, consult with legal counsel, and/or refer them to the Coordinator, and/or preserve them for appeal. If bias is not in issue during the hearing, the Decision-Maker shall not permit irrelevant questions regarding bias.

6. **Decision Making Process and Determination Requirements**

Following its review of the evidence submitted by the investigator and the parties, the Decision-Maker, (who cannot be the Coordinator) shall issue a written determination of responsibility. To reach this determination, the District's burden of proof — preponderance of evidence — must be described, and the burden satisfied, before the respondent can be found responsible for sexual harassment in violation of Title IX.

The written determination of responsibility shall include the following information:

A. Identification of the allegations potentially constituting sexual harassment in violation of Title IX.

B. A description of the procedural steps taken from receipt of the written formal complaint through the determination, including notifications to the parties, interviews of the parties and witnesses, site visits, methods used to obtain other evidence, and hearings used.

C. Findings of fact supporting the determination.

D. Conclusions regarding application of the District's code of conduct to the facts.

E. A statement of and rationale for the determination as to each allegation, including any determination regarding responsibility, any disciplinary action to be imposed on the respondent, and identification of remedies and measures, if any, that will be provided to restore or preserve equal access to the District's educational programs and activities to be provided to the complainant.

F. Considerations for disciplinary action. Factors considered when determining discipline may include, but are not limited to:

i. The nature, severity of, and circumstances surrounding the violation(s);
ii. The respondent's disciplinary history;
iii. Previous allegations or allegations involving similar conduct;
iv. The need for discipline to bring an end to the Title IX sexual harassment;
v. The need for discipline to prevent the future recurrence of Title IX Sexual harassment;
vi. The need to remedy the effects of the Title IX sexual harassment;
vii. The impact on the parties; and
viii. Any other information deemed relevant by the decision-maker(s)

G. The discipline imposed shall be implemented as soon as is feasible, either upon the outcome of any appeal or upon the expiration of the window to appeal if no appeal is requested. The sanctions described in this process are not exclusive of, and may

be in addition to, other actions taken or sanctions imposed by external authorities.

H. Identification of the procedures for filing an appeal and the permissible grounds for complainant or respondent to base their appeal.

The Decision-Maker shall simultaneously provide their written determination to all parties. The determination becomes final either, (where an appeal is filed,) on the date the parties are provided copies of the written determination of the result of the appeal; or, (if no appeal is filed,) the date on which an appeal would no longer be considered timely.

The Coordinator is responsible for the effective implementation of any and all remedies set forth in the written determination of responsibility. In the event a student expulsion is recommended, pursuant to and in accordance with the requirements of Idaho Code § 33-205, the Coordinator shall ensure that an expulsion hearing is scheduled and heard by the Board of Trustees.

7. **Appeals**

Any party may file a request for appeal in writing with the Coordinator within seven business days of the delivery of the notice of a final decision.

A three-member appeal panel chosen from the pool of eligible members shall be designated by the Coordinator shall chair the appeal. No appeal panelists will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. A voting chair of the appeal panel shall be designated.

8. The request for appeal shall be forwarded to the appeal chair for consideration to determine whether the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is filed in a timely manner.

Appeals shall be limited to the following grounds:

A. Procedural irregularity that affected the outcome of the matter;

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;

C. The Coordinator, investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter;

Appeal procedure: Upon receipt of a valid appeal, the Coordinator shall:

A. Notify the other party in writing that an appeal has been filed, and implement the appeal procedure fairly and equally for both parties.

B. Ensure the appeal decision-maker(s) is not:

i. The same person(s) as the Decision-Maker(s) that issued the written determination of responsibility;
ii. The person who issued the dismissal;
iii. The investigator; or

iv. The Coordinator.

C. Ensure the appeal decision-maker has been trained in accordance with the requirements of this grievance procedure.

D. The appealing party shall have ten business days following the delivery of the notice of the appeal to submit a written statement in support of the appeal and challenging the outcome. The responding party shall have ten business days following the delivery of the appealing party's statement in support of appeal to submit the responding party's written statement in opposition to the appeal (and supporting the outcome that is the subject of the appeal). In the event the parties and the appeal decision-maker agree to a different briefing schedule (whether allowing more or less time), the time allowed to prepare a written statement shall be the same for all parties.

E. Issue a written decision describing the result of the appeal and identifying the bases and rationale for the decision.

F. Provide the written decision simultaneously to all parties.

Requirements of the Title IX Grievance Procedure

The following requirements apply to the conduct of the Title IX Grievance procedure set forth above.

1. **Equitable treatment of the parties:** At all times, both complainants and respondents shall be equitably treated by providing remedies to a complainant until a determination of responsibility for sexual harassment has been made against the respondent. No sanction or discipline may be imposed against the respondent unless and until the process required by this procedure has been completed. Until a final determination of responsibility has been issued only "supportive measures" may be initiated that are non-disciplinary or non-punitive and avoid burdening the respondent. Any and all final remedies, however, must be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services described as "supportive measures;" however, following the decision, such remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent

2. **Objective evaluation of the evidence:** The formal grievance process involves an objective evaluation of all relevant evidence obtained, including evidence that supports the conclusion the respondent engaged in a violation of policy or procedure and evidence that supports the conclusion the respondent did not. Credibility determinations may not be based solely on an individual's status or participation as a complainant, respondent, or witness.

3. **Lack of bias:** Any individual materially involved in the administration of the formal grievance process including the Coordinator, investigator(s), decision-maker(s) and appeal decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific complainant or respondent.

4. **Title IX training of District participating staff:** Any individual designated by the District as a Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, cannot have a conflict of interest or bias for or against complainants or respondents generally, or against any individual complainant or respondent. The District shall ensure that Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition

of "sexual harassment" set forth in this procedure, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District shall ensure that Decision-Makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as required by this procedure. The District shall also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in this procedure. All materials used to train Coordinators, investigators, decision-makers, and any persons facilitating an informal resolution process, shall not rely on stereotypes based on gender, and must promote impartial investigations and adjudications of formal complaints of sexual harassment, and provide guidance therefor.

5. **Presumption of innocence:** The District presumes that the respondent is not responsible for the reported misconduct unless and until a final determination is made, in accordance with this procedure, that Policy 3085 or procedure 3085P prohibiting sex discrimination and sexual harassment has been violated.

6. **Promptness:** Investigations are completed promptly, normally within 30 business days, though some investigations may take longer, depending on the nature, extent, and complexity of the allegations; availability of witnesses; police involvement; and other factors.

   The District shall make a good faith effort to complete the investigation as promptly as possible and will communicate regularly with the parties to update them on the progress and timing of the investigation.

   Notwithstanding the above, The District may undertake a delay in its investigation, lasting from several days to a few weeks, if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or a need for accommodations for disabilities or health conditions.

   The District shall communicate in writing the anticipated duration of the delay and the reason for it to the parties and provide the parties with status updates if necessary. The District will promptly resume its investigation and formal grievance process as soon as feasible. During such a delay, the District will implement supportive measures as deemed appropriate.

   District action(s) or processes may be delayed, but are not stopped by, civil or criminal charges involving the underlying incident(s). Dismissal or reduction of those criminal charges may or may not impact on the District's action(s) or processes.

7. **Description of sanctions.** The following describes the range of sanctions that may be implemented following a finding of responsibility.

   Student Discipline: The following are the usual sanctions that may be imposed upon students singly or in combination:

   A. A warning;
   B. Required counseling;
   C. A required substance abuse treatment program;
   D. Exclusion from participating in extracurricular activities or other District programs/activities;

E. Alternative placement;
F. Suspension, which may be in-school, out-of-school, long-term, short-term, extended, or other suspensions;
G. Expulsion (in compliance with I.C. § 33-205); and
H. Other actions: In addition to or in place of the above sanctions, the District may assign any other sanctions deemed appropriate.

Employee Sanctions: Sanctions for an employee may include:

A. A verbal or written warning;
B. A performance improvement plan or management process;
C. Enhanced supervision, observation, or review;
D. Required counseling;
E. Required training or education;
F. Probation;
G. Denial of pay increase or pay grade;
H. Loss of oversight or supervisory responsibility;
I. Demotion;
J. Transfer;
K. Reassignment;
L. Assignment to a new supervisor;
M. Restriction of professional development resources;
N. Suspension with pay;
O. Suspension without pay;
P. Termination (in compliance with I.C. § 33-513(5), in the case of certificated employees);
Q. Other actions: In addition to or in place of the above sanctions, the District may assign any other sanctions as deemed appropriate.

8. **Burden of proof.** When determining whether the respondent is responsible for violating Policy 3085 or Procedure 3085P by discriminating based on sex and/or for sexual harassment as defined herein, the decision-maker shall apply the preponderance of the evidence standard, which means the evidence proves on a more likely than not basis that respondent violated the policy or procedure.

9. **Appeals.** Any party may file a request for appeal in writing to the Coordinator within seven business days of the delivery of the notice of a final outcome.

10. **Supportive measures:** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties. Supportive measures are designed to restore or preserve access to the District's education program or activity, including measures designed to protect the safety of all parties or the District's educational environment, and/or deter Title IX sexual harassment. Examples of supportive measures may include, but are not limited to:

A. Referral to counseling, medical, and/or other healthcare services;
B. Referral to the Employee Assistance Program;
C. Referral to community-based service providers;
D. Visa and immigration assistance;
E. Education of the school community or community subgroup(s);
F. Altering work arrangements for employees;
G. Safety planning;
H. Providing school safety escorts;
I. Providing transportation accommodations;

J. Implementing contact limitations, such as no contact orders, between the parties (note: allegations of violations of a no contact order will be investigated as collateral misconduct under this process);
K. Academic support, extensions of deadlines, or other course or program-related adjustments;
L. Emergency warnings;
M. Class schedule modifications, withdrawals, or leaves of absence;
N. Increased security and monitoring of certain areas of the school; and
O. Any other actions deemed appropriate by the Coordinator.

11. **Recognition of privileges:** At no time during this grievance procedure may any evidence (whether through testimony or documents) be required, admitted, relied upon, or otherwise obtained by asking questions or admitting evidence that constitutes, or seeks disclosure of, information protected by a legally recognized privilege, unless the person holding the privilege has knowingly and freely waived the privilege.

12. **Recordkeeping;**
    A. The District shall maintain for a period of seven years records of:

        i. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required where a hearing is held, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;

        ii. Any appeal and the result therefrom;

        iii. Any informal resolution and the result therefrom; and

        iv. All materials used to train Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website.

    B. For each response to a report of harassment or discrimination based on sex, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it took measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, then the Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances (i.e., was not a result of sex discrimination). The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken or to be taken.

<u>Title IX Grievance Procedure Definitions</u>

The following definitions apply to the identified terms used in this procedure:

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to:

1. The District's Coordinator; or

2. Any District official possessing the authority to institute corrective measures on behalf of the District; or
3. Any employee of the District.

Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Coordinator as set forth in this procedure.

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Under circumstances where a sexual assault is alleged by a student against an adult, non-student employee, the District does not recognize the defense of “consent,” however it is defined. Where the parties are both adults, however, the following definition of “consent” will apply: Consent occurs where there is a knowing, voluntary, and clear grant of permission, by word or action, to engage in sexual activity. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. Consent may be withdrawn. A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. It is a violation of policy if a respondent engages in sexual activity with someone who is incapable of giving consent, or is otherwise incapacitated.

“Incapacitation” occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing, informed consent. For example, they cannot understand the “who, what, when, where, why, or how” of their sexual interaction.

“Formal Complaint” means a document filed by a complainant, or signed by the Coordinator, alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the educational programs or activities of the District. A formal complaint may be filed with the Coordinator in person, by mail, or by electronic mail, or by using the contact information listed on the District’s website. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission, (such as by electronic mail or through an online portal provided for this purpose by the District,) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Coordinator signs a formal complaint, the Coordinator is not a complainant or otherwise a party to this grievance procedure, and must comply otherwise comply with the requirements of this procedure.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. "Quid pro quo" harassment, which occurs when a District employee conditions the provision of a District benefit, service, or assistance on an individual's participation in unwelcome sexual conduct;

2. "Hostile Environment," which is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to District education program or activity; or

3. Physical threats and attacks, including "sexual assault," defined as forcible and non-forcible sex offenses as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent in cases where either no formal complaint has been filed, or both before and/or after the filing of a formal complaint. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, provided that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures. The Coordinator is responsible for coordinating the effective implementation of all supportive measures.

"Elementary school" and "secondary school" as used in this procedure refer to a local educational agency, as defined in the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, a preschool, or a private elementary or secondary school, and include this District.

Revision of These Procedures

The District reserves the right to make changes to these procedures as necessary. Once those changes are posted online, they shall be in effect**.** If laws or regulations change or court decisions alter the requirements in a way that impacts these procedures, this document shall be construed to comply with the most recent government regulations or holdings.

Legal References	**Description**
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance

Cross References

Code	Description
3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT
3285	Relationship Abuse and Sexual Assault Prevention and Response
3290	Sexual Harassment/Intimidation of Students
3290-F(1)	Sexual Harassment/Intimidation of Students - Reporting Form for Students
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM
3297	Names, Pronouns, and Titles
3330	Student Discipline
4110	Public Complaints
4120	Uniform Grievance Procedure
4120-F(1)	Uniform Grievance Procedure
4600	Volunteer Assistance
4600-P(1)	Volunteer Assistance - Volunteer Assistance Procedures
4600-F(1)	Volunteer Assistance - VOLUNTEER APPLICATION
4600-F(2)	Volunteer Assistance - Request for Public Records
4600-F(3)	Volunteer Assistance - Authorization to Release Information
5240	Sexual Harassment/Intimidation in the Workplace

5240-F(1)	Sexual Harassment/Intimidation in the Workplace - Sexual Harassment/Intimidation in the Workplace Policy Acknowledgment
5250	Certificated Staff Grievances
5275	Adult Sexual Misconduct
5500	Personnel Records
5500-P(1)	Personnel Records - Procedures for Releasing Personnel Records to Hiring School Districts
5800	Classified Employment, Assignment, and Grievance
5800-P(1)	Classified Employment, Assignment, and Grievance - Classified Employee Grievance Procedure

Board Policy 3090: Foreign Exchange Students (Alternatives)

Status:

Original Adopted Date: | Last Reviewed Date:

Philosophy

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

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

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

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

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

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

    B. If an organization places a student who, upon arrival, is deemed by the District to be deficient in English language proficiency, the organization will do one of the following:

        1. Terminate the student's placement; or
        2. Provide, and pay for, tutorial help until the student reaches proficiency, as determined by the District.

Academic Standards and Graduation

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

2. Foreign exchange may not graduate and receive a diploma from any Minidoka County Joint School District high school. They may participate in the ceremonies and receive a certificate of attendance.

Orientation by the Exchange Organization

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

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

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

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

Supervision

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

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

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

District Expectations—Student Opportunities/Responsibilities

1. **Required Courses:** Foreign exchange students will be expected to enroll in the following academic classes while attending any Minidoka County Joint School District high school:

    A. One English class;
    B. One United States history class or one government class; and
    C. Maintain enrollment in at least six classes.

2. **Athletic Program:** Foreign exchange students are eligible to participate in the high school activities program. Guidelines for participation are set by District policy and by the Idaho High School Activities Association (IHSAA), as follows:
    A. **Recognition:** The student must be a participant of an "official Foreign Exchange Program" as defined in the publication from the National Association of Secondary School Principals, entitled, "Advisory List of International Educational Travel and Exchange Programs".

    B. **Graduation:** The student cannot have graduated or received a diploma in his or her own country.

3. **Student Fees:** Foreign exchange students are expected to pay all yearbook fees, lab fees, prom tickets, athletic fees, cap and gown fees, lunch prices, and all other school incurred expenses that are expected of other students enrolled in any Minidoka County Joint School District high school.

4. **Achievement and Discipline:** Foreign exchange students must maintain passing grades in all classes, follow the rules and regulations of District student policies, and show satisfactory

discipline and attendance. Failure to comply with these expectations shall result in dismissal of the student from the District's Foreign Exchange Program.

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

Placement Quotas for Foreign Student Exchange Organizations

1. Minidoka County Joint School District high schools will accept a maximum of two individually sponsored exchange students on a first come, first served basis.

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

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

Board Policy 3200: Student Rights and Responsibilities

Status:

Original Adopted Date: | Last Reviewed Date:

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

While students have the right to express concerns, grievances, and viewpoints before school officials and fellow students, school officials may govern the time, place, and manner of such activity. At no time are students or employees allowed to engage in speech or expression that is defamatory, illegal, invades or threatens to invade the rights of others, presents the likelihood of substantial disorder, or is disruptive to the educational process.

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

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

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

Cross References

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

Board Policy 3220: Student Use of Buildings: Equal Access

Status:

Original Adopted Date: | Last Reviewed Date:

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

The following criteria must be met:

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

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

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

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

Board Policy 3225: Student Clubs: Equal Access

Status:

Original Adopted Date: | Last Reviewed Date:

The Board of Trustees regards student clubs and organizations as an important part of the education and development of students. Active involvement of students in clubs and other activities that provide diversity and supplement the regular classroom activities is not only encouraged by the Board of Trustees of Minidoka County Joint School District #331, but is expected of students in order to achieve the maximum benefits of the educational opportunity provided.

Definitions

As used in this policy:

1. "School" shall mean any school in the Minidoka County Joint School District;

2. "Club" shall mean a sponsored club or a non-sponsored or non-curriculum group of students of the school who wish to organize and meet to form common goals, objectives, or purposes, but do not include school activities;

3. "Sponsored Club" shall mean a club which is directly under the sponsorship, direction, and control of the school;

4. "Non-sponsored or non-curriculum club" shall mean a student initiated club which is not under the sponsorship, direction, or control of the school or any student initiated club that does not directly relate to the body of courses offered by the school;

5. "Non-participating capacity" shall mean a person may not promote, lead, or participate in any meeting.

The school within the District shall provide equal access and a fair opportunity for clubs to organize and to meet on school premises during the times established for such meetings.

All clubs must operate under the guidelines developed and approved under its current charter.

Sponsored clubs shall be sponsored by a member of the faculty, staff, or administration of the school. Such clubs are open to all students who wish to participate, and are held at times outside the regular classroom day on a voluntary basis.

The District shall not sponsor clubs which advocate particular religious or political beliefs or ideas. Any such clubs shall be non-sponsored or non-curriculum, and must engage a school employee to monitor their activities while on the premises. The school and the School District shall not be identified or associated with the goals, objectives, activities, beliefs, or opinions of any non-sponsored or non-curriculum clubs or its members. Any club whose activities are deemed by the principal to be disruptive of the everyday operations of the school will not be allowed to initiate meetings, nor continue to meet on school premises.

Equal Access Regulations

Any club recognized by the District will be permitted to use available classrooms those times and under conditions permitted by the building principal

The following general guidelines will be observed in approving, establishing, and operating student clubs at Minidoka County Joint School District schools.

1. Each proposed club must complete and submit a request form to the principal or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club, and meeting dates and times. Each proposed club shall have the student group perform a risk management assessment of the proposed club activities. The principal or designee will forward the request to the School District. The District with Board approval shall respond to the request, accept or reject the application, and designate the club as either a sponsored club or non-sponsored or non-curriculum club.

2. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled in the School District. All student groups meeting on school premises are required to open membership to all interested and/or eligible students. Clubs shall be allowed to meet on school premises from 7:00 AM to 8:00 AM, during the noon hour, and from 3:30 PM to 5:00 PM on days when school is in session. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty sponsor or monitor. Students shall be responsible for ensuring the presence of a faculty sponsor or monitor prior to every meeting. Clubs will be allowed to meet on school premises during other times of the day only in extraordinary or exceptional circumstances as may be determined by the principal or designee.

3. All clubs must comply with the provisions of the school's student constitution, if applicable.

4. No hazing of students shall be permitted.

5. The principal or designee may deny the opportunity of any club to meet on school premises, and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or activities in the meeting are, or will be, in violation of any law or ordinance.

6. The principal, designee, or student council (if appropriate) may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially or substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy.

7. School clubs must submit a travel request and have it approved by the building principal prior to any travel

For sponsored clubs, the following guidelines will apply:

1. Each sponsored club will have a faculty or staff member appointed as sponsor. The sponsorship shall be approved by the principal or designee;
2. All activities of the club must have prior approval of the sponsor;
3. Club funds shall be subject to deposit, audit, and disbursement in accordance with the regulations of the District. They must also keep records of all financial transactions;

4. If a sponsored club is dissolved, that club's funds will be transferred to the school student activity fund; and
5. The content and placement of club posters or advertisements shall be approved by the club sponsor.

For non-sponsored or non-curriculum clubs, the following guidelines will apply:

1. The formation of non-sponsored or non-curriculum clubs shall be student initiated. Non-school persons may not direct, conduct, control, or regularly attend activities;

2. Recognition by the Minidoka County Joint School District of a non-sponsored or non-curriculum club is not an endorsement of the aims, policies, or opinions of the student organization or its members;

3. The school or District's name will not be identified with the aims, policies, or opinions of the student organization or its members;

4. Notices of meetings of non-curricular student organizations may be posted only on a designated bulletin board used by all nonschool-sponsored organizations. No announcements shall be made over the public address system or in any school-sponsored publications;

5. No funds will be expended by the school for any such meeting beyond the incidental cost associated with providing a meeting place;

6. Every club must have a District employee volunteer as a monitor to the club. The monitor shall be responsible for monitoring the meetings to assure that attendance at the meetings is voluntary, to assure that the meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school, and to assure that order and discipline are maintained. Monitors shall attend the meetings of non-sponsored or non-curriculum clubs that are political or religious in nature in a non-participatory capacity;

7. No school employee shall be compelled to be a monitor of a non-sponsored or non-curriculum club;

8. Club posters or flyers need to have a disclaimer, and poster content and placement shall be approved by the principal or designee;

9. The Minidoka County Joint School District shall not be identified or associated in any way with the goals, objectives, activities, or opinions of any non-sponsored or non-curriculum clubs to raise money; and

10. Travel expenses for trips scheduled by non-sponsored student clubs are the responsibility of the club.

Legal References	**Description**
20 USC § 4071 et seq.	The Equal Access Act

Minidoka County Joint School District #331

STUDENTS **3225F**

Student Club Risk Management Plan

Each School Sponsored Club must develop and implement a plan that identifies hazards and potential exposures to club members, faculty, staff members, and school property. This plan should also outline the policies and procedures needed to control the identified hazards.

Due to the variety of club activities that can occur within a school district, it is critical that hazards and exposures created by the club activities be carefully evaluated. Some clubs, for example a chess club, may not have significant hazards; however, other clubs such as a drag racing club, or a rodeo club could have the potential for severe injuries. Each Risk Management Plan should be customized to the hazards of the individual club. To assist you in developing your plan, you can answer the following questions:

What are the purposes and goals of the club?

_____

_____

_____

What are the responsibilities of the club members?

_____

_____

_____

What training is to be required of club members? Are there minimum knowledge requirements? How will these be tested? How are training and test results documented and maintained?

_____

_____

_____

What are the responsibilities of the faculty or school-appointed sponsor?

_____

_____

_____

What special training or education is required of the faculty or school staff sponsor? Are they certified through a recognized organization?

What rules are necessary to conduct club activities in a safe manner, minimizing hazards and exposures to club members, School District staff members, and school property?

What safety equipment is needed? Who is to provide this equipment? How is the equipment to be inspected and tested?

List emergency response procedures necessary based on any inherent risks of club activities, such as first-aid and emergency communication.

Are parent consent forms required? If so, where are the records maintained?

Board Policy 3225: Student Clubs: Equal Access

Status:

Original Adopted Date: | Last Reviewed Date:

The Board of Trustees of the Minidoka County Joint School District intends for schools to have the opportunity for school sponsored groups to participate in local public events. This participation shall be available to enhance educational opportunities for students but shall not be used if detrimental to the students' normal learning routine.

School groups may schedule such activities with the permission of the building principal or activities director.

Participation in local public events shall fall into the following categories:

1. Educational events in which the schools serve as hosts and are sponsored by the school;
2. Non-commercial civic occasions of community, city, state, or national interest which enlist general community support;
3. Events that are primarily patriotic in nature, such as Veteran's Day;
4. Charity benefit activities in accordance with Policy 3420;
5. Programs sponsored by established, non-sectarian, character building agencies;
6. Programs sponsored jointly by the school district with some other agency;
7. Programs on television, radio, or other media of a public service nature or that provide the District an opportunity to communicate with the general public.

School groups may, with the permission of the principal, participate in activities outside of the local area where one or more organizations of the school participate in a regularly scheduled event or contest. Nonscheduled out of state and overnight activities must have school board approval.

Legal References	**Description**
20 USC § 4071 et seq.	The Equal Access Act

Board Policy 3230: Student Government

Status:

Original Adopted Date: | Last Reviewed Date:

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

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

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

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

Board Policy 3240: Student Publications

Status:

Original Adopted Date: | Last Reviewed Date:

Secondary schools shall be permitted to publish newspapers, yearbooks, and other pre-approved publications.

Journalistic experience in a school setting should be calculated to develop the background of skills and understanding which will equip a student for the responsibilities of the free press in our society. Students must recognize, however, that a school-sponsored newspaper is unique and different from other newspapers in at least four ways.

1. It is an instructive tool in addition to a means of student self-expression;
2. It is read not just by the intended audience of fellow students, but by parents and many citizens outside the school;
3. It is partially supported by tax funds; and
4. It is an influence on the public relations of the entire District since its content is read by many not simply as expressions of individual students, but as expressions representative of the entire student body and approved by the administration.

The concept of "freedom of the press" under the First Amendment has application with regard to school-sponsored publications. However, the United States Supreme Court has established that school districts may exercise editorial control over the style and content of school-sponsored newspapers without violating the First Amendment. All school-sponsored publications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. It is the intent of this district to comply with the Supreme Court ruling, Hazelwood School District vs. Kuhlmeier.

The District recognizes that there are valid and necessary reasons to exercise such prepublication editorial control and to impose reasonable restrictions on student speech in school-sponsored publications. Thus, the following guidelines apply to all school-sponsored student publications.

1. School-sponsored publications are those publications, including, but not limited to, school newspapers, yearbooks, and athletic programs, which may fairly be characterized as part of the District's curriculum, whether or not they occur in a traditional classroom setting. Generally they include student publications which are supervised by a faculty member and are designed to impart particular knowledge or skills to student participants and audiences. However, they also may include publications which students, parents, and members of the public reasonably perceive to be sponsored or approved by the District. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

2. The District will not restrict student freedom of expression when such expression is within the rules of responsible journalism and is consistent with the four factors outlined below. The principal of each school shall meet with the publication advisor, student editors, and student writers to establish guidelines for achieving a maximum of student freedom of expression subject to the limitations set forth in this policy.

3. All publications must be reviewed and approved by the building principal prior to distribution. The building principal shall have the authority to determine the appropriateness of any particular item for publication. In exercising such authority, material will not be considered suitable for publication that is:

    A. Ungrammatical;
    B. Inadequately researched;
    C. Obscene;
    D. Defamatory;
    E. Advocates prejudice based on race, religion, sexual orientation, or gender identity or expression;
    F. Invades the privacy rights of others;
    G. Is unsuitable for the audiences for which the publication is intended;
    H. Contributes to the disruption or interruption of the educational process or the operation of the school; or
    I. Otherwise is contrary to District policy or applicable federal or State law.

    The school principal may also exclude material that may serve to associate the District with any position other than neutrality on matters of political controversy.

4. The principal of each secondary school shall have the authority to determine whether advertising will be accepted for inclusion in school-sponsored student publications. The District has an important interest in avoiding the impression that it has endorsed a viewpoint at variance with its educational mission. Consequently, if advertising is accepted, each school principal shall have authority to exclude certain categories of advertising. For example, drug, drug paraphernalia, alcoholic beverage advertisements, or any other advertisements that may be viewed as encouraging action that might endanger the health and welfare of students may be excluded. Similarly, advertisements may be excluded if they are:

    A. Factually inaccurate;
    B. Defamatory;
    C. Obscene;
    D. Advocate prejudice based on race, religion, sexual orientation, or gender identity or expression;
    E. Contain either explicit or implicit sexual content or overtones; or a
    F. Are of poor production quality.

    The school principal may also exclude advertising that may serve to associate the District with any position other than neutrality on matters of political controversy.

5. In the event the building principal determines that material is not suitable for publication, students may appeal such decision to the Superintendent or his or her designee. The decision of the Superintendent or his or her designee will be final.

6. Copies of each issue of the student publication shall be sent to the Superintendent and each member of the Board of Trustees.

7. Student publications must display quality work.

8. Student publications shall be under the director of the faculty sponsor overseeing them.

Legal References	Description
484 U.S. 260 (1988).	Hazelwood School District et al. v. Kuhlmeier et al.

Board Policy 3250: Distribution and Posting of Materials

Status:

Original Adopted Date: | Last Reviewed Date:

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

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

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

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

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

1. Maintain a centrally located bulletin board for the posting of bulletins;
2. Maintain a table where flyers and other information can be made available to students; and
3. Include announcements for student related activities in newsletters that go home with students. The announcements must be submitted one week prior to the newsletter in which the announcement is to go home, must advertise a youth-oriented activity, and must be of non-religious, non-political nature.

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

Cross References

Code	Description
4230	Use of School Property for Posting Notices
4240	Distribution of Fund Drive Literature through Students

Board Policy 3255: Student Dress

Status:

Original Adopted Date: | Last Reviewed Date:

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.

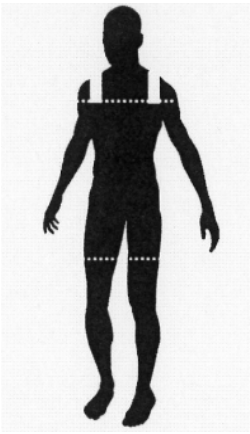
The Board and administration expect that all students will dress in a way that is appropriate for the school day or for any school-sponsored event

In general, students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry—including body piercings) which depict or allude to, by picture, symbol, or word, drugs, including alcohol and tobacco; controlled substances; drug paraphernalia; gangs; violence; criminal activity, sexually explicit, lewd, indecent, or offensive material; or illegal acts. The wearing, use, or display of any gang clothing or attire jewelry, emblem, badge, symbol, sign, codes, or other things which evidence membership or affiliation in any gang (based upon the principal's or his or her designee's reasonable belief that gangs may be present in a school) is prohibited on any school premises or at any school sponsored activity, regardless of location.

Head coverings are inappropriate in the school building during regular school hours, unless the principal or designee specifically makes an exception to the policy.

Unless the principal or designee indicates otherwise, students will wear footwear at all times.

The Board of Trustees urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting. For example, clothing exposing bare midriffs and short shorts and skirts will not be allowed. The Superintendent or his or her designee is hereby authorized to promulgate regulations consistent with the provisions of this policy.



<u>Interpretation and Implementation of Policy</u>

The building principal/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal or designee shall be final. Principals, administrators, and teachers shall use reasonable discretion in enforcing this policy.

Enforcement

A student's attire or grooming should not be grounds for exclusion from their participation in school classes or in school-related activities. However, if the attire or grooming of a student poses a threat to the health and safety of any person, the situation will be addressed as descried in the student handbook will be followed.

Temporary Exceptions

In order to allow appropriate attire for a particular educational or school activity, the building principal or his or her designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day.

Accommodations

The District will seek to accommodate cultural, religious, and ethnic differences in dress and grooming, provided such dress or grooming does not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others. No student shall be required to modify their natural head or facial hair, such as by shaving or straightening through the application of heat or chemicals.

Legal References	**Description**
IC § 33-512(6)	District Trustees - Governance of Schools
IC § 33-506	District Trustees - Organization and Government of Board of Trustees

Cross References

Code	**Description**
3281	Gender Identity and Sexual Orientation
3310	Gangs & Gang Activity

Board Policy 3270: District-Provided Access to Electronic Information, Services, and Networks

Status:

Original Adopted Date: | Last Reviewed Date:

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and internet access available, all users, including students, must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided internet access are responsible for good behavior online. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District's regular instructional program. In compliance with the Children's Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging, the characteristics of cyber-bullying, and recommended responses.

The purpose of the program is to increase students' knowledge of safe practices for internet use.

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with the District's educational goals, use the internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Internet Safety

Each District computer with internet access shall have a filtering device as described in Procedure 3270P.

The District shall require that any vendor, person, or entity providing digital or online library resources to the District for use by students verify they have policies and technology protection measures:

1. Prohibiting and preventing users from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors, as defined by section 18-1514, Idaho Code; and

2. Filtering or blocking access to obscene materials, materials harmful to minors, and materials that depict the sexual exploitation of a minor, as defined in chapter 15, title 18, Idaho Code.

The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing material that is inappropriate or harmful to minors, as defined in section 18-1514 Idaho Code or as defined in 47 USC Section 254.

Filtering should also be used in conjunction with:

1. Educating students on appropriate online behavior;
2. Requiring students review and sign Form 3270F Internet Access Conduct Agreement;
3. Using behavior management practices for which internet access privileges can be earned or lost; and
4. Appropriate supervision, either in person and/or electronically.

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

The Superintendent and IT Director shall set a process for reviewing student claims that access has been denied to internet material that is not within the prohibitions of this policy and for unblocking such materials when appropriate.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the IT department. It shall be the responsibility of the IT director to bring to the Superintendent or designee any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

Internet Access Conduct Agreements

Each student and their parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the District's computer system and/or internet service.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District will not be responsible for any

unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user and attorney fees. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event the school initiates an investigation of a user's use of their access to its computer network and the internet.

Violations

If any user violates this policy, the student's access to the District's internet system and computers will be denied, if not already provided, or withdrawn and they may be subject to additional disciplinary action. Superintendent or designee will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with their decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Safety Coordinator

The Superintendent shall serve, or appoint someone to serve, as "Internet Safety Coordinator" with responsibility and authority for ensuring compliance with the requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate District personnel regarding the internet safety component of the District's curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by school personnel on internet safety is occurring District wide.

Public Notification

The Internet Safety Coordinator shall inform the public via the main District webpage of the District's procedures regarding enforcement of this policy and make them available for review at the District office.

Submission to State Department of Education

This policy shall be filed with the State Superintendent of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

Legal References	Description
20 USC § 7131	Internet Safety
20 USC § 9134(f)	State Plans - Internet Safety
IC § 18-1514(6)	Obscene Materials — Definitions
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
IC § 33-132	Local School Boards — Internet Use Policy Required
IC § 33-2508	Digital and Online Library Resources for K-12 Students
Idaho Executive Order	2022-06

Cross References

Code	Description
2335	Digital Citizenship and Safety Education
2395	Idaho Digital Learning Academy Classes
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3260	Bring Your Own Technology Program
3260-F(1)	Bring Your Own Technology Program - Permission Form
3265	Student Owned Electronic Communication Devices
3275	District Provided Mobile Computing Devices (Alternatives)
3275-F(1)	District Provided Mobile Computing Devices (Alternatives) - AGREEMENT
3330	Student Discipline
5325	Employee Use of Social Media Sites, Including Personal Sites
5325-P(1)	Employee Use of Social Media Sites, Including Personal

Sites - Recommended Practices for Use of Social Media Sites, Including Personal Sites

8705 Generative Artificial Intelligence

Minidoka County Joint School District #331

STUDENTS **3270F**

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Minidoka County Joint School District #331's policy regarding District-provided Access to Electronic Information, Services, and Networks (Policy No. 3270).

I will also abide by the following:

1. Educational Purpose: I will use the District's devices and electronic services primarily for educational purposes, ensuring that any personal use complies with District policy and is approved by my teacher or an appropriate administrator.

2. Content Restrictions: I understand that all internet use is subject to content monitoring, and I will refrain from accessing, transmitting, or posting any inappropriate materials, including but not limited to obscene, harassing, or illegal content.

3. Password Security: I will keep my account password private, will not share it with anyone, and will follow the District's guidelines for creating and maintaining secure passwords.

4. Online Conduct: I will treat others with respect in all electronic communications and will not engage in harassment or bullying. I understand that I will be held accountable for my conduct on social media and in any online communications.

5. Prohibited Activities: I will not engage in any unacceptable uses of the network, including but not limited to:

    A. Accessing gambling or illegal sites.
    B. Downloading harmful programs or confidential material without authorization.
    C. Sharing personal information or arranging to meet individuals online.
    D. Using the network for commercial purposes or unauthorized transactions.

6. Internet Safety: I will adhere strictly to the Internet Safety measures established by the District and will report any inappropriate communications to a teacher or staff member immediately.

7. Monitoring and Privacy: I understand that the District reserves the right to monitor all my activities conducted on electronic devices at District or using a device or internet connection provided by the District. There is no expectation of privacy for material stored or transmitted in such situations.

Should I commit any violation or in any way misuse my access to the District's computer network or the Internet, I understand and agree that my access privileges may be revoked and school disciplinary action may be taken against me. This disciplinary action may include suspension, expulsion from school, or referral to law enforcement officials

User's Name (Print)_____ Home Phone:_____

User's Signature: _____ Date: _____

Address:_____

Status: Student ____ Staff ____ Patron ____ I am 18 or older _____ I am under 18 ____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. *(If the applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.):* As the parent or legal guardian of the above named-student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, and Networks for the student's access to the District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his or her access to such networks or his or her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his or her access account if and when such access is not in the school setting. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in Policy 3270 and Procedure 3270P. I will emphasize to my child the importance of following the rules for personal safety. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

Parent/Guardian (Print)_____ Home Phone:_____

User's Signature: _____ Date: _____

Address:_____

This Agreement is valid for the _____ school year only.

Procedure 3270-P(1): District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks

Status:

Original Adopted Date: | Last Reviewed Date:

Acceptable Use of Electronic Networks

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

Terms and Conditions

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

2. Privileges: The use of the District's electronic networks is a privilege, not a right, and Inappropriate use of the District's electronic networks may result in cancellation of those privileges. The system administrator **and** building principal will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. An appeal of such decisions may be made to the Superintendent within seven days. Their decision is final.

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

    A. Using the network for any illegal activity, or to access websites encouraging illegal activity including violation of copyright or of contracts, or transmitting any material in violation of any U.S. or State law;
    B. Accessing sites which allow or promote online gambling;
    C. Accessing information pertaining to the manufacture of weapons or the promotion of illegal weapons;
    D. Downloading the TikTok app or visiting the TikTok website;
    E. Uses that cause harm to others or damage property;
    F. Unauthorized downloading, installation, or copying of software, regardless of whether it is copyrighted or checked for viruses;
    G. Downloading copyrighted material or trade secret information;
    H. Viewing, transmitting, or downloading pornographic materials, materials harmful to minors, or other sexually explicit materials;
    I. Using the network for private financial or commercial activities;
    J. Wastefully using resources, such as file space or a printer;

K. Hacking, attempting to bypass security systems, or gaining unauthorized access to files, resources, or entities;
L. Uploading a worm, virus, or other harmful form of programming and other uses the jeopardize the security of the network;
M. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
N. Using another user's account or password or some other user identifier that misleads message recipients into believing that someone other than you is communicating;
O. Posting material authored or created by another person, or pictures of another person, or another person's private information or messages without his or her consent;
P. Posting anonymous messages or messages using a name other than one's own;
Q. Using the network for commercial or private advertising;
R. Uses that are commercial transactions;
S. Accessing, submitting, posting, publishing, sending, or displaying any inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material;
T. Accessing sites which promote violence or depict or describe graphic violence. This includes promotion of self-harm;
U. Accessing sites which advocate discrimination or which promote intolerance.
V. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying;
W. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation;
X. Using the network while access privileges are suspended or revoked;
Y. Promotion of political, personal, or religious causes in a way that presents such opinions as the view of the District;
Z. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications;

4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    A. Be polite. Do not become abusive in messages to others.
    B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
    C. Do not reveal personal information (including the addresses or telephone numbers) of other students or staff.
    D. Recognize that District email is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    E. Do not use the network in any way that would disrupt its use by other users.
    F. Use devices with care to avoid damaging them. This includes using touch screens and keyboards with care. Do not draw on devices, apply stickers to them, or otherwise decorate them.

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

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

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

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

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

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

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

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

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

8. Use of Email

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

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

C. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

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

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

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

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

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

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

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

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

Student Use of Social Media

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

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

Legal References	**Description**
20 USC § 7131	Internet Safety
20 USC § 9134(f)	State Plans - Internet Safety
IC § 18-1514(6)	Obscene Materials — Definitions
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
IC § 33-132	Local School Boards — Internet Use Policy Required
IC § 33-2508	Digital and Online Library Resources for K-12 Students
Idaho Executive Order	2022-06

Cross References

Code	Description
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2395	Idaho Digital Learning Academy Classes
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3260	Bring Your Own Technology Program
3260-F(1)	Bring Your Own Technology Program - Permission Form
3265	Student Owned Electronic Communication Devices
3275	District Provided Mobile Computing Devices (Alternatives)
3275-F(1)	District Provided Mobile Computing Devices (Alternatives) - AGREEMENT
3330	Student Discipline
5325	Employee Use of Social Media Sites, Including Personal Sites
5325-P(1)	Employee Use of Social Media Sites, Including Personal Sites - Recommended Practices for Use of Social Media Sites, Including Personal Sites
8705	Generative Artificial Intelligence

Board Policy 3275: District Provided Mobile Computing Devices (Alternatives) **Status:**

Original Adopted Date: | Last Reviewed Date:

MULTIPLE ALTERNATIVES

Students Allowed to Take Devices Home

The Minidoka County Joint School District is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st century education. This document describes the rules for acceptable use of District-issued mobile computing devices on and off District premises. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Distributing Mobile Computing Devices

Before they are issued a mobile computing device, each student must submit an executed Student Agreement for Mobile Computing Device Use and a copy of the Internet Access Conduct Agreement. Each form must be signed by the student and by their parent or guardian if they are less than 18 years of age.

Students may take the devices out of Idaho at the discretion of the building principal. The District directs the Superintendent or designee to establish procedures for students to request permission to take the device with them.

At the end of the school year, the school will collect all devices from students. At the school's discretion, students may be issued devices to support summer school programs.
The Superintendent or designee shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which student.

Care and Safety

Students are responsible for the general care of the device they have been issued by the District and are expected to observe the following precautions:

1. No food or drink is allowed next to a device while it is in use;
2. Insert and remove cords, cables, and removable storage devices carefully;
3. Shut down the device when not in use to conserve battery life;
4. Stickers, drawings, or permanent markers may not be used on the device;
5. Do not vandalize the devices or any other school property;

6. Devices must never be left in any unsupervised area.
7. Students are responsible for keeping their device's battery charged for school each day;
8. Do not place anything near the device that could put pressure on the screen;
9. Clean the screen with an anti-static cloth or any other soft, dry cloth;
10. Devices should not be stored in a student's vehicle, or anyplace else subject to extreme temperatures;

The District offers laptop insurance and parents are encouraged to purchase this to cover unintentional damage to the device. The Superintendent will designate an individual or office at the school level where the devices must be taken if they break or fail to work properly.

Use at School

Devices are intended for use at school each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Devices must be brought to school each day in a fully charged condition. Power cords must stay with the device at all times. Repeated failures to comply with these requirements will result in disciplinary action.

If students leave their device at home, they may phone their parent/guardian to bring it to school. Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability and at the administrator's discretion. This includes students whose devices are undergoing repair.

Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Students may use printers in classrooms, the library, and computer labs with a teacher's permission during class or breaks. All printing should be limited to educational purposes.

Personalizing Mobile Computing Devices

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

Should students or parents/guardians place personalized items on the device in violation of this policy such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. No content placed on District provided devices is privileged or confidential.

Managing Files

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

Students should also back up their work. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Software

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

From time to time the school may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.
All devices will be equipped with anti-virus protection software which will be upgraded regularly.

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes or school activities.

Students wishing to load additional software onto a device must first obtain the permission of the school's technology department. Any additional software must be appropriate for the school environment and comply with the Internet Access Conduct Agreement. Violent games and device images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the principal. Each student is responsible for ensuring that only licensed software is loaded onto their device.

Students shall refrain from downloading the TikTok app onto any District issued device. If TikTok has already been downloaded onto a device issued to a student, the student shall delete the app or seek assistance from The IT department.Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of District policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The District does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

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

Acceptable Use

Access to the devices is a privilege and not a right. Each employee, student, and parent will be required to follow the Internet Access Conduct Agreement and the Acceptable Use of Electronic Networks Policy. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges, and/or contacting law enforcement authorities.

Protecting and Storing Devices

Students are expected to password protect their devices and shall keep their password confidential.

When students are not using their devices, the devices should be stored in their lockers. Students are encouraged to take their devices home every day after school.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Repair of Devices

Students are to report all device problems **to the IT department.**
The Superintendent will issue a document clarifying student or parent responsibility for lost and damaged devices when the details of the District's insurance policy are known.

Students Not Allowed to Take Devices Home

The Minidoka County Joint School District is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st century education. This document describes the rules for acceptable use of school-issued mobile computing devices. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Distributing Mobile Computing Devices

Before they are issued a device, each student must submit a Student Mobile Computing Device Agreement and a copy of the Internet Access Conduct Agreement. Each form must be signed by the student and by their parent or guardian if they are less than 18 years of age.

At the end of the school year, the school will collect all devices from students. At the school's discretion, students may be issued devices to support summer programs.

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

Care and Safety

Students are responsible for the general care of the device they have been issued by the District and are expected to observe the following precautions:

1. No food or drink is allowed next to a device while it is in use;
2. Insert and remove cords, cables, and removable storage devices carefully;
3. Shut down the device when not in use to conserve battery life,
4. Stickers, drawings, or permanent markers may not be used on the device;
5. Do not vandalize the device or any other school property;
6. The device must never be left in any unsupervised area,
7. Do not place anything near the device that could put pressure on the screen;
8. Clean the screen with a soft, dry cloth or anti-static cloth;
9. The device should not be stored anyplace that is subject to extreme temperatures;

The Superintendent will designate an individual or office at the school level where devices must be taken if they break or fail to work properly.

Use at School

The devices are intended for use at school each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Power cords must stay with the device at all times, and the device must be returned for recharging at the end of each school day. Repeated failures to comply with these requirements will result in disciplinary action.

Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability and the administrator's discretion. This includes students whose devices are undergoing repair.

Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Students may use printers in classrooms, the library, and computer labs with a teacher's permission during class or breaks. All printing should be limited to educational purposes

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

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

Should students or parents/guardians place personalized items on the device in violation of this policy such items may be accessed or viewed by District staff at any time, for any reason, including randomly selected device reviews. No content placed on District provided devices is privileged or confidential

Managing Files

Once details are known about the availability of file space that is shared or is backed up automatically, the Superintendent will set a procedure for where students and teachers should save

important documents.

Students should also back up their work. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Software

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

From time to time the school may add or update software applications. The licenses for such software sometimes require that the software be deleted from devices at the completion of a course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

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

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes or school activities.

Students wishing to add additional software onto a device must first obtain the permission of the school's technology department. Any additional software must be appropriate for the school environment and comply with the Internet Access Conduct Agreement. Violent games and computer images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the building principal. Each student is responsible for ensuring that only licensed software is loaded onto their device.
Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of District policy is discovered, all files and the hard drive may be reformatted. Only authorized software will be installed. The school does not accept responsibility for the loss of any software or other materials deleted due to a re-format and re-image.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

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

Acceptable Use

Access to the devices is a privilege and not a right. Each student and/or parent will be required to follow the Internet Access Conduct Agreement and the Mobile Computing Device Acceptable Use Policy. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges, and/or contacting law enforcement authorities.

Protecting and Storing Devices

Students are expected to password protect their devices and shall keep their password confidential.

When students are not using their devices, the devices should be stored in their lockers. Students will return the devices for storage and recharging each day at the end of the school day.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Repair of Devices

Students are to report all device problems to **District technology personnel.**

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

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Legal References	**Description**
47 USC § 254(h)	Telecommunications Services for Certain Providers
47 USC § 254(l)	Internet Safety Policy Requirement for Schools and Libraries
IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
Idaho Executive Order	2022-06
Pub. L. 106-554	Children's Internet Protection Act (CIPA)

Cross References

Code	**Description**
3260	Bring Your Own Technology Program
3260-F(1)	Bring Your Own Technology Program - Permission Form

3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT

Minidoka County Joint School District #331

STUDENTS **3275FA1**

Students Allowed to Take Devices Home

MOBILE COMPUTING DEVICE AGREEMENT

This Agreement is valid for the _____ school year only.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Minidoka County Joint School District's policies regarding District-provided mobile computing devices (Policy No. 3275). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, or may lose the privilege of taking it home, and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

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

User's Name (Print)_____ Home Phone:_____

User's Signature: _____ Date: _____

Address:_____

Status: ____ I am 18 or older _____ I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian: If the applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.

As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if he or she is found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair/replacement cost.

I have read the District Policy No. 3275 and explained it to my child. I understand that if any violation or misuse of the device occurs while it is in my child's custody, his or her access privileges to the internet or use of a mobile computing device can be suspended or terminated,

that he or she will forfeit any fees paid for use of the device, and that he or she may face other disciplinary measures, regardless of whether the misuse was committed by him or her or by another person.

I also understand that I will be responsible for monitoring my student's use of the device outside the school setting.

_____I do not wish my son/daughter to take the device home at this time.

Parent/Legal Guardian (Print): _____

Signature: _____

Home Phone: _____

Address: _____

Date: _____

Minidoka County Joint School District #331

STUDENTS **3275FA2**
Alternative 2: Students Not Allowed to Take Devices Home

MOBILE COMPUTING DEVICE AGREEMENT

This Agreement is valid for the _____ school year only.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Minidoka County Joint School District's policies regarding District-provided mobile computing devices (Policy No. 3275). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

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

User's Name (Print)_____ Home Phone:_____

User's Signature: _____ Date: _____

Address:_____

Status: ____ I am 18 or older _____ I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian: If the applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.

As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if he or she is found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair or replacement cost.

I have read the District Policy No. 3275 and explained it to my child. I understand that if any violation or misuse of the device occurs while it is in my child's custody, his or her access privileges to the internet or use of a mobile computing device can be suspended or terminated,

that he or she will forfeit any fees paid for use of the device, and that he or she may face other disciplinary measures, regardless of whether the misuse was committed by him or her or by another person.

Parent/Legal Guardian (Print): _____

Signature: _____

Home Phone: _____

Address: _____

Date: _____

Board Policy 3280: Equal Education, Nondiscrimination, and Sex Equity

Status:

Original Adopted Date: | Last Reviewed Date:

The Board of Trustees of Minidoka County Joint School District No. 331 herewith reaffirms its commitment to the fundamental principles of justice, due process, equal protection under the law, and the right to petition for redress of grievances as set forth in the constitutions of the United States and the State of Idaho and as interpreted by the legislative and judicial branches of the United States and State of Idaho with respect to policies of delivery of services.

Recognizing the principles and procedures set forth in these laws, the District will, as a matter of basic educational policy, establish and maintain instructional processes which, in substance and in management, reflect and respect these fundamental legal principles. Sound educational practices dictate that all who participate in the operation of the public schools avoid discriminatory practices both in the area of personnel administration and delivery of educational services.

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, gender identity and expression, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, actual or potential marital or parental status, military status, citizenship status, status as a homeless child, or other protected categories.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination should be directed to the District Title IX or Nondiscrimination Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the District will notify annually all students, parents, staff, community members, and unions or professional organizations the District holds a collective bargaining agreement with of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator, as well as a statement that the District will provide equal access to the Boy Scouts and other designated youth groups. The notification will be provided in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of State and federal law.

Legal References	Description
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972

29 USC § 794	Section 504 of the Rehabilitation Act of 1973 - Nondiscrimination under Federal Grants and Programs
42 USC § 6101, et seq.	Age Discrimination in Federally Assisted Programs
42 USC §§ 12101, et seq., & 12131, et seq.	The Americans with Disabilities Act of 1990
IC § 67-5909	Commission on Human Rights - Acts Prohibited

Cross References

Code	Description
3281	Gender Identity and Sexual Orientation

Board Policy 3281: Gender Identity and Sexual Orientation

Status:

Original Adopted Date: | Last Revised Date: Last Reviewed Date:

The Board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of sexual orientation, gender identity, or gender expression. This policy is designed to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities. Failure of any school student or school employee to abide by the terms and provisions of this policy will subject such individual to disciplinary action.

Any instruction related to sexual orientation or gender identity shall be age-appropriate, developmentally appropriate, and in accordance with state standards. Instruction which does not meet these requirements is prohibited by state law. Parent permission for instruction on these topics must be provided as described in Policy 2320 on Health, Sex Education, and Human Sexuality.

If a student, parent/guardian, or District employee has an issue or concern related to this policy, they should discuss the concern with the building principal so that a resolution can be reached.

A student or the student's parent/guardian may request a meeting be held with the building principal, the student, and the student's parent/guardian to discuss a change in the student's gender expression or identity. The goal of the meeting is to develop understanding of that student's needs with respect to their gender identity and create a plan to address those needs. If the school's staff believe that a gender identity or expression issue is presenting itself and creating difficulty for the student at school, it may be appropriate for the school's administrative staff and/or counselor to approach the student's parent/guardian about the issue. An individual teacher shall not approach a student's parent/legal guardian to address such a student situation. Instead, they shall notify the building principal or school counselor. The building principal or their designee shall work with the counselor to notify the student's parent/guardian and take any appropriate further steps.

The student's use of restrooms, changing facilities, and sleeping rooms shall be addressed as described in Policy 9605. In no case will a student be denied the right to participate in school activities and/or an overnight trip because of that student's transgender status or sexual orientation.

School Activities

The District will provide all students the opportunity to participate in any activities segregated by gender in a manner that is consistent with their gender identity consistently asserted at school. However, activities under the direction of the Idaho High School Activities Association (IHSAA) shall be subject to IHSAA rules and regulations.

Student Records and Privacy

The District's official records required by law shall utilize a student's legal name. In situations where

State or federal law or administrative rules require school employees to use or report a student's legal name or gender, such legal name or gender shall be utilized. However, school staff shall ensure they do not inadvertently disclose the student's transgender status.

Information regarding a student's sexual orientation, gender identity, gender expression, legal name, or gender assigned at birth may constitute confidential information. Disclosure of such information shall be in accordance with District policies pertaining to student privacy. The student's educational record shall not include mention of the student's sexual orientation.

Change of Official School Records

District records required by law to include the student's legal name and/or gender will be changed by the District upon the student or former student's presentation of appropriate documentation to the District Office. Any current or former student may present to the Superintendent or designee responsible for student records a copy of a court order or birth certificate identifying a change in the student's legal name and/or gender. The student's records will be changed accordingly.

Confidentiality

School employees should not disclose a student's transgender status or sexual orientation to other individuals, regardless of setting, including the other school personnel, unless they have a legitimate need to know or unless the student has authorized such disclosure. Action in violation of such student confidentiality may subject an employee to discipline, up to and including possible termination and, for certificated personnel, a report to the Professional Standards Commission.

However, when the school becomes aware of change in a student's gender identity or expression and such change constitutes a change in the student's mental, emotional, or physical health or wellbeing, the building principal and/or school counselor shall notify the student's parent/guardian. The individuals responsible for parental notification shall keep documentation that such notification has occurred detailing the date and time, participants in the communication, manner of communication, and the content of such communication.

Training

The District may conduct staff development or awareness activities for students or parents on transgender issues or gender diversity. However, in regard to such activities the District and its personnel shall not disclose the transgender status of any student without permission of that student and their parent(s)/guardian(s). Any student instruction on this topic shall comply with Policy 2320.

Dress Codes

School dress codes shall be gender neutral in all situations, including attire during the traditional school day, school activities including dances and prom, and graduation. The District will allow students to dress in a manner that is consistent with their gender identity within the constraints of the dress codes and any other rules regarding student attire.

Students may wear clothing or accessories that voice their views on lesbian, gay, bisexual, and

transgender (LGBT) issues, regardless of viewpoint, provided these conform to the dress code; are not a disruption to the educational environment; and are not obscene, threatening, lewd, or vulgar.

School Dances

The District shall not impose different or unique practices or rules for same sex couples or transgender students who attend and/or participate in school activities, including dances. This includes such matters as prohibition of attendance of same sex student couples, limitations of public displays of affection only applicable to same sex couples, discounted couples tickets, any requirement that dance court titles correspond to sex assigned at birth, and other such distinctions.

Safe Environment

It is the responsibility of the District to strive to provide all students, including LGBT students, with a safe school environment. Discrimination, harassment, bullying, or sexual harassment complaints involving LGBT students shall be handled in the same manner as other discrimination, harassment, bullying, and sexual harassment complaints.

Cross References

Code	Description
2140	Student and Family Privacy Rights
2140-F(1)	Student and Family Privacy Rights - Consent Form
2320	Health, Sex Education, and Human Sexuality
2320-P(1)	Health, Sex Education, and Human Sexuality - Parent Complaints
2320-F(1)	Health, Sex Education, and Human Sexuality - Parental Permission Form for Sex Education or Instruction Related to Human Sexuality
3255	Student Dress
3280	Equal Education, Nondiscrimination, and Sex Equity
3290	Sexual Harassment/Intimidation of Students
3290-F(1)	Sexual Harassment/Intimidation of Students - Reporting Form for Students
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying

3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM
3575	Student Data Privacy and Security
9605	Facilities Separated by Sex

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

Status:

Original Adopted Date: | Last Reviewed Date:

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

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

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials. Should the District or any of its' employees have reason to believe that a child under 18 years of age has been abused, abandoned, or neglected or has been subjected to conditions which would reasonably result in abuse, abandonment, or neglect, the school shall follow appropriate reporting requirements pursuant to the Child Protective Act. Employees shall also report the incident to the District's Title IX coordinator or deputies, as described in Policy 3085.

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

The Board shall review this policy annually.

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

Any person wishing to report an instance of sexual assault may do so in accordance with Policy 3085.

If the Title IX Coordinator determines the instance of sexual assault does not fall within the scope of Procedure 3085P to address, it may be addressed through this policy. The District shall maintain the confidentiality of the student, as far as possible, and may notify the student of what information may need to be disclosed in the course of the investigation, to whom, and why. The District shall take steps to prevent retaliation against a student who files a complaint regarding sexual assault. The District shall immediately act to remediate the situation, without waiting for the completion of the investigation, and shall notify the student of any services available to assist him or her.

Such remediation during or following an investigation may include:

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

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

Legal References	**Description**
IC § 16-1601, et seq.	Child Protective Act
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	**Description**
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance

	Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students

Board Policy 3290: Sexual Harassment/Intimidation of Students

Status:

Original Adopted Date: | Last Reviewed Date:

The Board of Trustees believes that students and employees of the Minidoka County Joint School District No. 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, its students, or others is prohibited and will not be tolerated.

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he or she makes unwelcome advances; requests sexual favors; or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:

    A. Substantially interfering with the student's educational environment;
    B. Creating an intimidating, hostile, or offensive educational environment;
    C. Depriving a student of educational aid, benefits, services, opportunities or treatment; or
    D. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process, per Policy 3085 and Procedure 3085P. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion, consistent with the discipline policy. Any person who knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

Any individual seeking further information should contact the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent shall ensure that the student and employee handbooks identify the name, address, and telephone number of the individual

responsible for coordinating the District's compliance efforts.

An individual with a complaint alleging a violation of this policy which does not fall within the scope of allegations addressed by Procedure 3085P shall follow the Uniform Grievance Procedure.

Legal References	Description
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
IC § 67-5909	Commission on Human Rights - Acts Prohibited
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3281	Gender Identity and Sexual Orientation
4120	Uniform Grievance Procedure
4120-F(1)	Uniform Grievance Procedure
5275	Adult Sexual Misconduct

Board Policy 3295: Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying

Status:

Original Adopted Date: | Last Reviewed Date:

The personal safety and welfare of each child is of paramount concern to the Board of Trustees, employees, and patrons of the District. The Board 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, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and 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.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

It is of particular importance that District employees be knowledgeable and thoroughly educated about their legal and ethical responsibilities regarding intervention and reporting of student harassment, intimidation, and bullying.

Prohibitions

The District prohibits students from engaging in the following activities:

1. Physical abuse against a student or staff member, including, but not limited to, hitting, pushing, tripping, kicking, blocking, or restraining another's movement; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.

2. Verbal abuse against a student or staff member, including, but not limited to, name calling, threatening, verbal sexual misconduct, taunting, use of profanity or vulgarity, and malicious teasing.

3. Psychological abuse against a student or staff member, including, but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures or writing inappropriate statements regarding another, intentionally excluding others another from groups, and similar activities.

4. Cyber-bullying, harassment, coercion, intimidation, and/or bullying, including any intentional gesture or any intentional written, verbal, or physical acts or threats, as outlined in this policy and its related procedures.

5. Conspiring with another individual to commit any act of harassment, coercion, discrimination, intimidation, or bullying against another student.

6. Engaging in any hazing activity. Preventing hazing is the responsibility of every student and staff member of this District. Memberships in groups, teams, and other organizations sponsored by the District are intended to provide students with athletic, social, intellectual, leadership, and service opportunities to compliment and enrich the academic program. The educational purpose of sponsoring such organizations is compromised by hazing activities of any nature, as such activities are harmful to students.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Students or third parties may also be referred to law enforcement officials.

Notification

Information on the District's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to school personnel, parents, and students in the District and included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

Procedures

The Superintendent is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

Building principals and the Superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, or cyber-bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels they have been a victim of hazing, harassment, intimidation, or cyber-bullying, in violation of this policy shall immediately report their concerns to staff.

Reporting

The District shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

The Board shall review this policy annually.

Legal References	Description
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
IC § 18-917	Assault And Battery - Hazing
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IC § 33-205	Denial of School Attendance
IC § 33-512	District Trustees - Governance of Schools
IC § 67-5909	Commission on Human Rights - Acts Prohibited
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
2335	Digital Citizenship and Safety Education
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3260	Bring Your Own Technology Program
3260-F(1)	Bring Your Own Technology Program - Permission Form
3281	Gender Identity and Sexual Orientation
3296	Bullying Awareness Week
3297	Names, Pronouns, and Titles
3330	Student Discipline
4300	Conduct on School Property

5265	Employee Responsibilities Regarding Student Harassment
8705	Generative Artificial Intelligence

Minidoka County Joint School District #331

STUDENTS **3295F1**

COMPLAINT FORM

If you feel you have been hazed, harassed, intimidated, bullied, or cyber bullied, you should immediately report the situation to school personnel and complete this form to document your report.

This form can also be used to report any such incident you have witnessed.

Please submit this report to the building principal.

School _____ Date _____

Student's/Complainant's Name_____

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

Who was hazed, harassed, intimidated, bullied, or cyber bullied? _____

Who was responsible for the incident(s)? _____

_____

Describe the incident(s): _____

_____

_____

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

_____

_____

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

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

_____

_____

_____

Did anyone witness the incident(s)? ☐ yes ☐ no

If so, name the witnesses: _____

_____

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

If so, please describe: _____

_____

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

If yes, what action did you take: _____

_____

_____

_____

Were there any prior incidents? ☐ yes ☐ no

If so, describe any prior incidents: _____

_____

_____

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

Signature of complainant: _____

Signature of parents/legal guardian: _____

Office Use Only

Person Receiving this Report: _____

Date Received: _____

Date(s) of Investigation: _____

Date Logged: _____

Final Disposition: _____

Minidoka County Joint School District #331

STUDENTS **3295F2**

Hazing, Harassment Intimidation, Bullying, Cyber Bullying Log

Building: _____ School Year: _____

Page: _____

To ensure that reports of hazing, harassment, intimidation, bullying, and cyber bullying are dealt with promptly, each administrator shall complete this form each year, review it with the Superintendent at least quarterly, and submit a copy to the Superintendent prior to leaving for the summer.

A copy of each written report is to be attached to this log.

Date: _____ Victim: _____

Accused: _____

Incident Description: _____

Investigation Description: _____

Result: _____

Date: _____ Victim: _____

Accused: _____

Incident Description: _____

Investigation Description: _____

Result: _____

Date: _____ Victim: _____

Accused: _____

Incident Description: _____

Investigation Description: _____

Result: _____

Date: _____ Victim: _____

Accused: _____

Incident Description: _____

Investigation Description: _____

Result: _____

Date: _____ Victim: _____

Accused: _____

Incident Description: _____

Investigation Description: _____

Result: _____

Date: _____ Victim: _____

Accused: _____

Incident Description: _____

Investigation Description: _____

Result: _____

Date: _____ Victim: _____

Accused: _____

Incident Description: _____

Investigation Description: _____

Result: _____

Date: _____ Victim: _____

Accused: _____

Incident Description: _____

Investigation Description: _____

Result: _____

Procedure 3295-P(1): Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying

Status:

Original Adopted Date: | Last Reviewed Date:

The following definitions and procedures shall be used for reporting, investigating, and resolving complaints of hazing, harassment, intimidation, bullying, and cyber bullying.

District employees are authorized and expected to intervene or facilitate intervention on behalf of students facing harassment, intimidation, and bullying. Intervention shall be designed to:

1. Correct the problem behavior;
2. Prevent another occurrence of the problem;
3. Protect and provide support for the victim of the act; and
4. Take corrective action to address documented systemic problems related to harassment, intimidation, or bullying.

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

2. "District" includes District facilities, District property, buses, electronic technology or electronic communication equipment on District computers, networks, or forums and non-District property if the student or employee is at any District-sponsored, District-approved or District-related activity or function, such as field trips or athletic events where students are under the control of the District or where the employee is engaged in District business.

3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any District-sponsored activity or grade level attainment, such as forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or weight. Sexual harassment is addressed separately in Policies 3085 and 3290 and their related procedures.

5. "Harassment, intimidation, or bullying" means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student's opportunities or performance, that takes place on or immediately adjacent to school grounds, school property, at any school-sponsored activity, on school-provided

transportation or at any official school bus stop, and that has the effect of:

A. Harming a student or damaging a student's property;
B. Knowingly placing a student in reasonable fear of harm to the student or damage to the student's property; or
C. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment.

6. "Cyber bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs through the District's computer network and the internet, whether accessed on campus or off campus, during or after school hours or through any private electronic device done when the student is present at school. In the situation that cyber bullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school and/or in violation of District policy or state law. The Administration shall, at their discretion, contact local law enforcement.

7. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, gender identity and expression, or sexual orientation.

Retaliation/False Charges

Retaliation against any person who reports or is thought to have reported, filed a complaint, or otherwise participated in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions, up to and including termination or expulsion.

Any person found to have retaliated against another individual for reporting an incident of harassment may be subject to the same disciplinary action provided for harassment. Individuals who assist or participate in an investigation of harassment are also protected from retaliation under this policy.

Confidentiality

It is recognized that harassment, hazing, intimidation, bullying, and cyber bullying is often very distressing for the victim and those who suffer as a result of such actions may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and complaints are dealt with allowing for as much confidentiality as can be provided while at the same time allowing for a thorough and appropriate investigation and reporting, where appropriate.

Policy Distribution

Information about this policy must be distributed to the school community annually, including parents, students, and all school personnel. Information about the District's policies and procedures will be included in student orientation material and in the student handbook.

The Superintendent or designee shall annually distribute and review with employees the requirements, policies, and procedures to be followed concerning the handling of student harassment, intimidation, and bullying and shall include this information in employee handbooks. All new employees will be given these policies and procedures as part of their orientation program.

The District shall provide ongoing professional development to assist school employees in preventing, identifying, intervening, and responding to harassment, intimidation, and bullying. The content of ongoing professional development for District employees shall include, but is not limited to:

1. School philosophy regarding school climate and student behavior expectations;
2. Definitions of harassment, intimidation, and bullying with specific examples;
3. Prevention strategies or programs including the identification of materials to be distributed annually to students and parents;
4. Expectations and examples of staff intervention to harassment, intimidation, and bullying; and
5. School process for responding to harassment, intimidation, and bullying including the reporting process for students and staff, investigation protocol, the involvement of law enforcement, related student support services, and parental involvement.

Complaint Procedures

Building principals and the Superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, or cyber-bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he or she has been a victim of hazing, harassment, intimidation, or cyber-bullying, in violation of this policy shall immediately report his or her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

Step I: Any hazing, harassment, intimidation, bullying, or cyber-bullying, information (complaints, rumors, etc.) shall be presented to the building principal or Superintendent. Students may report such information to another staff member who shall relay the complaint to the building principal or Superintendent. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board Chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. This may be done using Form 3295-F1.

Step II: The District official receiving the complaint shall make a record of the report and promptly investigate or refer the complaint to an appropriate colleague or outside party for investigation. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses, and written statements may be gathered from all of the parties to the incident, including any witnesses. All findings

related to the complaint will be reduced to writing. The District official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. This shall include a written report detailing the investigation, the statements of the parties, and any other evidence presented. The District will strive to complete this investigation within ten work days.

Due to the requirements of the Family Educational Rights and Privacy Act, it will often not be possible to provide complainants and parents with detailed information on disciplinary actions taken against another student. To the extent feasible, each party will be notified of the outcome of the investigation within five working days.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent or their designee.

If it is determined that the prohibited conduct occurred, the Superintendent or their designee will take immediate action to address the behavior and to prevent similar behavior in the future.

The building principal shall record a summary of the incident, investigation, and resulting actions taken shall be recorded on Form 3295-F2, which the building principal shall share with the Superintendent regularly.

Step III: If the complainant is not satisfied with the decision at Step II, he or she may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten working days.

Step IV: If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten working days after receipt of the Step III decision. The Board shall, within twenty working days, conduct an informal review at which time the complainant shall be given an opportunity to present the complaint and the District's administration to respond if they so desire. The course and conduct of this proceeding shall be informal and shall be at the sole discretion of the Board. The Board shall provide a written decision to the complainant within ten working days following completion of the informal review.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation and Reporting

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation, bullying, or cyber-bullying, complaints and documentation will be maintained as a confidential file in the District Office and reported as required by the State Department of Education. The Superintendent, building principal, or their designee shall be responsible for receiving and documenting complaints alleging student

harassment, intimidation, and bullying.

The District will keep and maintain a written record, including, but not limited to:

1. Witness statements;
2. Investigative reports; and
3. Correspondence, from the date any allegation of harassment is reported to District personnel.

The information in the written record will also include the action taken by the District in response to each allegation. The written record will be kept permanently in the District's administrative offices and will not, at any time, be purged by District personnel.

The Superintendent or their designee may refer allegations of bullying to law enforcement they believe the alleged actions violate the law.

Legal References	**Description**
20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972
34 CFR Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance
IC § 18-917	Assault And Battery - Hazing
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IC § 33-205	Denial of School Attendance
IC § 33-512	District Trustees - Governance of Schools
IC § 67-5909	Commission on Human Rights - Acts Prohibited
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	**Description**
2335	Digital Citizenship and Safety Education
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation

	Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3260	Bring Your Own Technology Program
3260-F(1)	Bring Your Own Technology Program - Permission Form
3281	Gender Identity and Sexual Orientation
3296	Bullying Awareness Week
3297	Names, Pronouns, and Titles
3330	Student Discipline
4300	Conduct on School Property
5265	Employee Responsibilities Regarding Student Harassment
8705	Generative Artificial Intelligence

Board Policy 3297: Names, Pronouns, and Titles

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

The District shall strive to create a safe and welcoming environment for all students while also complying with IC 67-5909B.

No student or staff member shall be disciplined for any of the following:

1. Declining to identify the pronouns they prefer to be addressed by;
2. Declining to refer to another person by:

    A. Any pronoun or gendered title that is not traditionally associated with the individual's sex as indicated on the birth certificate provided to the District;
    B. A name other than the individual's legal name or a derivative of it.

However, consistent with the District's obligations to its students, nothing in this policy shall override IC 18-917A and Policy 3295 Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying.

For the purposes of this policy, a student's legal name is the official name provided on a student's registration form, and as identified on the student's birth certificate or applicable court order received by the District identifying the student's legal name.

If any teacher is unwilling to use the parent-authorized name or pronouns of a student in their class:

1. The teacher shall notify the building principal.

2. The building principal or their designee shall notify the Superintendent.

3. The building principal shall notify the student's parent/guardian to discuss any options available to the student, such as transferring to the same class taught by another teacher or transferring to a different class. Depending upon the age of the student and the desires of the parent/guardian, the student in question may be part of these discussions.

4. If no resolution acceptable to the District, teacher, and parent/guardian can be reached, the parent/guardian of the student will be offered reasonable academic accommodation as described in Policy 2425 Parental Rights.

5. If a resolution acceptable to the District, teacher, and parent/guardian is reached, such resolution shall be documented by the District. Such documentation shall include the resolution reached and shall affirmatively detail the agreement of the parties to the resolution.

<u>Parental Permission</u>

Permission shall not be required for a student to use their first, middle, or last name or a derivative of that name. For the purposes of this policy, a derivative of a name includes a shortened or modified name that is typically used as a nickname for the person's legal name. It also includes a person's initials.

A student's parent/guardian must provide written permission for District employees to use the following when referring to a student:

1. Any pronoun or gendered title that is not traditionally associated with the individual's sex as indicated on the birth certificate provided to the District;
2. A name other than the individual's legal name or a derivative of it.

A parent/guardian may provide such written permission when submitting a signed registration form for their student if the form contains a field for a chosen name or name the student commonly uses and/or a field where the parent can provide the pronouns the student uses. The Superintendent or their designee shall create a process for parents/guardians to provide such permission at other times of the school year or if such information is not collected on the registration form.

If there is disagreement or uncertainty about whether the name a student uses is a derivative of their legal name, the matter shall be brought to the building principal. If the principal determines that there is uncertainty about whether the name is a derivative of the student's legal name or determines the name is not a derivative of the legal name, the principal shall direct the student to the process for the student's parent/guardian to provide permission if they wish to proceed with using the name in question.

Legal References	**Description**
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IC § 67-5909B	Compulsory Gender Language Prohibited

Cross References

Code	**Description**
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying

3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM

Board Policy 3300: Drug Free School Zone

Status:

Original Adopted Date: | Last Reviewed Date:

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

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

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

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

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

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

The Board shall review this policy annually.

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

The Drug-Free Schools and Communities Act of 1986 (as amended)

Cross References

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

Board Policy 3305: Prohibition of Tobacco Possession and Use

Status:

Original Adopted Date: | Last Reviewed Date:

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the school environment.

The Board prohibits tobacco use and possession by students at any time in a school building or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. Tobacco use and possession by students is also prohibited at school-sponsored activities that are held off school property.

The District may initiate discipline according to the District's Student Discipline policy and/or prosecution of a student who possesses or uses tobacco in violation of this policy.

Definition

For the purposes of this policy, tobacco use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Legal References	Description
IC § 39-5703	Prevention of Minors' Access to Tobacco -Possession, Distribution or Use by a Minor
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
3300	Drug Free School Zone
3330	Student Discipline
4300	Conduct on School Property

Board Policy 3310: Gangs & Gang Activity

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

The Board is committed to ensuring a safe and orderly environment, where learning and teaching may occur without physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs below shall be restricted from school grounds or school activities.

Definitions

"Gang" shall refer to any group of three or more persons, whether formal or informal, that has a common name or common identifying sign or symbol, and associate together to advocate, conspire, or commit:

1. One or more criminal acts; or
2. Acts which threaten the safety or well-being of property or persons, including, but not limited to, harassment and intimidation.

It also includes gangs as defined in Idaho Code.

Students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;

2. Display tattoos which may be affiliated with any gang and/or representative of any gang;

3. Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or

4. Engage in any act furthering the interest of any gang or gang activity, including, but not limited to:

    A. Soliciting membership in or affiliation with any gang;
    B. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
    C. Painting writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property; or
    D. Engaging in violence, extortion, or any other illegal act or other violation on school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Legal References	Description
IC § 33-210	Attendance at Schools —Students Using or Under the Influence of Alcohol or Controlled Substances
IDAPA 08.02.03.160	Safe Environment and Discipline
Pub. L. 100-690	The Anti-Drug Abuse Act of 1988 (as amended)

Cross References

Code	Description
3255	Student Dress

Board Policy 3320: Substance and Alcohol Abuse

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

The Minidoka County Joint School District # 331 is a drug, alcohol, and tobacco free school district and zone. The Board recognizes that use of alcohol and drugs is a serious problem of great concern in our society and that the presence of drugs in school is detrimental to the educational environment and harmful to the health, safety, and welfare of students and staff. The District wishes to help those in need of alcohol and drug intervention and at the same time to protect others that are affected by the presence of alcohol and drugs and to enforce the policies of the District relating to use, possession, or being under the influence of alcohol or controlled substances, as that term is defined in statute (I.C. § 37-2732C).

Students attending school in the District will not use, possess, sell, buy, or distribute drugs, including alcohol; tobacco, including smokeless tobacco, electronic cigarettes or vapes, or look-alikes; controlled substances or related paraphernalia, or over-the-counter medications (except as allowed by District policy) on District property or at District events or activities.

Voluntary Disclosure

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

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

Use of Alcohol/Drugs Not Disclosed Voluntarily

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

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

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

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

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

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

Resources

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

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

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

The Board shall review this policy annually.

Intentional Harassment

District employees and independent contractors of the District are prohibited from using their authority to determine reasonable suspicion solely for the purpose of intentionally harassing a student. Using the authority in such a manner may result in disciplinary action against the employee or may be considered a breach of the District's contract with the independent contractor.

Legal References	**Description**
IC § 33-210	Attendance at Schools —Students Using or Under the Influence of Alcohol or Controlled Substances
IC § 33-6000	Parental Rights
IC 37-2732C	Using or Being Under the Influence - Penalties
IDAPA 08.02.03.160	Safe Environment and Discipline

Pub. L. 100-690	The Anti-Drug Abuse Act of 1988 (as amended)

Cross References

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

Board Policy 3330: Student Discipline

Status:

Original Adopted Date: | Last Reviewed Date:

The Board recognizes the necessity of fair and judicious rules and guidelines to aid in the positive conduct of students, resulting in the benefit of all students. This policy applies while a student is on District property, on District transportation, or at any school-sponsored activity.

Each building principal shall be responsible for overseeing and implementing student discipline in their buildings as outlined in their student handbooks and in this policy.

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including, but not limited to:

1. Habitual truancy;
2. Incorrigibility;
3. Academic dishonesty;
4. Conduct continuously disruptive of school discipline or of the instructional effectiveness of the District;
5. Conduct or presence of a student when the same is detrimental to the health and safety of other pupils;
6. Using, possessing, distributing, purchasing, or selling tobacco products, including e-cigarettes and vapes;
7. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school functions and are treated as though they had alcohol in their possession;
8. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia. Students who are under the influence are not permitted to attend school functions and are treated as though they had drugs in their possession;
9. Assembly or public expression that advocates the use of substances that are illegal to minors or otherwise prohibited within this policy;
10. Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons in a School Building” section of this policy;
11. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon;
12. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct;
13. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct. The District prohibits unlawful acts of violence against students, District personnel, or any other persons.

Assault or battery by a student against another student, employee, or any other person occurring on school property or at a school sponsored event will subject the student to disciplinary action and may result in referral to law enforcement;

14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property;

15. Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or which is disruptive to the educational environment;

16. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants;

17. Hazing – For purposes of this policy, the term "hazing" shall have the meaning set forth in Idaho Code;

18. Initiations;

19. The forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school;

20. Harassment, intimidation, cyber bullying, or bullying as defined in Idaho Code and District policy.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
3. Traveling to and from school or a school activity, function, or event; or
4. Anywhere, including off-campus, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with the education environment.

<u>Traditional Disciplinary Measures</u>

Traditional disciplinary measures include, but are not limited to:

1. Expulsion;
2. Suspension;
3. Detention, including Saturdays;
4. Clean-up duty;
5. Loss of student privileges;
6. Loss of bus privileges;
7. In-school detention, which may take place during lunchtime, after school, or on weekends;
8. Notification to juvenile authorities and/or police;
9. Temporary removal from the classroom;
10. Meeting with the student and the student's parents; and
11. Restitution for damages to school property.

Classroom discipline will typically be handled starting at the classroom level, followed by possible removal to the principal's office should the behavior persist.

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment shall be defined as the use of physical contact inflicted by a school employee upon the body of a student for purposes of punishment. Corporal punishment does not include, and District personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

Alternative Disciplinary Measure

Alternative disciplinary action is discipline other than traditional suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

Alternative discipline includes, but is not limited to:

1. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
2. Mediation when there is mutual conflict between peers, rather than one-way negative behavior;
3. Counseling;
4. Anger management;
5. Health counseling or intervention;
6. Mental health counseling;
7. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution, and restorative conferencing;
8. Diversion or use of juvenile specialty courts;
9. Behavioral management plan;
10. Corrective instruction or other relevant learning or service experience;
11. Community service; and
12. In-school detention or suspension which may take place during lunchtime, after school, or on weekends.

Consequences for Harassment, Intimidation, and Bullying

Students engaging in harassment, intimidation, or bullying will be subject to graduated consequences appropriate to the severity of the violation as determined by the Board, school administrators, or designated personnel depending upon the level of discipline. Graduated consequences for bullying may include any of the above listed traditional or alternative disciplinary measures or a combination thereof in accordance with the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. However, depending upon the nature of the act, the District reserves the right to deviate from the process of graduated consequences to appropriately address the conduct at issue and move directly to suspension or expulsion proceedings. District personnel may also report the student's conduct to the appropriate law enforcement officials.

Disciplining Students on Individual Education or Section 504 Plans

The District shall comply with the procedural safeguards enumerated in State and federal law and rule when disciplining students with individualized education plans or 504 plans.

Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered to be or look like a firearm, shall be expelled for a definite period of time of at least one calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the appropriate law enforcement agency of any student who brings a firearm to school.

If a student violating this policy is identified as disabled, either under the IDEA or Section 504, a determination must be made whether the student's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed.

Any student subject to an expulsion shall be entitled to a hearing before the Board, in accordance with Idaho Code and Board policy.

Possession of a Weapon on School Property – Misdemeanor

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium, or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this State or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program, or event regardless of location.

As used in this section of this Policy only:

1. "Deadly or dangerous weapon" means any weapon as defined in United States Code. Such term does not include a pocket knife with a blade of less than 2½ inches in length. and
2. "Firearm" means any firearm as defined in United States Code.

Any person who possesses, carries, or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board's discretion whether to allow a person to possess carry or store a weapon in a school building.

This section of this policy does not apply to:

1. Law enforcement personnel;

2. Any adult over 18 years of age and not enrolled in a public or private elementary or secondary school who has lawful possession of a firearm or other deadly or dangerous weapon, secured and locked in his or her vehicle in an unobtrusive, nonthreatening manner;

3. A person who lawfully possesses a firearm or other deadly or dangerous weapon in a private vehicle while delivering minor children, students, or school employees to and from school or

a school activity; or

4. A person or an employee of the school or District who is authorized to carry a firearm with the permission of the Board of Trustees.

5. INFRACTION	**FIRST OFFENSE**	**SECOND OFFENSE**	**THIRD OFFENSE**
Disrespect Vulgar Language Bullying/Harassment	Verbal warning and/or detention (suspension may occur depending on the severity of the offense)	Detention or suspension for up to 3 days or more to be determined during meeting with student, principal and parents	Detention, parents called, suspension for up to 5 days or more to be determined during meeting with student, principal and parents
Misuse of Technology	Device taken away by the principal and parents called	Device taken away by the principal; parents called; meeting with the principal, parents and student to develop a plan	Device taken away by the principal; meeting with the principal, parents and student (possible loss of device privileges for remainder of the year)
INFRACTION	**FIRST OFFENSE**	**SECOND OFFENSE**	**THIRD OFFENSE**
Destruction of Property	Suspension for up to 3 days or more, meeting with principal, parents and student to determine the number of days of suspension and cost for restitution	Suspension for up to 5 days or more, meeting with principal, parents and student to determine the number of days of suspension and cost for restitution	Suspension for up to 5 days or more, meeting with principal, parents and student to determine the number of days of suspension and cost for restitution
Fighting/Assault	Suspension for 1 to 3 days to be determined during meeting with student, principal and parents	Suspension for 3 days or more to be determined during meeting with student, principal and parents	Suspension for up to 5 days or more to be determined during meeting with student, principal and parents

Controlled Substance Alcohol, Tobacco or Vaping	Suspension for 3 days or more to be determined during meeting with student, principal and parents	Suspension for up to 5 days or more to be determined during meeting with student, principal and parents	Suspension pending an expulsion hearing with the Superintendent
Threats Against Others	Suspension for up to 3 days or more to be determined during meeting with student, principal and parents	Suspension for up to 5 days or more to be determined during meeting with student, principal and parents	Suspended pending an expulsion hearing with the District Discipline Review Committee.
Weapon	Suspension and possible referral to the District Discipline Review Committee for further consequences to be determined during meeting with student, principal and parents.	Expulsion. Appeals may be made to the Board.	

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal punishment, or in-school suspension) which is appropriate and in accordance with the policies and rules on student discipline. Teachers may remove students from a classroom for disruptive behavior.

Nondiscrimination

The District will ensure that student discipline is enforced in a nondiscriminatory manner to avoid subjecting similarly situated students to different treatment without a legitimate reason for doing so, or when such a reason is merely a pretext for discrimination. Such discrimination, which the District will endeavor to avoid, includes the following:

1. Adopting discipline rules which treat students differently based on race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical or mental handicap or disability, economic or social conditions, or actual or potential marital or parental status, or status as a homeless child;

2. Adopting any rule with the intention of targeting students based on the personal characteristics listed above, rather than for a legitimate purpose, regardless of whether the

phrasing of the rule appears neutral with regard to students' personal characteristics;

3. Enforcing an apparently neutral rule more harshly on the basis of a student's personal characteristics; or

4. Discipline of any student when it is motivated by intentional discrimination.

Notification

A summarized version of this policy shall be provided in writing at the beginning of each school year to the school personnel, parents, and students in the District. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

The Board shall review this policy annually.

Legal References	**Description**
18 USC § 921	Firearms - Definitions
18 USC § 930	Possession of Firearms and Dangerous Weapons in Federal Facilities
20 USC § 7961	Gun-Free Requirements
29 USC § 701, et seq.	Section 504 of the Rehabilitation Act of 1973
IC § 18-3302D	Possessing Weapons or Firearms on School Property
IC § 18-3302I	Threatening Violence on School Grounds
IC § 18-917	Assault And Battery - Hazing
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1224	Powers and Duties of Teachers
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IC § 33-205	Denial of School Attendance
IDAPA 08.02.03.109.05	Special Education
IDAPA 08.02.03.160	Safe Environment and Discipline

Other References	**Description**
Office of Civil Rights	Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline

Cross References

Code	Description
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3200	Student Rights and Responsibilities
3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM
3300	Drug Free School Zone
3305	Prohibition of Tobacco Possession and Use
3320	Substance and Alcohol Abuse
3340	Corrective Actions, Punishment, and Denial of Enrollment
3340-P(1)	Corrective Actions, Punishment, and Denial of Enrollment
4140	Visitors to the Schools
4300	Conduct on School Property
4320	Disruption of School Operations

5265	Employee Responsibilities Regarding Student Harassment
8140	Student Conduct on Buses

Board Policy 3330-P(1): Discipline Plans

Status:

Original Adopted Date: | Last Reviewed Date:

Building Level Discipline Plan

Building principals shall work with staff to develop a discipline plan that outlines general building rules and how student discipline will be handled in the building. The plan shall include responsibilities of classroom teacher, administrators, and when to contact a student's parents/guardians. The plan should clarify minor infractions and outline consequences for them.

Minor Infractions

All minor infractions should be handled by staff who have direct supervision of the student before advancing to the next step. The following are examples of actions that are typically minor infractions. Minor infractions are typically handled by the classroom teacher. Three minor infractions may constitute a major infraction.

1. Incorrigibility
2. Failure to follow class rules or directions
3. Cheating, plagiarism or knowingly attempting to commit academic dishonesty
4. Conduct continuously disruptive to the educational environment or to the instructional effectiveness of the classroom
5. Engaging in any activity that constitutes disorderly conduct, an interference with school purposes or an educational function or disruption to the educational environment
6. Public displays of affection
7. Violation of dress code

Major Infractions

In the case of major infractions, law enforcement may, at the discretion of the building administrator or their designee, be consulted to help assess the situation and determine if legal consequences are applicable or necessary in addition to school discipline.

School personnel will take into consideration the age of the student when disciplining students.

Legal References	Description
18 USC § 921	Firearms - Definitions
18 USC § 930	Possession of Firearms and Dangerous Weapons in Federal Facilities
20 USC § 7961	Gun-Free Requirements
29 USC § 701, et seq.	Section 504 of the Rehabilitation Act of 1973

IC § 18-3302D	Possessing Weapons or Firearms on School Property
IC § 18-3302I	Threatening Violence on School Grounds
IC § 18-917	Assault And Battery - Hazing
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1224	Powers and Duties of Teachers
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IC § 33-205	Denial of School Attendance
IDAPA 08.02.03.109.05	Special Education
IDAPA 08.02.03.160	Safe Environment and Discipline

Other References	**Description**
Office of Civil Rights	Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline

Cross References

Code	**Description**
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3200	Student Rights and Responsibilities
3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS

	CONDUCT AGREEMENT
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM
3300	Drug Free School Zone
3305	Prohibition of Tobacco Possession and Use
3320	Substance and Alcohol Abuse
3340	Corrective Actions, Punishment, and Denial of Enrollment
3340-P(1)	Corrective Actions, Punishment, and Denial of Enrollment
4140	Visitors to the Schools
4300	Conduct on School Property
4320	Disruption of School Operations
5265	Employee Responsibilities Regarding Student Harassment
8140	Student Conduct on Buses

Board Policy 3330-P(2): Incident Reporting

Status:

Original Adopted Date: | Last Reviewed Date:

The Minidoka County School District will track disciplinary actions that occur within each building so that it can be tracked by the State of Idaho. Administrators or designated school building personnel will be responsible for documenting disciplinary actions that occur at their respective school. Such actions shall be logged as soon as possible.

Reportable infractions shall consist of:

1. Fighting;
2. Truancies;
3. Vandalism;
4. Arson;
5. Sexual offenses;
6. Use and possession of drugs, alcohol, tobacco, or weapons;
7. Prescription abuse; or
8. Other incidents considered illegal infractions as defined by the State Department of Education Safe and Drug Free Schools.

The District shall report any required information about such incidents to the State Department of Education.

Infractions other than those listed above shall be recorded as directed by the Superintendent or their designee.

Legal References	Description
18 USC § 921	Firearms - Definitions
18 USC § 930	Possession of Firearms and Dangerous Weapons in Federal Facilities
20 USC § 7961	Gun-Free Requirements
29 USC § 701, et seq.	Section 504 of the Rehabilitation Act of 1973
IC § 18-3302D	Possessing Weapons or Firearms on School Property
IC § 18-3302I	Threatening Violence on School Grounds
IC § 18-917	Assault And Battery - Hazing
IC § 18-917A	Student Harassment — Intimidation — Bullying
IC § 33-1224	Powers and Duties of Teachers
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying

	Information and Professional Development
IC § 33-205	Denial of School Attendance
IDAPA 08.02.03.109.05	Special Education
IDAPA 08.02.03.160	Safe Environment and Discipline

Other References	**Description**
Office of Civil Rights	Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline

Cross References

Code	**Description**
3085	Sexual Harassment, Discrimination, and Retaliation Policy
3085-P(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Title IX Sexual Harassment Grievance Procedure, Requirements, and Definitions
3085-F(1)	Sexual Harassment, Discrimination, and Retaliation Policy - Notice of Investigation & Allegation Template
3085-F(2)	Sexual Harassment, Discrimination, and Retaliation Policy - Reporting Form for Students
3200	Student Rights and Responsibilities
3270	District-Provided Access to Electronic Information, Services, and Networks
3270-P(1)	District-Provided Access to Electronic Information, Services, and Networks - Acceptable Use of Electronic Networks
3270-F(1)	District-Provided Access to Electronic Information, Services, and Networks - INTERNET ACCESS CONDUCT AGREEMENT
3295	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-P(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3295-F(1)	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying - COMPLAINT FORM
3300	Drug Free School Zone

3305	Prohibition of Tobacco Possession and Use
3320	Substance and Alcohol Abuse
3340	Corrective Actions, Punishment, and Denial of Enrollment
3340-P(1)	Corrective Actions, Punishment, and Denial of Enrollment
4140	Visitors to the Schools
4300	Conduct on School Property
4320	Disruption of School Operations
5265	Employee Responsibilities Regarding Student Harassment
8140	Student Conduct on Buses

Board Policy 3335: Academic Honesty

Status:

Original Adopted Date: | Last Reviewed Date:

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will be responsible for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to building administrator(s).
All teachers, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. A copy of the Academic Honesty Policy shall be included in student handbooks and shall be distributed to parents via district publications at least annually.

Cheating

Cheating includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report;
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students;
3. Obtaining test questions and/or copies of tests outside the classroom test setting;
4. Lending and/or copying from another student's work (homework, tests, projects, assignments);
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading);
6. Allowing another student to copy answers during a test situation;
7. Collaborating with other students on an assignment in direct violation of a teacher's instructions;
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions;
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher; and
10. Submitting work previously presented in this course or in another course.

Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including internet sources, without citing the source, or citing the source but omitting quotation marks;
2. Paraphrasing the source without proper citation;
3. Copying stories, in whole or part, which appear in books, magazines, television, or film;
4. Copying directly, without making any changes, alterations, or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source;
5. Submitting papers written in whole or part by someone else, including internet sources;
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own; and
7. Submitting a paper purchased from a research or term paper service, including, but not limited to internet sources.

Cross References

Code	Description
8705	Generative Artificial Intelligence

Board Policy 3340: Corrective Actions, Punishment, and Denial of Enrollment

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

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

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, expulsion, or denial of enrollment.

When a student is suspended or expelled, they will be excluded from school and school activities.

For the purposes of the District's policies relating to corrective action or punishment:

1. "Temporary Suspension" is the exclusion from school or individual classes for a specific period of up to five school days.

   The Superintendent or the principal of any school may temporarily suspend any student for disciplinary reasons, including student harassment, intimidation, or bullying, or for other conduct disruptive of good order or of the instructional effectiveness of the school. Prior to suspending any student, the Superintendent or principal shall grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Any student who has been suspended may be readmitted to the school by the Superintendent or principal who suspended them on reasonable conditions prescribed by the Superintendent or principal. The Board of Trustees shall be notified of any temporary suspensions, the reasons for them, and the response to them.

2. "Extended Temporary Suspension" is the exclusion from school or individual classes by the Superintendent for an additional ten school days. Prior to suspending any student, the Superintendent shall grant an additional informal hearing on the reasons for the extended temporary suspension and the opportunity to challenge those reasons. The student may still be readmitted to the school by the Superintendent who suspended them on reasonable conditions prescribed by the Superintendent. The Board of Trustees shall be notified of any extended temporary suspensions, the reasons for them, and the response to them.

3. "Prolonged Temporary Suspension" is the exclusion from school or individual classes for an additional five school days. Only the Board can extend a temporary suspension for an additional five days and only upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to other students' health, welfare, or safety.

4. "Expulsion" is exclusion from school. Only the Board has the authority to expel or deny enrollment to any student who is a habitual truant, whose conduct is such as to be continuously disruptive of school discipline or of the instructional effectiveness of the school, or whose presence is detrimental to the health and safety of other students or who has been expelled from another school district in the State of Idaho or any other state, including if they were disenrolled from a previous school or district in any state in lieu of discipline. In addition, the Board has authority to expel or deny enrollment to any student if they are convicted or adjudicated of offenses outlined in IC 20-525A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications shall be disclosed by the student's parent/guardian at the time of enrollment,

and failure to do so may result in expulsion or denial of enrollment to the student. The District will provide written notice of any student who is expelled or denied enrollment to the prosecuting attorney within five days of the Board's actions.

No student shall be expelled nor denied enrollment without the Board having first given written notice to the parent/guardian of the student stating the grounds for the proposed expulsion or denial of enrollment and the time and place where such parent/guardian may appear to contest the action of the Board. The notice shall also state the rights of the student to be represented by counsel, to produce witnesses and submit evidence on their own behalf, and to cross-examine any adult witnesses who may appear against them. Within a reasonable period of time following such notification, the Board shall grant the student and their parents/guardian a full and fair hearing in executive session on the proposed expulsion or denial of enrollment. However, the Board shall allow a reasonable period of time between notification and the hearing to allow the student and their parents/guardian to prepare their response to the charge. Notice of expulsion or of a decision not to expel shall be provided to the student's parents/guardians by registered mail, return receipt requested.

5. "Discipline" constitutes all forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the District. Discipline shall not adversely affect a student's academic grade or graduation requirements as long as all required work is performed.

Except in extreme cases, students will not be expelled unless other forms of corrective action or punishment have failed, or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed. Suspensions or expulsions shall be used only for instances of serious student misconduct.

No student shall be expelled, suspended, or disciplined in any manner for any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

Discipline of Students with Disabilities

Additional requirements apply when suspending or expelling a student with a disability. The District shall comply with these requirements as outlined in Procedure 3340P.

Legal References	**Description**
20 USC § 1400, et seq.	Individuals with Disabilities Education Act (IDEA)
20-252A(5)	Expungement of Record - Exceptions
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IC § 33-205	Denial of School Attendance
IC § 33-512	District Trustees - Governance of Schools

Cross References

Code	Description
3005	Entrance, Placement, and Transfer
3070	Students of Legal Age
3265	Student Owned Electronic Communication Devices
3320	Substance and Alcohol Abuse
3330	Student Discipline
5265	Employee Responsibilities Regarding Student Harassment
8130	Transportation of Students with Disabilities

Procedure 3340-P(1): Corrective Actions, Punishment, and Denial of Enrollment **Status:**

Original Adopted Date: | Last Reviewed Date:

It is the intent of the Board to provide each student with those due process rights that are provided by law.

Suspension

In the event the proposed punishment of a student is to include denial of the right of school attendance from any single class or full schedule of classes for at least one day, the following procedure shall be used:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given the opportunity to respond to the charges.

2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. Any suspension shall be reported immediately to the student's parent/legal guardian. A written notice of suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent/guardian of the right to a review of the suspension. A copy of the notice shall be sent to the Superintendent.

4. Upon request of the parent/legal guardian, a review of the suspension shall be conducted by the Superintendent. At the review, the student and parent/legal guardian may appear and discuss the suspension with the Superintendent. After the meeting, the Superintendent shall take such action as appropriate. That action is final.

5. **[SELECT ONE: Work missed during the period of suspension cannot be made up for consideration for grading. OR Arrangement can be made between the [school OR teacher] and student or their family such that graded work missed during the period of suspension can be completed by the student for consideration for the student's grade.**

6. The suspension of a student may be extended by the Superintendent or the Board in accordance with State law. Written notice of the extension of a suspension will be provided to the student's parent/legal guardian.

Expulsion

A student may be expelled from school only by the Board, and only after the following due process procedures have been followed:

1. The student and parent/legal guardian shall be provided written notice of the Board hearing to consider the recommendation for expulsion, by registered or certified mail at least five school days before the date scheduled for the hearing. The notice shall include the grounds for the proposed expulsion, the time and place of the hearing, information describing the process to be used to conduct the hearing, including the rights of the student to be represented by counsel, to produce witnesses and submit documentary evidence and the

right to cross-examine adult witnesses who testify against the student.

2. Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent/legal guardian by submitting a request showing good cause to the Superintendent at least two school days prior to the date of the hearing as originally scheduled. The Superintendent shall determine if the request shows good cause.

3. At the hearing, the student may be represented by counsel, present witnesses and other evidence, and cross-examine adult witnesses. Formal rules of evidence are not binding on the Board.

4. To ensure student privacy, the Board must take action on expulsion in executive session. The student shall not be named in the minutes of the meeting, but a record of the decision will be placed in the student's educational record and in the official records of the Board.

Procedures for Students with Disabilities

Students with disabilities are entitled to all of the due process rights set forth above. In addition, the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) provide additional discipline procedures to a student with disabilities. The District shall comply with the provisions of the IDEA and Section 504 when disciplining students with disabilities.

Suspension of Students with Disabilities

The District may suspend a student with disabilities for up to ten cumulative or consecutive school days in a school year for violation of the code of student conduct and educational services may cease to the same extent educational services cease for students without disabilities. Cumulative suspensions, if over ten school days in a school year, must not constitute a significant change in placement.

A significant change in placement occurs when a student with a disability is removed for more than ten consecutive school days or is subjected to a series of suspensions or removals that constitute a pattern of exclusion because they are more than ten school days in a school year, and because the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another indicate a pattern of exclusion.

For a student with an Individualized Education Program (IEP) who is suspended for more than ten cumulative school days in a school year and a change in placement does not occur, educational services shall be provided to the extent necessary to enable the student to appropriately progress in the general education curriculum and appropriately advance toward achieving the goals set out in the IEP, although in another setting, as determined by school personnel, in consultation with at least one of the student's teachers.

Expulsion of Students with Disabilities

A student with and IEP or 504 plan may not be expelled if the student's violation of the student code of conduct is a manifestation of the student's disability. Any student with an IEP or 504 plan whose violation of the code of conduct is not a manifestation of the student's disability may be

expelled pursuant to expulsion procedures to the same extent a nondisabled student would be expelled for the same violation.

If a student on an IEP is expelled for conduct not a manifestation of the student's disability the student shall continue to receive education services at an alternative setting, consisting of services necessary to enable the student to appropriately progress in the general education curriculum and appropriately advance toward achieving the goals set out in the student's IEP during the period of expulsion. Additionally, the student must receive, as appropriate, a functional behavioral assessment (FBA) and behavior intervention services and modifications designed to address the behavior violation so that it does not recur.

If a student with a 504 plan is expelled for conduct not a manifestation of the student's disability, educational services may cease during the period of expulsion to the same extent educational services cease for students without disabilities.

Additional Provisions

A student on an IEP who has carried a weapon to school or to a school function, or who knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student's current placement. Such a student may be placed in an appropriate interim alternative educational setting for no more than 45 school days in accordance with the IDEA.

A student who is not on an IEP and who has violated the code of student conduct may assert any of the protections provided by the IDEA if it is determined the District had knowledge that the student was a child with a disability before the behavior the precipitated the disciplinary action occurred. The District had knowledge if:

1. The parent expressed concern in writing to supervisory or administrative personnel, or to the student's teacher, that the student is in need of special education and related services; or

2. The parent requested an evaluation; or

3. The student's teacher, or other District personnel expressed specific concerns about a pattern of behavior by the student directly to the director of special education or other supervisory personnel.

Legal References	**Description**
20 USC § 1400, et seq.	Individuals with Disabilities Education Act (IDEA)
20-252A(5)	Expungement of Record - Exceptions
IC § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
IC § 33-205	Denial of School Attendance

Cross References

Code	Description
3005	Entrance, Placement, and Transfer
3070	Students of Legal Age
3265	Student Owned Electronic Communication Devices
3320	Substance and Alcohol Abuse
3330	Student Discipline
5265	Employee Responsibilities Regarding Student Harassment
8130	Transportation of Students with Disabilities

Board Policy 3345: Restraint & Seclusion

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

NOTE: ISBA recommends adopting the State Department of Education model policy on restraint and seclusion now available on their website: https://www.sde.idaho.gov/sped/.

Board Policy 3350: Detention

Status:

Original Adopted Date: | Last Reviewed Date:

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Detention may take place after school hours or during the school day. Secondary students may be required to attend Saturday detention for up to four hours.

Students in detention may work on school work missed, including school work missed while away from class. Students may also be assigned additional work to complete during detention.

Detention shall be part of the requirement of school attendance by the student.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged, and/or the specific conduct that allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his or her actions to the staff member. Parents must be notified prior to a student serving after-school detention. Students' parents/guardians will be notified of proposed detention outside of regular school hours, and the school shall attempt to plan the time of the detention in cooperation with the parents/guardians. In the case of detention during school hours, the school shall expeditiously provide written notice of the detention and the student's behavior that prompted it.

Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

The Superintendent or principal who directed the student detention shall document or have documented a record of the student's detention in the District's student information system.

Board Policy 3365: Student Sex Offenders

Status:

Original Adopted Date: | Last Reviewed Date:

Definition

"Student sex offender" shall mean a student who has been adjudicated delinquent or convicted of and placed on probation for a dangerous offense such as sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child.

Notification to School District

The Superintendent of Public Instruction is required by State law to notify a school district or private school regarding the enrollment of a registered juvenile sex offender. The Superintendent of Public Instruction is also required to notify the District or school of the offender's probationary status or treatment status, if known. The Superintendent of the District or his or her designee shall make contact with the State Department of Education in order to receive regular updates of this information.

Educational Placement

The Superintendent of the District or his or her designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent or his or her designee shall consider such factors as the safety and health of the student population. The Superintendent or designee shall develop guidelines for managing each student sexual offender in District schools. If the Superintendent or designee determines that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Convicted juvenile sex offenders shall not attend a school attended by their victims or a victim's sibling. The offender and his or her parent or guardian shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a District school. If the IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Staff

Staff members are to be alert to and inform school officials of any behavior by a juvenile offender that creates an abnormal risk to members of the school community. However, each circumstance involving a student probationary juvenile offender attending a District school shall be evaluated on a case-by-case basis. Whenever possible without placing other students or adult members of the

school community at risk, reasonable efforts should be made to continue the student's education, to provide supportive services, and to avoid any acts of harassment or vigilantism against the student. Although federal and State laws and rules permit the release of information concerning a student registered sex offender, discretion should be exercised when discussing or disseminating information about the student. Whenever possible, the school community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offender's conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.

Legal References	Description
IC § 18-8402	Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Findings
IC § 18-8403	Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Definitions
IC § 18-8408	Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Providing List To Superintendent Of Public Instruction
IC § 18-8412	Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Exemption from Civil Liability
IC § 18-8413	Juvenile Sex Offender Registration Notification and Community Right-To-Know Act - Penalties for Vigilantism or Other Misuse of Information
IC § 33-205	Denial of School Attendance

Board Policy 3370: Searches and Seizure

Status:

Original Adopted Date: | Last Reviewed Date:

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment and Personal Effects Left There by Students

Lockers assigned to students are the property of the school district. The student will be responsible for the proper care and use of the locker assigned for their use. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by students, without notice or consent of the student. This applies to student vehicles parked on school property. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, and other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

Students

School authorities may search the student and/or the student's personal effects in the student's possession when there is reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Whenever practical, searches of a student shall be conducted by a staff member of that student's gender. Any time a search of a student must be conducted, a second adult shall be present. Whenever practical, this second adult shall also be of the student's gender. **[OPTIONAL] In no case shall a search of a student be conducted without at least one adult of the student's gender present.**

Seizure of Property

If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Cross References

Code	Description
2580	Use of Animals in Educational Programs
2580-P(1)	Use of Animals in Educational Programs - District Procedure on Dissection of Animals
2580-F(1)	Use of Animals in Educational Programs - Student Permission for Exposure to Animals(s)
3200	Student Rights and Responsibilities
3260	Bring Your Own Technology Program
3260-F(1)	Bring Your Own Technology Program - Permission Form
3320	Substance and Alcohol Abuse

Procedure 3370-P(1): Searches and Seizure

Status:

Original Adopted Date: | Last Reviewed Date:

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, assistant principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.

2. Only District personnel authorized by the Superintendent may conduct a search of a student or their belongings.

3. If the authorized administrator has reasonable suspicion to believe that any locker, car, or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

4. The authorized administrator may perform random searches of any locker, car, or container of any kind on school premises without notice or consent.

5. If the authorized administrator has any reasonable suspicion to believe that any student has any item or substance in his or her possession, which constitutes an imminent danger to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.

6. No student shall hinder, obstruct, or prevent any search authorized by this procedure.

7. When feasible and when a student is under 18 years of age, the building principal shall contact a student's parent/guardian prior to conducting a search of their person. When it is not feasible to contact the parent prior to a search of a student's person, the building principal shall attempt to contact the parent/guardian as soon as possible following the search.

8. Any search or seizure authorized in this procedure shall be conducted in the presence of at least one adult witness as described in Policy 3370. A written record of the time, date, and results shall be made by the administrator. A copy shall be forwarded to the Superintendent as soon as possible.

9. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

10. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, the administrator is authorized to report the situation to the appropriate law enforcement agent. The administrator is not to become the agent of any public law enforcement agent.

Cross References

Code	Description
2580	Use of Animals in Educational Programs
2580-P(1)	Use of Animals in Educational Programs - District Procedure on Dissection of Animals
2580-F(1)	Use of Animals in Educational Programs - Student Permission for Exposure to Animals(s)
3200	Student Rights and Responsibilities
3260	Bring Your Own Technology Program
3260-F(1)	Bring Your Own Technology Program - Permission Form
3320	Substance and Alcohol Abuse

Board Policy 3380: Extracurricular and Co-curricular Participation Policy

Status:

Original Adopted Date: | Last Reviewed Date:

The Board of Trustees of Minidoka County Joint School District acknowledges that athletics play an important role in the educational process. Effective athletic programs can provide opportunities for students to develop talents, experience the value of teamwork, and understand the importance of good sportsmanship. The Board shall strive to provide these opportunities to students in the most effective way possible.

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. However, participation in extracurricular and co-curricular activities is a privilege, not a right, as pursuant to Idaho Code. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

Coaches must be knowledgeable and willing to work at all levels in a particular sport for the improvement of the program. The number of qualified coaches at the middle and high school level will be adequate to ensure proper supervision while teaching basic skills to all athletes.

Practice time will be adequate at all levels to give students an opportunity to develop their basic skills in all sports in which they participate during the school year.

The activities director, under the direction of the high school principal, shall evaluate the high school athletic programs at the end of each season. Evaluation of the program at the middle school level shall be completed at the end of each season by the middle school principal working with the middle school activities director. They may seek input from the head coach and activities director from the high school level.

General Definitions for Extracurricular and Co-Curricular Participation Policy

Unless the context otherwise requires, in this policy:

“Extracurricular Activities” means District and/or school authorized activities which take place outside of the regular school day and do not involve class credit, including (but not limited to) athletics, student groups or organizations, and community activities for which high school letters are awarded.

“Co-Curricular Activities” are District and/or school authorized activities held in conjunction with a for-credit class, but taking place outside of the regular school day including, but not limited to, debate, drama, drill team, band, or choir.

“Activity Suspension or Suspension from Extracurricular or Co-Curricular Activities” means that suspended students shall not travel, dress in uniform, or associate or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices and meetings; however, the principal or designee may deem it necessary for students to be withheld from practices or meetings for the duration of the suspension.

“Controlled Substances” include (but are not limited to) opiates; opium derivatives; hallucinogenic substances, including cocaine; and cannabis and synthetic equivalents or the substances contained in the plant; any material, compound mixture, or preparation with substances having a depressant effect on the central nervous system; and stimulants.

“Drugs” include any alcohol or malt beverage, any inhalant, any tobacco product, any controlled substances, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities and/or any substance which is intended to alter mood, and/or any substance which is misrepresented and sold or distributed as a restricted or illegal drug.

“Drug Paraphernalia” is defined as any or all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance as defined in this policy.

“Emergency Activity Suspension” is defined as imposition of an activity suspension by a principal or his or her designee prior to an informal hearing when it is necessary to protect the health and safety of the individual(s) involved and immediate action is appropriate.

“Event” is defined as a match, game, meet, or other competitive event, including regional and/or state tournaments, and competitions. “Event” is also defined as any band or choir performance(s).

“Knowingly Present” shall mean that a student attended a gathering of two or more individuals at which one or more of the attendees other than the student at issue were using or in possession of drug paraphernalia, controlled substances, drugs, pornography, alcohol, or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

“Minor Infraction” shall mean a minor deviation from acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity and which is not material or substantial. Students will be given notification of the first minor infraction. Students and parents will be given notification of the second minor infraction through a conference and will be informed that a third minor infraction may result in activity suspension.

“Major Infraction” shall mean a material or substantial deviation from acceptable behavior or stated student expectations which occurs while the student is engaged in the extracurricular or co-curricular activity, including but not limited to insubordination toward or non-compliance with the person in charge of the activity, verbal or physical abuse, hazing, fighting, and refusal of a student to identify him or herself to school personnel upon request.

“On any school premises or at any school sponsored activity, regardless of location” includes, but not is limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas; and the location of any school sponsored activity. “On any school premises or at any school sponsored activity, regardless of location” also includes instances in which the conduct occurs off the school premises but impacts a school related activity.

“Scholastic Year” is defined as the period of time beginning with the first day of the fall

extracurricular and co-curricular activities season and ending with the last day of school.

"School Days" include only those days when school is in session.

Eligibility Requirements for Extracurricular and Co-Curricular Participation

To take part in any extracurricular or co-curricular activity, students must maintain a 2.0 GPA. If they do not have a 2.0, they shall be placed on probation for two weeks and can bring up their grade and receive a written slip from the teacher or teachers of their passing work. If, after the probationary period, they do not have a GPA of at least 2.0, they shall not be allowed to take part in any extracurricular or co-curricular activity until they have a GPA of at least 2.0.

Extracurricular or Co-curricular Activity Suspension

The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location.

At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity impacts their course grade. Co-curricular students who are suspended as a result of this policy will have their co-curricular course grade affected only if the reason for the suspension was related to course work or course expectations. Students who miss a co-curricular activity because of a suspension may ask to do, or be required to do, alternative assignments or special projects to make up the missed activity.

1. **Activity Suspension as a Result of a School Suspension:** A student will be immediately suspended from all extracurricular and co-curricular activities when he or she receives a suspension from school, not including an in-school detention, for any reason.

   Consequences:

   A. The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension; and
   B. This type of activity suspension cannot be appealed.

2. **Activity Suspension for Repeated Minor Infractions or a Major Infraction During an Activity:** A student may be suspended from an extracurricular or co-curricular activity when he or she commits a third minor infraction, or a major infraction, while engaged in an extracurricular or co-curricular activity on any school premises or at any school-sponsored activity, regardless of location. The coach or advisor will recommend suspension to the Principal.

   Consequences:

   A. The incident will be reviewed pursuant to the Informal Hearing Process at Section 5 of this policy;

   B. If the evidence supports the recommendation, the student may be given an activity suspension for a period of time up to and including the remainder of the season or duration of the activity in that scholastic year for that activity only; and

C. If the activity suspension exceeds nine school days, the parent/guardian may request an appeal as outlined in the Appeal Process at Section 7 of this policy.

3. **Activity Suspension for Criminal Conduct or Drug Use in Any Location During the Scholastic Year:** A student may be suspended from extracurricular and co-curricular activities when he or she has been arrested or it reasonably appears to the District that he or she has violated criminal law, other than infractions or minor traffic violations; or has been involved with drug paraphernalia, controlled substances, or drugs, including alcohol or tobacco, in any location, either on or off campus, during the scholastic year, in any of the following ways: attempting to secure or purchase; using, or having reasonable suspicion of having used; possession; intending or attempting to sell or distribute; selling or giving away; or being knowingly present when any of the above are used, possessed, or consumed.

   Consequences:

   A. Knowingly Present

      I. First Violation: When a student violates the "knowingly present" prohibition of this policy for the first time during a scholastic year, the school resource officer ("SRO"), principal, or athletic director:

         a. Will hold a conference with the student;
         b. Will notify the student's parent/guardian and the student of the violation;
         c. May arrange a conference with the parent/guardian and the student; and
         d. Will inform the student and parent/guardian of consequences for future violations of the policy.

      II. Second Violation: When a student violates this "knowingly present" prohibition of this policy for the second time during a scholastic year, he or she is subject to the consequences outlined below in part 3.B "Other Violations" of the policy.

   B. Other Violations

      I. The incident will be reviewed pursuant to the Informal Hearing Process in Section 5 of this policy. If the evidence supports the accusation, the student may be suspended from all extracurricular and co-curricular events for a period of 21 calendar days.

      II. The suspension will be reduced to a 14 calendar day period if:
         a. In the case of criminal conduct, the student receives counseling which has been approved by a school counselor; or
         b. In the case of drug, alcohol, or tobacco use, the student agrees to and completes

            i. A drug/alcohol/tobacco assessment provided by the school (no cost) or the community (the family incurs the cost); and/or

            ii. A drug/alcohol/tobacco education group, provided or facilitated by the school, and/or the community.

      III. If no event is scheduled during the period of the suspension, the student will be withheld from the next scheduled event.

      IV. If the student notifies school personnel (self-reports) concerning his or her criminal conduct or drug use prior to the personnel's knowledge of the

incident(s), the principal or athletic director may reduce the length of the activity suspension.

V. On the occasion of a subsequent infraction during a scholastic year, and if the evidence supports the accusation, the principal or athletic director will bar the student from any form of extracurricular or co-curricular activity for the balance of the scholastic year.

VI. All students who receive an activity suspension for criminal conduct or drug use shall be reported to the Superintendent or designee and, if applicable, to the appropriate law enforcement agency.

VII. The parent/guardian may request an appeal as outlined in the Appeal Process at Section 7 of this policy, with either a first or second offense.

4. **Infractions Which Occur in Out-of-School Trips:** During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use, or a major infraction, the authorized person will notify the parent/guardian, and ask him or her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

5. **Informal Hearing Process:** Prior to giving an activity suspension to a student, the principal or athletic director shall grant the student an informal hearing on the reasons for the activity suspension and the opportunity to challenge those reasons unless an emergency activity suspension is necessary. If an emergency activity suspension is necessary, an informal hearing will be held as soon as possible after the emergency ceases to exist.

6. **Student travel to or from an extracurricular or co-curricular activity:** Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

   The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

   The activity must provide at least one instructor, coach, or adult sponsor for each bus on a special trip. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

   Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the principal. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

   If a student causes a disruption or hazard on the bus, a hearing will be held with the principal, driver, instructor, coach, adult sponsor, parent/guardian, and student. The driver, instructor/coach/adult sponsor, parent/guardian, and the student will have the opportunity to share with the principal their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he will take the following action:
   A. On the first infraction, the student will be warned that following any further infraction he or she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event;

B. On the second infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events; and

C. On the third infraction during a semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety for others, the principal may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester.

7. **Appeal Process:**

   A. This appeal process may be used by students and their parent/guardian only in those instances where an activity suspension or transportation to extracurricular or co-curricular activities exceeds nine school days.

   B. The parent/guardian must request an appeal in writing within two school days from the notification of the activity suspension decision.

   C. The Superintendent will appoint a three member panel composed of certificated staff members who have not been involved in the disciplinary action in question. The hearing panel will notify the student and the parent/guardian of the date, location, and time of the hearing; the student will have an opportunity to present additional evidence regarding the circumstances of the suspension or reasons to reduce the length thereof. The appeal must be scheduled within five school days of the request.

   D. If the panel determines that the evidence reviewed at the appeal supports the suspension, the suspension of the student from extracurricular and/or co-curricular activities shall be continued.

   E. The student and the parent/guardian will be notified in writing of the panel's findings and determination with respect to the student suspension from extracurricular and/or co-curricular activities within two school days of the panel's decision.

   F. The panel's determination is final, and is not appealable to the Superintendent or Board of Trustees.

8. Elementary Students: Students in kindergarten through sixth grade who are in violation of this policy may have the length of the activity suspension reduced by the principal or other authorized administrator.

Board of Trustees Authorized to Supervise and Regulate Certain Extracurricular Activities

Cross References

Code	Description
8105	Extracurricular Transportation
8105-P(1)	Extracurricular Transportation - Discipline
8105-F(1)	Extracurricular Transportation - Extracurricular Transportation Liability Waiver

Board Policy 3385: Intramural Activities

Status:

Original Adopted Date: | Last Reviewed Date:

Minidoka County Joint School District No. 331 encourages each school to provide an opportunity to participate in wholesome, organized, and competitive sports. Intramural programs may be established, organized, and operated in both the elementary and the secondary schools.

In elementary schools, intramural programs may be organized and operated at the discretion of the building principal. If approved by the Superintendent, modest intra-District, intramural programs may be organized and directed by the building principals of the elementary schools.

In the secondary schools, intramural programs may be organized and operated at the discretion of the principal and the activities director.

Board Policy 3390: Extra- and Co-Curricular Chemical Use Policy

Status:

Original Adopted Date: | Last Reviewed Date:

Extracurricular and Co-curricular activities are subject to the supervision and regulation of the District. Participation in extracurricular or co-curricular activities is considered a privilege; not a right.

Students participating in extra- and co-curricular activities, whether sponsored by the Idaho High School Activities Association or not, shall not use, have in possession, sell, or distribute alcohol, tobacco, or illegal drugs, or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect 24 hours a day. If a student is charged with possession, or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks.

Policy Coverage

This policy applies to middle and high school students who are involved in the extracurricular and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities until the last day of school or activities, whichever is later. Violations are cumulative, through the student's period of attendance in grades 7-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

Notification of determinations regarding student chemical use violations will be provided to the student and parent/guardian by telephone where possible, and also by mail. At this time, the student and parent/guardian shall be notified of the type of discipline that will be administered.

Appeal Process

Any parent/guardian and student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the principal, and shall be entitled to question staff involved in the matter being grieved.

Legal References	Description
IC § 33-512	District Trustees - Governance of Schools

Board Policy 3400: Extracurricular Activities Drug-Testing Program

Status:

Original Adopted Date: | Last Reviewed Date:

The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

If a student athlete is reasonably suspected of using drugs or alcohol during school hours or at school sponsored activities, the District's policy on student drug and alcohol use will be followed.

Purpose

The drug-testing program is not intended to be disciplinary or punitive in nature, nor is it intended to result in any academic penalty. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his or her school under this program, other than as stated herein.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 7-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school-sponsored extracurricular activities not listed.

Consent Form

It is mandatory that each student who participates in extracurricular activities sign and return the Consent Form prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with the Consent Form (3350F), which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at their high school.

If a student athlete or their parent/guardian refuses to sign the consent form, or the student refuses to submit to testing, they will not be allowed to participate in the sport until a consent form is signed and, in the case of refusal to submit to testing, a urine sample is obtained

Testing Procedures

1. The selection of participants to be tested will be done randomly by the principal or administrative designee, and selections will be made each month throughout the school year. The building principal or designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process. This may include, but is not limited to ensuring:

    A. The names of all participating student athletes are in the pool;
    B. The person drawing names has no way of knowingly choosing or failing to choose particular students for the testing; and
    C. The identity of students drawn for testing is not known to those involved in the selection process.

    Names will be drawn from one large pool of those agreeing to be tested.

    Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.

2. If the student shows signs of reasonable suspicion, the principal or administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his or her student.

3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis.

5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he or she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he or she may be tested at a later date to be reinstated for eligibility.

6. There is a head strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student.

7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities for the remainder of the school year. This will be reported to the parent/guardian.

8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he or she left the collection site. The principal or administrative designee must note the time and sign the pass.

9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the State of Idaho). Also, performance enhancing drugs such as steroids may be tested.

10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody

1. Samples will be collected at a mutually convenient time on the same day the student is selected for testing. If the student is absent on that day, testing will be done on the first day of the student's return to school.

2. The drug test will test for one or more illegal drugs and will not test for any other physical condition.

3. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.

4. The principal or administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him or her to the collection site and should not be allowed to go to his or her locker. The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, including during practice time.|

5. Before the student's urine is tested by the laboratory, students will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he or she is taking a prescription medication.

6. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.

7. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.

8. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by him or herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

9. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results to the principal or administrative designee.

10. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

Test Results

1. This program seeks to provide needed help for students who have a verified positive test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

2. The principal or administrative designee will be notified of a student testing positive (if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal or administrative designee will notify the student and his or her parent/guardian. The student or his or her parent/guardian may submit any documented prescription, explanation, or information that will be considered in determining whether a positive test has been satisfactorily explained.

3. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his or her parent/guardian.

4. If the test is verified positive, the principal or administrative designee will meet with the student and his or her parent/guardian at the school. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a follow-up test is requested by the principal/administrative designee and the results are reported.

    A. A first positive test may result in suspension from extracurricular activities for the remainder of the sport season or other action as deemed appropriate by the building principal.

    B. A second or subsequent positive test may result in suspension from extracurricular activities for the remainder of the school year or other action as deemed appropriate by the building principal.

5. A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained from the follow-up test or any later test of that participant, the same previous procedure shall be followed. In addition, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.

6. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.

7. Drug testing result sheets will be returned to the principal or administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal and/or administrative designee has access.

Financial Responsibility

1. Under this policy, the District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for by the student or his or her parent/guardian.

2. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his or her parent/guardian.

3. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his or her parent/guardian.

Confidentiality

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District's commitment to confidentiality with regard to the program.

Other Rules

Apart from this drug-testing program, the Idaho High School Activities Association and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Legal References	**Description**
119 S.Ct. 68 (1998).	Todd v. Rush County, 139 F.3d 571 (7th Cir.), cert. Denied
515 U.S. 646 (1995).	Vernonia School District 47J v. Acton

Minidoka County Joint School District #331

STUDENTS **3400F**

Minidoka County Joint School District's Extracurricular Activity Consent Form

I have received and have read and understand a copy of the Minidoka County Joint School District's Policy 3400 "Extracurricular Activities Drug-Testing Program," and I understand its terms. I desire that _____ participate in this program and in the extracurricular program of the Minidoka County Joint School District and hereby voluntarily agree to be subject to its terms for the entire middle or high school career (grades 5-8 or 9-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimens and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and federal statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

I understand that my performance in Idaho High School Activities Association (IHSAA sponsored events and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Minidoka County Joint School District for the activity in which I participate.

Date: _____, 20____

_____ _____

Student Signature Parent/Guardian Signature

****

I, _____, have decided **not** to participate in any extracurricular activities sponsored by Minidoka County Joint School District for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to urinalysis.

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

Board Policy 3410: School Sponsored Student Activities

Status:

Original Adopted Date: | Last Reviewed Date:

Student Organizations

1. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted;
2. Bylaws and rules of student organizations must not be contrary to Board policy or to administrative rules and regulations; and
3. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

Social Events

1. Social events and other activities must have prior approval of the administration;
2. Social events must be held in school facilities unless approved by the Board;
3. Social events must be chaperoned at all times; and
4. Attendance at high school social events and dances shall be limited to high school students, and middle school social events shall be limited to middle school students, unless prior permission is received from the principal.

Extracurricular Activities

1. Academic and behavior eligibility rules are established by Idaho High School Activities Association rules and District policy;
2. Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide; and
3. In establishing an interscholastic program, the Board directs the administration to:

    A. Open all sports to all students enrolled in the District with an equal opportunity for participation; and
    B. Recommend sports activities based on interest inventories completed by the students.

Cross References

Code	Description
8250	Guidelines for Food and Beverage Sales

Board Policy 3420: Student Fund Raising Activities

Status:

Original Adopted Date: | Last Reviewed Date:

The Minidoka County School Board recognizes that some student groups may choose to conduct fundraisers to help defray the costs of participation by students. The Board is also concerned about the impact that fundraising can have on local businesses and the community in general.

The Board acknowledges that the solicitations of funds from students, staff, and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent or their designee provided that the instructional program is not adversely affected.

All fundraising must be approved in advance in general by the Board and in detail by the Superintendent or their designee. The student group advisor or coach should receive written approval in advance from the Superintendent or designee for each different fund raising activity.

For District-sponsored clubs or activities, the fundraiser goal amounts for the year should be presented to the Board with proposed uses for the funds identified. The Board requests an annual report identifying any expenditures that were not outlined in the initially proposed uses approved by the Board.

When a District-sponsored student group chooses to assess a dollar amount per participating student, that total amount must be approved by the Board. This total amount is to include ALL fundraising and parent contributions. Once the total is achieved, fundraising and solicitations shall cease.

If the fundraising limit for a student group has been reached and a special unforeseen event becomes available, additional fundraising activities may be approved by the Board, but approval must be given prior to the fundraising taking place.

The Board reserves the right to deny any proposed fundraising proposal.

Board Policy 3440: Student Fees, Fines, and Charges/Return of Property

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

[RECOMMENDED POLICY: This item addresses practices districts are required to comply with by law, administrative rule, or other guidance, or which are strongly recommended by one of the attorneys we consult on policy matters.]

The District shall charge no fee for any course for which academic credit is awarded.

A student may be charged a reasonable fee for any non-credit course or non-curricular activity such as an extracurricular activity, student activity, or membership in a voluntary club or association. The Board may waive the fee in cases of financial hardship.

Additional fees may be charged for "enhanced programming and materials" which are voluntary enrichments to the curriculum beyond what is necessary to meet the learning expectations for a particular grade or course (i.e. students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay the additional cost of the upgrade). This includes online enrollment when solely a matter of preference.

A student shall be responsible for the cost of replacing materials or property lost or damaged due to negligence. If school property in a student's possession is lost, broken, or otherwise damaged, the student may be charged the lesser of the fair market value of the item at the time or the cost of repair.

The District may require, as condition of graduation or issuance of a diploma or certificate that all lawful indebtedness incurred by a student be satisfied and/or that all books or other instructional materials, uniforms, athletic equipment, advances on loans or other personal property of the District be returned.

Legal References	Description
IC § 33-603	Payment of Fees or Returning of Property

Cross References

Code	Description
2325	Driver Training Education
2470	Self-Directed Learners
2470-P(1)	Self-Directed Learners - Procedure
2470-F(1)	Self-Directed Learners - Application for Self-Directed Learner Status
7500	New Fees or Increase of Fees

Board Policy 3450: Student Vehicle Parking

Status:

Original Adopted Date: | Last Reviewed Date:

Students are permitted to park on school premises as a matter of privilege, not of right. Patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students are required to unlock vehicles for reasonable inspection when instructed to do so by an administrator. Failure to cooperate may result in the loss of permission to drive a vehicle onto campus, in-school suspension, or short-term suspension from school. In cases involving drugs, alcohol, or firearms the local sheriff or police may be called.

Students will be permitted to park their vehicle in the school parking lot provided they have:

1. A current vehicle insurance policy;
2. A driver's license; and
3. Vehicle registration.

Additional parking requirements include:

1. Students must complete the Student Vehicle Parking Form prior to parking on school grounds;
2. Automobiles are restricted to parking in spaces marked for parking. All automobiles inappropriately parked are subject to being towed without additional warning and at owner's expense;
3. The Minidoka County Joint School District assumes no responsibility for automobiles left in the lot overnight;
4. The Minidoka County Joint School District is not responsible for theft or damage to automobiles parked in the student parking lot;
5. The student parking lot is off limits during normal class time, except when the student has written permission from an administrator; and
6. Students are prohibited from loitering in the parking lot. Students must enter the building immediately upon arrival.

Any violation of this policy shall result in the following:

1. First Offense: Conference between the administration and student.
2. Second Offense: Conference between the administration, parent/guardian, and student.
3. Third Offence: Loss of right to drive and park on campus.

Minidoka County Joint School District #331

STUDENTS **3450F**

Student Vehicle Parking Application

Student Name (please print)	Age	School
Student Address	City	Zip Code
Vehicle Make	Model	Year
License Plate No.	Student's Driver's License No.	
Insurance Co. Name	Insurance Agent's Name	
Insurance Policy No.	Name of Car Owner	

I certify, by my signature below, that the above information is true. I agree that my being able to operate and to park a vehicle on school property is a privilege conditioned on my willingness to have that vehicle subject to search by school authorities at any time the vehicle is on school property when, in the judgement of the building administrator, a reasonable suspicion of a violation of Idaho law or District policies or rules exists. I also understand that it is my responsibility to obey the speed limit on school grounds, to operate the car safely going to and from school and school events, to park in designated areas, and to maintain legally required insurance on the vehicle. Finally, I understand that any violation of this agreement or other school rules can lead to the revocation of all parking privileges. I further understand that motor vehicles in violation of the District's Student Vehicle Parking policy may be subject to towing.

Student Signature	Date

I, the parent/legal guardian of _____ hereby verify the information supplied above and understand and agree with the rules pertaining to the operation of a vehicle by students of the District.

Parent/Guardian Signature	Date

Board Policy 3460: School-Related Foreign and Extended Travel by Students

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

The Board of Trustees of Minidoka County Joint School District is committed to the concept of participating in activities that will positively impact students. As such, activities, field trips and other excursions, which are designed to leave the state, should be carefully reviewed to determine that the educational value justifies the trip and its expenses.

The Board is also committed to the concept of participating in activities that will positively impact the economic base of the State of Idaho and the Minidoka County area. As such, activities, field trips and other excursions, which are designed to leave the state, should be carefully reviewed to determine that the educational value justifies the trip and its expenses.

Extended school-related trips, within and outside the US, are allowed by the Minidoka County Joint School District when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. School-related travel is intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom experience.

Such travel shall be solely optional and by the choice of the student and their family. No such travel shall be related to any assignment, course work, or credit.

When contemplating approval of foreign travel by students, the Superintendent and the Board shall take into account any travel warnings or cautions of the U.S. Department of State. The Superintendent shall seek advice concerning foreign travel from the District's legal counsel and insurance carrier.

School-related travel supplements regular instructional programs and affords students opportunities for enrichment. However, participation in school-related travel is a privilege, not a right. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

Trip Plan Submission/Proposal

All student activities involving travel shall require authorization from the Superintendent or the Superintendent's designee. Each trip's authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Requests for trips must be submitted to the building principal no later than eight weeks in advance of the trip. The building principal will confer with the Superintendent prior to presenting the request to the Board.

Trips should be scheduled as much as possible during non-school hours and days, such as spring or summer break, so that absences from other instructional programs are kept to a minimum.

The teacher(s) responsible for the trip shall submit a list of participants to the school nurse so that

provisions for any special medical problems and/or precautions can be provided.

Advertising, for school approved travel by students, including the distribution of materials, will not be allowed during the school day. Planning and promotion of private, non-sponsored trips shall not be conducted in any school classroom or via any official or employee school email or social media.

Private groups and organizations may not use the District in any way to promote their activities.

The Superintendent will develop procedures for trips, including the approval process, and procedures to be used in case of accident, illness, and student conduct violations. Any travel further than 300 miles from Rupert, Idaho must receive prior approval of the Board of Trustees and must be submitted on a current travel request form. The Board reserves the right to decide the final approval or denial of all travel requests.

The teacher or advisor of the activity shall be responsible for ensuring proposal is completed in detail and submitted for inclusion at a regular board meeting. It must be submitted at least ten days in advance of the board meeting date.

The trip proposal must be in writing and contain the following elements:

1. Identify the purpose of the trip and an outline of anticipated educational experiences and/or course of study to be followed;
2. An itinerary of destinations;
3. Detailed travel and lodging information;
4. Identify the names and phone numbers of students and chaperones attending the trip;
5. Identify and plan for any special medical needs of students and chaperones attending the trip;
6. Identify adequate liability insurance to protect the District, Board members, chaperones, teachers and students;
7. Submit an itemized statement of costs, including transportation, meals, and accommodations; and
8. Submit an itemized statement of costs as appropriate to the school-sponsored trip, such as passport and visa expenses, costs of a personal nature, and optional trip insurance.

Expenses for club trips shall be the responsibility of the club, and expenses for such trips should come from the club requesting to travel.

Proposals for athletic trips out of more than 300 miles from Rupert must also include a rationale justifying the expenditure of time, energy, and funds required for the travel.

District buses will be used for student travel unless other arrangements are approved by the Superintendent or District travel coordinator. Students shall not be transported by coaches, advisors or other staff in private vehicles.

The Superintendent may enforce restrictions regarding the date, length of time, and the chaperone/student ratio as a condition of approval.

Students participating in the trip during school hours are permitted and expected to make up any school work missed. The student's absence shall be recorded as "excused." The total number of school days missed due to the trip must be included in the written proposal.

A plan must be developed for the administration of medication for any student requiring such assistance.

The proposal must include the names and numbers of chaperones, including both male and female chaperones if the proposal is for a mixed group of students.

In developing the proposal for the extended trip, the trip organizer will perform the following duties:

1. Hold at least one pre-trip meeting with students and parents/guardians;
2. Provide the Superintendent, students, parents/guardians, and chaperones with detailed written information about the trip and all activities;
3. Provide detailed information on the responsibilities and rules for the students and chaperones, including discussing District policy regarding student conduct during the trip;
4. Discuss District policy regarding student conduct while on school-sponsored activities;
5. Establish a reasonable curfew and enforce strict compliance with this curfew. Chaperones will be required to perform periodic checks to ensure that students are following the curfew requirements;
6. Perform periodic checks to ensure strict compliance with all school rules and policies;
7. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip; and
8. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the trip.

Pre-Trip Meetings

Pre-trip meetings involving students and their parents, as appropriate, shall be scheduled to assure that all plans are clearly understood. Pre-trip meetings shall not occur until approval from the Superintendent has been received.

Chaperones

Trip chaperones must include at least one certified staff member from the school sponsoring the trip. Depending on the number of students involved, additional certified staff and/or parents/guardians of students going on the trip may be necessary. Chaperones shall be selected by the trip teacher/advisor. Chaperones are under the supervision of the trip teacher/advisor.

Chaperones must have an approved volunteer application on file before the planned event.

A student will be permitted to stay in the same sleeping room with a chaperone only if the chaperone is a member of the student's family. Students whose parents/guardians are not serving as chaperones will share rooms with same-sex students only.

Chaperones will agree to the following duties:

1. Supervise and be responsible for students during the entirety of the trip;
2. Ensure that students follow all legal and school requirements;
3. Establish a procedure for room checks and monitor compliance; and
4. In all ways model the behaviors expected of District students.

Any adult convicted of any sex or drug related offenses may not serve as a chaperone. The District reserves the right to request background checks on chaperones.

The safety, protection, and supervision of District students are the sole purposes for adult chaperones accompanying District students on trips. Those who agree to serve as chaperones must understand and follow the established rules and policies.

The certified staff member serving as the trip organizer will carry a roster of students who are on the trip along with emergency information on each student.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

Factors such as the age of the students, type of activity, distance, and destination will dictate what constitutes adequate supervision. At least two adults should accompany every trip. Any exceptions must be approved by the Superintendent or District travel coordinator

Groups with both male and female participants must have supervision of at least one male and one female adult.

Student Conduct

Students participating in the trip will be subject to all codes of conduct in District policy. Violations will result in appropriate disciplinary action.

Students and their parent/guardian are expected to be knowledgeable about the District's policy on student conduct. Trips are considered an extension of the classroom and all rules and policy pertaining to a school-sponsored activity must be followed.

Students and their parent/guardian will read and sign a code of conduct. The code of conduct will be prepared by the Superintendent and will be reviewed during the pre-trip meetings. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

Permission

All students must return a permission slip for the trip, signed by a parent/guardian, before they will be allowed to participate in the trip.

The teacher/advisor shall keep a copy of these forms with them during the trip in case of medical emergencies or any incidents requiring parent contact

Long Distance Travel

Any trip of at least 300 miles from Rupert, Idaho should be scheduled to minimize student days out of school to the extent possible.

Such travel should generally be via air travel. Exceptions must be approved by the Superintendent or District travel coordinator and will only be considered if travel is on a commercial bus or to a destination within the State of Idaho

Fundraising

Fundraising drives may be allowed to defray costs, however, all fundraisers must be pre-approved by the building principal.

Credit shall not be granted for any school-related travel for which a fee is charged to parents/guardians or students. Such travel shall also not be necessary for any required assignment or coursework.

Responsibilities

The responsibilities of the principal or Superintendent include:

1. Obtaining and retaining on file written parental permission for students who are under the age of 18;
2. Signing any contractual agreement with a public carrier or any other service provider;
3. Assuring that all plans and arrangements are provided to and understood by the students and their parents; and
4. Setting student and chaperone conduct rules.

The responsibilities of the trip organizer include:

1. Communicating conduct rules of students and chaperones to parents/guardians, students, and chaperones. Setting behavior expectations for students and chaperones;
2. Carrying a list of the names of students and chaperones participating and their emergency information, and submitting a copy of the list to the building principal prior to the trip;
3. Notifying the building principal of any emergency situation, such as an accident involving student(s), a student missing from the group, etc.; and
4. Identifying and providing to parents/guardians an emergency plan.

The responsibilities of the students participating in the travel include:

1. Being knowledgeable about the rules governing student conduct. Student travel is considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed.
2. Read and sign the standard code of conduct to be reviewed during the pre-trip meetings.

Students who violate any school policy during a school-sponsored trip are subject to disciplinary action including, but not limited to, being sent home at the parent/guardian's expense.

Cancellation of Trips

Cancellation of trips may occur due to weather, safety, world events, or local school need. Trips will be cancelled only when appropriate school authorities believe it is reasonably cautious and prudent to do so in order to ensure the safety of students and staff or to ensure the effective operation of the local school. In such cases, every effort will be made to provide as much advance notice as possible.

The District is not responsible for financial losses to students and parents due to cancellation of trips.

The authority to cancel trips rests with the Superintendent or the Superintendent's designee.

Report of Trip Conclusion

Following the trip, the trip organizer shall prepare and present a summary and evaluation of the trip to the Superintendent and building principal. The Board may request a summary and evaluation be presented to the Board.

Cross References

Code	Description
9605	Facilities Separated by Sex

Board Policy 3500: Student Health/Physical Screenings/Examinations Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

The Board may arrange each year for health services to be provided to all students. At the start of the school year, each District school shall notify parent/guardians of health services offered or made available through the school or by private organizations partnering with the District that offer services on school property or as a part of a school program. Parents/guardians shall be notified of any new health services that become available after the annual notice is sent.

Such services may include, but are not limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
2. The consulting services of a qualified specialist for staff, students, and parents;
3. Vision and hearing screening;
4. Scoliosis screening; and
5. Immunization as provided by the Department of Health and Human Services.

Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. Additionally, if a member of the District's staff becomes aware of a change in the student's mental, emotional, or physical health or well-being, the staff member shall address the matter as described in Policy 2425.

The District will not furnish health care services or solicit to furnish health care services to a student without parent/guardian consent to do so or by court order, unless a medical emergency exists and:

1. Furnishing the health care service is necessary to prevent death or imminent, irreparable physical injury; or
2. The health care provider can't contact the parent/guardian despite a reasonably diligent effort and the minor child's life or health would be seriously endangered by further delay in the furnishing of health care services.

Parents/guardians may be given the option to provide blanket consent to the District furnishing health care services or soliciting to furnish health care services to a student.

If a parent/guardian declines to consent to a health care service for their student, the staff member responsible for seeking such consent shall document their efforts to contact the parent/guardian to obtain their consent and shall also document the parent/guardian's refusal of such consent or failure to respond. If such health service was offered because the student is suspected of having a health problem, the parent/guardian will be notified of this suspicion according to Procedure 2425P Parent Rights — Parent/Guardian Notification of Changes in Student Health and Well-being.

Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted which is:

1. Required as a condition of attendance;

2. Administered by the school and scheduled by the school in advance; and
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term "invasive physical examination" means any medical examination involving the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but this does not include a hearing, vision, or scoliosis screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Idaho High School Activities Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.
All parents will be notified of the requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

Testing for Sexually Transmitted Infections

If the District provides testing for sexually transmitted infections, the District shall also provide information explaining current adoption practices and where to find resources and support in the State of Idaho.

Abortion-Related Counseling and Referrals Prohibited

All staff are prohibited from providing the following services to any person during working hours or in the course of their work:

1. Providing or performing an abortion;
2. Counseling in favor of abortion;
3. Referring for abortion; or
4. Dispensing emergency contraception, except in the case of rape.

Student Emergency Information

The Board requires that emergency information be collected on student enrollment forms and by any other means deemed directed by the Superintendent.

Legal References	**Description**
20 USC § 1232(h)	FERPA: Protection of Pupil Rights
IC § 18-8701, et seq.	No Public Funds for Abortion Act
IC § 32-1015	Parental Rights in Medical Decision-Making
IC § 33-142	Adoption Education
IC § 33-6001	Parental Rights
IDAPA 08.02.03.160	Safe Environment and Discipline

Cross References

Code	Description
2140	Student and Family Privacy Rights
2140-F(1)	Student and Family Privacy Rights - Consent Form
2425	Parental Rights
2425-P(1)	Parental Rights - Parent/Guardian Notification of Changes in Health and Well-being
2425-F(1)	Parental Rights - Efforts to Notify Parent/Guardian of Changes in Student Health or Well-being
3516	District-Provided Epinephrine
3523	Head Lice (Pediculosis)
3540	Emergency Treatment

Minidoka County Joint School District #331

STUDENTS **3500F**

Notice of Health Services

[NOTE: This form is to be provided to students' parents/guardians at the beginning of each school year.]

Dear parent or guardian,

The purpose of this form and the attached copy of the District's policy on Student Health/Physical Screenings/Examinations is to provide notice of all health services offered or made available through the school by the District or by any private organizations and to provide notice of the District's policy on physical examinations and screening of students and to obtain parent/guardian consent for these services.

The District may also provide health care services without parent/guardian consent if District staff reasonably determines that a medical emergency exists and:

1. Furnishing the health care service is necessary to prevent death or imminent, irreparable physical injury; or

2. District staff can't contact the parent/guardian despite a reasonably diligent effort and the student's life or health would be seriously endangered by further delay in the furnishing of health care services.

The District will provide the following additional health services or examinations which can only be provided with parental permission or in the event of an emergency as described above:

Health Service or Exam		Initial to Indicate **Permission** to Conduct the Health Service or Exam
Preventative health and wellness services and screenings as described in Policy 3500		
Administering or assisting of the administration of medication as described in Policy 3510		

First aid and emergency care as described in Policy 3540		
Appropriate management of all health conditions with parental consent		
Any health services the District deems appropriate		

Parent Emergency Contact Information

Parent 1: Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Emergency Contact Email Address: _____

Parent 2: Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Emergency Contact Email Address: _____

Please select one of the following options:

_____ I hereby designate the following emergency contact for my child and grant them authority to consent to health care services provided by the school in the school's absence of ability to reach me.

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Emergency Contact Email Address: _____

_____ I do NOT wish to designate an emergency contact to consent to health care services provided by the school in the school's absence of ability to reach me.

Student Name

Parent Signature

Date

Parent Name

Board Policy 3505: Concussion Protocol

Status:

Original Adopted Date: | Last Reviewed Date:

Many students within the Minidoka County Joint School District #331 participate in extra-curricular activities of a nature whereby physical injury may result. Though the District takes care to ensure all extracurricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the District acknowledges that concussions may result. The purpose of this policy is to prepare a procedure for addressing situations in which student concussions have occurred, or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any District middle school, junior high school, or high school student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is 18 years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport. A school athletic league or sport shall not include participation in a physical education class.

Pre-Season Education

The administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any school athletic league or sport, as discussed above:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents/guardians, shall be provided notice of or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.

2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents/guardians shall sign an applicable waiver for participating in such school athletic league or sport.

3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the District.

Athletes will not be allowed to participate in school athletic leagues or sports until the above steps are accomplished.

Coaches, referees, game officials, game judges, and athletic trainers shall review any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association and information upon employment and biannually thereafter.

Protocol on Suspected Concussion

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits

signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other School District employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the student:

1. Appears dazed or stunned;
2. Is confused about assignment or position;
3. Forgets an instruction;
4. Is unsure of game, score, or opponent;
5. Moves clumsily;
6. Answers questions slowly;
7. Loses consciousness (even briefly);
8. Shows mood, behavior, or personality changes;
9. Can't recall events prior to the hit or fall; or
10. Can't recall events after the hit or fall.

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

1. Headache or "pressure" in head;
2. Nausea or vomiting;
3. Balance problems or dizziness;
4. Double or blurry vision;
5. Sensitivity to light;
6. Sensitivity to noise;
7. Feeling sluggish, hazy, foggy, or groggy;
8. Concentration or memory problems;
9. Confusion; or
10. Does not "feel right" or is "feeling down".

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

1. Cause of the injury and force of the hit or blow to the head or body;
2. Was there any loss of consciousness (passed out/knocked out) and if so, for how long;
3. Was there any memory loss immediately following the injury;
4. Were there any seizures immediately following the injury; and
5. The number of previous concussions (if any)

School principals shall ensure that a health record is maintained in for each student.

Such authorization must be in writing, and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Legal References **Description**

Other References	Description
cdc.gov/headsup/basics/concussion_symptoms.html	http://www.cdc.gov/headsup/basics/concussion_symptoms.html
http://www.cdc.gov/headsup/index.html	http://www.cdc.gov/headsup/index.html
http://www.idhsaa.org/medicine/concussion.aspx	http://www.idhsaa.org/medicine/concussion.aspx

Minidoka County Joint School District #331

STUDENTS **3505F1**

Acknowledgement of Receipt of Concussion Guidelines

Parent's/Guardian's Signature

I, (print name)_____, acknowledge that I am the parent or guardian of the student (below); that I have received from the District information related to student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and District Policy 3505; and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and hereby agree to waive all liability against Minidoka County Joint School District #331, its employees, agents, and Trustees, related to any injury or damages that student may experience or incur as a result of participation in such school athletics leagues or sports.

_____ _____

Signature Date

Student's Signature

I, (print name)_____, acknowledge that I am a student of Minidoka County Joint School District #331, or otherwise am allowed to participate in school athletics leagues or sports; that I have received from the District information related to student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and District Policy 3505; and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and accept the risk of the potential consequences of such dangers.

_____ _____

Signature Date

NOTE: Both signature lines must be filled in and this form must be provided to the District prior to the student athlete participating in any school athletic leagues or sports.

Minidoka County Joint School District #331

STUDENTS **3505F2**

Authorization to Return to Play or Participate in Student Sports

I hereby state that I am a:

____ Physician licensed pursuant to chapter 18, title 54, Idaho Code.

____ Physician's assistant licensed pursuant to chapter 18, title 54, Idaho Code.

____ Advanced practice nurse licensed under section 54-1409, Idaho Code.

____ A licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician licensed under chapter 18, title 54, Idaho Code. My directing physician is _____, his or her license number is _____, and address is:

_____

_____

I further state that I have met with _____ (hereinafter referred to as "student athlete") to evaluate student athlete for a concussion. I have discussed with student athlete the potential ramifications of continuing to play sports after having received a concussion or exhibiting concussion like symptoms. I am satisfied that student athlete can return to play and/or participate in school athletic leagues or sports without significant likelihood of danger or injury, and I therefore authorize student athlete to return to play and/or participation in school athletic leagues or sports.

_____ _____ _____

Signature Date License No.

_____

Address

_____ _____

Signature of Directing Physician Date
(if signed by a Licensed Health Care Professional)

Board Policy 3510: Student Medicines

Status:

Original Adopted Date: | Last Reviewed Date:

District Personnel shall not dispense medication except as set forth in this policy.

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

Assistance in Self Administration of Medicines by Students

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

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

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

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

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

Administering Medicines to Students

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

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

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

A parent must fill out the necessary forms for a student to receive routine medication at school. Medication will be given at the time specified on the completed medication administration form.

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

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

Emergency Administration of Medicines

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

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

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

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

Self-Monitoring and Treatment of Diabetes

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

Epilepsy and Seizure Disorder Plans

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

1. Providing notice of the student's condition to all employees who interact with the student;
2. The student's symptoms;
3. Written orders from the student's physician on providing care to the student;
4. Whether the student may fully participate in exercise and sports and, if applicable, any accommodations required;
5. Accommodations for school-related activities, such as school trips and after-school activities;
6. A description of how medical treatment of the condition may affect the student's education, if applicable;
7. The student's understanding of and ability to manage the epilepsy or seizure disorder.

8. How to maintain communication with the student, parents/guardians, the student's healthcare team, and the school nurse; and
9. A list of qualified staff who may administer emergency medication to the student for a seizure.

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

All employees who have received notification that a student they interact with has epilepsy or another seizure disorder will be provided with information about how to recognize indicators for epilepsy and seizure disorder, epilepsy, or seizure disorder first aid, when to call for assistance, and a parent/guardian and emergency contact information for that student. The training shall be provided by the school nurse. The training may be individualized to each student, if necessary.

Self-Administration of Asthma Medication, Insulin/Diabetic Treatment, Seizure Disorder Medication, or Epinephrine Auto-Injectors

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

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

2. The parents/guardians of the pupil shall provide to the Board or designee written certification from the student's physician that the student has a severe allergic reaction (anaphylaxis), asthma, another potentially life-threatening respiratory illness, epilepsy or another seizure disorder, or diabetes and is capable of, and has been instructed in, the proper method of self-administration of medication. In cases where the pupil has severe or life-threatening allergies, Policy 3515 Food Allergy Management, and any related procedures shall be followed. For students with a severe allergic reaction, asthma, another potentially life-threatening respiratory illness, seizure disorder, or diabetes the student's physician or health care provider-supplied information shall contain:

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

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

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

Additional Requirements for Self-Administration of Medicines

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

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

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

As used in this section:

1. "Medication" means:

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

    prescribed by a physician and having an individual label;

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

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

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

Handling and Storage of Medicines

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

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

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

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

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

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

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

Disposal of Medication

School personnel must either return to the parent/guardian or destroy (with permission of the parent/guardian) any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent/guardian within a seven-day period of notification by school authorities will be collected by school personnel and properly disposed of by local law enforcement.

Medications to Reverse an Opioid Overdose

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

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

Cross References

Code	Description
2360	Interscholastic Activities
3515	Food Allergy Management
3515-B(1)	Food Allergy Management - Background
3515-P(1)	Food Allergy Management - Medical Plans of Care
3515-F(1)	Food Allergy Management - Emergency Care Plan
3516	District-Provided Epinephrine

Minidoka County Joint School District #331

STUDENTS **3510F1**

Authorization for Self-Administered Medication

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

Parent/Guardian Name: _____

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

Please check the item below that applies to this student:

_____ I give my permission for my child to self-administer the medication described below.

_____ I request that the above medication be administered to my child by District personnel.

I understand that any change in this prescription will require a new medication authorization form to be completed. I understand that administration of medication will be handled according to Policy 3510.

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

_____ _____

Parent/Guardian's Signature Date

……...…….

THE FOLLOWING IS TO BE COMPLETED BY THE PHYSICIAN:

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

Name and Purpose of Medication: _____

Identification of Chronic Medical Problem: _____

_____

Type of Medication (tablet, liquid, capsule, inhaler, injection, etc.): _____

Prescribed Dosage to be Taken: _____

Length of Time Medication Must be Taken: _____

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

_____

Please check the item below that applies to this student:

_____ This student is both capable and responsible for self-administering this medication at school. Furthermore, I certify that this student has been instructed in the use and self-administration of the above medication. They understand the need for this medication and are able to use this medication independently.

_____ This student needs assistance of District personnel to administer this medication at school.

Conditions Under Which Self-Medication Will Take Place:

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

Date of Training: _____

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

Medication should be:_____ Stored in the Health Office

_____ In the possession of the student

_____	_____
Type or Print Physician's Name	Physician's Signature
_____	_____
Phone Number	Date

Indemnification/Hold Harmless Agreement
For Self-Administration of Medication

Student Name: _____

The parent(s)/guardians(s) agree to indemnify, defend, and hold the School District harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including attorney's fees, arising out of, connected with, or resulting from the self-administration of medication by the pupil. The parent(s)/guardians(s) agree(s) that the School District, Board of Education, Board of Education employees and its agents shall incur no liability as a result of any injury arising out of or connected with the self-administration of medication by the pupil. Specifically, the parent(s)/guardian(s) agree that they will not institute either on their own behalf or on behalf of the pupil, any claim or action against the Board of Education, Board of Education employees and its agents arising out of or connected with self-administration of medication by the pupil.

This agreement shall take effect on the date listed below and shall stay in effect for as long as the pupil is provided permission to self-administer medication. This agreement must be signed and in full effect prior to the granting of permission to self-administer medication.

Parent/Guardian's Name (Please Print)	Parent/Guardian's Signature
Parent/Guardian's Name (Please Print)	Parent/Guardian's Signature
Principal's Signature	Date of Agreement

Board Policy 3515: Food Allergy Management

Status:

Original Adopted Date: | Last Reviewed Date:

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

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

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

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

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

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

Administrative regulations may address the following components:

1. Identification of students with food allergies and provision of school health services;
2. Development and implementation of individual written management plans;
3. Medication protocols, including methods of storage, access, and administration;
4. Development of a comprehensive and coordinated approach to creating a healthy school environment;

5. Ensuring that the needs of children with documented allergies are taken into consideration in planning for District programs;
6. Communication and confidentiality;
7. Emergency response;
8. Professional development and training for school personnel;
9. Awareness education for students and parents/guardians;
10. Training for District staff and volunteers; and
11. Policy monitoring and evaluation.

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

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

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

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

Cross References

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

Background 3515-B(1): Food Allergy Management - Background

Status:

Original Adopted Date: | Last Reviewed Date:

THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO BE ADOPTED AS A POLICY OR PROCEDURE.

A food allergy is an abnormal, adverse reaction to a food that is triggered by the body's immune system. It is different from a food intolerance, which does not involve the immune system and is not life-threatening. Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure. Eight foods (peanuts, tree nuts, milk, eggs, soy, wheat, fish, and shellfish) account for more than 90% of all food allergies, while peanuts and tree nuts together account for more than 90% of severe and fatal allergic reactions to food. Exposure may occur by eating the food or by food contact. Severe allergic reactions can occur within minutes of ingestion, but a reaction can be delayed for up to two hours. Some reactions are "biphasic" in nature with an initial period of symptoms, then a symptom free period of two to four hours followed by severe shock-like symptoms.

The most commonly prescribed medications for the treatment of anaphylaxis are epinephrine, with brand names that include, but are not limited to, EpiPen®, EpiPen Jr®, and Twinject®. Delaying use of epinephrine during an allergic reaction can be fatal.

If a student has a severe or life-threatening allergy or an allergy that impairs a major life activity their condition may qualify as a disability and may be covered under the Federal Americans with Disability Act (ADA), and Section 504 of the Rehabilitation Act of 1973. The student's physician usually makes this determination. In some circumstances, the Individuals with Disabilities Education Act may also apply.

While some schools have sought to protect students with life-threatening allergies by banning allergen-containing foods from school grounds, such bans are often controversial and difficult to enforce. In many cases, simply designating and maintaining particular lunchroom tables, desks, classrooms, or other specific areas of a school as allergen-free is sufficient. Allergen management is often easier for students of middle-school age or older, as they are able to take greater responsibility for avoiding allergens.

Cross References

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

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

Minidoka County Joint School District #331

STUDENTS **3515F**

Emergency Care Plan

Name: _____

Date of Birth: _____

School: _____

Grade: _____

Insert
Student's Picture

Known Allergies: _____

_____

_____

_____

_____

Asthmatic? Yes:*_____ No: _____

**Higher risk for severe reaction*

STEP 1: TREATMENT

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

Symptoms

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

Dosage (to be determined by physician authorizing treatment)

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

Inject intramuscularly (see following page for instructions)

Antihistamine: _____
(medication/dose/route)

Other: _____
(medication/dose/route)

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

STEP 2: EMERGENCY CALLS

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

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

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

3. Dr._____ Phone Number:_____

4. Parent:_____ Phone Number:_____

   Parent:_____ Phone Number:_____

5. Emergency Contacts:

   Name/Relationship:_____

   Phone Number(s):_____

   Name/Relationship:_____

   Phone Number(s):_____

Parent/Guardian Signature:_____ Date:_____

Doctor's Signature: _____ Date:_____

Epinephrine Directions

The following staff members have been trained to use the epinephrine auto-injectors:

Name:_____ Room:_____

Name:_____ Room:_____

Name:_____ Room:_____

Name:_____ Room:_____

Name:_____ Room:_____

Once the EpiPen or Twinject is used, call 911. Take the used unit with you to the emergency room. Plan to stay for observation at the Emergency from for at least 4 hours.

Procedure 3515-P(1): Food Allergy Management - Medical Plans of Care

Status:

Original Adopted Date: | Last Reviewed Date:

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

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

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

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

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

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

Students with Disabling Special Dietary Needs

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

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

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

Students with Non-Disabling Special Dietary Needs

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

Students who fall under this provision may be required to have a written medical statement signed by a physician, physician assistant, or certified registered nurse practitioner identifying the following:

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

Allergy Inservice Training

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

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

11. How to deal with food allergy-related bullying.

Epinephrine and Other Medications

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

Any student who receives epinephrine at school must be immediately transported to a hospital for evaluation by a licensed healthcare provider and further observation or immediately released into the care and custody of their parent(s)/guardian(s).

The Cafeteria

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

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

Allergies and the Classroom

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

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

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

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

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

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

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

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

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

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

1. Support for, and inclusion of, classmates with chronic health conditions, such as food allergies;
2. Bullying prevention, including reporting harassment, hazing, and bullying to school personnel;
3. Knowledge of potential allergens and the symptoms of a potentially life-threatening reaction;
4. Differences between life-threatening allergies and food intolerances;
5. Appropriate response to emergency situations such as life-threatening allergic reactions;
6. Developmentally-appropriate self-management of food allergies; and
7. The importance of following District health policies and guidelines, such as those regarding hand washing, food-sharing, and allergen safe zones.

<u>Transportation</u>

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

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

The Superintendent or building principal may require the transportation department to send letters to parents of all students who use District transportation informing them that at least one student

at the school has a life-threatening allergy, requesting that their child wash their face and hands after breakfast and before boarding the bus, and informing them of rules prohibiting students from eating on the bus.

Field Trips

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

1. Take into consideration the potential for exposure to the student's food allergens when determining sites for field trips, and consider ways of avoiding allergen exposure during the field trip;
2. Notify parents of students with severe or life-threatening allergies and the school nurse as soon as possible of any upcoming field trip;
3. Allow parents of students with severe or life-threatening allergies to accompany the student on field trips;
4. Store meals for students with food allergies separately to minimize cross-contamination;
5. Ensure that students do not eat on the bus;
6. Prepare ways for participants to wash hands before and after eating, such as with hand wipes;
7. Appoint a District employee attending the field trip to implement any student's Emergency Care Plan if necessary, and bring all supplies necessary to do so; and
8. Note the location of closest medical facility ahead of time.

Other Accommodations

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

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

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

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

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

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

6. Ensure that there is at least one functioning emergency communication device, such as a walkie-talkie or cell phone, available at all times in classrooms, on field trips, at recess,

during physical education class, at school-sponsored extracurricular activities, and/or on school buses;

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

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

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

Confidentiality

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

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

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

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

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

3. Learn to recognize personal symptoms;

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

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

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

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

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

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

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

1. As age appropriate, teach their child to: 539

    A. Not share snacks, lunches, drinks, or utensils;

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

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

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

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

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

6. Provide the school nurse with up-to-date emergency medications so they can be placed in all required locations for the current school year. Parents may be requested to provide two or more epinephrine auto-injectors. Medications must comply with the District medication policy of proper labeling and expiration;

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

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

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

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

Cross References

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

	504"
3510	Student Medicines
3510-F(1)	Student Medicines - Authorization for Self-Administered Medication
3510-F(2)	Student Medicines - Indemnification/Hold Harmless Agreement
3516	District-Provided Epinephrine

Board Policy 3516: District-Provided Epinephrine

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. The Board of Trustees wishes to promote awareness of such health risks to students.

The District may choose to keep stocks of epinephrine at its schools to be used in emergencies for students with unknown allergies who develop an anaphylactic response and/or for those students with known allergies if their personal emergency medication is found to be flawed or is unavailable. This epinephrine may be kept in a place that is accessible at all hours when school is in session.

The Superintendent is directed to develop written procedures to:

1. Establish a method to lawfully obtain epinephrine sufficient to meet the District's needs and to replace doses that are used or reach their expiration date.
2. Determine all locations where school-stocked epinephrine will be kept and ensure it is always available there.
3. Ensure all epinephrine is current and is not outdated or maintained beyond its expiration date as well as a protocol for disposal of outdated epinephrine. This process shall include monthly checks of the epinephrine supply, and disposal shall be by sharps container.
4. Ensure the epinephrine is stored in a secure location that meets all storage requirements suggested by the manufacturer.
5. Develop training protocols for school personnel and assure that such training protocols are implemented with fidelity. Such training shall include:

    A. How to recognize symptoms of severe allergic reactions, including anaphylaxis;
    B. Standards and procedures for the storage, administration, and disposal of an epinephrine auto-injector; and
    C. Emergency follow-up procedures.

6. To assure documentation is maintained for all of the above activities.

If a student has previously been identified as having severe allergies that may warrant the administration of epinephrine as described in Policies 3510 and 3515 and the student's personal dose of epinephrine is flawed or not available, District-stocked epinephrine may be administered to or self-administered by the student as described in Policies 3510 and 3515.

If a student who is not known to have a severe allergy is believed to be having an allergic reaction that requires epinephrine, the school's nurse shall determine whether it is appropriate to administer epinephrine and administer the epinephrine when appropriate.

For sites where a school nurse is not available, the Superintendent shall ensure that at least three willing staff members have received training from a doctor, nurse, or other appropriate medical professional in how to administer epinephrine and how to determine whether it is appropriate to do so. These staff members shall be responsible for these tasks. This training shall be provided at least annually.

Other personnel may be trained annually on how to recognize symptoms of severe allergic reactions.

In accordance with Policy 3500, epinephrine shall only be administered if:

1. The District has parental consent to do so; or
2. Doing so is necessary to prevent death or imminent, irreparable physical injury; or
3. The District can't contact the parent/guardian despite a reasonably diligent effort and the student's life or health would be seriously endangered by further delay in the furnishing of health care services.

Any student who receives epinephrine at school must be immediately transported to a hospital for evaluation by a licensed healthcare provider and further observation or immediately released into the care and custody of their parent/guardian.

No part of this policy is intended to replace student-specific orders or parent-provided individual medications. This policy does not extend to activities off school grounds.

The Board shall require each school that maintains a stock supply and administers epinephrine auto-injectors to submit to the Board or its designee a report of each incident at the school or related school event involving a severe allergic reaction or the administration of an epinephrine auto-injector.

Cross References

Code	Description
3500	Student Health/Physical Screenings/Examinations
3500-F(1)	Student Health/Physical Screenings/Examinations - Notice of Health Services
3510	Student Medicines
3510-F(1)	Student Medicines - Authorization for Self-Administered Medication
3510-F(2)	Student Medicines - Indemnification/Hold Harmless Agreement
3515	Food Allergy Management
3515-B(1)	Food Allergy Management - Background
3515-P(1)	Food Allergy Management - Medical Plans of Care
3515-F(1)	Food Allergy Management - Emergency Care Plan

Board Policy 3518: Treatment of Opioid Overdoses

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

NOTE: ISBA recommends discussing this policy with the District's insurer as well as the District's School Resource Officer (if applicable) prior to adopting.

In the case of an opiate-related overdose prompt medical assistance will be summoned to the scene. In the absence of a school nurse, the administrator or designated staff member who has completed training in administration of medication to reverse an opioid overdose may give emergency medication to students. Staff members trained in accordance with the policy shall make every reasonable effort to assist the person, in accordance with their training.

The District's Board of Trustees wishes to prevent opiate-related overdose deaths. For this reason, The Board authorizes the District Superintendent to work with the District's school nurses to make available in any schools the Superintendent deems appropriate either naloxone, sometimes marketed as Narcan, or any other opioid antagonist permitted by Idaho Code. If the Superintendent elects to make opioid antagonists available in District schools, the Superintendent or their designee shall establish procedures for the acquisition, storage, and administration of opioid antagonists and for the training of staff members in how to administer them. This procedure shall also provide a process for ensuring there is an adequate supply of opioid antagonists at each school designated to have a supply, ensuring that the medication has not expired, and replacing the medication as needed.

The Superintendent or their designee may obtain opioid antagonists from a licensed health professional authorized to prescribe and dispense them by Idaho law.

Documentation that the opioid antagonist was prescribed and dispensed in accordance with State law shall be maintained in the Superintendent's office, and copies of any directions provided with the opioid antagonist shall be kept with the medication.

Administration of an opioid antagonist shall not be required in circumstances of unavailability of the medication, unavailability of an employee trained to administer it, and/or uncertainty as to whether an opioid overdose is occurring, among other reasons. This policy shall not create a duty on the part of the District and/or its personnel to administer opioid antagonists.

Training

Before any District employee may administer an opioid antagonist under this policy, the employee must successfully complete training on recognizing opioid-related overdoses, administering the opioid antagonist provided by the District, promptly seeking medical attention for drug overdoses, and on this policy. Employees shall be trained every year on these topics.

Evidence that such training has been completed shall be placed in the employee's personnel file. A list of District employees who successfully completed such training shall be maintained, updated, and kept in the school nurse's office and in the District office.

If the District's School Resource Officer does not already carry an opioid antagonist which they are trained and authorized to use, they may also be trained to administer opioid antagonists and provided with access to the schools' supplies of the medication in the same manner as trained District staff.

Students shall be encouraged to immediately report medical emergencies to school officials to ensure medical assistance can be immediately provided.

Storage of Opioid Antagonists

If the Superintendent directs for opioid antagonists to be kept at a school, the medication shall be stored in a safe location in compliance with the drug manufacturer's instructions. The opioid antagonist shall be readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be made aware of exactly where naloxone is being stored.

Administration of Opioid Antagonist

These protocols shall be followed when administering an opioid antagonist to respond to a suspected drug overdose:

1. The employee shall immediately ensure that someone calls 911 for emergency medical service personnel to be dispatched to respond to a suspected drug overdose.

2. The employee shall administer the opioid antagonist in accordance with the training they have received and take any further measures directed by their training.

3. The employee shall fully cooperate with emergency medical service personnel responding to the scene and shall not interfere with or impede the administration of emergency medical services to the individual suffering the suspected drug overdose.

4. The employee shall notify the building administrator of the incident as soon as possible.

5. The employee shall provide a written report describing the facts and circumstances surrounding the event.

The Principal shall provide a copy of the report to the Superintendent and the school nurse.

Indemnification

Any person who administers an opioid antagonist provided under this policy to another person who appears to be experiencing an opiate-related overdose and who:

1. Acts in good faith and exercises reasonable care; and
2. Contacts emergency medical services as soon as possible

will not be liable in a civil or administrative action or subject to criminal prosecution for such acts, as described in IC 54-1735.

Parental Notification

The District shall notify all parents/guardians of students of this policy once each school year through methods which may include providing it in the student handbook.

A student's parent/guardian, as well as law enforcement, shall be notified of any incident in which their student is believed to have been under the influence of alcohol or controlled substances in accordance with Policy 3320. The student's parent/guardian shall be notified of any health emergency they experience, as described in Policy 3540.

Non-Employee Administration of Opioid Antagonists

Nothing in this policy is intended to regulate, restrict, or otherwise deter any emergency medical technician from administering their own supply of an opioid antagonist when responding in good faith to a suspected drug overdose occurring on District property.

Legal References	**Description**
IC 54-1704	Definitions
IC 54-1733	Validity of Prescription Drug Orders
IC 54-1735	Emergency Medications
IDAPA 08.02.03.160.01.a	Safe Environment and Discipline

Cross References

Code	**Description**
3320	Substance and Alcohol Abuse
3540	Emergency Treatment

Board Policy 3520: Contagious or Infectious Diseases

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a contagious or infectious disease that could make the child's attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Idaho Department of Health and Welfare guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent or person designated on the student's emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student's primary care provider authorizing the student's return to school. In all proceedings related to this policy, the District shall respect the student's right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

Only those with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

Legal References	Description
IC § 33-512	District Trustees - Governance of Schools

Cross References

Code	Description
3523	Head Lice (Pediculosis)

Board Policy 3523: Head Lice (Pediculosis) **Status:**

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

Head lice are a common problem among school-aged children and adolescents. The District shall take appropriate steps to assist parents/guardians in preventing and addressing head lice while respecting the confidentiality of students with head lice and limiting disruption to their education.

Lice prevention and management activities shall be under the direction of [each school's school nurse Each school's school shall conduct the following tasks and/or train and designate other staff members to do the following:

1. Provide general information to parents/guardians on the diagnosis, treatment, and prevention of head
2. Encourage parents/guardians to perform regular lice checks on the scalp of their children who attend school, especially when excessive itching is noticed;
3. Conduct checks for head lice in students showing symptoms of head lice; and
4. Notify a student's parent/guardian if they are found to have head lice and provide resources on appropriate treatment options.

Individuals shall be trained and assigned within each school to assist in implementing this policy.

To prevent the spread of head lice at school, students should avoid head-to-head and hair-to-hair contact during activities. Students shall be discouraged from sharing such items as hats, scarves, coats, sports uniforms, hair accessories, combs, brushes, or towels.

Checking for Head Lice

As described in Policy 3500, parents/guardians shall be informed that the school may conduct head lice checks as described below and shall be given the opportunity to consent to such checks ahead of time or decline to do so.

If a parent/guardian declines to consent to a head lice check for their child, the staff member who would have conducted such a check shall document that they requested consent for such a check and that the parent/guardian declined to provide it.

Any staff member who suspects a student has head lice shall report this to the [school nurse OR building principal OR OTHER POSITION] or their designee. The [school nurse OR building principal OR OTHER POSITION] or their designee may train school staff on recognizing signs of head lice.

If the student's parent has consented to such a check, the student will be checked for head lice in a confidential manner by trained personnel. The check shall take place in the office in an area not visible to other students. If available, the nurse will perform the head check. If the nurse is unavailable, the secretary will perform the head check. Students who attend school in the District and are likely to have had head-to-head or other close personal contact with the student, such as siblings, may also be checked.

The District shall not conduct mass lice screenings of students not showing symptoms of head lice.

Students Found to Have Head Lice

Cases of head lice should be managed in ways that reduce disruption to the education process.

In addition to ensuring the District has parent/guardian consent prior to checking a student for head lice, the school nurse or building secretary will immediately notify the student's parents/guardians after they have been checked for head lice.

The parent/guardian shall be notified of whether lice or nits were found. If signs of lice warranting treatment are found, the parent/guardian will be requested to begin treatment immediately. The notice shall state that prompt, proper treatment of the head lice is in the best interest of the student and their classmates.

Parents/guardians shall be provided with written information on head lice treatment and treatment of home furnishings consistent with the recommendations of the school nurse The student and their parent/guardian shall be provided with information on how to avoid the spread of head lice. This information shall be provided by the school nurse or the school secretary. The information should include details explaining the problem, list the procedures for treatment, and explain any requirements for reentering school. In addition, the school nurse or school secretary may offer extra help or information to families of children who are repeatedly or chronically found to have head lice.

Students who are found to have lice will be discouraged from making head-to-head contact with others and sharing personal items with other students. Students will not generally be sent home from school early due to signs of live or dead lice or nits. Exceptions may be made as determined appropriate and necessary by the school nurse or the parent/guardian may choose to take the student home for immediate treatment.

If a student is suspected of having head lice but their parent/guardian does not consent to a check for head lice, the parent/guardian shall be notified that the school suspects the student has head lice. The parent may also be provided with information on head lice treatment and with assistance similar to that provided to parents of students found to have head lice.

Return to School

The student may return to school once the parent/guardian affirms they have begun an appropriate course of treatment for the student's head lice. Students will not generally be excluded from school for having live head lice, provided treatment has begun. Exceptions may be made as determined appropriate and necessary by the [school nurse OR building principal OR OTHER POSITION]. In no case will a student be excluded from school due to the presence of nits only in their hair.

Notification of Head Lice Cases at School

The District will not normally send a notification regarding head lice cases in the school to parents/guardians of students, aside from notifications related to checks of their own child for head

lice otherwise advised by medical personnel.

Review of Policy

The District's school nurseshall review the lice management program and related procedures periodically, in consultation with medical experts as appropriate, to ensure that they are meeting the needs of the students, their families, and the District and to ensure they are in compliance with current best practices.

Any records created related to head lice cases should be maintained in accordance with state and federal laws and regulations and District policies regarding the maintenance and confidentiality of student records. Only information needed for purposes of assuring notification of the appropriate parties involved and for prevention of further exposures should be noted in a student's school records. Whether any student has or is suspected of having head lice shall be kept confidential.

Legal References	**Description**
IC § 33-512	District Trustees - Governance of Schools

Other References	**Description**
American Academy of Pediatrics	Head Lice, Clinical Reports: Guidance for the Clinician in Rendering Pediatric Care by the American Academy of Pediatrics, 2022
American Academy of Pediatrics	Controlling Head Lice & Reducing Stigma by the American Academy of Pediatrics, 2022
Centers for Disease Control and Prevention	Head Lice Information for Schools by the Centers for Disease Control and Prevention, 2015
National Association of School Nurses	Head Lice Management in Schools: Position Statement by the National Association of School Nurses, 2020

Cross References

Code	**Description**
3500	Student Health/Physical Screenings/Examinations
3500-F(1)	Student Health/Physical Screenings/Examinations - Notice of Health Services
3520	Contagious or Infectious Diseases

Board Policy 3525: Immunization Requirements

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

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

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child who does not provide an immunization record to the school regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by Idaho Code or has previously contracted the disease. The parent/guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child, or provide the appropriate exemption information described under "Exemptions."

Summary of Immunization Requirements		
Immunization Requirement	**Child born after September 1, 2005**	**Child born after September 1, 1999 through September 1, 2005**
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses
Diphtheria, Tetanus, Pertussis	5 doses	5 doses
Polio	4 doses	3 doses
Hepatitis B	3 doses	3 doses
Hepatitis A	2 doses	0 doses
Varicella	2 doses	0 doses

Summary of Seventh Grade Immunization Requirements	
Immunization Requirement	**Number of Doses**
Diphtheria, Tetanus, Pertussis	1 dose
Meningococcal	1 dose

Summary of Twelfth Grade Immunization Requirements		
Immunization Requirement	**Child admitted to 12th grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine at 16 years of age or older, or if student has never received a dose.**	**Child admitted to the 12th grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine before the age of 16**
Meningococcal	1 dose	2 doses

Immunization Certification

The immunization record must be signed by a physician, physician's representative, or another licensed health care professional including an osteopath, nurse practitioner, physician's assistant, licensed professional nurse, registered nurse, or pharmacist stating the type, number, and dates of the immunizations received.

Intended Immunization Schedule

The schedule of intended immunizations statement must be provided by the parent/guardian of a child who is in the process of receiving or has been scheduled to receive the required immunizations. A form is provided by the Department of Health and Welfare or a similar one may be used provided it includes the following information:

1. Name and date of birth of child;
2. School and grade child is enrolling in and attending;
3. Types, numbers, and dates of immunizations to be administered;
4. Signature of the parent, custodian, or legal guardian; and
5. Signature of a licensed health care professional providing care to the child.

Children admitted to school and failing to continue the schedule of intended immunizations will be excluded from school until documentation of administration of the required immunizations is provided by the child's parent, custodian, or legal guardian.

Exemptions

1. Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunization would endanger the life or health of the child is exempt from the immunization requirements;

2. Any minor child whose parent/guardian submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements. The parent/guardian can use a form provided by the District or submit a written, signed statement that the District will attach to the form. Students of majority age

may exempt themselves using a written, signed statement; and

3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease; and

4. A child who has had varicella (chickenpox) diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician.

A child exempted under one of the above requirements may be excluded by the District in the event of a disease outbreak.

Communication of Immunization Requirements and Exemptions

In accordance with Idaho law, all communication to parents/guardians regarding immunization requirements shall also describe the exemptions and make reference to 39-4801, Idaho Code. For purposes of this section, 'communication' includes physical or digital letters, mailers, phone calls, registration packets, etc.

Reporting

The District shall submit a report of each school's immunization status to the State Department of Education on or before the first day of November of each year. The report shall include:

1. Inclusive dates of the reporting period;
2. Name and address of the school, District, and county;
3. Grade being reported and total number of children enrolled in the grade;
4. Name and title of the person completing the report form;
5. Number of children who have had all of the required immunizations listed in the tables above;
6. Number of children who have not had all of the required immunizations listed in the tables above, but are in the process of receiving the required immunizations; and
7. Number of children who claimed exemption to the required immunizations listed in the tables above.

Legal References	**Description**
IC § 39-4801	Immunization - Exemptions
IC § 39-4801	Immunization - Exemptions
IDAPA 16.02.15	Immunization Requirements for Idaho School Children

Cross References

Code	**Description**
2385	English Learners Program
2705	Military Compact Waiver

3030	Part-Time Attendance/Dual Enrollment
3060	Education of Homeless Children

Board Policy 3530: Suicide

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

While the District has a responsibility to notify a student's parent/guardian regarding any known changes in the student's mental, physical, or emotional health or well-being, neither a school district nor a teacher has a duty to warn of the suicidal tendencies of a student absent the teacher's or school district's knowledge of direct evidence of such suicidal tendencies. The Board directs the Superintendent or their designee to draft and implement procedures relating to:

1. Suicide prevention;
2. Suicide intervention; and
3. Suicide postvention.

"Postvention" shall mean counseling or other social care given to students after another student's suicide or attempted suicide.

These procedures may include, but are not limited to, the following measures:

1. Prevention:

    A. Offering and providing help and assistance, including early identification;
    B. Support and/or counseling by school support personnel for low-risk students;
    C. Referral to appropriate sources outside the school for high and moderate-risk students;
    D. The designation of a District-level or school level suicide prevention coordinator(s) by the Superintendent to be responsible for planning and coordinating the implementation of procedures addressing suicide.
    E. Encouraging staff to report to the coordinator students they believe may be at elevated risk of suicide.
    F. Education of students on suicide prevention through age-appropriate curriculum.
    G. Small group suicide prevention programming.
    H. Offering resources to parents/guardians on suicide prevention.

2. Intervention:
    A. Contacting the parents/guardians of students identified as at imminent risk of suicide.
    B. Contacting emergency services to assist a student who is at imminent risk of suicide.
    C. Providing first aid until emergency personnel arrive, as appropriate.
    D. Moving other students away from the immediate area of any suicide attempt on District property or at a District event.

3. Postvention:
    A. After care support by the school for faculty, staff, and students after a sudden death has occurred.
    B. The development of a plan for responding to a death by suicide that has a significant impact on the school community.
    C. Notification of the suicide prevention coordinator, if applicable.
    D. The creation of a crisis team to respond to deaths by suicide that have a significant impact on the school community.
    E. Contacting the State Department of Education to report any student deaths by suicide and to seek postvention assistance and/or resources.

F. Offering mental health services to students likely to be strongly affected by a recent death.
G. Appointing a spokesperson to handle inquiries related to issues involving suicide in the District.

Following notification of District staff of a suicide attempt by a student or following the identification of a student as being at imminent risk of suicide, the building principal may require a note from the student's doctor or counselor stating that it is the doctor or counselor's opinion that the student is ready to return to school. The student and their parent/guardian may meet with the school counselor to create a plan for the student's return to school, including any appropriate accommodations needed by the student.

District personnel shall attend to the rights of the student and their family.

The District shall comply with all requirements of State law and administrative rules for training by personnel on suicide prevention and awareness. This includes providing annual professional development to staff involved in preventing, intervening, and responding to suicide on:

1. School philosophy regarding school climate and the promotion of protective factors;
2. Data on suicide for the region or state, or both;
3. Risk and protective factors for students;
4. Suicide myths and facts;
5. How to develop community partnerships related to suicide prevention;
6. How to utilize safe and appropriate language and messaging when addressing students;
7. Warning signs of suicide ideation for students;
8. Local and school-based protocols for aiding a suicidal individual;
9. Local protocols for seeking help for self and students;
10. Identification of appropriate mental health services and community resources for referring students and their families;
11. Information about state statutes on responsibility, liability, and duty to warn;
12. Confidentiality issues;
13. The need to ask others directly if they are suicidal; and
14. Evidence-based protocol for responding to a student or staff suicide.

Legal References	**Description**
IC § 33-136	Suicide Prevention in Schools
IC § 33-512B	District Trustees — Suicidal Tendencies — Duty to Warn
IC § 33-6001	Parental Rights
IDAPA 08.02.02.112	Suicide Prevention in Schools
IDAPA 08.02.03.160	Safe Environment and Discipline

Board Policy 3540: Emergency Treatment

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent/guardian. School personnel shall not assume responsibility for any treatment beyond first aid. Financial charges incurred during the emergency care process, such as ambulance or hospital fees shall be the responsibility of the parent/guardian. The District shall strive to ensure an employee remain with any seriously ill or injured students until the parent/guardian or their designee assumes responsibility.

Each parent/guardian must provide an emergency telephone number where they can be reached. The District recommends that parents/guardians regularly check and update the emergency contact information they've provided to the District. They must also provide a completed Form 3500F indicating student health services to which they consent. If a student does not have a completed Form 3500F, the District shall presume there is no consent to provide any healthcare services.

The District may keep the telephone numbers of hospitals, ambulances, and others to be called in case of an emergency near all phones. Information on who to contact if a student's parent/guardian is not available shall be available in a central location.

The District may provide emergency treatment to the child if:

1. The parent/guardian already consented to such treatment via Form 3500F or some other means; or

2. District staff reasonably determines that a medical emergency exists and:

    A. Furnishing the health care service is necessary to prevent death or imminent, irreparable physical injury; or
    B. District staff can't contact the parent/guardian despite a reasonably diligent effort and the student's life or health would be seriously endangered by further delay in the furnishing of health care services.

When a student is injured or ill, the principal or designated staff member should immediately contact the parent/guardian so that the parent/guardian can arrange for care or treatment of the injured student and consent to providing treatment to the child if they have not already done so.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

1. Isolate the child immediately from other children in a room or area segregated for that purpose;

2. Inform the parent/guardian as soon as possible about the illness and request that they pick up the child; and

3. Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event of any medical emergency posing a serious threat to life or health, District staff shall call the local emergency medical service provider.

The District may keep the telephone numbers of hospitals, ambulances, and others to be called in case of an emergency near all phones. Information on who to contact if a student's parent/guardian is not available shall be available in a central location.

A note from a student's parent/guardian or their physician shall be required for readmission to school following a serious illness/injury.

First Aid Supplies

The District shall maintain a first aid cabinet in each building with first aid policies and procedures posted nearby. The school nurse shall distribute first aid supplies to all schools, and these shall be replenished regularly. First aid kits shall be available in the main office, high risk areas, and transportation vehicles.

The District shall strive to ensure that at least one employee who works at each school building has a current first aid certificate

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Legal References	**Description**
IC § 32-1015	Parental Rights in Medical Decision-Making

Cross References

Code	**Description**
3500	Student Health/Physical Screenings/Examinations
3500-F(1)	Student Health/Physical Screenings/Examinations - Notice of Health Services
3518	Treatment of Opiod Overdoses

Interviews by School Administrators (Student Victims/Witnesses)

When a violation of Board policy or school rule occurs, the school principal or designee may question a potential student victim or students who may have relevant information without prior consent of the parent/guardian. Another adult should be present during the questioning of students.

Interviews by School Administrators (Student Suspect)

In situations where a student is suspected of violating Board policy or school rule, the principal or designee may interview or question the suspected student without the prior consent of the student's parent/guardian. The school official must first have reasonable grounds to suspect that the student committed such a violation. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies involvement or culpability in any of the suspected activities, the student will be afforded the opportunity to present their side of the story, orally or in writing.

Interviews and Questioning by Law Enforcement Officials

If a law enforcement officer is present on school property solely to question a specific, identified student, the school's administrative personnel shall bring the student to a designated location for questioning. Law enforcement officers who are present for such an interview should not otherwise roam the school's facility in an effort to locate the student. They should remain in the administration office while school personnel seek out the student. However, if there is a safety concern or other emergency situation involving a student, the school and law enforcement official shall work together on the best way to contact that student.

Any questioning of a student by law enforcement should take place in a private room or area where confidentiality can be maintained.

When reasonably possible, parents/guardians should be given the chance to be present for questioning. A public school shall notify a student's parent or legal guardian by phone call or text message if a minor student has been or may be questioned by a school resource officer or other law enforcement official, unless the child is a victim or suspected victim of physical child abuse, abandonment, and/or neglect.

The District recognizes that it is not always possible to notify a parent/guardian of a student prior to an interview by law enforcement, whether by an SRO or otherwise. At minimum, when the District is aware that such questioning has occurred, the building principal or designee shall notify the parent/guardian of such event by phone call or text before the end of the day when the interview occurred.

The School Board prefers that any interview of a student or a detainment of a student occur outside of school hours and outside the school setting, when possible. However, when such activities cannot occur outside of the school setting, the principal or designee will notify a parent/guardian of an interview or detainment of a minor student by law enforcement officials.

School personnel shall not require any student to subject themselves to any law enforcement interview. If a parent/legal guardian directs that a student is not to be subject to a law enforcement interview, such direction will be honored by the school and law enforcement will have to make other arrangements to conduct such questioning. Such parental direction shall be required for each case in which a law enforcement officer asks to question a student.

The building principal or their designee may request to be present at the interview, but should not take part in any questioning. If present, the principal or designee should at all times remain a neutral observer. If the student's parent/guardian is not present, the principal should be present during the interview unless otherwise ordered by law enforcement officials.

When students are questioned by law enforcement officers, District personnel are not responsible for a police officer's compliance with the law. If a parent/guardian or student refuses to consent to police questioning, it is the law enforcement officer's responsibility to respond appropriately to such refusal.

Questioning by Law Enforcement Officials About School-Related Violations

When a suspected violation of criminal law has occurred on school grounds, at a school sponsored activity, or an activity involving school operations, law enforcement officers may be notified by school officials to request a criminal investigation. Law enforcement officers may also independently determine that an investigation requiring student interviews is necessary

School discipline investigations conducted by school administrators and criminal investigations conducted by law enforcement officers – with the exception of SRO personnel – shall be conducted in a parallel manner rather than as a joint investigation. Therefore, a school discipline investigation need not stop as soon as the school administrator believes that a crime has been committed. The results of the parallel investigations may be shared among school officials and the police.

Questioning by Law Enforcement Officers About Non-School-Related Violations

The District strives to maintain cooperative working relations between law enforcement, child protective authorities, and school authorities. Law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to question students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when emergency or other exigent circumstances exist, conducting such interviews during the student's class time is discouraged. Whenever possible, such questioning on matters not related to school should take place away from school and outside of school hours. Whether an interview will be permitted at school during school hours shall be at the discretion of the principal, except when a warrant or court order requires that it be conducted immediately. The principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational

process while at the same time cooperating with law enforcement efforts. Accordingly, the principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews. In the event of disagreement, the principal or designee shall immediately contact the area administrator or District legal counsel for assistance.

Before any student interview begins regarding suspected criminal activity, the principal or designee shall ascertain that the law enforcement officer has proper photo identification evidencing affiliation with an identified law enforcement agency**.** The Idaho Department of Health and Welfare or law enforcement may exclude school personnel from any child abuse investigations and related interviews and may use a school building to conduct the interview.

Arrests by Law Enforcement Officers

A law enforcement officer may take a student into custody if the student has been placed under arrest, if the officer declares the student to be in imminent danger, or if the student's parent/guardian and the student consent to such release. When practical, the officer must first notify the principal or designee so that the student may be summoned to the principal's office and taken into custody in a manner that is as inconspicuous as possible and minimizes disruption of school operations and the educational process. When an emergency situation arises and the student is taken into custody or arrested on school premises without prior notification to the principal or designee, the law enforcement officer should notify school authorities of the situation as soon as possible.

When a student is removed from school by law enforcement officers for any reason, the building principal or designee will make every reasonable effort to notify the student's parent/guardian, including attempts to contact them by phone call or text message. At a minimum, the principal will call all of the telephone numbers provided by the parent/guardian to the District. The school official will document such effort in writing. When law enforcement officers make a formal arrest or the student is otherwise in law enforcement custody, any and all responsibility for that student is transferred to law enforcement personnel. If a school official has reason to believe a student is wrongly detained or arrested, they shall not interfere in any way but will contact the Superintendent explaining their reason which will be documented by the Superintendent and reported to the parent/guardian.

School officials will notify the appropriate area administrator of the removal of any student from school by law enforcement under any circumstance. District personnel are not responsible for an officer's legal compliance with respect to said arrest.

Definitions

"Interview" or "questioning" means asking a student about an incident.

"Reasonable Suspicion" means a common-sense belief based on the information at hand that criminal activity or a violation of school rule/policy has happened or will happen.

Legal References	Description
IC § 16-1605	Child Protective Act: Reporting of Abuse, Abandonment or Neglect
IC § 16-1606	Child Protective Act: Immunity
IC § 16-1607	Child Protective Act: Reporting in Bad Faith-Civil Damages
IC § 16-1631	Child Protective Act: Authorization for Department to Act
IC § 20-516	Juvenile Corrections Act — Apprehension and Release of Juveniles — Detention
IC § 6-904(1)	Tort Claims Against Governmental Entities —Exceptions to Governmental Liability

Other References	Description
Idaho Att'y Gen.	Ann. Rpt. 93-2 (1993) (last accessed November 18, 2019)

Cross References

Code	Description
4400	Relations with Law Enforcement and Child Protective Agencies
5260	Abused and Neglected Child Reporting
5260-F(1)	Abused and Neglected Child Reporting - Report of Suspected Child Abuse, Abandonment, or Neglect

Minidoka County Joint School District #331

STUDENTS **3545F1**

Student Arrest Form

Form for Signature of Arresting Officer

Any student removed from school premises by law enforcement shall be released by the school using this form. Upon removal, law enforcement assumes full responsibility for the student.

I, _____, a duly sworn peace officer and member of the _____ Department, _____, have asked that _____, a student in the _____ School, be surrendered to me, and pursuant thereto have taken said student into my custody and am assuming full responsibility for the student's arrest.

Date: _____ Signature: _____

Time: _____ Badge Number: _____

School Action

Date and time parents notified. If more than one attempt is made, include such information here:

_____

_____

_____

Signature of Administrator

Parent contact information will be shared with law enforcement officials to facilitate further communication between the family and law enforcement.

One copy each shall be made for:

1. *School records;*
2. *Parent mailing;*
3. *The police officer; and*
4. *The witnessing administrator*

Minidoka County Joint School District #331

STUDENTS **3545F2**

Student Interview Form

Form for Signature of Interviewing Officer

I, _____, a duly sworn peace officer and member of the _____ Department, _____, have asked that _____, a student in the _____ School, be made available for interview

Date: _____ Signature:_____

Time: _____ Badge Number:_____

School Action

Date and time parents notified. If more than one attempt is made, include such information here:

_____

_____

_____

Signature of Administrator

One copy each shall be made for:

1. *School records;*
2. *Parent mailing;*
3. *The police officer; and*
4. *The witnessing administrator*

Procedure 3550: Removal of Student During School Hours

Status:

Original Adopted Date: | Last Reviewed Date:

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed from school grounds, any school building, or school function during school hours except by a person duly authorized in accordance with District procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the principal, evidence of his or her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The Superintendent is directed to establish procedures for the removal of a student during school hours.

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school;

2. Any other agencies must have a written administrative or court order directing the District to give custody to them. Proper identification is required before the student shall be released;

3. A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents/guardians have the burden of furnishing schools with accurate, up-to-date information;

4. The school should always check with the custodial parent before releasing the student to a non-custodial parent;

5. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody, unless an emergency situation justifies a waiver; and

6. Police should be called if a visitor becomes disruptive or abusive.

Board Policy 3560: Video Surveillance

Status:

Original Adopted Date: | Last Reviewed Date:

The Board believes that the use of video taping equipment can make positive contributions to the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard District facilities and equipment. Having carefully weighed and balanced the rights of privacy of students, staff, and visitors against the District's goal of ensuring the safety of every student, employee, and visitor while they are on District property and also the goal of safeguarding District facilities and equipment, the Board hereby authorizes the use of video cameras on District property as follows:

Video surveillance shall be used to promote order, to maintain the security, health, welfare, and safety of all staff, students, and visitors on District property, and to safeguard District facilities and equipment.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property. Additionally, notices shall be posted on or about School District property alerting those on District property that the District is utilizing video surveillance.

Review of any video recordings is restricted to those who have a security, safety, or a legitimate educational interest.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable State and federal laws related to record maintenance and retention. Video tapes that are records of student and/or staff behavior shall be secured in a locked file until the tapes are either reused or erased. The video tape shall be considered a student and/or staff record and shall be subject to current law for the release of student record information and/or personnel record.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the District to investigate violations of District policy.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video cameras may be installed in public locations as deemed appropriate by the Superintendent, and shall not be installed in areas with a reasonable expectation of privacy.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

Legal References	**Description**
20 USC Section 1232g, et seq.	Family Educational Rights and Privacy Act (FERPA)
34 CFR Part 99	Implementing FERPA

903 P.2d 73 (1995)	Books v. Logan
908 P.2d 143 (1995)	Rife v. Long
IC § 18-6701, et seq.	Communications Security
IC § 33-512	District Trustees - Governance of Schools

Cross References

Code	Description
3570	Student Records
3570-P(1)	Student Records - Maintenance of School Student Records
3570-F(1)	Student Records - Notification to Parents' and Student's of Rights Concerning a Student's School Records
3570-F(2)	Student Records - Permission to Use Likeness

Board Policy 3563: Student Tracking Safety Devices

Status:

Original Adopted Date: | Last Reviewed Date:

Because of student privacy concerns, the District requires listen-in technology to be disabled while any student tracking device is at school, on District-provided transportation, and at school events. The District prohibits unauthorized audio or visual recordings or transmission of audio or images of other students.

A parent/guardian shall obtain approval from the building principal before operating a student-tracking safety device or other electronic device with recording or listen-in capability, such as AngelSense, at school or at a school-sponsored event. Any parent/guardian receiving permission to use an electronic device with listen-in capability may be requested to enter into a user agreement with the school to define the scope and limits of such use.

Legal References	Description
20 USC Section 1232g, et seq.	Family Educational Rights and Privacy Act (FERPA)
34 CFR Part 99	Implementing FERPA

Board Policy 3565: Termination of Driving Privileges

Status:

Original Adopted Date: | Last Reviewed Date:

In the event an enrolled student fails to meet the State enrollment and attendance requirements, the school principal or designee will provide written notification on a form provided by the Idaho Department of Education to the student and parent/guardian of the District's intent to request that the Idaho Department of Transportation suspend the student's driving privileges, because the student has dropped out of school (and has not otherwise enrolled in another public/private school, home schooling educational program, course of preparation for the GED, a college or university, a post-secondary vocational program, or job training program or other educational activity approved by the Board) or has failed to comply with the enrollment and attendance requirements found in Idaho Code.

The student and parent/guardian will have 15 calendar days from the date of receipt of the above-mentioned notice to request a hearing before the school principal or designee for the purpose of reviewing the pending suspension of driving privileges. The requested hearing will be held within 30 calendar days after the receipt of the request.

The school principal or designee may grant a hardship waiver of the requirements of this policy for any student for whom a personal or family hardship requires that the student have a driver's license for his or her own or family member's employment or medical care. The principal or designee will take into account the recommendations of teachers, other school officials, guidance counselors, or academic advisors prior to granting a waiver. Such a hardship waiver must be requested by the student or the student's parent/guardian at the initial hearing.

If the principal or designee, denies a hardship waiver, that decision may be appealed to the Board within seven calendar days of receipt of the principal's or designee's decision. The hearing before the Board will be held at a mutually convenient time. The Board will have the authority to uphold the decision of the principal or designee, or reverse the decision and grant the hardship waiver.

Legal References	Description
IC § 33-211	Attendance at Schools —Students' Drivers' Licenses
IC § 49-110	Motor Vehicles - Definitions
IC § 49-303	Motor Vehicle Driver's Licenses – What Persons Shall Not Be Licensed
IC § 49-303A	Motor Vehicle Driver's Licenses - Driver's License or Permits Issued to Certain Persons Under the Age of Eighteen Years
IC § 49-305	Motor Vehicle Driver's Licenses -Instruction Permits — Commercial Learner's Permit — Temporary Licenses — Motorcycle Endorsement Instruction Permit

IC § 49-310	Motor Vehicle Driver's Licenses – Applications of Persons Under The Age of Eighteen Years
IC § 49-326	Motor Vehicle Driver's Licenses -Authority of Department to Suspend, Disqualify or Revoke Driver's License and Privileges

Cross References

Code	Description
2325	Driver Training Education

Board Policy 3570: Student Records

Status:

Original Adopted Date: | Last Reviewed Date:

School student records are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents shall have the right to object to the release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) directs the school not to release this information.

The Superintendent shall implement this policy consistent with State and federal law and may develop administrative procedures to assure compliance with State and federal law. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parents of it, as well as their rights regarding student school records.

Student Health Record

The student's health record is designed to bring together all pertinent information regarding the student's health. It should contain significant facts of their past history, evaluations, results of the findings of medical and dental health examinations, and pertinent teacher observations.

The school health record will follow the student as part of the cumulative folder if they transfer to another school or school system.

The records shall be treated as confidential documents as described in this policy and the related procedure.

Legal References	Description
20 USC Section 1232g, et seq.	Family Educational Rights and Privacy Act (FERPA)
34 CFR Part 99	Implementing FERPA
IC § 33-133	Idaho Student Data Accessibility, Transparency, and Accountability Act — Definitions — Student Data — Use and Limitations — Penalties
IC § 33-209	Attendance at Schools —Transfer of Student Records — Duties
IC § 33-6001	Parental Rights
IC § 33-717A	Divorce Actions — Parents' Access to Records and Information

Cross References

Code	Description
2500	Library Materials
2500-F(1)	Library Materials
3560	Video Surveillance
3575	Student Data Privacy and Security
3620	Transfer of Student Records
4170	District or School Operated Social Media
4260	Records Available to Public
4260-F(1)	Records Available to Public - Request for Public Records
8605	Retention of District Records
9550	Cybersecurity & Data Breach Response Policy

Minidoka County Joint School District #331

STUDENTS **3570F2**

Permission to Use Likeness

I hereby authorize Minidoka County Joint School District to use my likeness in a photograph, image, motion picture, video recording, and/or sound recording, for use in any and all of its publications, including website entries, social media or to otherwise publish, circulate and to disseminate said photographs, images, motion pictures, video recordings, and/or sound recordings or any duplication or facsimile thereof for any lawful purpose they deem proper. I recognize and consent that my name may or may not be attached or utilized in relation to the publication of any such photograph, image, motion picture, video recording, and/or sound recording and consent to the same.

By making such authorization, I hereby relinquish and assign to Minidoka County Joint School District all right, title and interest I may have in the photographs, images, motion pictures, video recordings, and/or sound recordings, negatives, reproductions or copies, including, but not limited to, the right to copyright the same used by them. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness or voice appears; and waive any right to royalties or other compensation arising or related to the use of such photographs, images, motion pictures, video recordings, and/or sound recordings.

I understand that Minidoka County Joint School District and their employees, agents, officers, and owners cannot warrant or guarantee that any further dissemination of my image and/or voice will be subject to control by Minidoka County Joint School District. I hereby hold harmless and release and forever discharge Minidoka County Joint School District and their employees, agents, officers, and owners, from all claims, demands, damages, and causes of action which I, my heirs, representatives, executors, administrators, or any other person's action on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 18 years of age and am competent to contract in my own name. I have read this release and assignment before signing below and I fully understand the contents, meaning, and impact of this release.

Signature: _____ Date: _____

Printed Name: _____

If the person signing is under age 18, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent or legal guardian of _____. I have read the foregoing release and assignment before signing below and I fully understand the contents, meaning, and impact of this release, and do hereby sign and authorize said release and assignment on behalf of the minor child named above and will hold the District harmless for any

claim that may be pursued by or on behalf of my child as a result of my entering into this release and assignment.

Parent/Guardian/s Signature: _____

Date: _____

Parent/Guardian's Printed Name: _____

Student's Printed Name: _____

Minidoka County Joint School District #331

STUDENTS **3570F3**

Form for Denial of Permission to Release Certain Directory Information

Dear parent or adult student

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music, and theater presentations of this school district.

If you wish that any of the following directory information **not** be released without written permission, please those check the specific categories of information:

_____ Name

_____ Grade level

_____ Academic awards, degrees, and honors

_____ Information in relation to school-sponsored activities, organizations, and athletics

_____ Major field of study

_____ Period of attendance in school

Student's Printed Name: _____

School Attending: _____

Grade: _____

Parent/Guardian's Printed Name: _____

Parent/Guardian/s Signature: _____

Date: _____

Procedure 3570-P(1): Student Records - Maintenance of School Student Records

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date:

School student records are confidential, and information from them shall not be released other than as provided by law. Federal and state laws grant certain rights to parents and students, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant.

The District shall maintain a record for each student that shall contain information, including but not limited to the items listed below, if the District has created or received such information. Items 1 through 7 must be included.

1. Birth certificate;
2. Proof of residency;
3. Unique student identifier issued and assigned by the State Department of Education;
4. Basic identifying information;
5. Academic transcripts;
6. Immunization records;
7. Attendance records;
8. Intelligence and aptitude scores;
9. Residency Form
10. Home Language Survey
11. Psychological reports;
12. Achievement test results;
13. Participation in extracurricular activities;
14. Honors and awards;
15. Special education records (maintained pursuant to IDEA requirements);
16. Verified reports or information from non-educational persons;
17. Verified information of clear relevance to the student's education;
18. Log pertaining to release of student's record; and
19. Disciplinary records.

The District has determined that the following documentation shall be permanently maintained:

1. The unique student identifier;
2. Transcript;
3. Graduation date;

Other content of the student record shall be maintained for a period of seven years after a student graduates or permanently leaves the District, except for those records for which longer retention is required.

Special Education Records shall be maintained in accordance with then-applicable special education laws, as such may change from time to time.

Personnel Responsible for Records Maintenance

The District's public records custodian, in conjunction with the Superintendent and their designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy and consistent with the provisions of State and federal law. This includes the provisions of IC 33-133.

2. The parents of a student under 18 years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within five school days of the District's receipt of such a request unless state or federal law specifically provides another length of time.

   Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

   A. Academic progress reports or records;
   B. Health reports;
   C. Notices of parent-teacher conferences;
   D. School calendars distributed to parents/guardians; and
   E. Notices about open houses and other major school events, including pupil-parent interaction.

   When the student reaches 18 years of age or otherwise becomes emancipated, the rights detailed herein for the parent/legal guardian are transferred to the student, unless otherwise addressed by the student, permitted parental access to the student information system, or via court order/guardianship. Additionally, the parents of dependent students, as defined by the Internal Revenue Service (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish this right, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

   Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived their right of access after being advised of their right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.

4. For purposes of an audit or evaluation by a federal or State-supported education program, and to comply with federal requirements related to such a program. The receiving entity must be a State or educational authority or another entity allowed by the Family Educational Rights and Privacy Act (FERPA), or must be an authorized representative of such an entity.

For each new audit, evaluation, or enforcement effort, the District shall enter into a written agreement when designating anyone other than its employee as its authorized representative. The District shall be responsible for using reasonable methods to ensure, to the greatest extent practicable, that the authorized representative:

A. Uses the personal information only for the authorized purpose;
B. Protects the personal information from further unauthorized disclosures or other uses; and
C. Destroys the personal information when it is no longer needed for the authorized purpose. Such destruction shall be affected by any specified time period set forth in the written agreement.

5. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. Any such release in this regard shall be consistent with Idaho Code and Policy 3575 relating to the limitations on the release of student data.

6. The District shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).

7. The District shall grant access to or release information from any student record as specifically required by federal or state statute.

8. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records, and one copy shall be mailed to the parent or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

9. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.

10. Prior to the release of any records or information under items 6, 7, 8, and 9 above, the District shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 6. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.

11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this

decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The length of the exception is limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The District shall notify the parents or eligible student as soon as possible of the information released; the date of the release; the person, agency, or organization to which the release was made; and the purpose of the release and the same information shall be recorded in the student's record log.

12. The District will comply with an ex parte order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).

13. The District may charge a fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship. See Policy 4260 for information regarding the District copy fee schedule.

14. A log of all releases of information from student records, including all instances of access granted, whether or not records were copied, shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:
    A. Information released or made accessible;
    B. The name and signature of the records custodian;
    C. The name and position of the person requesting the release or access;
    D. The legitimate interests the parties had in requesting or obtaining the information;
    E. The date of the release or grant of access;
    F. A copy of any consent to such release; and
    G. Any additional information required by State or federal law.

<u>Directory Information</u>

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

1. Name;
2. Grade level;
3. Academic awards, degrees, and honors;
4. Information in relation to school-sponsored activities, organizations, and athletics;
5. Major field of study;
6. Period of attendance in school; and
7. A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements, or for any District informational or promotional use on its social media or other publications, or for any yearbook.

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

<u>Military Recruiters/Institutions of Higher Education</u>

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

Student Record Challenges

Parents/guardians may challenge the accuracy, relevancy, or propriety of their student's records, except for challenges made to the following when a student's school records are being forwarded to another school:

1. Grades; and
2. References to expulsions or out-of-school suspensions

Parents/guardians who wish to challenge a record should write to the school principal or records custodian, clearly identifying the part of the record they want changed or removed, and specifying the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the parent/guardian has the right to request a hearing at which each party has:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore; and
5. The right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Such notice shall be in writing and provided within a reasonable period of time after the hearing. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

Legal References	**Description**
20 USC Section 1232g, et seq.	Family Educational Rights and Privacy Act (FERPA)
34 CFR Part 99	Implementing FERPA
IC § 33-133	Idaho Student Data Accessibility, Transparency, and Accountability Act — Definitions — Student Data — Use and Limitations — Penalties

IC § 33-209	Attendance at Schools —Transfer of Student Records —

	Duties
IC § 33-6001	Parental Rights
IC § 33-717A	Divorce Actions — Parents' Access to Records and Information

Cross References

Code	Description
2500	Library Materials
2500-F(1)	Library Materials
3560	Video Surveillance
3575	Student Data Privacy and Security
3620	Transfer of Student Records
4170	District or School Operated Social Media
4260	Records Available to Public
4260-F(1)	Records Available to Public - Request for Public Records
8605	Retention of District Records
9550	Cybersecurity & Data Breach Response Policy

Minidoka County Joint School District #331

STUDENTS **3570F1**

Student Records

Notification to Parents' and Students of Rights Concerning a Student's School Records

This notification will be distributed annually and may be distributed by any means likely to reach the parent(s)/guardian(s). The District shall effectively notify parents and eligible students who have a disability and those whose primary or home language is not English. To be in compliance, this form must be distributed with a copy of Procedure 3570P Student Records.

The District will maintain a record for each student that shall contain the information listed in the attached copy of Procedure 3570P

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records within a reasonable time of the day the District receives a request for access.**

   Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place where the records may be inspected.

   The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

   The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

   When the student reaches 18 years of age or meets other criteria specified in Procedure 3570P, all rights and privileges accorded to the parent become exclusively those of the student.

2. **The right to request an amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper as described in Procedure 3570P.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or State law authorizes disclosure without consent.**

   Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District safety and security personnel employed by the District); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person to whom disclosure is specifically required by State or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge the records.

   Disclosure is also permitted without consent for research, statistical reporting, or planning purposes as described in Procedure 3070P.

   Disclosure is also permitted without consent to any person named in a court order ordering such release and to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

   Throughout the school year, the District may release directory information regarding students. Directory information is defined in the attached copy of Procedure 3570P

   Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30

days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. **The right to request that information not be released to military recruiters and/or institutions of higher education.**

   Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request.

   Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

   The name and address of the office that administers FERPA is:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Board Policy 3575: Student Data Privacy and Security

Status:

Original Adopted Date: | Last Reviewed Date:

The efficient collection, analysis, and storage of student information is essential to improve the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. The privacy of students and the use of confidential student information is protected by federal and State laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency, and Accountability Act of 2014 (Idaho Data Accountability Act).

Student information is compiled and used to evaluate and improve Idaho's educational system and improve transitions from high school to postsecondary education or the workforce. The Data Management Council (DMC) was established by the Idaho State Board of Education to make recommendations on the proper collection, protection, storage, and use of confidential student information stored within the Statewide Longitudinal Data System (SLDS). The DMC includes representatives from K-12, higher education institutions and the Department of Labor.

This model policy is required by the Idaho Data Accountability Act. In order to ensure the proper protection of confidential student information, the District shall adopt, implement and electronically post this policy to its website. It is intended to provide guidance regarding the collection, access, security, and use of education data to protect student privacy. This policy is consistent with the DMC's policies regarding the access, security, and use of data maintained within the SLDS. Violation of the Idaho Data Accountability Act may result in civil penalties.

Definitions

Administrative Security consists of policies, procedures, and personnel controls including security policies, training, and audits, technical training, supervision, separation of duties, rotation of duties, recruiting and termination procedures, user access control, background checks, performance evaluations, and disaster recovery, contingency, and emergency plans. These measures ensure that authorized users know and understand how to properly use the system in order to maintain security of data.

Aggregate Data is collected or reported at a group, cohort, or institutional level and does not contain PII.

Data Breach is the unauthorized acquisition of PII.

Logical Security consists of software safeguards for an organization's systems, including user identification and password access, authenticating, access rights, and authority levels. These measures ensure that only authorized users are able to perform actions or access information in a network or a workstation.

Personally Identifiable Information (PII) includes: a student's name; the name of a student's family; the student's address; the students' social security number; a student education unique identification number or biometric record; or other indirect identifiers such as a student's date of

birth, place of birth or mother's maiden name; and other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances, to identify the student.

Physical Security describes security measures designed to deny unauthorized access to facilities or equipment.

Student Data means data collected at the student level and included in a student's educational records.

Unauthorized Data Disclosure is the intentional or unintentional release of PII to an unauthorized person or untrusted environment.

Collection

The District shall follow applicable State and federal laws related to student privacy in the collection of student data.

Access

Unless prohibited by law or court order, the District shall provide parents, legal guardians, or eligible students, as applicable, the ability to review their child's educational records.

The Superintendent or designee, is responsible for granting, removing, and reviewing user access to student data. An annual review of existing access shall be performed.

Access to PII maintained by the District shall be restricted to:

1. The authorized staff of the District who require access to perform their assigned duties; and
2. Authorized employees of the State Board of Education and the State Department of Education who require access to perform their assigned duties; and
3. Vendors who require access to perform their assigned duties.

Security

The District shall have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure. The District shall immediately notify the Executive Director of the Idaho State Board of Education and the State Superintendent of Public Instruction in the case of a confirmed Data Breach or confirmed Unauthorized Data Disclosure. The District shall also notify in a timely manner affected individuals, students, and families if there is a confirmed Data Breach or confirmed Unauthorized Data Disclosure.

Use

Publicly released reports shall not include PII and shall use Aggregate Data in such a manner that re-identification of individual students is not possible.

District contracts with outside vendors involving student data, which govern databases, online services, assessments, special education or instructional supports, shall include the following provisions which are intended to safeguard student privacy and the security of the data:

1. Requirement that the vendor agree to comply with all applicable State and federal law;
2. Requirement that the vendor have in place Administrative Security, Physical Security, and Logical Security controls to protect from a Data Breach or Unauthorized Data Disclosure;
3. Requirement that the vendor restrict access to PII to the authorized staff of the vendor who require such access to perform their assigned duties;
4. Prohibition against the vendor's secondary use of PII including sales, marketing, or advertising;
5. Requirement for data destruction and an associated timeframe; and
6. Penalties for non-compliance with the above provisions.

The District shall clearly define what data is determined to be directory information.

If the District chooses to publish directory information which includes PII, parents must be notified annually in writing and given an opportunity to opt out of the directory within a specified period of time. If a parent does not opt out, the release of the information as part of the directory is not a Data Breach or Unauthorized Data Disclosure.

Legal References	Description
20 USC Section 1232g, et seq.	Family Educational Rights and Privacy Act (FERPA)
34 CFR Part 99	Implementing FERPA
IC § 33-133	Idaho Student Data Accessibility, Transparency, and Accountability Act — Definitions — Student Data — Use and Limitations — Penalties

Cross References

Code	Description
2120	Program Evaluation and Diagnostic Tests
2140	Student and Family Privacy Rights
2140-F(1)	Student and Family Privacy Rights - Consent Form
2500	Library Materials
2500-F(1)	Library Materials
3281	Gender Identity and Sexual Orientation
3570	Student Records
3570-P(1)	Student Records - Maintenance of School Student Records

3570-F(1)	Student Records - Notification to Parents' and Student's of Rights Concerning a Student's School Records
3570-F(2)	Student Records - Permission to Use Likeness
4170	District or School Operated Social Media
8705	Generative Artificial Intelligence
9550	Cybersecurity & Data Breach Response Policy

Board Policy 3580: Relations with Non-Custodial Parents (Alternatives) Status:

Original Adopted Date: | Last Reviewed Date:

Access to Students

The parent with whom the student primarily resides shall be recognized by the District as the custodial parent unless a current legal document or signed parental agreement indicates otherwise. Unless there are specific court-imposed restrictions on custody or visitation, such as:

1. A final divorce decree;
2. Interim orders, in the case that the parents are separated; or
3. A restraining order,

the non-custodial parent, upon written request, may visit the child briefly at school. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of all relevant court orders, to the Superintendent, which curtails these specific rights.

Upon receiving such a proof of a court-imposed restriction as described above, the building principal will comply with the court order. Parents are responsible for providing the building principal a copy of any such documents that may limit a parent's rights with respect to the student.

While both parents, absent a court document described above can visit the student at school, only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate possible student abduction, law enforcement personnel are to be notified immediately. If a parent attempts to visit their child or remove the child from the school in violation of the court order, the building principal will immediately contact law enforcement and the Superintendent or their designee.

Access to Student Records

Unless informed otherwise, the Minidoka County Joint School District assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit to the Superintendent a certified copy of all relevant court orders which curtail these specific rights. Otherwise, the non-custodial parent, upon written request may view the student's educational, medical, or similar records maintained in such student's cumulative record, receive school progress reports, and have an opportunity to conference with the student's teacher(s).
The custodial parent has the responsibility to keep the school office informed as to the address of the student's primary residence, in a manner determined by the school, and how he or she may be contacted at all times. The School District reserves the right to request verification in the form of a certified court document from any party presenting legal documents.

If requested by the custodial parent and pursuant to Idaho Code § 32-717(A), the District will redact the home address of the student from education records prior to providing such records to the noncustodial parent, if requested in writing.

Enrollment

If the parents of a student are divorced or separated, either parent with whom the child lives and who resides within the District boundaries, may enroll the student in school. For the District's purposes, the enrolling parent has no greater rights or responsibilities pursuant to the education of the student unless the District has been notified that there exists a court-imposed restriction as described in this policy.

Legal References	**Description**
20 USC Section 1232g, et seq.	Family Educational Rights and Privacy Act (FERPA)
34 CFR Part 99	Implementing FERPA

Board Policy 3610: Records of Missing Children

Status:

Original Adopted Date: | Last Reviewed Date:

Upon notification by the Idaho State Police of a missing or runaway child currently enrolled in the District, that student's records shall be flagged in such a manner that whenever a copy of or information regarding the record is requested, the school is alerted to the fact that the record is that of a missing or runaway child. If request is made for a flagged record, the record shall not be forwarded and the local law enforcement agency shall be notified of the request for the flagged record.

Any request concerning flagged records or knowledge as to the whereabouts of a missing or runaway child shall immediately be reported to the local law enforcement agency. Upon notification by the Idaho State Police of the return of the missing or runaway child, the school shall remove the flag from the student's record.

Legal References	Description
IC § 18-4511	School Duties — Records of Missing Child — Identification Upon Enrollment — Transfer of Student Records

Cross References

Code	Description
3620	Transfer of Student Records

Receiving School

Within 14 days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his or her record and exercise due diligence in obtaining the copy of the record requested.

Forwarding School

A certified copy of the permanent or cumulative file of any student and the file containing special education records of any student shall be forwarded by mail, or electronically, to a local educational agency or accredited school in which the student seeks to or intends to enroll within ten days after receipt of a written or electronic request, except as provided in Policy 3610 Records of Missing Children. The files that are forwarded must include information concerning violent or disruptive behavior or disciplinary action, however, such information shall be contained in a sealed envelope, marked as "confidential" and addressed to the principal or other administrator of the receiving school.

Legal References	**Description**
IC § 18-4511	School Duties — Records of Missing Child — Identification Upon Enrollment — Transfer of Student Records
IC § 33-209	Attendance at Schools —Transfer of Student Records — Duties

Cross References

Code	**Description**
3570	Student Records
3570-P(1)	Student Records - Maintenance of School Student Records
3570-F(1)	Student Records - Notification to Parents' and Student's of Rights Concerning a Student's School Records
3570-F(2)	Student Records - Permission to Use Likeness
3610	Records of Missing Children

Board Policy 5320: Drug- and Alcohol- Free Workplace

Original Adopted Date: | Last Reviewed Date:

Purpose

The Minidoka County School District is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the students we serve as well as the general public.

The use of alcohol and illegal drugs, and the misuse of prescription drugs is unacceptable. All District workplaces are hereby declared to be drug- and alcohol-free workplaces. A copy of this policy will be provided to each employee with materials describing the dangers of drug use in the workplace and information on any drug counseling, rehabilitation, or employee assistance programs available.

All employees are prohibited from:

1. Unlawful manufacturing, dispensing, distributing, possessing, being under the influence of a controlled substance, or using illegal drugs or drug paraphernalia, while on District premises, while performing work for the District, or in attendance at District-approved or school-related functions;

2. Distributing, manufacturing, selling, consuming, using, possessing, or being under any degree of intoxication or odor from alcohol while on District premises, while performing work for the District, or in attendance at school-approved or school-related functions; and

3. Taking prescription drugs above the level recommended by the prescribing physician and using prescribed drugs for purposes other than those for which they are intended. In addition, employees will not distribute a prescribed drug to another employee or student.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and

2. Notify his or her Superintendent of his or her conviction under any criminal drug statute including but not limited to the use of controlled substances, alcohol, prescription drugs, or over-the-counter drugs for a violation occurring on the District premises or while performing work for the District, no later than five days after such a conviction.

Definitions as Used in This Policy

"Illegal use of drugs" means the use of drugs, the possession or distribution of which is unlawful. Such term does not include the use of a drug taken under the supervision of a licensed health care professional.

"Drug" or "illegal drug" means a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act found in Chapter 27, Title 37 Idaho Code.

"Conviction" means a finding of guilt, including a plea of no-contest, or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

"Criminal Drug Law" means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

Controlled Substance" means any drug or substance that is:

1. Not legally obtainable;
2. Being used in a manner different than prescribed;
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

"Substance Abuse" is the misuse or illicit use of alcohol, drugs, or controlled substances, including but not limited to marijuana, heroin, or cocaine.

Confidentiality

Records that pertain to the District's employee required substance screens are recognized to be private and sensitive records. They shall be maintained by the Superintendent or his or her designee in a secure fashion to ensure confidentiality and privacy and be disclosed only to the extent necessary to address any work-related safety risks occasioned by either the drug or alcohol use. Medical records, and information relating directly thereto, shall be maintained in accordance with provisions of Idaho law and used with the highest regard for employee privacy consistent with law and the purpose of achieving and maintaining a drug free workplace. All personnel records and information regarding referral, evaluation, substance screen results, and treatment shall be maintained in a confidential manner and no entries concerning such shall be placed in an employee's personnel file.

Employment Testing

~~Applicants being considered for employment positions~~ Applicants employed for positions that require driving any district vehicle **~~[may/shall]~~** ~~will~~ be required to submit to ~~a~~ urinalysis and/or breathalyzer test for the detection of the illegal use of drugs or alcohol. Applicants ~~shall~~ will be given a copy of this policy in advance of employment. Applicants must acknowledge having read or had this policy explained to them and should understand that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening, permitting the summary result to be transmitted to the Superintendent or his or her designee.

An applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with the District, and such will be considered as a withdrawal of the individual's application for employment. If substance screening shows a confirmed positive result for which there is no current physician's prescription, a second confirming test may be requested by the Superintendent or his or her designee. If the first or any requested second confirming test is positive, any job offer shall be revoked.

Physical Examination/Screening Based Upon Reasonable Suspicion

Whenever the Board, through its authorized designee, and/or the Superintendent, reasonably suspect that an employee's work performance or on-the-job behavior may have been affected in

any way by illegal drugs or alcohol or that an employee has otherwise violated the District's Drug-Free Workplace Substance Abuse Policy, the employee may be required to submit a breath, saliva, urine, and/or blood sample for drug and alcohol testing. When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that the employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor shall notify the Superintendent.

An employee who is required to submit to drug/alcohol testing based upon reasonable suspicion and refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the employee in accordance with Board policy and State law.

An employee who tests positive on a reasonable suspicion test will be in violation of this policy. Violation of this policy shall constitute grounds for termination in accordance with Board policy and State law.

The District's authorized designee, or the Superintendent are the only individuals in the District authorized to make the determination that reasonable suspicion or cause exists to order a drug screen and are the only individuals who may order an employee to submit to a drug screen.

Two types of cases for which reasonable suspicion procedures may be invoked are:

1. Chronic cases: Deteriorating job performance or changes in personal traits or characteristics where the use of alcohol or drugs may be reasonably suspected as the cause; and

2. Acute case: Appearing to be under the present influence of alcohol and/or drugs or investigation of an accident where the use of alcohol or drugs is reasonably suspected to be a contributing cause in a specific incident or observation.

Circumstances under which substance screening may be considered, in either the chronic or acute cases, include but are not limited to the following:

1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol, and/or the illegal use or sale of prescription drugs;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributable to other factors;
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury; and
5. Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.

The circumstances under which substance screening may be considered, as outlined above, are strictly limited in time and place to employee conduct on duty or during work hours, or on or in District property, or at District-approved or school-related functions.

Post-Accident Testing

Drivers while on school business or operating a school vehicle involved in a motor vehicle accident which involves either a fatality or the issuance of a citation for a moving violation to the District employee ~~[may/will]~~ will be tested for alcohol misuse and controlled substance abuse.

The driver will contact the District at the time of the accident unless he or she is physically

impaired as a result of the accident. The District will contact the testing lab. The testing lab will specify where the alcohol and/or controlled substance testing is to be completed.

If a driver is not able to produce enough breath to test for alcohol using a state approved breath analyzer, a blood test may be done for alcohol.

Law enforcement officials may require a driver involved in an accident to submit to tests administered as part of their jurisdiction. For purposes of this policy, only the test results provided by the District testing laboratory will be accepted.

Failure of an employee to submit to testing for either alcohol or a controlled substance will be considered a positive test and will be determined as cause for disciplinary action.

Testing for alcohol must be done within eight hours of the time of the accident. Testing for controlled substances must be done within 32 hours of the time of the accident.

The driver subject to post-accident testing must refrain from consuming alcohol for either eight hours following the accident or until he or she submits to an alcohol test, whichever comes first. Failure to do so will constitute a positive test result and will be determined as cause for disciplinary action.

Opportunity to Contest or Explain Test Results

Employees or job applicants who have a positive confirmed test result may explain or contest the result to the Superintendent or his or her designee within 5 working days after the Superintendent or designee contacts the employee or job applicant and shows him or her the positive test result as it was received from the laboratory in writing.

Return to Duty Testing

An employee who has been given the opportunity to undergo rehabilitation for drugs or alcohol shall, as a condition of returning to duty, be required to agree to a reasonable follow-up testing established by the Superintendent or his or her designee. The extent and duration of the follow-up testing will depend upon the safety or security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Superintendent or his or her designee is to review the conditions of continued employment with the employee prior to the employee returning to work. Any such condition for continued employment shall be given to the employee in writing. This agreement must be signed by the employee before the employee is allowed to return to the job. Prior to the employee coming back on the job, the employee must complete a drug and/or alcohol test which shows negative results.

The Superintendent or his or her designee may consult with the employee's rehabilitation program in determining an appropriate follow-up testing program, including the frequency of any substance screening contained in a follow-up testing program. In no instance shall such screening be ordered by the Superintendent or his or her designee more than one time within a 72 hour period. In the event of positive test results, the Superintendent or his or her designee will work out disciplinary procedures, if any, in accordance with Board policy and State law.

Any employee subject to return to duty testing that has a confirmed positive drug test shall be in violation of this policy. Violation of this policy shall constitute grounds for immediate termination in

accordance with Board policy and State law.

Inspections

Employees may be assigned District-owned offices, vehicles, lockers, desks, cabinets, etc. for the mutual convenience of the District and personnel. Employees have no expectation of privacy in any of these locations or any personal belongings which they may place in such areas.

Whenever the ~~Board~~ Superintendent or designee reasonably suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs or that an employee has sold, purchased, used, or possessed alcohol, drugs, or drug paraphernalia on District premises, the ~~Board~~ Superintendent or designee may search the employee and the employee's locker, desk, or other District property under the control of the employee.

Inspections under this policy are limited to investigations into work-related misconduct and offenses. Any searches for law enforcement purposes must comply with all applicable State laws.

District Action Upon Violation of Policy

Employees in violation of the provisions of this policy shall be subject to disciplinary action up to and including termination. Alternatively, the ~~Board~~ Superintendent may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance rehabilitation program. The fact that an employee has been referred for assistance and his or her willingness or ability to rehabilitate are appropriate considerations as to what, if any, disciplinary action may be taken.

Should the District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of $5,000 or more, the Superintendent or his or her designee shall notify the appropriate State or federal agency from which the District receives contract or grant moneys of the employee's conviction, within ten days after receiving notice of the conviction.

In determining whether and to what extent an employee will be disciplined or discharged in regard to violating this policy, the Board will consider the following factors: the degree to which the nature of the criminal offense reduces the District's ability to maintain a safe working environment; the degree to which the nature of the criminal offense unreasonably endangers the safety of other employees and/or students; the degree to which the conviction unreasonably undermines the public confidence in the District's operations; the nature of the criminal offense; the nature of the employee's job with the District; the existence of any explanatory or mitigating facts or circumstances; whether the employee promptly reports the conviction; and any other facts relevant to the employee, including but not limited to years of service and record of performance with the District.

An employee can be discharged for work-related misconduct as provided in I.C. 72-1366, for the following reasons:

1. A confirmed positive drug and/or alcohol test, with a test result of not less than .02 BAC;
2. The employee refusing to provide a sample for testing purposes;
3. The employee altering or attempting to alter a test sample by adding a foreign substance; or
4. The employee submitted a sample that is not his or her own.

Within 30 days after receiving notice of a conviction, the District will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program.

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

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Legal References	**Description**
29 CFR § 94.205	What Must I Include in my Drug-free Workplace Statement?
34 CFR Subpart B	Requirements for [Financial Assistance] Recipients Other Than Individuals
41 USC § 81	The Drug-Free Workplace Act of 1988
IC § 72-1701, et seq.	Idaho Employer Alcohol and Drug-Free Workplace Act

Other References	**Description**
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Board Policy 5750: Employing Retired Teachers and Administrators

Original Adopted Date: Last Reviewed Date:

One of the Board's personnel goals is to recruit, select, and employ the best qualified personnel to staff the schools within the District. As such, retired employees who leave the District in good standing may be re-employed as a "Return to Work" employee according to the following guidelines:

1. The District may employ a person previously employed as a school district or charter school instructional, pupil service, or other certificated staff member, certificated teacher or administrator who is receiving retirement benefits from the public employee retirement system of Idaho (PERSI) for positions requiring such certification provided such individual was not promised "rehire" by the District before their retirement was in effect. These employees are referred to below as "retiree" or "retirees".

   In addition, effective until June 30, 2026, the District may hire individuals who retired from any PERSI-eligible employer, so long as the individual retired on or after age 55, and so long as the individual acknowledges they may not accrue additional retirement benefits. All such employment under Idaho 59-1356(5) must end on or before June 30, 2026.

   These employees are considered to be employed "at-will" and in accordance with the Standard Retired Teacher Contract or Standard Retired Administrator Contract form that has been approved by the State Superintendent of Public Instruction and which expires at the end of every school year.

2. Any employment contract between the District and retirees shall be separate and apart from the collective bargaining agreement or master agreement between the District and the local teachers association.

3. Retirees employed consistent with this policy and State law shall accrue one day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave has been negotiated between each individual retiree and the District at the time of employment. Sick leave accrued by a retired employee under Idaho Code § 33-1004H does not qualify for unused sick leave benefits under Idaho Code § 33-1228.

4. The District **will not** provide health insurance and life insurance benefits for retirees hired consistent with this policy.

5. The District shall not employ certificated teachers and administrators who receive or received benefits under the previously existing early retirement program provided in now repealed Idaho Code 33-1004G.

6. Retirees who qualify to be rehired are those who:

   A. Have reached the Rule of 90;
   B. Are not participating in the early retirement program;
   C. Are retired at or after 60 years of age;
   D. Have never received a "promise of rehire" before their retirement date;
   E. Have received at least one payment from their PERSI retirement account; and

F. Meet all conditions and requirements of PERSI to qualify for this program, as such may change from time to time.

7. Any year in which a retired teacher or administrator is hired, the Superintendent shall sign a form to be retained by the District in the employee's personnel file attesting that:

A. Any retired teachers or administrators have been employed using the standard retired teacher or retired administrator contract, as appropriate;
B. The length of any such contract is one year; and
C. Rehire was not agreed to between the teacher or administrator and the District prior to retirement.

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

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Legal References	**Description**
IC § 18-1356	Gifts To Public Servants By Persons Subject To Their Jurisdiction
IC § 33-1004H	Employing Retired Teachers and Administrators
IC § 33-1228	Teachers - Severance Allowance at Retirement
IC § 33-513	Professional Personnel
IC § 59-1302	Definitions
IC § 59-1356	Reemployment of Retired Members

Other References	**Description**
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	**Description**
5100	Hiring Process and Criteria
5100-P(1)	Hiring Process and Criteria - Procedures for Obtaining Personnel Records for Applicants
5100-P(2)	Hiring Process and Criteria - Veteran's Preference
5100-F(1)	Hiring Process and Criteria - Authorization for Release of Information on Past Employment with School Employers

5100-F(2)	Hiring Process and Criteria - Request to Employer
5100-F(3)	Hiring Process and Criteria - Request for Verification of Certificate Status

Board Policy 5751: Employing Retired School Resource Officers and Bus Drivers

Original Adopted Date: | Last Reviewed Date:

Retired employees who leave a District in good standing and are qualified as a school resource officer or bus driver may be rehired.

1. The District may employ a school resource officer or bus driver, who is receiving retirement benefits from the public employee retirement system of Idaho (PERSI) for positions requiring such certification provided such individuals were not promised "rehire" by the District before their retirement was in effect. Said employees are hereinafter referred to as "retiree" or "retirees".

2. These employees are considered to be employed "at-will."

3. Retirees employed consistent with this policy and State law shall accrue one day per month of sick leave. No annual sick leave shall be accumulated unless additional sick leave has been negotiated between each individual retiree and the District at the time of employment. Sick leave accrued by retired employees under Idaho Code § 33-1004H does not qualify for unused sick leave benefits under Idaho Code § 33-1228.

4. The District will not provide health insurance and life insurance benefits for retirees hired consistent with this policy.

5. The District shall not employ any school resource officer or bus driver who receives or received benefits under the previously existing early retirement program provided in now repealed Idaho Code 33-1004G.

6. Retirees who qualify to be rehired are those who:

    A. Have reached the Rule of 90;
    B. Are not participating in the early retirement program;
    C. Are retired at or after 60 years of age;
    D. Have never received a "promise of rehire" before their retirement date; and
    E. Have received at least one payment from their PERSI retirement account; and
    F. Meet all conditions and requirements of PERSI to qualify for this program, as such may change from time to time.

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Legal References **Description**

IC § 18-1356	Gifts To Public Servants By Persons Subject To Their Jurisdiction
IC § 33-1004H	Employing Retired Teachers and Administrators
IC § 33-1228	Teachers - Severance Allowance at Retirement
IC § 33-513	Professional Personnel

Other References	**Description**
ISBA Policy Services	https://www.idsba.org/member-services/policy/

Cross References

Code	**Description**
5100	Hiring Process and Criteria
5100-P(1)	Hiring Process and Criteria - Procedures for Obtaining Personnel Records for Applicants
5100-P(2)	Hiring Process and Criteria - Veteran's Preference
5100-F(1)	Hiring Process and Criteria - Authorization for Release of Information on Past Employment with School Employers
5100-F(2)	Hiring Process and Criteria - Request to Employer
5100-F(3)	Hiring Process and Criteria - Request for Verification of Certificate Status