

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

NOTICE IS HEREBY GIVEN that an **Regular Meeting** of the Board of Trustees of the Minidoka County Joint School District is posted for **Monday, July 17, 2023 at 6:00 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	Dr. Kenneth Cox, Superintendent
Rick Stimpson, Vice Chair	Kerri Tibbitts, Board Clerk
Russ Suchan, Trustee	Reed Cotten, School Counsel
Jeff Gibson, Trustee	
Mary Andersen, Trustee	

1. WORK SESSION (6:00) - CTE	
2. CALL TO ORDER & ROLL CALL	
3. VISITOR WELCOME, PRAYER & 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	26
C. Disposition of District Property/Fixed Assets	
D. Travel Requests	
E. New Personnel	
6. PATRON COMMENTS	
7. DISCUSSION ITEMS	
A. ISBA Training (July 24th)	
B. Detailed Audit	
C. Policy Discussion	
1. Policy 302.00 Open Enrollment	131
2. Policies 320.00 Attendance/Policy 266.00 Secondary Grading Alternatives (discussion to combine some wording from Policy 266.00 in 320.00)	143
D. Superintendent Report	
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8. BUSINESS	
A. Approval of Organizational Chart	200
B. Detailed Audit	
C. Approval of In-Person Learning Plan	203
D. Approval of Rate Increase for Use of Buses (trips, events, etc.)	210
E. Approval of 2023-2024 Fees/Fundraisers	211
F. Approval of 2023-2024 District Staff Handbook	217
G. Approval of Student Handbooks	233
H. Rupert Supply LIst	
I. New/Amended/Deleted Policies	
1. Policy 130.00 District Planning (First Reading)	355
2. Policy 140.00 Code of Conduct - School Trustees (First Reading)	359
3. Policy 542.90 Vacation Full Time Personnel (First Reading)	362
4. Policy 806.00P Activity Busing Procedure (First Reading)	364
9. 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

June 19, 2023

Regular Board Meeting Addendum- Stipends

Personnel Recommendation/Requests for Board Consideration

All recommendations are pending Board approval and District Office receiving state mandated paperwork.

Stipend(s), 2022-2023

Ashley Johnson has requested for the following reimbursements in the amount of \$100 for their completion in the spring session of the CSI Alternate Authorization Program. Stipend to be paid with Title IIA Funds.

Chandi Marston
Megan Bair
Jaylee Stimpson
Casey Bronson
Larry Jason Shepherd
Whitney Gibson
Heather Peterson

Ashley Johnson has requested for the following reimbursements in the amount of \$100 for their completion in the spring session of the CSI Alternate Authorization Program. Stipend to be paid with Title IIA Funds.

Julie Espinoza
Heidi Goddard

Ashley Johnson has requested for the following reimbursement in the amount of \$800 for their completion in the spring session of the CSI Alternate Authorization Program. Stipend to be paid with Title IIA Funds.

Mary Hansen

Michelle Widmier has requested for the following stipends for School Improvement Training Summer 2023

June 19, 2023

Regular Board Meeting Addendum- Stipends

Personnel Recommendation/Requests for Board Consideration

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Name	Description	Amount
Anderson, Kari	STI-Math Works with Sean Spagnolo, June 15-16 (\$180 x 2 days)	\$ 360.00
Anderson, Kari	STI-Middle School Leadership, June 17-22 (\$180 x 6 days)	\$ 1,080.00
Anderson, Kari	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Arthur, Samara	STI-Study Sync + Standards & Curriculum Mapping June 5-7 (\$180 x 3 days)	\$ 540.00
Arthur, Samara	STI-Write Tools, July 31, August 1-2 (\$180 x 3 days)	\$ 540.00
Barkes, Jaclyn	STI-Middle School Leadership, June 17-22 (\$180 x 6 days)	\$ 1,080.00
Barkes, Jaclyn	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Carson, Shandler	STI-Study Sync + Standards & Curriculum Mapping June 5 & 7 (\$180 x 2 days)	\$ 360.00
Carson, Shandler	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Christensen, Tyna	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Darrington, Kristi	STI-CPM Math Training, SLC June 25-30 (\$180 x 5 days)	\$900.00
Durrant, Gregory	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Dyorich, Tober	STI-Middle School Leadership, June 17-22 (\$180 x 6 days)	\$ 1,080.00
Dyorich, Tober	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Espinoza, Margarita	STI-Write Tools, July 31, August 1-2 (\$180 x 3 days)	\$ 540.00
Fairchild, Joseph	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Heath, Dustin	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Kniep, Cory	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Kraus, Julie	STI-CPM Math Training, SLC June 25-30 (\$180 x 5 days)	\$ 900.00
Larson, Aaron	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Madrigal, Dakota	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Maughan, Donna	STI-CPM Math Training, SLC June 25-30 (\$180 x 5 days)	\$900.00
Merrill, Shelley	STI-Middle School Leadership, June 17-22 (\$180 x 6 days)	\$ 1,080.00
Merrill, Shelley	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Miller, Lecia	STI-Study Sync + Standards & Curriculum Mapping June 5-7 (\$180 x 3 days)	\$ 540.00
Miller, Lecia	STI-Write Tools, July 31, August 1-2 (\$180 x 3 days)	\$ 540.00
Nelson, Miranda	STI-Write Tools, July 31, August 1-2 (\$180 x 3 days)	\$ 540.00
Nelson, Miranda	STI-Middle School Leadership, June 17-22 (\$180 x 6 days)	\$ 1,080.00
Nelson, Miranda	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Pease, Douglas	STI-Write Tools, July 31, August 1-2 (\$180 x 3 days)	\$ 540.00
Smith, Clynton	STI-Write Tools, July 31, August 1-2 (\$180 x 3 days)	\$ 540.00
VanEvery, Emma	STI-Write Tools, July 31, August 1-2 (\$180 x 3 days)	\$ 540.00
Widmier, Michele	STI-SWIP Leadership Team/Data Specialist, November 1-June 30 (40 hours x \$30/hour)	\$ 1,200.00
Widmier, Michele	STI-SWIP Leadership Team/Data Specialist, November 1-June 30 (40 hours x \$30/hour)	\$ 1,200.00
Wilson, Joan	STI-Study Sync + Standards & Curriculum Mapping June 5-7 (\$180 x 3 days)	\$ 540.00
Wilson, Joan	STI-Write Tools, July 31, August 1-2 (\$180 x 3 days)	\$ 540.00
Wilson, Joan	STI-Middle School Leadership, June 17-22 (\$180 x 6 days)	\$ 1,080.00
Wilson, Joan	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Young, Katherine	STI-Middle School Leadership, June 17-22 (\$180 x 6 days)	\$ 1,080.00
Young, Katherine	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
Zemke, Damarice	STI-Middle School Leadership, June 17-22 (\$180 x 6 days)	\$ 1,080.00
Zemke, Damarice	STI-SWIP Leadership Team, November 1-June 30 (50 hours x \$30/hour)	\$ 1,500.00
RIGBY, BRITTANY LYN	STI-Community School Leadership Team August 1 - May 31 (2 hours x 9 months @ \$30/hour + benefits)	\$ 646.00

June 19, 2023

Regular Board Meeting

Personnel Recommendation/Requests for Board Consideration

All recommendations are pending Board approval and District Office receiving state mandated paperwork.

Certified New Hire(s), 2023-2024

Natalie Chandler	Heyburn Elementary 1/2 time with Mrs. Melville
Ashley Takas	Heyburn Elementary 1/2 time with Mrs. Hyde
Janelle Ortiz	Heyburn Elementary 4 th grade
Amanda Winters	Heyburn Elementary 4 th grade
Kori Paradis	Rupert Elementary
Catherine Paul	Minico High School English teacher
Emma Van Every	ELA position at East Minico – rehire

Classified New Hire(s), 2023-2024

Jennifer Waite	School Nurse Recommended by Sherry Bingham for the 2023-2024 school year
Natalie Soriano Lopez	SPED Para Aide II – Rupert Elementary Recommended by Heather Hepworth

Certified Change(s), 2023-2024

Clay Robinson	Move from 6 th grade teacher at East Minico to 2 nd grade teacher at Heyburn Elementary Student Body and Student Council Advisor Minico.
Katelyn Schmitt	From: Heyburn Elementary – Para Educator
Solakiewicz, Kassidee	To: West Minico – Para Educator
Hernandez, David	From: West Minico
	To: East Minico – Social Studies Teacher
Vanever, Khali	From: East Minico Library
	To: East Minico Social Studies Teacher

Classified Change(s), 2022-2023

Villa, Peaches	From: East Minico Paraprofessional To: SPED/I Paraprofessional Start Date: 8/14/2023
Tyler, Hannah	From: East Minico Paraprofessional To: East Minico Roving Paraprofessional Mr. Durrant is recommending Hanna Tyler to fill the position of roving paraprofessional for the 2022-2023 school year. Start Date: 8/14/2023
Darrington, Krissy	From .5 moving to 1.0 FTE with SWIP funding.
Socorro Valle	Custodian moving from Minico to Rupert Elementary
Davidson, Robert	From: Maintenance To: Transportation Dr. Parker has recommended Robert Davidson move into the transportation department.
Figuroa, Will	From: Assistant boys soccer coach Minico To: Head Coach boys soccer Minico

Summer School Program 2022-2023

Gema Gomez	Summer Feeding for Summer Food Service Program (SFSP) June 8 th through July 28 th . Recommended by Katie Rogers.
Leticia Hernandez	Summer Feeding for Summer Food Service Program (SFSP) after completion of Summer School as Para. Recommended by Katie Rogers.
Wendy McClean	Summer Feeding for Summer Food Service Program (SFSP) June 8 th through July 28 th . Recommended by Katie Rogers.
Mikayla Simcoe	Emergency Hire for Summer school English. Requested by Josh Greenwalt

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Crystal Allen	Teacher for Vocational Rehabilitation. Recommended by Sherry Bingham
Timothy Behunin	Teacher for Vocational Rehabilitation. Recommended by Sherry Bingham
Mary Davis	Teacher for Vocational Rehabilitation. Recommended by Sherry Bingham
Jessica Etherington	Teacher for Vocational Rehabilitation. Recommended by Sherry Bingham
Jaimie McLean	Teacher for Vocational Rehabilitation. Recommended by Sherry Bingham
Sonja Cantu	Paraprofessional for Vocational Rehabilitation. Recommend by Sherry Bingham.
Jaiden Garza	Paraprofessional for Vocational Rehabilitation. Recommend by Sherry Bingham.
Toni Martin	Paraprofessional for Vocational Rehabilitation. Recommend by Sherry Bingham.
Gabriella Martinez	Paraprofessional for Vocational Rehabilitation. Recommend by Sherry Bingham.
Emily Taylor	Paraprofessional for Vocational Rehabilitation. Recommend by Sherry Bingham.
Lilly Diaz	Summer School Secretary Minico. Recommended by Terry Merrill.
Leticia Hernandez	Emergency Hire for Elementary Summer School program. Recommended by Michele Widmier
Keagan Fletcher	Katie Rogers recommends as a student hire for the summer feeding program.
Jazlyn Casillas	Katie Rogers recommends as a student hire for the summer feeding program.
Priscilla Hernandez	Katie Rogers recommends as a student hire for the summer feeding program.

Retirements, 2022-2023

Justesen, Joanne	Computer Prep Provider, Heyburn Elementary	8/31/2023
Tarbet, Karla	Middle School Teacher, West Minico Middle School	8/31/2023

Rehire(s) Administrators 2022-2023

Heather Hepworth
Danelle Stutzman
Angela Davidson
Ellen Austin
Greg Durrant
Dyann Blood
Cory Kniep
Kimberley Kidd
Maggi Fortner
Josh Greenwalt
Tamara Carter
Dustin Heath
Joe Fairchild
Laurie Copmann
Terry Merrill
Ashley Johnson
Michele Widmier
Sherry Bingham

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Recommend adjustments in Pay/Schedules 2023-2024

Vega, Geraldine	Michele Widmier requests pay level be moved to IX-G to be paid from federal funds.
Duncan, Sara	GEAR UP Coordinator to be changed from classified hourly to classified salaried at R1 step funded by federal funding.
Rodriguez, Steve	Coleen Jones recommends moved to 5.5hr work day
Depew, Galen	Coleen Jones recommends moved to a 7.50hr work day
McHenry, Susan	Coleen Jones recommends moved to a 7.50hr work day
Christensen, Teri	Coleen Jones recommends moved to a 7.50hr work day
Munoz, Syliva	Coleen Jones recommends moved to a 7.50hr work day
Alkire, Mary Kay	Coleen Jones recommends moved to a 7.50hr work day
Barboza, Sheila	Coleen Jones recommends moved to a 7.50hr work day
Crist, Terry	Coleen Jones recommends moved to a 7.50hr work day
Mayer, Susan	Coleen Jones recommends moved to a 7.50hr work day
Hess, Denise	Coleen Jones recommends moved to a 7.50hr work day
Monroy, Orallia	Coleen Jones recommends moved to a 7.50hr work day
Allen, Brecca	Coleen Jones recommends moved to a 7.50hr work day
Douglas, Sarah	Coleen Jones recommends moved to a 7.50hr work day
Larson, Jackie	Coleen Jones recommends moved to a 8.00hr work day
Rogers, Katie	Dr. Parker recommends she is given 10 vacation days and a 4% increase in her salary
Granillo, Rick	Katie Rogers recommends he is moved from VII to VIII with current step to align with duties performed

Resignation(s), 2022-2023

Robertson, Heather	Paraprofessional, Minico High School	8/31/2023
Eilers, Amy	Position not to be filled	
Carnahan, Evan	Mt. Harrison High School.	8/31/2023
Justesen, Joanne	Head Soccer Coach Minico High School	
Tarbet, Karla	Computer Prep Provider Heyburn Elementary.	8/31/2023
Heath, Megann	6 th Grade teacher at West Minico	8/31/2023
Hinojosa, Amy	Freshman Class Advisor. Remaining with District as Media Center teacher and Librarian	6/2/2023
Dickey, Eileen	Summer School English Teacher	
Haugeberg, Steve	Food Service Cook Minico	8/31/2023
Weikle, Allison	Assistand Football Coach	8/31/2023
Hendricks, Sylvia	6 th Grade ELA/Science Teacher West Minico M.S.	8/31/2023
Kasanke, Jennifer	1 st Grade Summer School Resignation. Remaining with District as teacher through school year.	
Gutierrez, Julia	Custodian at West Minico.	6/8/2023
Gregersen, Kodi	Custodian at Minico	5/31/2023
Lawson, Sandra	CAN Instructor at Minico	8/31/2023
Lloyd, Summer	Head Custodian at Mount Harrison	6/30/2023
Jones, Rhett	Summer Food Program	6/06/2023
	PE/Health Teacher	8/31/2023

Stipend Schedule
2023-2024
Increase Activity Stipends and Pay

- **Increased current stipend schedule by 10% to rounded numbers for Minidoka School District. This has not been adjusted since 2017. (See Attachments)**
- **Added a percentage schedule for High School Head Varsity coaches that are certified staff employees at Minidoka Schools. All receive a % of base certified salary contract per year instead of the stipend Tier Schedule.**

Football 13%	B. Golf 9%
B. Basketball 11%	G. Golf 9%
G. Basketball 11%	Tennis 9%
Baseball 11%	Track 9%
Softball 11%	B. Soccer 9%
Volleyball 11%	G. Soccer 9%
B. Wrestling 11%	Swim 9%
G. Wrestling 11%	Bowling 9%
	Cross Country 9%

- **Middle School Athletic Directors to receive a % of their Base Certified Contract amount.**
Middle School Athletic Directors 10%
- **Moved High School Volleyball, Baseball and Softball head coaches to the Tier 1 schedule.**
- **Change Minico HS Golf coaches from a Head Coach and Assistant Coach to Head Boys Golf Coach and Head Girls Golf Coach. Keep current coaches but separate on stipend schedule.**

The proposed recommendations were discussed in a meeting with Brady Trenkle, Kris Christensen, Michelle Deluna, Taylor Seaton and former Human Resource Director Mary Walton. The projected increase to the budget would be \$50,000 dollars.

Thank you,

Brady Trenkle
Minidoka Schools Athletic & Activities Director
bratrenkle@minidokaschools.org
620-6403427 Cell

ACTIVITY STIPEND SALARY SCHEDULE										
2023-2024										
MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331										
HIGH SCHOOL SCHEDULE					MIDDLE SCHOOL SCHEDULE					
	I	II	III	IIII		TIER 1	I	II	III	IIII
Tier 1	0-2 years	3-5 years	6-10 years	>10 years		TIER 1	0-2 years	3-5 years	6-10 years	>10 years
A	\$ 3,890	\$ 4,580	\$ 5,030	\$ 5,720		A	\$ 1,650	\$ 1,950	\$ 2,140	\$ 2,430
B	\$ 2,140	\$ 2,520	\$ 2,770	\$ 3,150		B	\$ 1,160	\$ 1,360	\$ 1,500	\$ 1,700
C	\$ 1,830	\$ 2,150	\$ 2,370	\$ 2,690		C	\$ 780	\$ 910	\$ 1,000	\$ 1,140
	I	II	III	IIII		TIER 2	I	II	III	IIII
Tier 2	0-2 years	3-5 years	6-10 years	>10 years		TIER 2	0-2 years	3-5 years	6-10 years	>10 years
A	\$ 3,310	\$ 3,890	\$ 4,280	\$ 4,860		A	\$ 1,410	\$ 1,650	\$ 1,820	\$ 2,070
B	\$ 1,820	\$ 2,140	\$ 2,350	\$ 2,670		B	\$ 980	\$ 1,160	\$ 1,270	\$ 1,450
C	\$ 1,550	\$ 1,830	\$ 2,010	\$ 2,290		C	\$ 660	\$ 780	\$ 850	\$ 970
	I	II	III	IIII		TIER 3	I	II	III	IIII
Tier 3	0-2 years	3-5 years	6-10 years	>10 years		TIER 3	0-2 years	3-5 years	6-10 years	>10 years
A	\$ 2,330	\$ 2,750	\$ 3,020	\$ 3,430		A	\$ 1,000	\$ 1,170	\$ 1,280	\$ 1,460
B	\$ 1,280	\$ 1,510	\$ 1,660	\$ 1,890		B	\$ 700	\$ 820	\$ 900	\$ 1,020
C	\$ 1,100	\$ 1,290	\$ 1,420	\$ 1,610		C	\$ 470	\$ 550	\$ 600	\$ 690
	I	II	III	IIII		TIER 4	I	II	III	IIII
Tier 4	0-2 years	3-5 years	6-10 years	>10 years		TIER 4	0-2 years	3-5 years	6-10 years	>10 years
A	\$ 1,170	\$ 1,370	\$ 1,510	\$ 1,720		A	\$ 500	\$ 580	\$ 640	\$ 730
B	\$ 640	\$ 760	\$ 830	\$ 940		B	\$ 350	\$ 410	\$ 450	\$ 510
C	\$ 550	\$ 650	\$ 710	\$ 810		C	\$ 230	\$ 275	\$ 300	\$ 340
CERTIFIED STAFF HIGH SCHOOL HEAD VARSITY COACHES % OF BASE CERTIFICATED CONTRACT										
		% of Salary	# Staff				% of Salary	# Staff		
MIDDLE ATHLETIC DIRECTORS		10%	1 per Middle			GOLF BOYS	9%	1		
FOOTBALL		13%	1			GOLF GIRLS	9%	1		
BASKETBALL		11%	1			TENNIS	9%	1		
GBASKETBALL		11%	1			TRACK	9%	1		
BASEBALL		11%	1			SOCCER BOYS	9%	1		
SOFTBALL		11%	1			SOCCER GIRLS	9%	1		
VOLLEYBALL		11%	1			SWIM	9%	1		
WRESTLING BOYS		11%	1			BOWLING	9%	1		
WRESTLING GIRLS		11%	1		8	CROSS COUNTRY	9%	1		

Minidoka County Joint School District Activity Stipends

2023-2024

Minico High School				
		# Coaches	Tier	Level
Football	Varsity Head Coach	1	1	A
	Varsity Assistant Coach	5	1	B
	JV Coach	1	1	B
	JV Assistant Coach	2	1	C
	9th Grade Coach	1	1	B
	9th Grade Assistant Coach	2	1	C
Volleyball	Varsity Head Coach	1	1	A
	Varsity Assistant Coach	1	2	B
	JV Coach	1	2	B
	JV Assistant Coach	1	2	C
	9th Grade Coach	1	2	B
Swimming	Varsity Head Coach	1	3	A
	Varsity Assistant Coach	1	3	B
Cross Country	Varsity Head Coach	1	3	A
	Varsity Assistant Coach	1	3	B
Boys' Soccer	Varsity Head Coach	1	2	A
	Assistant Coach	1	2	B
Girls' Soccer	Varsity Head Coach	1	2	A
	Assistant Coach	1	2	B
Girls' Basketball	Varsity Head Coach	1	1	A
	Varsity Assistant Coaches	1	1	B
	JV Coach	1	1	B
	JV Assistant Coach	1	1	C
	9th Grade Coach	1	1	B
Boys' Basketball	Varsity Head Coach	1	1	A
	Varsity Assistant Coaches	1	1	B
	JV Coach	1	1	B
	JV Assistant Coach	1	1	C
Boys' Wrestling	Varsity Head Coach	1	1	A
	Varsity Assistant Coaches	3	1	B
	JV Coach	1	1	B
Girls' Wrestling	Varsity Head Coach	1	1	A
	Varsity Assistant Coaches	1	1	B
Track	Varsity Head Coach	1	2	A
	Varsity Assistant Coaches	5	2	B
Baseball	Varsity Head Coach	1	1	A
	Varsity Assistant Coaches	2	2	B
	JV Coach	1	1	B
	JV Assistant Coach	1	1	C
Softball	Varsity Head Coach	1	1	A
	Varsity Assistant Coaches	2	2	B
	JV Coach	1	1	B
	JV Assistant Coach	1	1	C
Golf	Varsity Head Coach	2	3	A
Tennis	Varsity Head Coach	1	3	A
	Varsity Assistant Coach	2	3	B
Bowling	Varsity Head Coach	1	3	A
Weight Lifting Summer	Head Coach	1	3	A
Cheerleading	Varsity Head Coach (Non-Staff)	1	1	A
	Varsity Head Coach (Staff-Class during school)		3	A
	Varsity Assistant Coach (Non-Staff)	1	1	B
	Varsity Assistant Coach (Staff-Class during school)		3	B
Danz Team	Varsity Head Coach (Non-Staff)	1	1	A
	Varsity Head Coach (Staff-Class during school)		3	A
	Varsity Assistant Coach (Non-Staff)	1	1	B
	Varsity Assistant Coach (Staff-Class during school)		3	B

Minico High School Continued				
		# Coaches	Tier	Level
Student Council	Advisor	1	3	A
Instrumental Band	Advisor	1	3	A
Vocal/Chorus	Advisor	1	3	A
Operetta	Advisor	1	3	A
Annual/Yearbook	Advisor	1	3	A
Publications ARTEC	Advisor	1	2	C
School Paper	Advisor	1	3	A
	Senior	1	4	A
	Junior	1	4	B
	Sophomore	1	4	B
	Freshman	1	4	B
Voc-Ag/FFA	Advisor	1	4	A
	Assistant	1	4	B
Service Club	Advisor	1	2	A
	9th Grade Advisor	1	2	B
9th Activity Supervisor	Advisor	1	3	A
Auditorium Events	Coordinator	1	3	A
Color Guard	Advisor	1	3	C
Pit Master	Advisor	1	3	C
Summer Band	Advisor	1	3	C
Academic	Advisor	2	1	A

Mt. Harrison High School				
		# Coaches	Tier	Level
Student Council	Advisor	1	3	A

East/West Middle Schools				
		# Coaches	Tier	Level
Football	8th Coach	1	1	A
	Assistant Coach	1	1	B
	7th Coach	1	1	B
	7th Assistant Coach (Internal)	1	1	C
Volleyball	8th Coach	1	2	A
	7th Coach	1	2	B
Cross Country	Coach	0.5	3	A
Girls' Soccer	Coach	1	2	A
Boys' Soccer	Coach	1	2	A
Girls' Basketball	8th Coach	1	1	A
	7th Coach	1	1	B
Boys' Basketball	8th Coach	1	1	A
	7th Coach	1	1	B
Wrestling	8th Coach	1	1	A
	7th Coach	1	1	B
Track	7th/8th Coach	1	2	A
	Assistant Coach	3	2	B
Cheerleading	Head Coach (Non-Staff)	1	1	A
	Head Coach (Staff-Class during school)		3	A
Drill Team	Head Coach (Non-Staff)	1	1	A
	Head Coach (Staff-Class during school)		3	A
Student Council	Advisor	1	2	A
Music Band	Advisor	1	2	C
Music Chorus	Advisor	1	2	C
Publications	Advisor	1	2	A

District Wide				
Strings Orchestra	Middle School	1	2	C
	Minico	1	3	C

MCSD #331 Board of Trustees

Board Meeting Minutes

June 19, 2023

The regular board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins, at 4:40 p.m.

Board Members Present

The following trustees were present: Chair Bonnie Heins; Vice Chair Suchan; Trustees Claridge and Perez and Andersen

Executive Session

A motion to move into Executive Session for the purpose of Idaho Code 74-206 (1) (a) personnel, and (f) legal counsel; was made by Trustee Claridge, seconded by Trustee Perez. Motion carried.

Due to time constraints, Executive Session will continue after the regular board meeting.

Executive Session was resumed at 8:14

Bonnie Heins, Chair of School Board

Attest: July 17, 2023 kt

Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees

Special Board Meeting Minutes

June 27, 2023

The special board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins at 10:30 a.m.

Board Members Present

The following trustees were present: Chair Bonnie Heins; Vice Chair Suchan; Trustee Claridge, and Trustees Perez and Andersen via phone.

Executive Session

A motion to move into Executive Session for the purpose of Idaho Code 74-206 (1) (a) personnel, and (f) legal counsel; was made by Trustee Claridge, seconded by Vice Chair Suchan. Motion carried. A declaration was made that Executive Session was completed.

Discussion: Proposed Budget

Trustee Perez had asked in the previous meeting in regards to attendance the difference from 90% to 95%. Taylor Seaton stated it was 10 units with one unit being \$140,000. The Board still asked that the survey be given to parents for input on changing attendance. Chair Heins noted the change in the budget showing that classified hourly received a 15% raise and classified salary a 4% raise.

Business:

Travel: A motion to approve travel for students in Brandy Milliron's robotics club to return to Florida was made by Vice chair Suchan, seconded by Trustee Andersen. Motion carried.

Proposed Budget: A motion to approve the proposed budget for 2023-2024 was made by Trustee Perez, seconded by Trustee Andersen. Motion carried.

MCEA Master Agreement: A motion to accept the MCEA Master Agreement was made by Trustee Claridge, seconded by Vice Chair Perez. Motion carried.

Personnel: A motion to approve personnel as presented was made by Trustee Andersen, seconded by Trustee Perez. Motion carried.

Adjournment:

A motion to adjourn was made by Trustee Andersen, seconded by Trustee Claridge. Motion carried. Meeting concluded at 11:22 a.m.

Bonnie Heins, Chair of School Board

Attest: July 17, 2023 kt

Kerri Tibbitts, Board Clerk

MCS D #331 Board of Trustees

Regular Board Meeting Minutes

June 19, 2023 DRAFT

Budget Hearing: Taylor Seaton presented to the Board the various budget for this year, the revised 2022-2023 budget and the proposed budget for the 2023-2024 school year. (All documents are attached on the agenda on the website under Board.) The budget hearing was completed at 6:30.

Work Session: Katie Rogers, Nutrition Service Supervisor, updated the Board on the role of Nutrition Services and presented a plan, Provision 2, for free breakfast in our elementary schools.

Board Members Present

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

Call to Order & Roll Call

Prayer, Pledge of Allegiance and Welcome to Meeting

Prayer was given by Vice Chair Suchan and the pledge led by Katie Rogers.

Agenda Approval (Action Item)

A motion to amend the agenda to return to Executive Session after the regular meeting is complete was made by Vice Chair Suchan, seconded by Trustee Claridge. Motion carried.

Consent Agenda (action item) The Board all of the following items with the exception of Personnel.

Minutes of previous board minutes

The minutes noted above are herein incorporated into the board minutes by reference to the date of the board meeting.

Bills and Payroll was Approved

The School Board approved bills, with addendum, and payroll for payment.

Accounts Payable: \$773,393.44

Payroll: \$

The monthly reports are herein incorporated into these minutes by reference to Exhibits: "Board Revenue Report", and "Accounts Payable Runs"

Travel Requests

Approval of new Personnel

Patron Comments: Courtney Wayment and Bettie Stevenson, parents, expressed concerns regarding the discussion of changes in Minico's attendance policy.

Discussion

Activities Stipend Increase: Brady Trenkle stated some people became teachers to be able to coach. The increase in amount will hopefully fill vacant positions.

Minico High School Changes in Attendance: Kim Kidd stated this was not to be decided tonight, she just wanted discussion on the change. The admin team would like to raise the attendance from 90% to what it previously was 95%. Board Trustee Perez and Vice Chair Suchan felt that for those who have good grades, and families can only travel in the winter, the policy makes it difficult. Trustee Perez suggested a survey go out to families for input. Vice Chair Suchan stated if it is changed at Minico, it should be changed in all schools.

Administrator/Department/Committee Reports: Jason Van Every reported with the concession stands they are waiting for the plumbing inspection from the county. Lockers should be installed soon.

Policy Discussion: None this month

Superintendent Report: There was no comments on this report.

Business

Approval of Activities Stipend Increase: A motion to approve the activities stipend increase as presented was made by Trustee Perez, seconded by Trustee Claridge. Motion carried.

Approval of 2023-2024 Payroll Dates: A motion to approve the 2023-2024 Payroll Dates as presented was made by Vice Chair Suchan, seconded by Trustee Andersen. Motion carried.

Approval of Provision 2 Breakfast for Students: A motion to approve the Provision 2 Breakfast for students was made by Vice Chair Suchan, seconded by Trustee Perez. Motion carried.

Approval of School Supply Lists: A motion to approve the supply lists as presented was made by Trustee Andersen, seconded by Trustee Perez. Motion carried.

Approval of Student Handbooks: With the possible changes in attendance, the Board tabled this until next month.

Approval of 2023-2024 District Staff Handbook: The Board tabled this item until next month.

Approval of Coaching Handbook: A motion to approve the Coaching Handbook as presented was made by Vice Chair Suchan, seconded by Trustee Perez. Motion carried.

Approval of 2023-2024 Fees/Fundraisers: This will be tabled until next month.

Approval of Revised Budget: A motion to approve the 2022-2023 revised budget was made by Trustee Perez, seconded by Vice Chair Suchan. Motion carried.

Approval of Proposed 2023-2024 Budget: This will be tabled until the June 27th, 2023 meeting.

New/Amended/Deleted Policies:

A motion to approve the below policies: 542.20 Personnel Files; 660.00 Evaluation of Certificated Employees; 832.00 Health and Wellness; 834.00 Nutrition; 840.00 School Nutrition Programs; and 844.00 Meal Charges was made by Vice Chair Suchan, seconded by Trustee Andersen. Motion carried.

1. Policy 542.20 Personnel Files (First Reading)
2. Policy 660.00 Evaluation of Certificated Employees (Second Reading)
3. Policy 832.00 Health and Wellness (First Reading)
4. Policy 834.00 Nutrition (First Reading)
5. Policy 840.00 School Nutrition Programs (First Reading)
6. Policy 844.00 Meal Charges (First Reading)
7. *All information in the policies to be deleted below is included in the Nutrition Services policies requesting approval.*
 - a. Delete Policy 830.00 Wellness Program
 - b. Delete Policy 830.20 District Nutrition Health and Wellness Committee
 - c. Delete Policy 834.20 Nutrition Standards

d. Delete Policy 842.00 School Meals

e. Delete Policy 846.00 Food and Beverage Sales

A motion to delete the following policies: 820.00 Wellness Program; 830.20 District Nutrition Health and Wellness Committee; 834.20 Nutrition Standards; 842.00 School Meals; and 846.00 Food and Beverage Sales was made by Trustee Claridge, seconded by Vice Chair Suchan. Motion carried.

A motion to return to executive session was made by Trustee Claridge, seconded by Vice Chair Suchan. Vote taken: Chair Heins – Yes; Vice Chair Suchan – Yes; Trustee Claridge – Yes; Trustee Peres – Yes; Trustee Andersen – Yes. Board members returned to Executive Session – 8:14 p.m.

A motion to approve personnel with the exception of employees 6-19-23-1 and 6-19-23-4 was made by Trustee Perez, second by Vice Chair Suchan. Motion carried.

Adjournment:

A motion for adjournment was made by Trustee Perez, seconded by Trustee Andersen. Motion carried. Adjournment was 10:31 p.m.

Bonnie Heins, Chair of School Board

Attest: July 17, 2023

Kerri Tibbitts, Board Clerk

MCSO #331 Board of Trustees

Regular Board Meeting Minutes

June 19, 2023 DRAFT

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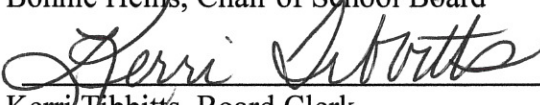
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A motion for adjournment was made by Trustee Perez, seconded by Trustee Andersen. Motion carried. Adjournment was 10:31 p.m.



Bonnie Heins, Chair of School Board



Kerri Tibbitts, Board Clerk

Attest: July 17, 2023

MCSD #331 Board of Trustees

Special Board Meeting Minutes

June 27, 2023

The special board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins at 10:30 a.m.

Board Members Present

The following trustees were present: Chair Bonnie Heins; Vice Chair Suchan; Trustee Claridge, and Trustees Perez and Andersen via phone.

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A motion to move into Executive Session for the purpose of Idaho Code 74-206 (1) (a) personnel, and (f) legal counsel; was made by Trustee Claridge, seconded by Vice Chair Suchan. Motion carried. A declaration was made that Executive Session was completed.

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Trustee Perez had asked in the previous meeting in regards to attendance the difference from 90% to 95%. Taylor Seaton stated it was 10 units with one unit being \$140,000. The Board still asked that the survey be given to parents for input on changing attendance. Chair Heins noted the change in the budget showing that classified hourly received a 15% raise and classified salary a 4% raise.

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Travel: A motion to approve travel for students in Brandy Milliron's robotics club to return to Florida was made by Vice chair Suchan, seconded by Trustee Andersen. Motion carried.

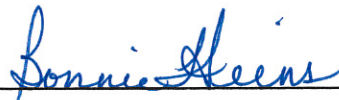
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MCEA Master Agreement: A motion to accept the MCEA Master Agreement was made by Trustee Claridge, seconded by Vice Chair Perez. Motion carried.

Personnel: A motion to approve personnel as presented was made by Trustee Andersen, seconded by Trustee Perez. Motion carried.

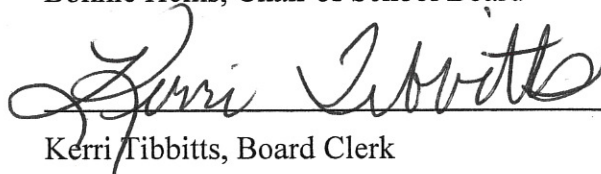
Adjournment:

A motion to adjourn was made by Trustee Andersen, seconded by Trustee Claridge. Motion carried. Meeting concluded at 11:22 a.m.



Bonnie Heins, Chair of School Board

Attest: July 17, 2023 kt



Kerri Tibbitts, Board Clerk

MCSD #331 Board of Trustees

Board Meeting Minutes

June 19, 2023

The regular board meeting held at the District Service Center, 310 10th St., Rupert, Idaho was called to order by Chair Heins, at 4:40 p.m.

Board Members Present

The following trustees were present: Chair Bonnie Heins; Vice Chair Suchan; Trustees Claridge and Perez and Andersen

Executive Session

A motion to move into Executive Session for the purpose of Idaho Code 74-206 (1) (a) personnel, and (f) legal counsel; was made by Trustee Claridge, seconded by Trustee Perez. Motion carried.

Due to time constraints, Executive Session will continue after the regular board meeting.

Executive Session was resumed at 8:14



Bonnie Heins, Chair of School Board

Attest: July 17, 2023 kt



Kerr Tibbitts, Board Clerk

July 17, 2023

Regular Board Meeting

Personnel Recommendation/Requests for Board Consideration

All recommendations are pending Board approval and District Office receiving state mandated paperwork.

Certified New Hire(s), 2023-2024

Emilee Cole	Part Time Kindergarten at Heyburn- Recommended by Danelle Stutzman
AmyLynn Miller	2 nd Grade teacher at Paul – Recommended by Ellen Austin
Nicole Young	Kindergarten teacher at Paul – Recommended by Ellen Austin
Sadie Foote	1 st Grade teacher at Paul – Recommended by Ellen Austin
Jennifer Struchen	1 st Grade teacher at Paul – Recommended by Ellen Austin

Certified Change(s), 2023-2024

Angela Jarvis	From: 2 nd Grade teacher at Paul To: SPED teacher at Paul
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Coaching 2023-2024

David Repke	Boys/Girls Basketball and Track Coach
David Repke/Stafford Gillette	Splitting Athletic Director Duties

Classified New Hire(s), 2023-2024

Travis Cody Anderson	8 hour Grounds/Custodian – Recommended by Jason Van Every
Gary Smith	8 hour Grounds/Custodian – Recommended by Jason Van Every
Carmen Tovar	8 hour Custodian – Recommended by Jason Van Every

Classified Change(s) 2023-2024

Sobeida Rocha	From: Maintenance Rover To: West Custodian
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Recommend Advisors 2023-2024

Kallie O’Neal	Minico Concession Stand/Agora Store
Dawn Garza	Minico Concession Stand/Agora Store

Resignation(s), 2022-2023

Lauren Gordon	Preschool Para
Casey Bronson	West Minico ELA
Doris Roseborough	JDC Computer Lab Assistant

July 17, 2023

Regular Board Meeting Addendum- Stipends

Personnel Recommendation/Requests for Board Consideration

All recommendations are pending Board approval and District Office receiving state mandated paperwork.

Stipend(s), 2022-2023

Michele Widmier recommends the following stipends for St Nickolas staff as part of the Equitable Services requirement for federal programs. These will be paid from Title IIA (271) funding.

Teacher Name	Training	Stipend Amount	Employed By	PO & 1099 Needed
Maren Knopp	ELA/Math	\$ 156.00	St. Nick	Y
Arlette Iturra	ELA/Math	\$ 156.00	St. Nick	Y
Charity Portillo	ELA/Math	\$ 156.00	St. Nick	Y
Christina Arroyo	ELA/Math	\$ 156.00	St. Nick	Y
Christina Arroyo	ELA/Math	\$ 150.00	St. Nick	Y
Karren Charles	ELA/Math with MCSD	\$ 150.00	St. Nick	Y
Page Eberhardt	ELA/Math	\$ 156.00	St. Nick	Y
Justine Lynch	ELA/Math	\$ 156.00	St. Nick	Y
Colleen Johnson	ELA/Math	\$ 156.00	St. Nick	Y
Tricia Buckley	MCSD Trainer	\$ 500.00	MCSD	N

Sherry Bingham is requesting the School Psychologist and Speech Language Pathologist stipends at \$10,000 each to be taken from the SPED budget for the following:

- Shelly Ashbocker
- Chelsey Ball
- Tiffany Bliss
- Savanna Condie
- JaeLee Crane
- Rachel Durrant
- Felicia Johnson
- Kolbee Page

Kim Kidd is requesting Brent Van Every receive a stipend of \$800 for overseeing senior projects.

Ashley Johnson is requesting Krysta Haugeberg receive a \$500 stipend for mentoring a new teacher.

Amber,

I know we are not moving lanes this year. but please understand why I put this in. When Carrie was hired I wanted her to be on the VIII on the SStep E. because she was helping me train when she was a driver. I would get them passed and then she would take them on a bus and do the 10 hours behind the wheel and train them on a bus. but was told by the business office I could not do that. but if you read the bottom of our classified salary schedule. it says step E for 5 years of experience in a similar position which she was doing. this is the only reason I would like to get this done. to be fair to her.

Thank you for your time.

Coleen Jones

MINIDOKA COUNTY SCHOOL DISTRICT #331

Revenue Report

Summary Only From Date: 6/1/2023 To Date: 7/30/2023

Fiscal Year: 2022-2023

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
Fund: 100 GENERAL FUND					
100.411.4112.000.000.000 SUPPLEMENTAL TAX LEVY	\$2,250,000.00	\$0.00	\$1,478,285.67	\$771,714.33	34.30%
100.411.4114.000.000.000 TORT TAX LEVY	\$17,000.00	\$0.00	\$11,723.11	\$5,276.89	31.04%
100.413.4130.000.000.000 TAX PENALTY & INTEREST	\$10,000.00	\$0.00	\$5,830.17	\$4,169.83	41.70%
100.415.4151.111.000.000 DL EVANS BANK INTEREST	\$5,000.00	\$0.00	\$450.59	\$4,549.41	90.99%
100.415.4151.112.000.000 STATE POOL INTEREST	\$320,000.00	\$0.00	\$257,328.64	\$62,671.36	19.58%
100.419.4191.000.000.000 RENTAL OF BUILDINGS	\$5,000.00	\$0.00	\$730.00	\$4,270.00	85.40%
100.419.4193.000.000.000 TRANSPORTATION FEES	\$5,000.00	\$0.00	\$3,866.70	\$1,133.30	22.67%
100.419.4199.000.000.000 OTHER LOCAL REVENUE	\$80,000.00	\$1,528.18	\$85,889.19	(\$5,889.19)	-7.36% 26
100.419.4199.000.000.200 SECONDARY ACTIVITY DUTIES REVENUE	\$20,000.00	\$0.00	\$14,916.61	\$5,083.39	25.42%
100.419.4199.000.062.000 STEM GRANT REVENUE	\$50,000.00	\$0.00	\$51,750.00	(\$1,750.00)	-3.50%
100.419.4199.399.000.000 INSURANCE REIMBURSEMENTS	\$65,000.00	\$0.00	\$65,070.01	(\$70.01)	-0.11%
100.419.4199.580.000.000 MATCHING GRANTS REVENUE	\$60,000.00	\$0.00	\$59,640.66	\$359.34	0.60%
100.419.4199.915.000.000 ERATE REVENUE	\$270,000.00	\$114,715.20	\$234,495.20	\$35,504.80	13.15%
100.419.4199.920.000.000 FINGERPRINTING FEES	\$0.00	\$0.00	\$2,296.00	(\$2,296.00)	0.00%
100.419.4199.925.000.000 JURY DUTY REIMB	\$0.00	\$0.00	\$5.00	(\$5.00)	0.00%
100.419.4199.928.000.000 INSURANCE/DIVIDENDS/REFUNDS	\$5,000.00	\$0.00	\$5,432.00	(\$432.00)	-8.64%
100.429.4290.000.000.000 OTHER COUNTY REVENUE	\$0.00	\$0.00	\$160.00	(\$160.00)	0.00%
100.431.4311.000.000.000	\$23,727,000.00	\$0.00	\$23,620,394.09	\$106,605.91	0.45%

MINIDOKA COUNTY SCHOOL DISTRICT #331

Revenue Report

Summary Only From Date: 6/1/2023 To Date: 7/30/2023

Fiscal Year: 2022-2023

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
STATE BASE SUPPORT					
100.431.4312.000.000.000	\$1,584,000.00	\$0.00	\$1,584,137.00	(\$137.00)	-0.01%
STATE TRANSPORTATION SUPPORT					
100.431.4316.000.000.000	\$190,000.00	\$0.00	\$0.00	\$190,000.00	100.00%
STATE TUITION EQUIVALENCY					
100.431.4318.000.000.000	\$3,077,000.00	\$0.00	\$2,839,305.90	\$237,694.10	7.72%
STATE BENEFIT APPORTIONMENT					
100.431.4319.000.000.000	\$311,000.00	\$0.00	\$181,952.00	\$129,048.00	41.49%
OTHER STATE REVENUE					
100.437.4370.000.000.000	\$447,000.00	\$0.00	\$447,365.00	(\$365.00)	-0.08%
LOTTERY/BUILDING MATCH REV					
100.438.4380.000.000.000	\$120,000.00	\$0.00	\$104,719.42	\$15,280.58	12.73%
IN LIEU OF/PROPERTY TAX REPLACEMENT					
100.439.4390.000.021.000	\$991,000.00	\$0.00	\$991,700.00	(\$700.00)	-0.07%
LITERACY REVENUE					
100.439.4390.000.022.000	\$41,900.00	\$0.00	\$41,900.00	\$0.00	0.00%
ID COALITION FOR COMMUNITIES REVENUE					
100.439.4390.000.023.000	\$113,300.00	\$22,283.00	\$112,937.00	\$363.00	0.32%
CAREER COUNSELING REVENUE					
100.439.4390.000.033.201	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
EXPANDING RURAL ARTS REVENUE					
100.439.4390.000.034.004	\$133,000.00	\$0.00	\$132,550.00	\$450.00	0.34%
STATE LEP REVENUE					
100.439.4390.000.035.000	\$90,000.00	\$0.00	\$89,967.00	\$33.00	0.04%
REMEDATION REVENUE					
100.439.4390.000.036.000	\$93,900.00	\$0.00	\$0.00	\$93,900.00	100.00%
MATH & SCIENCE REVENUE					
100.439.4390.000.039.000	\$70,000.00	\$0.00	\$12,210.00	\$57,790.00	82.56%
ADVANCED OPPORTUNITIES REVENUE					
100.460.4600.000.000.000	\$80,000.00	\$0.00	\$0.00	\$80,000.00	100.00%
INDIRECT COSTS TRANSFER IN					
100.460.4601.000.000.000	\$220,000.00	\$0.00	\$0.00	\$220,000.00	100.00%
MEDICAID MATCH TRANSFERS IN					
Fund 100 Total:	\$34,451,100.00	\$138,526.38	\$32,452,006.96	\$1,999,093.04	5.80%

MINIDOKA COUNTY SCHOOL DISTRICT #331

Revenue Report

Summary Only From Date: 6/1/2023 To Date: 7/30/2023

Fiscal Year: 2022-2023

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
Grand Total:	\$34,451,100.00	\$138,526.38	\$32,452,006.96	\$1,999,093.04	5.80%

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Reprint Deposit Listing

Fiscal Year: 2022-2023

Criteria:

Bank Account: D. L. EVANS GENERAL ACCOUNT
1-94004969

From Date: 06/01/2023 To Date: 07/30/2023

From Deposit: To Deposit:

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total	Cleared?	Clear Date	Void Date
25093287	06/09/2023	COLLEGE AND CAREER REVENUE 2024	\$0.00	\$22,283.00	\$22,283.00	<input type="checkbox"/>		
25095012	06/12/2023	270,258,250,& 254 FEDERAL REVENUE APR/MAY	\$0.00	\$438,128.60	\$438,128.60	<input type="checkbox"/>		
443022568027 005	06/12/2023	ERATE REVENUE INTERNET	\$0.00	\$114,715.20	\$114,715.20	<input type="checkbox"/>		
Total Deposits :		3	Total Amount:		\$0.00	\$575,126.80	\$575,126.80	

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Journal Entry

Journal Entry Number 894

Fiscal Year: 2022-2023

Journal Type: Accounts Payable

GL Entry Date: 06/30/2023 Memo: AP POSTING

User ID: ericv

Reference:

Voucher: 6102

Originator: ericv

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Line #	Account	Description	Debit	Credit	
1	100.663.0410.000.000.600	PACKAGE EXPRESS	\$16.07	\$0.00	
2	290.710.0450.000.000.301	MINICO PRODUCE	\$1,050.75	\$0.00	
3	290.710.0450.000.000.201	EAST - MILK	\$274.56	\$0.00	
4	290.710.0450.000.000.301	MINICO - MILK	\$5.83	\$0.00	
5	290.710.0450.000.000.301	MINICO - MILK	\$563.08	\$0.00	
6	290.710.0450.000.000.301	MINICO - MILK	\$108.28	\$0.00	
7	290.710.0450.000.000.201	EAST - MILK	\$183.25	\$0.00	
8	290.710.0450.000.000.201	EAST - MILK	\$567.34	\$0.00	
9	253.541.0410.000.000.000	PASSES FOR STUDENTS/ CHAPERONES- MIGRANT SUMMER SC	\$696.00	\$0.00	
10	100.664.0320.000.000.202	WEST HVAC LABOR	\$588.00	\$0.00	30
11	100.661.0410.000.000.600	SEALED AIR POLYURETHANE	\$1,074.75	\$0.00	
12	290.710.0450.000.000.000	FOOD FOR KITCHENS	\$1,359.58	\$0.00	
13	290.710.0450.000.000.000	FOOD FOR KITCHENS	\$2,623.35	\$0.00	
14	290.710.0410.000.000.000	PAPER AND CLEANING SUPPLIES	\$255.95	\$0.00	
15	290.710.0450.000.000.000	FOOD FOR KITCHENS	\$583.30	\$0.00	
16	100.665.0410.000.000.600	SUPPLIES	\$25.08	\$0.00	
17	253.541.0410.000.000.000	MIGRANT SUMMER SCHOOL SUPPLIES	\$356.44	\$0.00	
18	253.541.0410.000.000.000	MIGRANT SUMMER SCHOOL SUPPLIES	\$191.56	\$0.00	
19	253.541.0410.000.000.000	MIGRANT SUMMER SCHOOL SUPPLIES	\$11.76	\$0.00	
20	253.541.0410.000.000.000	MIGRANT SUMMER SCHOOL SUPPLIES	\$52.66	\$0.00	
21	253.541.0410.000.000.000	MIGRANT SUMMER SCHOOL SUPPLIES	\$200.31	\$0.00	
22	100.664.0320.000.000.301	MINICO HVAC LABOR	\$130.00	\$0.00	
23	100.810.0540.000.420.301	DOORS FOR MINICO	\$8,304.16	\$0.00	
24	253.541.0320.000.000.000	TWO CHARTER BUSES FOR TRIP TO BOISE AQUARIUM- MIGR	\$2,396.00	\$0.00	
25	246.667.0410.000.000.000	BATTERY FOR PHILIPS HEARTSTART HSI ONSITE AND FRx	\$175.00	\$0.00	

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<u>Line #</u>	<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
26	246.667.0410.000.000.301	BATTERY FOR PHILIPS HEARTSTART HSI ONSITE AND FRx	\$525.00	\$0.00
27	246.667.0410.000.000.101	PHILIPS HEARTSTART HSI ONSITE ADULT SMART ELECTROD	\$75.00	\$0.00
28	246.667.0410.000.000.301	PHILIPS HEARTSTART HSI ONSITE ADULT SMART ELECTROD	\$225.00	\$0.00
29	246.667.0410.000.000.102	PHILIPS HEARTSTART HSI ONSITE ADULT SMART ELECTROD	\$75.00	\$0.00
30	246.667.0410.000.000.107	PHILIPS HEARTSTART HSI ONSITE ADULT SMART ELECTROD	\$75.00	\$0.00
31	246.667.0410.000.000.000	PHILIPS HEARTSTART HSI ONSITE ADULT SMART ELECTROD	\$75.00	\$0.00
32	246.667.0410.000.000.301	PHILIPS HEARTSTART HSI ONSITE INFANT/ CHILD SMART	\$115.00	\$0.00
33	246.667.0410.000.000.101	PHILIPS HEARTSTART HSI ONSITE INFANT/ CHILD SMART	\$115.00	\$0.00
34	246.667.0410.000.000.102	PHILIPS HEARTSTART HSI ONSITE INFANT/ CHILD SMART	\$115.00	\$0.00
35	246.667.0410.000.000.107	PHILIPS HEARTSTART HSI ONSITE INFANT/ CHILD SMART	\$115.00	\$0.00
36	246.667.0410.000.000.201	DEFIBTECH DDP-100 TO MEDTRONIC QUIK-COMBO PAD ADAP	\$99.00	\$0.00
37	246.667.0410.000.000.202	DEFIBTECH DDP-100 TO MEDTRONIC QUIK-COMBO PAD ADAP	\$99.00	\$0.00
38	246.667.0410.000.000.105	DEFIBTECH DDP-100 TO MEDTRONIC QUIK-COMBO PAD ADAP	\$99.00	\$0.00
39	246.667.0410.000.000.201	INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELE	\$117.89	\$0.00
40	246.667.0410.000.000.202	INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELE	\$117.89	\$0.00

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Line #	Account	Description	Debit	Credit
41	246.667.0410.000.000.105	INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELE	\$117.89	\$0.00
42	246.667.0411.000.000.301	DEFIBTECH LIFELINE AED DEFIBRILLATOR- MINICO	\$2,740.00	\$0.00
43	246.667.0411.000.000.000	DEFIBTECH LIFELINE AED DEFIBRILLATOR- DSC	\$1,370.00	\$0.00
44	246.667.0411.000.000.492	DEFIBTECH LIFELINE AED DEFIBRILLATOR- MHHS	\$1,370.00	\$0.00
45	246.667.0410.000.000.301	INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELE	\$235.78	\$0.00
46	246.667.0410.000.000.000	INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELE	\$117.89	\$0.00
47	246.667.0410.000.000.492	INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELE	\$117.89	\$0.00
48	246.667.0410.000.000.301	STANDARD ALARMED AED CABINET- MINICO	\$145.00	\$0.00
49	251.621.0380.382.051.201	2023 INSTITUTE FOR MIDDLE LEVEL LEADERSHIP- KATHRI	\$100.15	\$0.00
50	100.665.0410.000.000.202	WEST - GROUNDS	\$44.09	\$0.00
51	100.810.0540.000.420.105	ND25D RHODES LEVER	\$563.18	\$0.00
52	100.810.0540.000.420.301	ND70JD RHODES LVR	\$3,895.20	\$0.00
53	100.810.0540.000.420.301	SCHLAGE 3B 34-303 BOTTOM	\$10.68	\$0.00
54	100.810.0540.000.420.000	SCHLAGE MASTER 4M	\$4.65	\$0.00
55	100.810.0540.000.420.301	TAILPIECE & DRIVER, 2-PIECE PART	\$10.68	\$0.00
56	100.810.0540.000.420.000	SCHLAGE 2M MASTER	\$9.30	\$0.00
57	100.810.0540.000.420.301	ND70JD RHODES LVR	\$3,895.20	\$0.00
58	100.810.0540.000.420.301	TAILPIECE & DRIVER, 2-PIECE PART	\$32.04	\$0.00
59	100.810.0540.000.420.301	TAILPIECE & DRIVER, 2-PIECE PART	\$64.08	\$0.00
60	251.621.0380.382.051.201	2023 INSTITUTE FOR MIDDLE LEVEL LEADERSHIP- JACLYN	\$185.49	\$0.00
61	100.663.0320.000.000.600	LABOR	\$32.50	\$0.00
62	100.664.0320.000.000.301	LABOR	\$32.50	\$0.00

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Line #	Account	Description	Debit	Credit
63	100.531.0320.000.000.301	PORTABLE RESTROOM RENTAL JUNE-SEPTEMBER	\$109.40	\$0.00
		SOFTBALL,		
64	100.811.0520.000.420.102	LABOR/45 DEG ELBOW/CONCRETE THRUST BLOCK	\$2,493.42	\$0.00
65	290.710.0450.000.000.107	RUPERT PRODUCE	\$143.72	\$0.00
66	290.710.0450.000.000.000	PRODUCE FOR THE SCHOOLS	\$634.00	\$0.00
67	290.710.0450.000.000.301	MINICO PRODUCE	\$899.80	\$0.00
68	290.710.0450.000.000.000	PRODUCE FOR THE SCHOOLS	\$847.50	\$0.00
69	257.521.0380.000.000.000	IN DISTRICT MILEAGE	\$84.08	\$0.00
70	100.810.0550.551.420.301	SECURITY CAMERA UPGRADE AND INSTALLATION	\$55,759.37	\$0.00
71	260.621.0320.000.000.000	PSR & IBI & COUNSELING SERVICES (MEDICAID)	\$1,836.00	\$0.00
72	260.621.0320.000.000.000	MEDICAID GROUP COUNSELING	\$72.00	\$0.00
73	100.810.0540.000.420.492	MT. HARRISON NEW HVAC	\$225,160.57	\$0.00
74	100.661.0410.000.000.600	OVER & UNDER	\$486.59	\$0.00
75	253.541.0380.381.000.000	BI- NATIONAL TEACHER- TRAVEL TO AIRPORT- ELVA R- J	\$294.00	\$0.00
76	253.541.0320.000.000.000	ADMISSION FOR PRE-K-2- MIGRANT SUMMER SCHOOL	\$282.00	\$0.00
77	100.664.0320.000.000.101	DRINKING WATER WASTE WATER TESTING -ACEQUIA	\$240.00	\$0.00
78	100.664.0320.000.000.301	DRINKING WATER TESTING - MINICO	\$48.00	\$0.00
79	100.661.0330.350.000.301	CELL PHONE REIMBURSEMENT	\$150.00	\$0.00
80	100.664.0320.000.000.202	LABOR WEST	\$100.00	\$0.00
81	100.664.0410.000.000.202	SCHOOL SUPPLIES WEST	\$33.67	\$0.00
82	253.541.0410.000.000.000	SWIM LESSONS FOR 2ND- 5TH GRADERS- MIGRANT SUMMER	\$1,792.00	\$0.00
83	100.663.0410.000.000.600	MINICO SIGN - PC CONTROLLER-MODEM	\$1,567.45	\$0.00
84	100.663.0410.000.000.600	HDMI-DVI CABLE ASSEMBLY	\$20.20	\$0.00
85	100.621.0410.000.062.202	AFTER SCHOOL PROG. T-SHIRTS	\$120.00	\$0.00
86	100.621.0410.000.062.202	MOISTURE METER	\$41.82	\$0.00

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Line #	Account	Description	Debit	Credit
87	251.621.0380.382.052.202	2023 INSTITUTE FOR MIDDLE LEVEL LEADERSHIP- MICHEL	\$79.20	\$0.00
88	100.664.0410.541.420.102	PAINTING HEYBURN	\$2,485.00	\$0.00
89	100.811.0520.000.420.102	WIRING FOR PUMP/3HP PUMP	\$17,819.59	\$0.00
90	100.664.0410.000.000.107	BRASS/TAPE/TRUCK MISC	\$42.50	\$0.00
91	100.664.0320.000.000.107	RUPERT HVAC LABOR	\$1,717.50	\$0.00
92	290.710.0410.000.000.000	MONITORS	\$867.00	\$0.00
93	100.810.0540.000.420.301	23-030-T145 626 FSIC, CORE ONLY	\$1,285.20	\$0.00
94	290.710.0450.000.000.301	MINICO - MILK	\$823.79	\$0.00
95	290.710.0450.000.000.301	MINICO - MILK	\$604.73	\$0.00
96	290.710.0450.000.000.201	EAST - MILK	\$256.34	\$0.00
97	290.710.0450.000.000.107	RUPERT - MILK	\$439.38	\$0.00
98	290.710.0380.380.000.000	MILEAGE, ISNA	\$102.60	\$0.00
99	100.651.0390.392.000.001	AMBER ROSENSTENGELIASBO REGISTRATION JUNE6/29-6/30	\$250.00	\$0.00
100	100.651.0390.392.000.001	ALEXANDREA BAKER IASBO REGISTRATION JUNE6/29-6/30	\$250.00	\$0.00
101	100.512.0441.447.000.105	ELEM MATH CURRICULUM-IMAGINE LEARNING	\$12,375.00	\$0.00
102	100.664.0320.000.000.202	WEST MINICO WASHING MACHINE REPAIRS	\$874.66	\$0.00
103	100.811.0550.567.420.000	BASE TABLE- GLOBAL INDUSTRIES INC	\$427.68	\$0.00
104	100.811.0550.567.420.000	DESK RECTANGULAR SHELL 66X30X29	\$215.04	\$0.00
105	100.811.0550.567.420.000	DESK RECTANGULAR SHELL 71X30X29.5	\$230.88	\$0.00
106	100.811.0550.567.420.000	PEDESTAL 22 INCH D BOX/BOX FILE PEDESTAL	\$494.40	\$0.00
107	100.811.0550.567.420.000	TABLE TOP 48X24 ARTISAN GRAY LAMINATE	\$72.96	\$0.00
108	100.811.0550.567.420.000	SITON IT FOCUS CHAIR HIGH BACK	\$673.73	\$0.00
109	100.811.0550.567.420.000	SITONIT FOCUS CHAIR MID BACK	\$548.27	\$0.00
110	100.811.0550.567.420.000	CHAIRS GUEST TRAIN MESH BLACK	\$1,187.18	\$0.00
111	100.811.0411.000.420.102	CHAIR CS NEOCLASS 14 IN	\$13,153.70	\$0.00

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Line #	Account	Description	Debit	Credit
112	100.811.0411.000.420.102	CHAIR CLASS SELECT NEOCLASS 16 IN NYLON GLIDE	\$15,127.20	\$0.00
113	100.811.0411.000.420.102	CHAIR NEOCLASS PLASTIC SHELL 18 IN NYLON GLIDE	\$14,260.00	\$0.00
114	100.811.0411.000.420.102	DESK 33X20 VORTEX GRAY ELM TOP22-30 IN TABLE HEIGH	\$38,523.55	\$0.00
115	100.811.0411.000.420.102	BOOK BOX FOR ACTIVITY TABLE BLACK	\$2,765.95	\$0.00
116	100.811.0411.000.420.102	TABLE ACTIVITY FLOWER 60 IN GRAY ELM TOP COLOR	\$6,565.65	\$0.00
117	100.811.0411.000.420.102	TABLE ACTIVITY VORTEX 36X60 GRAY ELM TOP COLOR	\$18,076.80	\$0.00
118	100.811.0411.000.420.102	TABLE VORTEX NEOCLASS ACTIVITY TABLE 36X60	\$1,425.64	\$0.00
119	100.811.0520.000.420.102	RECTANGULAR WOODLAND PLAYPANELS	\$1,643.88	\$0.00
120	100.811.0520.000.420.102	SQUARE WOODLAND PLAYPANEL	\$1,408.74	\$0.00
121	100.811.0520.000.420.102	CUBBY 16 BIG TUB MOBLIE	\$1,097.44	\$0.00
122	100.811.0411.000.420.102	TABLE HORSESHOE ACTIVITY ABLE	\$1,733.36	\$0.00
123	100.811.0411.000.420.102	KIDNEY TABLE	\$11,623.59	\$0.00
124	100.811.0411.000.420.102	INSTALLATION CHARGE	\$22,763.00	\$0.00
125	100.111.1113.000.000.000	CLASS ROOM TEACHER DESK	\$22,324.40	\$0.00
126	100.811.0550.000.420.201	CIRCLULATION DESK 36 W 28 D 30 HEIGHT PARTITION AN	\$3,597.86	\$0.00
127	100.811.0550.000.420.201	CIRCLULATION DESK 48 W 28 D 30 HEIGHT PARTITION AN	\$1,129.63	\$0.00
128	100.811.0550.000.420.201	DESK OPEN UNIT WITHLEG LEVELERS AND TRANSATION TOP	\$1,111.84	\$0.00
129	100.811.0550.000.420.201	SQUARE CORNER WB 29W29D30H	\$830.95	\$0.00
130	100.811.0550.000.420.201	DESK OPEN UNIT WITHLEG LEVELERS AND TRANSATION TOP	\$801.04	\$0.00
131	100.811.0550.000.420.201	DESK OPEN REPLA WITH BOOK DROP WITH LEG LEVELERS I	\$801.04	\$0.00

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132	100.811.0550.000.420.201	CART BOOK DROP ITEM J	\$1,176.96	\$0.00
133	100.811.0550.000.420.201	TABLE COURT TOP ROUND ITEM M	\$3,199.96	\$0.00
134	241.515.0420.421.000.000	YEARLY - REPAIR ITEMS FOR DE CARS	\$667.44	\$0.00
135	241.515.0320.000.000.000	YEARLY -DE CAR REPAIRS PERFORMED BY SCHOWS	\$577.50	\$0.00
		-		
136	253.541.0410.000.000.000	ATTENDANCE INCENTIVES FOR MIGRANT SUMMER SCHOOL	\$132.02	\$0.00
137	100.631.0355.000.000.001	BUDGET AMENDMENT HEARING POSTING	\$132.28	\$0.00
138	100.631.0355.000.000.001	BUDGET AMENDMENT HEARING POSTING	\$336.85	\$0.00
139	100.515.0320.320.000.201	PRINTER LEASE	\$363.50	\$0.00
140	100.515.0320.322.000.201	COPY MACHINE LEASE	\$998.43	\$0.00
141	100.517.0320.320.000.492	PRINTER LEASE	\$227.00	\$0.00
142	100.517.0320.322.000.492	COPY MACHINE LEASE	\$163.89	\$0.00
143	100.515.0320.322.000.202	COPY MACHINE LEASE	\$396.78	\$0.00
144	100.651.0320.000.000.001	SHREDDING FOR BUSINESS OFFICE	\$174.00	\$0.00
145	290.710.0330.350.000.000	QTR 2 PHONE	\$150.00	\$0.00
146	100.512.0550.580.530.105	8' SINGLE POST SWING SET 2 BAY, 4 BELT SEATS MATCH	\$6,569.45	\$0.00
147	100.631.0410.000.015.001	SYMPATHY FLOWERS FOR STUDENT	\$102.89	\$0.00
148	100.515.0320.320.000.301	PRINTER LEASE	\$4.90	\$0.00
149	100.665.0420.420.000.600	GROUND FUEL	\$352.51	\$0.00
150	100.665.0420.420.000.600	GROUND FUEL	\$653.83	\$0.00
151	100.631.0410.000.015.001	SYMPATHY FLOWERS FOR STUDENT	\$110.00	\$0.00
152	100.621.0380.382.000.000	PROF DEV AIRFARE & SHUTTLE- BAGGAGE & PARKING	\$461.35	\$0.00
153	290.710.0410.000.000.000	PAPER AND CLEANING SUPPLIES	\$10,541.94	\$0.00
154	290.710.0450.000.000.000	FOOD FOR KITCHENS	\$5,033.70	\$0.00
155	290.710.0450.000.000.000	FOOD FOR KITCHENS	\$366.70	\$0.00
156	100.632.0320.322.000.001	COPIER LEASE- DISTRICT ADMIN	\$6.42	\$0.00

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157	100.656.0320.322.000.011	COPIER LEASE TECH DEPARTMENT	\$1,378.00	\$0.00
158	100.661.0330.350.000.101	HEATHER HEPWORTH	\$600.00	\$0.00
159	100.656.0380.000.000.011	MILEAGE FOR 2023 IN DISTRICT MILEAGE	\$37.96	\$0.00
160	100.632.0310.000.000.001	CONSULTING SERVICES RELATED TO CHANGE IN BUSINESS	\$3,281.25	\$0.00
161	253.541.0410.000.000.000	48CT YELLOW/70CT NTBOOK	\$13.01	\$0.00
162	253.541.0410.000.000.000	MARBLES/FOOD BAG	\$50.20	\$0.00
163	253.541.0410.000.000.000	GRILL PANS/PLASTIC CUPS	\$126.99	\$0.00
164	253.541.0410.000.000.000	BANANAS	\$10.93	\$0.00
165	253.541.0410.000.000.000	CRUSHED ICE	\$5.97	\$0.00
166	253.541.0410.000.000.000	POTATO SALAD	\$181.35	\$0.00
167	100.681.0420.420.050.500	FUEL FOR BUSES FOR JULY'22 IN TRANSPORTATION DEPT.	\$38.29	\$0.00
168	100.681.0420.420.000.500	FINANCE CHARGE INVOICE DATE 6/30/23	\$1.57	\$0.00
169	100.681.0420.420.000.500	DSL FUEL 2 DYED ULS DELIVERY 6/15/23	\$588.73	\$0.00
170	100.681.0420.420.000.500	DSL FUEL 2 DYED ULS DELIVERY 6/9/23	\$549.75	\$0.00
171	100.681.0420.420.000.500	DSL FUEL2 DYED ULS DELIVERY DATE 6/13/23	\$578.60	\$0.00
172	100.681.0420.420.000.500	DSL FUEL DELIVERY DATE 6/22/23 ORDER# ON-824502-23	\$436.29	\$0.00
173	100.681.0420.420.000.500	DSL FUEL DELIVERY DATE 6/19/23 ORDER 3 ON-819325-2	\$340.85	\$0.00
174	100.681.0420.420.000.500	DSL FUEL ORDER # ON-833390-23 DELIVERY DATE 6/26/2	\$341.23	\$0.00
175	100.681.0420.420.000.500	DSL FUEL DELIVERY DATE 6/23/23 ORDER # ON-829850-2	\$800.07	\$0.00
176	100.681.0420.420.000.500	DSL FUEL ODER # ON-845293-23 DELIVERY DATE 6/30/23	\$409.41	\$0.00
177	100.681.0420.420.000.500	DSL FUEL ORDER3 ON-838825-23 DELIVRY DATE 6/28/23	\$613.54	\$0.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Journal Entry

Journal Entry Number 894

Fiscal Year: 2022-2023

Journal Type: Accounts Payable

GL Entry Date: 06/30/2023 Memo: AP POSTING

User ID: ericv

Reference:

Voucher: 6102

Originator: ericv

Created On: 07/14/2023 13:30:11

Line #	Account	Description	Debit	Credit
178	100.663.0410.000.000.600	QUICK LINK	\$10.74	\$0.00
179	100.664.0410.000.000.101	SCHOOL SUPPLIES ACEQUIA	\$13.99	\$0.00
180	100.664.0410.000.000.201	SCHOOL SUPPLIES EAST	\$26.37	\$0.00
181	100.664.0410.000.000.301	SCHOOL SUPPLIES MINICO	\$13.98	\$0.00
182	100.664.0410.000.000.600	SCHOOL SUPPLIES	\$7.29	\$0.00
183	100.664.0410.000.000.102	PAINT MASKING TAPE	\$7.79	\$0.00
184	100.663.0410.000.000.600	RENTAL OF PORTA POTTY FOR GRADUATION AT MINICO (6)	\$506.40	\$0.00
185	100.681.0420.420.050.500	BUS FUEL FOR THE MONTH OF JUNE 23 TRANS DEPT	\$1,525.89	\$0.00
186	100.683.0420.420.000.500	MINI BUS FUEL FOR THE MONTH OF JUNE 23 TRANS DEPT	\$155.19	\$0.00
187	100.681.0420.420.050.500	BUS FUEL 6/22/23	\$120.22	\$0.00
188	100.681.0320.000.085.500	TECH. INSTALLED CONNECTORS ON CABLE, PARTS, AND LA	\$224.04	\$0.00
189	100.681.0420.425.000.500	CINTAS-TRANS SHOP LAUNDRY AND MATS INVIOCE DATES:	\$101.65	\$0.00
190	100.681.0420.425.000.500	CINTAS-TRANS SHOP LAUNDRY AND MATS INVIOCE DATES:	\$101.65	\$0.00
191	100.681.0420.425.000.500	CINTAS-TRANS SHOP LAUNDRY AND MATS INVIOCE DATES:	\$101.65	\$0.00
192	290.710.0450.000.000.301	PIZZA FOR LUNCH	\$262.99	\$0.00
193	290.710.0450.000.000.492	PIZZA FOR LUNCH	\$39.29	\$0.00
194	290.710.0450.000.000.301	PIZZA FOR LUNCH	\$305.29	\$0.00
195	290.710.0450.000.000.000	SALT SEASONING	\$88.03	\$0.00
196	100.811.0550.000.420.201	CALIBRATE BOOKCASE	\$5,025.00	\$0.00
197	100.681.0550.000.050.500	BRYSONHOSE ASSY, FRONT AXLE, BRAKE	\$138.47	\$0.00
198	100.681.0550.000.050.500	TRANS SHOP SEAL SELECTOR SHAFT	\$22.82	\$0.00

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Journal Entry

Journal Entry Number 894

Fiscal Year: 2022-2023

Journal Type: Accounts Payable

GL Entry Date: 06/30/2023 Memo: AP POSTING

User ID: ericv

Reference:

Voucher: 6102

Originator: ericv

Created On: 07/14/2023 13:30:11

Line #	Account	Description	Debit	Credit
199	100.681.0320.323.050.500	PHYSICALS FOR CARRIE MARTSCH MARGARET BINHGAM	\$50.00	\$0.00
200	100.681.0320.323.050.500	PHYSICALS FOR CARRIE MARTSCH MARGARET BINHGAM	\$50.00	\$0.00
201	100.683.0320.000.000.500	BUS 143 STOP ENGINE LIGHT REPAIRED	\$665.50	\$0.00
202	290.710.0410.000.000.000	WIRE SADDLE PACK STAND	\$135.75	\$0.00
203	100.512.0320.320.000.107	PRINTER LEASE	\$420.50	\$0.00
204	100.515.0320.320.000.201	PRINTER LEASE	\$363.50	\$0.00
205	100.515.0320.320.000.202	PRINTER LEASE	\$382.50	\$0.00
206	100.515.0320.320.000.301	PRINTER LEASE	\$1,118.50	\$0.00
207	100.512.0320.320.000.101	PRINTER LEASE	\$228.00	\$0.00
208	100.517.0320.320.000.492	PRINTER LEASE	\$227.00	\$0.00
209	100.512.0320.322.000.102	COPIER MACHINE LEASE	(\$1,065.28)	\$0.00
210	100.512.0320.320.000.102	PRINTER LEASE	\$356.50	\$0.00
211	100.512.0320.320.000.105	PRINTER LEASE	\$344.50	\$0.00
212	100.632.0320.320.000.001	PRINTER LEASE- DISTRICT ADMIN	\$324.10	\$0.00
213	290.710.0450.000.000.000	FOOD SUPPLIES	\$51.60	\$0.00
214	100.213.2130.000.000.000	ACCOUNTS PAYABLE LIABILITY	\$0.00	(\$563,772.50)
215	241.213.2130.000.000.000	ACCOUNTS PAYABLE LIABILITY	\$0.00	(\$1,244.94)
216	246.213.2130.000.000.000	ACCOUNTS PAYABLE LIABILITY	\$0.00	(\$8,432.23)
217	251.213.2130.000.000.000	ACCOUNTS PAYABLE LIABILITY	\$0.00	(\$364.84)
218	253.213.2130.000.000.000	ACCOUNTS PAYABLE LIABILITY	\$0.00	(\$6,793.20)
219	257.213.2130.000.000.000	ACCOUNTS PAYABLE LIABILITY	\$0.00	(\$84.08)
220	260.213.2130.000.000.000	ACCOUNTS PAYABLE LIABILITY	\$0.00	(\$1,908.00)
221	290.213.2130.000.000.000	ACCOUNTS PAYABLE LIABILITY	\$0.00	(\$30,169.42)

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Journal Entry

Journal Entry Number 894

Fiscal Year: 2022-2023

Journal Type: Accounts Payable

GL Entry Date: 06/30/2023 Memo: AP POSTING

User ID: ericv

Reference:

Voucher: 6102

Originator: ericv

Created On: 07/14/2023 13:30:11

Line #	Account	Description	Debit	Credit
Total Items Printed:		221	\$612,769.21	(\$612,769.21)

Master Account Entries

Fund	Debits	Credits
100	563,772.50	(563,772.50)
241	1,244.94	(1,244.94)
246	8,432.23	(8,432.23)
251	364.84	(364.84)
253	6,793.20	(6,793.20)
257	84.08	(84.08)
260	1,908.00	(1,908.00)
290	30,169.42	(30,169.42)
Totals:	612,769.21	(612,769.21)

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End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2022-2023

Criteria:

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

From Date: 6/30/2023

To Date: 6/30/2023

From Check: 67932

To Check: 67994

From Voucher: 6102

To Voucher: 6102

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
67932	06/30/2023	A TO B MOTOR COACH, LLC	\$2,396.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67933	06/30/2023	ACE HARDWARE	\$60.16	6102	Not Printed	Expense	<input type="checkbox"/>		
67934	06/30/2023	ALL WIRELESS COMMUNICATIONS	\$224.04	6102	Not Printed	Expense	<input type="checkbox"/>		
67935	06/30/2023	AMAZON/GEMB	\$867.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67936	06/30/2023	ANIXTER INC	\$9,770.21	6102	Not Printed	Expense	<input type="checkbox"/>		
67937	06/30/2023	BAILEY OIL CO., INC.	\$2,807.64	6102	Not Printed	Expense	<input type="checkbox"/>		
67938	06/30/2023	BARCLAY MECHANICAL	\$65.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67939	06/30/2023	BARKES, J	\$185.49	6102	Not Printed	Expense	<input type="checkbox"/>		
67940	06/30/2023	BEAR NECESSITIES PORTABLE RESTROOM	\$615.80	6102	Not Printed	Expense	<input type="checkbox"/>		
67941	06/30/2023	BRYSON SALES & SERVICE, INC	\$161.29	6102	Not Printed	Expense	<input type="checkbox"/>		
67942	06/30/2023	BUTTE IRRIGATION	\$20,313.01	6102	Not Printed	Expense	<input type="checkbox"/>		
67943	06/30/2023	CARRIER CORP	\$1,760.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67944	06/30/2023	CHARLIE'S PRODUCE	\$3,575.77	6102	Not Printed	Expense	<input type="checkbox"/>		
67945	06/30/2023	CINTAS CORP	\$304.95	6102	Not Printed	Expense	<input type="checkbox"/>		
67946	06/30/2023	COLLEGE OF SOUTHERN ID	\$696.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67947	06/30/2023	CONRAD & BISCHOFF	\$4,698.33	6102	Not Printed	Expense	<input type="checkbox"/>		
67948	06/30/2023	DAVIS, MARY	\$84.08	6102	Not Printed	Expense	<input type="checkbox"/>		
67949	06/30/2023	DEAN DAIRY COPROPRATE, LLC	\$3,826.58	6102	Not Printed	Expense	<input type="checkbox"/>		
67950	06/30/2023	EDNETICS INC	\$55,759.37	6102	Not Printed	Expense	<input type="checkbox"/>		
67951	06/30/2023	ELEMENT HEATING AND COOLING INC	\$588.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67952	06/30/2023	EQ COUNSELING LLC	\$72.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67953	06/30/2023	EQ THERAPY FOR KIDS, LLC	\$1,836.00	6102	Not Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2022-2023

Criteria:

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

From Date: 6/30/2023
From Check: 67932
From Voucher: 6102

To Date: 6/30/2023
To Check: 67994
To Voucher: 6102

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
67954	06/30/2023	GARY D JONES CONSTRUCTION, INC	\$225,160.57	6102	Not Printed	Expense	<input type="checkbox"/>		
67955	06/30/2023	GEM STATE PAPER CO, INC.	\$1,697.09	6102	Not Printed	Expense	<input type="checkbox"/>		
67956	06/30/2023	HAMPTON INN - BOISE	\$294.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67957	06/30/2023	HARO, MARINA	\$102.60	6102	Not Printed	Expense	<input type="checkbox"/>		
67958	06/30/2023	HAUNS HARDWARE	\$80.16	6102	Not Printed	Expense	<input type="checkbox"/>		
67959	06/30/2023	HEPWORTH, HEATHER	\$600.00	6102	Not Printed	Expense	<input type="checkbox"/>		42
67960	06/30/2023	HERNANDEZ, BRYAN SAUL	\$37.96	6102	Not Printed	Expense	<input type="checkbox"/>		
67961	06/30/2023	HERRETT CENTER - CSI	\$282.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67962	06/30/2023	IASBO	\$500.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67963	06/30/2023	IMAGINE LEARNING INC	\$12,375.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67964	06/30/2023	JACKSON GROUP PETERBILT	\$665.50	6102	Not Printed	Expense	<input type="checkbox"/>		
67965	06/30/2023	JOHNSON, ASHLEY	\$461.35	6102	Not Printed	Expense	<input type="checkbox"/>		
67966	06/30/2023	LARRY'S ELECTRIC AND HEATING	\$130.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67967	06/30/2023	LUCKY DOG RECREATION	\$6,569.45	6102	Not Printed	Expense	<input type="checkbox"/>		
67968	06/30/2023	MAGIC VALLEY LABS,INC	\$288.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67969	06/30/2023	MENDENHALL EQUIPMENT CO	\$874.66	6102	Not Printed	Expense	<input type="checkbox"/>		
67970	06/30/2023	MERRILL, TERRY	\$150.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67971	06/30/2023	NANCY'S RUPERT FLORAL	\$212.89	6102	Not Printed	Expense	<input type="checkbox"/>		
67972	06/30/2023	NEWMAN, G. ROBERT	\$2,485.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67973	06/30/2023	NICHOLAS & CO	\$20,852.55	6102	Not Printed	Expense	<input type="checkbox"/>		
67974	06/30/2023	NPC INTERNATIONAL	\$607.57	6102	Not Printed	Expense	<input type="checkbox"/>		
67975	06/30/2023	NU VU GLASS, INC.	\$8,437.83	6102	Not Printed	Expense	<input type="checkbox"/>		
67976	06/30/2023	ONE BEAT CPR + AED	\$8,432.23	6102	Not Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2022-2023

Criteria:

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

From Date: 6/30/2023

To Date: 6/30/2023

From Check: 67932

To Check: 67994

From Voucher: 6102

To Voucher: 6102

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
67977	06/30/2023	POULSEN VANLEUVEN & CATMULL	\$3,281.25	6102	Not Printed	Expense	<input type="checkbox"/>		
67978	06/30/2023	RIDLEY'S FOOD & DRUG	\$249.85	6102	Not Printed	Expense	<input type="checkbox"/>		
67979	06/30/2023	ROGERS, KATIE	\$150.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67980	06/30/2023	RUPERT, CITY OF	\$1,792.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67981	06/30/2023	SCHOOL SPECIALTY SUPPLY	\$194,017.32	6102	Not Printed	Expense	<input type="checkbox"/>		
67982	06/30/2023	SCHOWS, INC	\$1,244.94	6102	Not Printed	Expense	<input type="checkbox"/>		
67983	06/30/2023	SNYDER'S PAUL AUTOMOTIVE	\$25.08	6102	Not Printed	Expense	<input type="checkbox"/>		
67984	06/30/2023	SODA FRENZY	\$132.02	6102	Not Printed	Expense	<input type="checkbox"/>		
67985	06/30/2023	STEWART SIGNS	\$1,587.65	6102	Not Printed	Expense	<input type="checkbox"/>		
67986	06/30/2023	TIMES NEWS-LEE PUBLICATIONS	\$469.13	6102	Not Printed	Expense	<input type="checkbox"/>		
67987	06/30/2023	TOP STITCH EMBROIDERY LLC	\$120.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67988	06/30/2023	TURNER PLLC, TRAVIS L	\$100.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67989	06/30/2023	VALLEY OFFICE SYSTEMS	\$6,238.74	6102	Not Printed	Expense	<input type="checkbox"/>		
67990	06/30/2023	VICKI'S COUNTRY GARDEN	\$41.82	6102	Not Printed	Expense	<input type="checkbox"/>		
67991	06/30/2023	WALMART	\$1,002.93	6102	Not Printed	Expense	<input type="checkbox"/>		
67992	06/30/2023	WESTERN RECORDS DESTRUCTION	\$174.00	6102	Not Printed	Expense	<input type="checkbox"/>		
67993	06/30/2023	WIDMIER, MICHELE	\$79.20	6102	Not Printed	Expense	<input type="checkbox"/>		
67994	06/30/2023	YOUNG, KATHERINE	\$100.15	6102	Not Printed	Expense	<input type="checkbox"/>		

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Total Amount: \$612,769.21

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102 06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A TO B MOTOR COACH, LLC						
103 S ONEIDA						
RUPERT	ID	83350				
Check Group:						
TWO CHARTER BUSES FOR TRIP TO BOISE AQUARIUM- MIGRANT SUMMER SCHOOL- JUNE 26TH		2	233508	2419 6/26/2023	253.541.0320.000.000.000	\$2,396.00
					Check #: 67932	
PO/InvoiceTotal:						<u>\$2,396.00</u>
Vendor Total:						<u>\$2,396.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ACE HARDWARE P.O. BOX 35 RUPERT	ID 83350					
Check Group: WEST - GROUNDS		1	236000	369438/1 6/28/2023	100.665.0410.000.000.202	\$44.09
					Check #: 67933	
						PO/InvoiceTotal: <u>\$44.09</u>
Check Group: PACKAGE EXPRESS		1	236001	369123/1 6/22/2023	100.663.0410.000.000.600	\$16.07
					Check #: 67933	
						PO/InvoiceTotal: <u>\$16.07</u>
						Vendor Total: \$60.16

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102 06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ALL WIRELESS COMMUNICATIONS						
1112 OAKLEY AVE						
BURLEY	ID	83318				
Check Group:						
TECH. INSTALLED CONNECTORS ON CABLE, PARTS, AND LABOR/ TRANS DEPT OFFICE		1	235131	234515 6/30/2023	100.681.0320.000.085.500	\$224.04
					Check #: 67934	
PO/InvoiceTotal:						<u>\$224.04</u>
Vendor Total:						<u>\$224.04</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMAZON/GEMB PO BOX 035184 SEATTLE	WA 98124-5184					
Check Group: MONITORS		1	237057	IQVK-CQKM-7CX T 6/22/2023	290.710.0410.000.000.000	\$867.00
				Check #: 67935		
					PO/InvoiceTotal:	\$867.00
					Vendor Total:	\$867.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ANIXTER INC P O BOX 847428 DALLAS TX 75284-7428						
Check Group:						
ND25D RHODES LEVER		2	236241	26K172526 6/20/2023	100.810.0540.000.420.105	\$563.18
ND70JD RHODES LVR		10	236241	26K172526 6/20/2023	100.810.0540.000.420.301	\$3,895.20
SCHLAGE 3B 34-303 BOTTOM		2	236241	26K172526 6/20/2023	100.810.0540.000.420.301	\$10.68
SCHLAGE MASTER 4M		1	236241	26K172526 6/20/2023	100.810.0540.000.420.000	\$4.65
TAILPIECE & DRIVER, 2-PIECE PART		1	236241	26K172526 6/20/2023	100.810.0540.000.420.301	\$10.68 48
SCHLAGE 2M MASTER		2	236241	26K172526 6/20/2023	100.810.0540.000.420.000	\$9.30
ND70JD RHODES LVR		10	236241	26K172527 6/20/2023	100.810.0540.000.420.301	\$3,895.20
TAILPIECE & DRIVER, 2-PIECE PART		3	236241	26K172527 6/20/2023	100.810.0540.000.420.301	\$32.04
TAILPIECE & DRIVER, 2-PIECE PART		6	236241	26K172528 6/20/2023	100.810.0540.000.420.301	\$64.08
23-030-T145 626 FSIC, CORE ONLY		20	236241	26K173152 6/28/2023	100.810.0540.000.420.301	\$1,285.20

Check #: 67936

PO/InvoiceTotal:	<u>\$9,770.21</u>
Vendor Total:	\$9,770.21

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BAILEY OIL CO., INC.						
P.O. BOX 1264						
BURLEY	ID	83318				
Check Group:						
BUS FUEL FOR THE MONTH OF JUNE 23 TRANS DEPT		1	235129	9926-6 6/1/2023	100.681.0420.420.050.500	\$1,525.89
MINI BUS FUEL FOR THE MONTH OF JUNE 23 TRANS DEPT		1	235129	9926-6 6/1/2023	100.683.0420.420.000.500	\$155.19
					Check #: 67937	
						PO/InvoiceTotal: \$1,681.08
Check Group:						
BUS FUEL 6/22/23		1	235130	9924-6 6/22/2023	100.681.0420.420.050.500	\$120.22 49
					Check #: 67937	
						PO/InvoiceTotal: \$120.22
Check Group:						
GROUND FUEL		1	236007	28449 6/23/2023	100.665.0420.420.000.600	\$352.51
GROUND FUEL		1	236007	9921-6 6/7/2023	100.665.0420.420.000.600	\$653.83
					Check #: 67937	
						PO/InvoiceTotal: \$1,006.34
						Vendor Total: \$2,807.64

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BARCLAY MECHANICAL						
PO BOX 360						
PAUL	ID	83347				
Check Group:						
LABOR		1	236008	24380 6/22/2023	100.663.0320.000.000.600	\$32.50
					Check #: 67938	
						PO/InvoiceTotal: <u>\$32.50</u>
Check Group:						
LABOR		1	236009	24407 6/27/2023	100.664.0320.000.000.301	\$32.50
					Check #: 67938	
						PO/InvoiceTotal: <u>\$32.50</u>
						Vendor Total: <u>\$65.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102 06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BARKES, J						
11111						
11111	ID	11111				
Check Group:						
2023 INSTITUTE FOR MIDDLE LEVEL LEADERSHIP- JACLYN B- SHUTTLE & PARKING		1	233366	PARKING 6/26/2023	251.621.0380.382.051.201	\$185.49
					Check #: 67939	
PO/InvoiceTotal:						<u>\$185.49</u>
Vendor Total:						<u>\$185.49</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BEAR NECESSITIES PORTABLE RESTROOM						
PO BOX 1952						
TWIN FALLS	ID	83303				
Check Group:						
PORTABLE RESTROOM RENTAL JUNE-SEPTEMBER SOFTBALL, SOCCER, BASEBALL, FOOTBALL PRACTICE FIELDS		1	232724	18006 6/23/2023	100.531.0320.000.000.301	\$109.40
						Check #: 67940
						PO/InvoiceTotal: <u>\$109.40</u>
Check Group:						
RENTAL OF PORTA POTTY FOR GRADUATION AT MINICO (6)		1	236239	17791 6/23/2023	100.663.0410.000.000.600	\$506.40
						Check #: 67940
						PO/InvoiceTotal: <u>\$506.40</u>
						Vendor Total: <u>\$615.80</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BRYSON SALES & SERVICE, INC						
P O BOX 1246						
CENTERVILLE UT 84014						
Check Group:						
BRYSONHOSE ASSY, FRONT AXLE, BRAKE		1	235133	192814 5/1/2023	100.681.0550.000.050.500	\$138.47
					Check #: 67941	
						PO/InvoiceTotal: <u>\$138.47</u>
Check Group:						
TRANS SHOP SEAL SELECTOR SHAFT		1	235134	192820 5/1/2023	100.681.0550.000.050.500	\$22.82
					Check #: 67941	
						PO/InvoiceTotal: <u>\$22.82</u>
						Vendor Total: <u>\$161.29</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BUTTE IRRIGATION						
P.O. BOX 790						
PAUL	ID	83347				
Check Group:						
LABOR/45 DEG ELBOW/CONCRETE THRUST BLOCK		1	236194	311620 6/30/2023	100.811.0520.000.420.102	\$2,493.42
WIRING FOR PUMP/3HP PUMP		1	236194	311624 6/30/2023	100.811.0520.000.420.102	\$17,819.59
					Check #: 67942	
						PO/InvoiceTotal: <u>\$20,313.01</u>
						Vendor Total: <u>\$20,313.01</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CARRIER CORP P.O. BOX 93844 CHICAGO, IL 60673-3844						
Check Group:						
BRASS/TAPE/TRUCK MISC		1	236159	90287137 6/22/2023	100.664.0410.000.000.107	\$42.50
RUPERT HVAC LABOR		1	236159	90287137 6/22/2023	100.664.0320.000.000.107	\$1,717.50
				Check #: 67943		
					PO/InvoiceTotal:	\$1,760.00
					Vendor Total:	\$1,760.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CHARLIE'S PRODUCE						
TRIPLE B CORPORATION						
P O BOX 24606						
SEATTLE WA 98124						
Check Group:						
MINICO PRODUCE		1	237006	10067992 6/22/2023	290.710.0450.000.000.301	\$1,050.75
RUPERT PRODUCE		1	237006	10067994 6/22/2023	290.710.0450.000.000.107	\$143.72
MINICO PRODUCE		1	237006	10069811 6/29/2023	290.710.0450.000.000.301	\$899.80
PRODUCE FOR THE SCHOOLS		1	237006	10069952 6/29/2023	290.710.0450.000.000.000	\$634.00
PRODUCE FOR THE SCHOOLS		1	237006	10069963 6/29/2023	290.710.0450.000.000.000	\$847.50

Check #: 67944

PO/InvoiceTotal:	<u>\$3,575.77</u>
Vendor Total:	<u>\$3,575.77</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CINTAS CORP P.O. BOX 88005 CHICAGO	IL 60680-1005					
Check Group:						
CINTAS-TRANS SHOP LAUNDRY AND MATS INVIOCE DATES: 6/15/23, 6/22/23, 6/29/23-		1	235132	4158719683 6/15/2023	100.681.0420.425.000.500	\$101.65
CINTAS-TRANS SHOP LAUNDRY AND MATS INVIOCE DATES: 6/15/23, 6/22/23, 6/29/23-		1	235132	4159426035 6/22/2023	100.681.0420.425.000.500	\$101.65
CINTAS-TRANS SHOP LAUNDRY AND MATS INVIOCE DATES: 6/15/23, 6/22/23, 6/29/23-		1	235132	4160097547 6/29/2023	100.681.0420.425.000.500	\$101.65
					Check #: 67945	
						PO/InvoiceTotal: <u>\$304.95</u>
						Vendor Total: \$304.95

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
COLLEGE OF SOUTHERN ID ATTN BUSINESS OFFICE PO BOX 1238 TWIN FALLS	ID 83303					
Check Group:						
PASSES FOR STUDENTS/ CHAPERONES- MIGRANT SUMMER SCHOOL		87	233480	970 4/13/2023	253.541.0410.000.000.000	\$696.00
					Check #: 67946	
					PO/InvoiceTotal:	\$696.00
					Vendor Total:	\$696.00

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CONRAD & BISCHOFF						
P O BOX 790						
BURLEY	ID	83318				
Check Group:						
FUEL FOR BUSES FOR JULY'22 IN TRANSPORTATION DEPT.		1	235047	FC02/28 2/28/2023	100.681.0420.420.050.500	\$38.29
					Check #: 67947	
						PO/InvoiceTotal: \$38.29
Check Group:						
DSL FUEL 2 DYED ULS DELIVERY 6/9/23		1	235119	516957-23 6/9/2023	100.681.0420.420.000.500	\$549.75
					Check #: 67947	
						PO/InvoiceTotal: \$549.75
Check Group:						
DSL FUEL2 DYED ULS DELIVERY DATE 6/13/23		1	235120	521179-23 6/13/2023	100.681.0420.420.000.500	\$578.60
					Check #: 67947	
						PO/InvoiceTotal: \$578.60
Check Group:						
DSL FUEL 2 DYED ULS DELIVERY 6/15/23		1	235121	527003-23 6/15/2023	100.681.0420.420.000.500	\$588.73
					Check #: 67947	
						PO/InvoiceTotal: \$588.73
Check Group:						
DSL FUEL DELIVERY DATE 6/22/23 ORDER# ON-824502-23		1	235122	535181-23 6/21/2023	100.681.0420.420.000.500	\$436.29
					Check #: 67947	
						PO/InvoiceTotal: \$436.29
Check Group:						

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DSL FUEL DELIVERY DATE 6/19/23 ORDER 3 ON-819325-23		1	235123	530928-23 6/19/2023	100.681.0420.420.000.500	\$340.85
Check #: 67947						
PO/InvoiceTotal:						\$340.85
Check Group:						
DSL FUEL DELIVERY DATE 6/23/23 ORDER # ON-829850-23		1	235124	540405-23 6/23/2023	100.681.0420.420.000.500	\$800.07
Check #: 67947						
PO/InvoiceTotal:						\$800.07
Check Group:						
DSL FUEL ORDER # ON-833390-23 DELIVERY DATE 6/26/23		1	235125	544656-23 6/26/2023	100.681.0420.420.000.500	\$341.23
Check #: 67947						60
PO/InvoiceTotal:						\$341.23
Check Group:						
DSL FUEL ODER # ON-845293-23 DELIVERY DATE 6/30/23		1	235126	550776-23 6/30/2023	100.681.0420.420.000.500	\$409.41
Check #: 67947						
PO/InvoiceTotal:						\$409.41
Check Group:						
DSL FUEL ORDER3 ON-838825-23 DELIVRY DATE 6/28/23		1	235127	547852-23 6/28/2023	100.681.0420.420.000.500	\$613.54
Check #: 67947						
PO/InvoiceTotal:						\$613.54
Check Group:						
FINANCE CHARGE INVOICE DATE 6/30/23		1	235128	FC 06/30 6/30/2023	100.681.0420.420.000.500	\$1.57

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Check #: 67947

PO/InvoiceTotal:	\$1.57
Vendor Total:	\$4,698.33

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DAVIS, MARY 915 W 200 S						
PAUL	ID 83347					
Check Group: IN DISTRICT MILEAGE		1	231922	MILEAGE/MAY 23 7/10/2023	257.521.0380.000.000.000	\$84.08

Check #: 67948

PO/InvoiceTotal:	<u> </u>	\$84.08
Vendor Total:	<u> </u>	\$84.08

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DEAN DAIRY COPRORATE, LLC						
P O BOX 746496						
ATLANTA	GA		30374-6496			
Check Group:						
EAST - MILK		1	237008	120523517 6/6/2023	290.710.0450.000.000.201	\$567.34
EAST - MILK		1	237008	120523903 6/13/2023	290.710.0450.000.000.201	\$183.25
MINICO - MILK		1	237008	120523904 6/13/2023	290.710.0450.000.000.301	\$604.73
MINICO - MILK		1	237008	120523910 6/20/2023	290.710.0450.000.000.301	\$563.08
EAST - MILK		1	237008	120523911 6/20/2023	290.710.0450.000.000.201	\$274.56 63
RUPERT - MILK		1	237008	120524041 6/23/2023	290.710.0450.000.000.107	\$439.38
MINICO - MILK		1	237008	120524265 6/20/2023	290.710.0450.000.000.301	\$108.28
MINICO - MILK		1	237008	120524393 6/23/2023	290.710.0450.000.000.301	\$5.83
MINICO - MILK		1	237008	120524603 6/26/2023	290.710.0450.000.000.301	\$823.79
EAST - MILK		1	237008	120524604 6/26/2023	290.710.0450.000.000.201	\$256.34

Check #: 67949

PO/InvoiceTotal:	<u>\$3,826.58</u>
Vendor Total:	\$3,826.58

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EDNETICS INC 971 S CLEARWATER LOOP POST FALLS	ID 83854					
Check Group:						
SECURITY CAMERA UPGRADE AND INSTALLATION		1	236227	122626 6/30/2023	100.810.0550.551.420.301	\$55,759.37
					Check #: 67950	
						PO/InvoiceTotal: <u>\$55,759.37</u>
						Vendor Total: <u>\$55,759.37</u>

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ELEMENT HEATING AND COOLING INC						
347 LOCUST ST. S						
TWIN FALLS	ID	83301				
Check Group:						
WEST HVAC LABOR		1	236149	45447251 6/20/2023	100.664.0320.000.000.202	\$588.00
					Check #: 67951	
PO/InvoiceTotal:						<u>\$588.00</u>
Vendor Total:						<u>\$588.00</u>

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EQ COUNSELING LLC P.O. Box 653 RUPERT	ID 83350					
Check Group: MEDICAID GROUP COUNSELING		1	231191	23-0629 6/29/2023	260.621.0320.000.000.000	\$72.00

Check #: 67952

PO/InvoiceTotal:	<u> </u>	\$72.00
Vendor Total:	<u> </u>	\$72.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
EQ THERAPY FOR KIDS, LLC						
523 S MAPLE STREET						
RUPERT	ID	83350				
Check Group:						
PSR & IBI & COUNSELING SERVICES (MEDICAID)		1	231903	23-0703 7/3/2023	260.621.0320.000.000.000	\$1,836.00
					Check #: 67953	
PO/InvoiceTotal:						<u>\$1,836.00</u>
Vendor Total:						<u>\$1,836.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
GARY D JONES CONSTRUCTION, INC						
247 W HWY 30						
BURLEY	ID	83318				
Check Group:						
MT. HARRISON NEW HVAC		1	236231	T3124 6/30/2023	100.810.0540.000.420.492	\$225,160.57
					Check #: 67954	
PO/InvoiceTotal:						<u>\$225,160.57</u>
Vendor Total:						<u>\$225,160.57</u>

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GEM STATE PAPER CO, INC.						
P.O. BOX 469						
TWIN FALLS	ID		83303-0469			
Check Group:						
SEALED AIR POLYURETHANE		1	236235	1095640-05 6/22/2023	100.661.0410.000.000.600	\$1,074.75
OVER & UNDER		6	236235	1095640-06 6/27/2023	100.661.0410.000.000.600	\$486.59
					Check #: 67955	
						PO/InvoiceTotal: <u>\$1,561.34</u>
Check Group:						
WIRE SADDLE PACK STAND		1	237056	1097523-01 6/27/2023	290.710.0410.000.000.000	\$135.75
					Check #: 67955	69
						PO/InvoiceTotal: <u>\$135.75</u>
						Vendor Total: <u>\$1,697.09</u>

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HAMPTON INN - BOISE						
3270 S. SHOSHONE STREET						
BOISE	ID	83705				
Check Group:						
BI- NATIONAL TEACHER- TRAVEL TO AIRPORT- ELVA R- JUNE 29- HOTEL		2	233507	452276 6/29/2023	253.541.0380.381.000.000	\$294.00
					Check #: 67956	
PO/InvoiceTotal:						\$294.00
Vendor Total:						\$294.00

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HARO, MARINA 456 W BOUCK RD BURLEY	ID 83318					
Check Group: MILEAGE, ISNA		1	237059	06/19-22/23 7/12/2023	290.710.0380.380.000.000	\$102.60
					Check #: 67957	
					PO/InvoiceTotal:	<u>\$102.60</u>
					Vendor Total:	<u>\$102.60</u>

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HAUNS HARDWARE						
PO BOX 86						
PAUL	ID 83347					
Check Group:						
QUICK LINK		1	236032	A435566 6/13/2023	100.663.0410.000.000.600	\$10.74
					Check #: 67958	
						PO/InvoiceTotal: <u>\$10.74</u>
Check Group:						
SCHOOL SUPPLIES ACEQUIA		1	236033	A434566 6/13/2023	100.664.0410.000.000.101	\$13.99
SCHOOL SUPPLIES EAST		1	236033	A434566 6/13/2023	100.664.0410.000.000.201	\$26.37
SCHOOL SUPPLIES MINICO		1	236033	A434566 6/13/2023	100.664.0410.000.000.301	\$13.98 ⁷²
SCHOOL SUPPLIES		1	236033	A434566 6/13/2023	100.664.0410.000.000.600	\$7.29
PAINT MASKING TAPE		1	236033	B432664 6/8/2023	100.664.0410.000.000.102	\$7.79
					Check #: 67958	
						PO/InvoiceTotal: <u>\$69.42</u>
						Vendor Total: <u>\$80.16</u>

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HEPWORTH, HEATHER 864 N 700 E						
RUPERT	ID 83350					
Check Group:						
HEATHER HEPWORTH		12	231063	PHONE22-23 7/12/2023	100.661.0330.350.000.101	\$600.00
					Check #: 67959	
						PO/InvoiceTotal: <u>\$600.00</u>
						Vendor Total: <u>\$600.00</u>

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HERNANDEZ, BRYAN SAUL						
210 E IDAHO ST						
PAUL	ID	83347				
Check Group:						
MILEAGE FOR 2023 IN DISTRICT MILEAGE		1	231499	MILEAGE22-23 7/12/2023	100.656.0380.000.000.011	\$37.96
					Check #: 67960	
PO/InvoiceTotal:						<u>\$37.96</u>
Vendor Total:						<u>\$37.96</u>

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HERRETT CENTER - CSI PO BOX 1238 TWIN FALLS	ID 83303					
Check Group:						
ADMISSION FOR PRE-K-2- MIGRANT SUMMER SCHOOL		1	233516	6657-0627-01 6/27/2023	253.541.0320.000.000.000	\$282.00
				Check #: 67961		
					PO/InvoiceTotal:	\$282.00
					Vendor Total:	\$282.00

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IASBO						
KANDY BLACKBURN, TREASURER						
118 W BULLION ST						
HAILEY	ID	83333				
Check Group:						
AMBER ROSENSTENGELIASBO REGISTRATION JUNE6/29-6/30		1	231497	200000588 6/21/2023	100.651.0390.392.000.001	\$250.00
ALEXANDREA BAKER IASBO REGISTRATION JUNE6/29-6/30		1	231497	200000588 6/21/2023	100.651.0390.392.000.001	\$250.00

Check #: 67962

PO/InvoiceTotal:	<u>\$500.00</u>
Vendor Total:	<u>\$500.00</u> 76

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IMAGINE LEARNING INC 382 W PARK CIRCLE PROVO	UT 84604					
Check Group:						
ELEM MATH CURRICULUM-IMAGINE LEARNING		1	231407	938366 6/14/2023	100.512.0441.447.000.105	\$12,375.00
					Check #: 67963	
						PO/InvoiceTotal: <u>\$12,375.00</u>
						Vendor Total: <u>\$12,375.00</u>

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JACKSON GROUP PETERBILT PO BOX 27634 SALT LAKE CITY UT 84127						
Check Group:						
BUS 143 STOP ENGINE LIGHT REPAIRED		1	235135	9843MV 6/27/2023	100.683.0320.000.000.500	\$665.50
					Check #: 67964	
					PO/InvoiceTotal:	<u>\$665.50</u>
					Vendor Total:	<u>\$665.50</u>

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JOHNSON, ASHLEY						
1090 W 200 S						
HEYBURN	ID	83336				
Check Group:						
PROF DEV AIRFARE & SHUTTLE- BAGGAGE & PARKING		1	231394	ISTE/PARKING 7/12/2023	100.621.0380.382.000.000	\$461.35
					Check #: 67965	
PO/InvoiceTotal:						<u>\$461.35</u>
Vendor Total:						<u>\$461.35</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LARRY'S ELECTRIC AND HEATING 1133 ALBION AVE BURLEY	ID 83318					
Check Group: MINICO HVAC LABOR		1	236203	I-9116-1 2/24/2023	100.664.0320.000.000.301	\$130.00
					Check #: 67966	
					PO/InvoiceTotal:	<u>\$130.00</u>
					Vendor Total:	<u>\$130.00</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LUCKY DOG RECREATION						
PO BOX 603						
ASHTON	ID 83420					
Check Group:						
8' SINGLE POST SWING SET 2 BAY, 4 BELT SEATS MATCHING GRANTS PLAYGROUND		1	231354	ID0623-4033 6/27/2023	100.512.0550.580.530.105	\$6,569.45
					Check #: 67967	
PO/InvoiceTotal:						<u>\$6,569.45</u>
Vendor Total:						<u>\$6,569.45</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAGIC VALLEY LABS,INC P.O. BOX 1867 TWIN FALLS	ID 83301					
Check Group:						
DRINKING WATER WASTE WATER TESTING -ACEQUIA		1	236044	28167 6/26/2023	100.664.0320.000.000.101	\$240.00
DRINKING WATER TESTING - MINICO		1	236044	28167 6/26/2023	100.664.0320.000.000.301	\$48.00
					Check #: 67968	
						PO/InvoiceTotal: <u>\$288.00</u>
						Vendor Total: <u>\$288.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MENDENHALL EQUIPMENT CO 880 W 100 N NORTH SALT LAKE CITY UT 84054						
Check Group:						
WEST MINICO WASHING MACHINE REPAIRS		1	236242	1142616 6/23/2023	100.664.0320.000.000.202	\$874.66
					Check #: 67969	
					PO/InvoiceTotal:	<u>\$874.66</u>
					Vendor Total:	<u>\$874.66</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MERRILL, TERRY 1710 CEDAR STREET						
RUPERT	ID 83350					
Check Group:						
CELL PHONE REIMBURSEMENT		1	231060	4TH QTR 7/10/2023	100.661.0330.350.000.301	\$150.00

Check #: 67970

PO/InvoiceTotal:	<u>\$150.00</u>
Vendor Total:	<u>\$150.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NANCY'S RUPERT FLORAL						
508 6TH ST.						
RUPERT	ID	83350				
Check Group:						
SYMPATHY FLOWERS FOR STUDENT		1	231050	42508 6/9/2023	100.631.0410.000.015.001	\$102.89
SYMPATHY FLOWERS FOR STUDENT		1	231050	42563 7/12/2023	100.631.0410.000.015.001	\$110.00
				Check #: 67971		
					PO/InvoiceTotal:	\$212.89
					Vendor Total:	\$212.89

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NEWMAN, G. ROBERT 233 PLEASANT WAY RUPERT	ID 83350					
Check Group:						
PAINTING HEYBURN		1	236047	171286 6/23/2023	100.664.0410.541.420.102	\$2,485.00
					Check #: 67972	
						PO/InvoiceTotal: <u>\$2,485.00</u>
						Vendor Total: <u>\$2,485.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NICHOLAS & CO						
PO BOX 45005						
SALT LAKE CITY	UT		84145-0005			
Check Group:						
FOOD FOR KITCHENS		1	237012	8388926 6/19/2023	290.710.0450.000.000.000	\$1,359.58
FOOD FOR KITCHENS		1	237012	8393198 6/22/2023	290.710.0450.000.000.000	\$2,623.35
PAPER AND CLEANING SUPPLIES		1	237012	8393198 6/22/2023	290.710.0410.000.000.000	\$255.95
FOOD FOR KITCHENS		1	237012	8393199 6/22/2023	290.710.0450.000.000.000	\$583.30
PAPER AND CLEANING SUPPLIES		1	237012	8396881 6/26/2023	290.710.0410.000.000.000	\$10,541.94 87
SALT SEASONING		1	237012	8399777 6/27/2023	290.710.0450.000.000.000	\$88.03
FOOD FOR KITCHENS		1	237012	8401133 6/29/2023	290.710.0450.000.000.000	\$366.70
FOOD FOR KITCHENS		1	237012	8401134 6/29/2023	290.710.0450.000.000.000	\$5,033.70

Check #: 67973

PO/InvoiceTotal:	<u>\$20,852.55</u>
Vendor Total:	<u>\$20,852.55</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NPC INTERNATIONAL						
ATTN ACCOUNTS RECEIVABLE						
720 W 20TH ST						
PITTSBURG	KS	66762				
Check Group:						
PIZZA FOR LUNCH		1	237014	21762303280000 0201 3/28/2023	290.710.0450.000.000.301	\$262.99
PIZZA FOR LUNCH		1	237014	21762305220000 0101 5/22/2023	290.710.0450.000.000.301	\$305.29
PIZZA FOR LUNCH		1	237014	21762305220000 0701 5/22/2023	290.710.0450.000.000.492	\$39.29
					Check #: 67974	
						<u>88</u>
					PO/InvoiceTotal:	<u>\$607.57</u>
					Vendor Total:	\$607.57

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NU VU GLASS, INC. 1601 OVERLAND AVENUE BURLEY ID 83318						
Check Group:						
LABOR WEST		1	236098	20553-1 6/23/2023	100.664.0320.000.000.202	\$100.00
SCHOOL SUPPLIES WEST		1	236098	20553-1 6/23/2023	100.664.0410.000.000.202	\$33.67
					Check #: 67975	
					PO/InvoiceTotal:	<u>\$133.67</u>
Check Group:						
DOORS FOR MINICO		1	236216	(BC)20247-1 6/20/2023	100.810.0540.000.420.301	\$8,304.16
					Check #: 67975	89
					PO/InvoiceTotal:	<u>\$8,304.16</u>
					Vendor Total:	<u>\$8,437.83</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ONE BEAT CPR + AED 3151 EXECUTIVE WAY MIRAMAR FL 33025						
Check Group:						
BATTERY FOR PHILIPS HEARTSTART HSI ONSITE AND FRx REPLACEMENT- TRANSPORTATION		1	233472	INV253046 5/25/2023	246.667.0410.000.000.000	\$175.00
BATTERY FOR PHILIPS HEARTSTART HSI ONSITE AND FRx REPLACEMENT- MINICO		3	233472	INV253046 5/25/2023	246.667.0410.000.000.301	\$525.00
PHILIPS HEARTSTART HSI ONSITE ADULT SMART ELECTRODE PADS CARTRIDGE- ACEQUIA		1	233472	INV253046 5/25/2023	246.667.0410.000.000.101	\$75.00
PHILIPS HEARTSTART HSI ONSITE ADULT SMART ELECTRODE PADS CARTRIDGE- MINICO		3	233472	INV253046 5/25/2023	246.667.0410.000.000.301	\$225.00
PHILIPS HEARTSTART HSI ONSITE ADULT SMART ELECTRODE PADS CARTRIDGE- HEYBURN		1	233472	INV253046 5/25/2023	246.667.0410.000.000.102	\$75.00
PHILIPS HEARTSTART HSI ONSITE ADULT SMART ELECTRODE PADS CARTRIDGE- RUPERT		1	233472	INV253046 5/25/2023	246.667.0410.000.000.107	\$75.00
PHILIPS HEARTSTART HSI ONSITE ADULT SMART ELECTRODE PADS CARTRIDGE- TRANSPORTATION		1	233472	INV253046 5/25/2023	246.667.0410.000.000.000	\$75.00
PHILIPS HEARTSTART HSI ONSITE INFANT/ CHILD SMART ELECTRODE PADS CARTRIDGE- MINICO		1	233472	INV253046 5/25/2023	246.667.0410.000.000.301	\$115.00
PHILIPS HEARTSTART HSI ONSITE INFANT/ CHILD SMART ELECTRODE PADS CARTRIDGE- ACEQUIA		1	233472	INV253046 5/25/2023	246.667.0410.000.000.101	\$115.00
PHILIPS HEARTSTART HSI ONSITE INFANT/ CHILD SMART ELECTRODE PADS CARTRIDGE- HEYBURN		1	233472	INV253046 5/25/2023	246.667.0410.000.000.102	\$115.00
PHILIPS HEARTSTART HSI ONSITE INFANT/ CHILD SMART ELECTRODE PADS CARTRIDGE- RUPERT		1	233472	INV253046 5/25/2023	246.667.0410.000.000.107	\$115.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DEFIBTECH DDP-100 TO MEDTRONIC QUIK-COMBO PAD ADAPTER- EAST		1	233472	INV253046 5/25/2023	246.667.0410.000.000.201	\$99.00
DEFIBTECH DDP-100 TO MEDTRONIC QUIK-COMBO PAD ADAPTER- WEST		1	233472	INV253046 5/25/2023	246.667.0410.000.000.202	\$99.00
DEFIBTECH DDP-100 TO MEDTRONIC QUIK-COMBO PAD ADAPTER- PAUL		1	233472	INV253046 5/25/2023	246.667.0410.000.000.105	\$99.00
INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELECTRODE PADS- EAST		1	233472	INV253046 5/25/2023	246.667.0410.000.000.201	\$117.89
INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELECTRODE PADS- WEST		1	233472	INV253046 5/25/2023	246.667.0410.000.000.202	\$117.89
INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELECTRODE PADS- PAUL		1	233472	INV253046 5/25/2023	246.667.0410.000.000.105	\$117.89 91
DEFIBTECH LIFELINE AED DEFIBRILLATOR- MINICO		2	233472	INV253046 5/25/2023	246.667.0411.000.000.301	\$2,740.00
DEFIBTECH LIFELINE AED DEFIBRILLATOR- DSC		1	233472	INV253046 5/25/2023	246.667.0411.000.000.000	\$1,370.00
DEFIBTECH LIFELINE AED DEFIBRILLATOR- MHHS		1	233472	INV253046 5/25/2023	246.667.0411.000.000.492	\$1,370.00
INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELECTRODE PADS- MINICO		2	233472	INV253046 5/25/2023	246.667.0410.000.000.301	\$235.78
INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELECTRODE PADS- DSC		1	233472	INV253046 5/25/2023	246.667.0410.000.000.000	\$117.89
INFANT/ CHILD DEFIBTECH LIFELINE AED PEDIATRIC ELECTRODE PADS- MHHS		1	233472	INV253046 5/25/2023	246.667.0410.000.000.492	\$117.89
STANDARD ALARMED AED CABINET- MINICO		1	233472	INV253046 5/25/2023	246.667.0410.000.000.301	\$145.00

Check #: 67976

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$8,432.23
						Vendor Total: \$8,432.23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
POULSEN VANLEUVEN & CATMULL						
1408 POMERELLE AVE SUITE C						
BURLEY	ID	83318				
Check Group:						
CONSULTING SERVICES RELATED TO CHANGE IN BUSINESS MANAGER		1	231500	06/30/2023	100.632.0310.000.000.001	\$3,281.25

7/12/2023

Check #: 67977

PO/Invoice Total:	<u>\$3,281.25</u>
Vendor Total:	<u>\$3,281.25</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
RIDLEY'S FOOD & DRUG						
621 WASHINGTON STREET SOUTH						
TWIN FALLS	ID 83301					
Check Group:						
CRUSHED ICE		1	233209	7077 6/22/2023	253.541.0410.000.000.000	\$5.97
BANANAS		1	233209	7175 6/14/2023	253.541.0410.000.000.000	\$10.93
POTATO SALAD		1	233209	V378327 6/28/2023	253.541.0410.000.000.000	\$181.35
					Check #: 67978	
						PO/InvoiceTotal: \$198.25
Check Group:						
FOOD SUPPLIES		1	237060	8475 6/19/2023	290.710.0450.000.000.000	\$51.60
					Check #: 67978	
						PO/InvoiceTotal: \$51.60
						Vendor Total: \$249.85

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ROGERS, KATIE 248 W 300 N						
RUPERT	ID 83350					
Check Group:						
QTR 2 PHONE		1	237058	PHONE/APRIL-J UNE 7/12/2023	290.710.0330.350.000.000	\$150.00
					Check #: 67979	
						PO/InvoiceTotal: <u>\$150.00</u>
						Vendor Total: <u>\$150.00</u>

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RUPERT, CITY OF P.O. BOX 426						
RUPERT	ID 83350					
Check Group:						
SWIM LESSONS FOR 2ND- 5TH GRADERS- MIGRANT SUMMER SCHOOL		64	233478	07/05/23 7/5/2023	253.541.0410.000.000.000	\$1,792.00
					Check #: 67980	
						PO/InvoiceTotal: <u>\$1,792.00</u>
						Vendor Total: <u>\$1,792.00</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SCHOOL SPECIALTY SUPPLY						
PO BOX 825640						
PHILADELPHIA	PA		19182-5640			
Check Group:						
CIRCLULATION DESK 36 W 28 D 30 HEIGHT PARTITION AND ADJ SHELVES- ITEM D		3	231339	208132494940 7/3/2023	100.811.0550.000.420.201	\$3,597.86
CIRCLULATION DESK 48 W 28 D 30 HEIGHT PARTITION AND ADJ SHELVES- ITEM-E		1	231339	208132494940 7/3/2023	100.811.0550.000.420.201	\$1,129.63
DESK OPEN UNIT WITHLEG LEVELERS AND TRANSATION TOP 54W 2942 H ITEM H		1	231339	208132494940 7/3/2023	100.811.0550.000.420.201	\$801.04
DESK OPEN REPLA WITH BOOK DROP WITH LEG LEVELERS ITEM I		1	231339	208132494940 7/3/2023	100.811.0550.000.420.201	\$801.04
CART BOOK DROP ITEM J		1	231339	208132494940 7/3/2023	100.811.0550.000.420.201	\$1,176.96
TABLE COURT TOP ROUND ITEM M		2	231339	208132494940 7/3/2023	100.811.0550.000.420.201	\$3,199.96
DESK OPEN UNIT WITHLEG LEVELERS AND TRANSATION TOP 60W 2942 H		1	231339	208132494940 7/3/2023	100.811.0550.000.420.201	\$1,111.84
SQUARE CORNER WB 29W29D30H		1	231339	208132494940 7/3/2023	100.811.0550.000.420.201	\$830.95
CALIBRATE BOOKCASE		10	231339	308104272245-1 5/2/2023	100.811.0550.000.420.201	\$5,025.00
					Check #: 67981	
						PO/InvoiceTotal: \$17,674.28
Check Group:						
BASE TABLE- GLOBAL INDUSTRIES INC		1	231408	208132447156 6/19/2023	100.811.0550.567.420.000	\$427.68
DESK RECTANGULAR SHELL 66X30X29		1	231408	208132447156 6/19/2023	100.811.0550.567.420.000	\$215.04

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DESK RECTANGULAR SHELL 71X30X29.5		1	231408	208132447156 6/19/2023	100.811.0550.567.420.000	\$230.88				
PEDESTAL 22 INCH D BOX/BOX FILE PEDESTAL		2	231408	208132447156 6/19/2023	100.811.0550.567.420.000	\$494.40				
TABLE TOP 48X24 ARTISAN GRAY LAMINATE		1	231408	308104295553 6/19/2023	100.811.0550.567.420.000	\$72.96				
SITON IT FOCUS CHAIR HIGH BACK		1	231408	308104295553 6/19/2023	100.811.0550.567.420.000	\$673.73				
SITONIT FOCUS CHAIR MID BACK		1	231408	308104295553 6/19/2023	100.811.0550.567.420.000	\$548.27				
CHAIRS GUEST TRAIN MESH BLACK		2	231408	308104295553 6/19/2023	100.811.0550.567.420.000	\$1,187.18				
					Check #: 67981					
						<table border="0"> <tr> <td align="right">PO/InvoiceTotal:</td> <td align="right"><u>98</u></td> </tr> <tr> <td></td> <td align="right">\$3,850.14</td> </tr> </table>	PO/InvoiceTotal:	<u>98</u>		\$3,850.14
PO/InvoiceTotal:	<u>98</u>									
	\$3,850.14									
Check Group:										
CHAIR CS NEOCLASS 14 IN		230	231427	308104294944 6/16/2023	100.811.0411.000.420.102	\$13,153.70				
CHAIR CLASS SELECT NEOCLASS 16 IN NYLON GLIDE		240	231427	308104294944 6/16/2023	100.811.0411.000.420.102	\$15,127.20				
CHAIR NEOCLASS PLASTIC SHELL 18 IN NYLON GLIDE		230	231427	308104294944 6/16/2023	100.811.0411.000.420.102	\$14,260.00				
DESK 33X20 VORTEX GRAY ELM TOP22-30 IN TABLE HEIGHT		235	231427	308104294944 6/16/2023	100.811.0411.000.420.102	\$38,523.55				
BOOK BOX FOR ACTIVITY TABLE BLACK		235	231427	308104294944 6/16/2023	100.811.0411.000.420.102	\$2,765.95				
TABLE ACTIVITY FLOWER 60 IN GRAY ELM TOP COLOR		21	231427	308104294944 6/16/2023	100.811.0411.000.420.102	\$6,565.65				
TABLE ACTIVITY VORTEX 36X60 GRAY ELM TOP COLOR		56	231427	308104294944 6/16/2023	100.811.0411.000.420.102	\$18,076.80				

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TABLE VORTEX NEOCLASS ACTIVITY TABLE 36X60		4	231427	308104294944 6/16/2023	100.811.0411.000.420.102	\$1,425.64
RECTANGULAR WOODLAND PLAYPANELS		3	231427	308104294944 6/16/2023	100.811.0520.000.420.102	\$1,643.88
SQUARE WOODLAND PLAYPANEL		3	231427	308104294944 6/16/2023	100.811.0520.000.420.102	\$1,408.74
CUBBY 16 BIG TUB MOBLIE		4	231427	308104294944 6/16/2023	100.811.0520.000.420.102	\$1,097.44
TABLE HORSESHOE ACTIVITY ABLE		4	231427	308104294944 6/16/2023	100.811.0411.000.420.102	\$1,733.36
KIDNEY TABLE		33	231427	308104294944 6/16/2023	100.811.0411.000.420.102	\$11,623.59
INSTALLATION CHARGE		1	231427	308104294944 6/16/2023	100.811.0411.000.420.102	\$22,763.00 99
CLASS ROOM TEACHER DESK		28	231427	308104294944 6/16/2023	100.111.1113.000.000.000	\$22,324.40

Check #: 67981

PO/InvoiceTotal:	\$172,492.90
Vendor Total:	\$194,017.32

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SCHOWS, INC INTERSTATE BILLING SERVICE, INC. PO BOX 2208 DECATUR	AL		35609-2208			
Check Group:						
YEARLY - REPAIR ITEMS FOR DE CARS		1	235026	6550-362165 5/2/2023	241.515.0420.421.000.000	\$667.44
YEARLY -DE CAR REPAIRS PERFORMED BY SCHOWS		1	235026	6550-362165 5/2/2023	241.515.0320.000.000.000	\$577.50

Check #: 67982

PO/InvoiceTotal:	<u>\$1,244.94</u>
Vendor Total:	\$1,244.94 100

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SNYDER'S PAUL AUTOMOTIVE						
P O BOX 310						
PAUL	ID	83347				
Check Group:						
SUPPLIES		1	236075	23912 6/23/2023	100.665.0410.000.000.600	\$25.08
					Check #: 67983	
PO/InvoiceTotal:						\$25.08
Vendor Total:						\$25.08

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SODA FRENZY 310 SOUTH ONEIDA RUPERT	ID 83350					
Check Group:						
ATTENDANCE INCENTIVES FOR MIGRANT SUMMER SCHOOL		1	233509	000017 6/28/2023	253.541.0410.000.000.000	\$132.02
					Check #: 67984	
						PO/InvoiceTotal: <u>\$132.02</u>
						Vendor Total: <u>\$132.02</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STEWART SIGNS						
2201 CANTU COURT STE # 215						
SARASOTA FL 34232-6255						
Check Group:						
MINICO SIGN - PC CONTROLLER-MODEM		1	236240	227264 6/22/2023	100.663.0410.000.000.600	\$1,567.45
HDMI-DVI CABLE ASSEMBLY		1	236240	227264 6/22/2023	100.663.0410.000.000.600	\$20.20
					Check #: 67985	
						PO/InvoiceTotal: <u>\$1,587.65</u>
						Vendor Total: <u>\$1,587.65</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TIMES NEWS-LEE PUBLICATIONS						
LEE ENTERPRISES ADVERTISING						
P O BOX 4690						
CAROL STREAM	IL		60197-4690			
Check Group:						
BUDGET AMENDMENT HEARING POSTING		1	231042	137852 6/12/2023	100.631.0355.000.000.001	\$336.85
BUDGET AMENDMENT HEARING POSTING		1	231042	137950 6/14/2023	100.631.0355.000.000.001	\$132.28
					Check #: 67986	
PO/InvoiceTotal:						<u>\$469.13</u>
Vendor Total:						<u>\$469.13</u>
						104

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TOP STITCH EMBROIDERY LLC						
124 S 1350 W						
PAUL	ID	83347				
Check Group:						
AFTER SCHOOL PROG. T-SHIRTS		1	232679	17-8474 6/7/2023	100.621.0410.000.062.202	\$120.00
					Check #: 67987	
					PO/InvoiceTotal:	<u>\$120.00</u>
					Vendor Total:	<u>\$120.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TURNER PLLC, TRAVIS L						
1400 NORMAL AVE						
BURLEY ID	83	83318				
Check Group:						
PHYSICALS FOR CARRIE MARTSCH MARGARET BINHGAM		1	235136	078/03/2023 6/28/2023	100.681.0320.323.050.500	\$50.00
PHYSICALS FOR CARRIE MARTSCH MARGARET BINHGAM		1	235136	078/03/2023 6/28/2023	100.681.0320.323.050.500	\$50.00
					Check #: 67988	
						PO/InvoiceTotal: <u>\$100.00</u>
						Vendor Total: <u>\$100.00</u>
						106

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
VALLEY OFFICE SYSTEMS						
2050 1ST ST						
IDAHO FALLS	ID	83401				
Check Group:						
COPIER LEASE- DISTRICT ADMIN		1	231032	AR1182721 6/5/2023	100.632.0320.322.000.001	\$6.42
COPIER LEASE TECH DEPARTMENT		1	231032	AR1182721 6/5/2023	100.656.0320.322.000.011	\$1,378.00
PRINTER LEASE- DISTRICT ADMIN		1	231032	AR1182734 6/5/2023	100.632.0320.320.000.001	\$324.10
				Check #: 67989		
					PO/InvoiceTotal:	\$1,708.52
Check Group:						
PRINTER LEASE		1	232200	AR1182735 6/5/2023	100.512.0320.320.000.101	\$228.00 ¹⁰⁷
				Check #: 67989		
					PO/InvoiceTotal:	\$228.00
Check Group:						
PRINTER LEASE		1	232250	AR1182736 6/5/2023	100.512.0320.320.000.102	\$356.50
COPIER MACHINE LEASE		1	232250	CM65382 5/31/2023	100.512.0320.322.000.102	(\$1,065.28)
				Check #: 67989		
					PO/InvoiceTotal:	(\$708.78)
Check Group:						
PRINTER LEASE		1	232300	AR1182737 6/5/2023	100.512.0320.320.000.105	\$344.50
				Check #: 67989		
					PO/InvoiceTotal:	\$344.50
Check Group:						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PRINTER LEASE		1	232350	AR1182738 6/5/2023	100.512.0320.320.000.107	\$420.50
					Check #: 67989	
						PO/InvoiceTotal: \$420.50
Check Group:						
PRINTER LEASE		1	232500	AR1150405 2/22/2023	100.515.0320.320.000.201	\$363.50
COPY MACHINE LEASE		1	232500	AR1182725 6/5/2023	100.515.0320.322.000.201	\$998.43
PRINTER LEASE		1	232500	AR1182739 6/5/2023	100.515.0320.320.000.201	\$363.50
					Check #: 67989	
						PO/InvoiceTotal: \$1,725.43
Check Group:						
COPY MACHINE LEASE		1	232600	AR1182731 6/5/2023	100.515.0320.322.000.202	\$396.78
PRINTER LEASE		1	232600	AR1182740 6/5/2023	100.515.0320.320.000.202	\$382.50
					Check #: 67989	
						PO/InvoiceTotal: \$779.28
Check Group:						
PRINTER LEASE		1	232718	AR1146481 2/10/2023	100.515.0320.320.000.301	\$4.90
PRINTER LEASE		1	232718	AR1182741 6/5/2023	100.515.0320.320.000.301	\$1,118.50
					Check #: 67989	
						PO/InvoiceTotal: \$1,123.40
Check Group:						
PRINTER LEASE		1	233101	AR1150408 2/22/2023	100.517.0320.320.000.492	\$227.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
COPY MACHINE LEASE		1	233101	AR1182728 6/5/2023	100.517.0320.322.000.492	\$163.89
PRINTER LEASE		1	233101	AR1182742 6/5/2023	100.517.0320.320.000.492	\$227.00
Check #: 67989						
						PO/InvoiceTotal: <u>\$617.89</u>
						Vendor Total: <u>\$6,238.74</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102 06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
VICKI'S COUNTRY GARDEN 185 S 600 W.						
PAUL	ID 83347					
Check Group:						
MOISTURE METER		1	232677	5945 6/2/2023	100.621.0410.000.062.202	\$41.82
					Check #: 67990	
						PO/InvoiceTotal: <u> \$41.82</u>
						Vendor Total: <u> \$41.82</u>

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WALMART						
CAPITAL ONE						
PO BOX 60506						
CITY OF INDUSTRY	CA		91716-0506			
Check Group:						
MIGRANT SUMMER SCHOOL SUPPLIES		1	233208	59315860156120 8 6/7/2023	253.541.0410.000.000.000	\$191.56
MIGRANT SUMMER SCHOOL SUPPLIES		1	233208	62316401011205 7 6/12/2023	253.541.0410.000.000.000	\$200.31
MIGRANT SUMMER SCHOOL SUPPLIES		1	233208	65315864674299 9 6/7/2023	253.541.0410.000.000.000	\$356.44
MIGRANT SUMMER SCHOOL SUPPLIES		1	233208	65315865052290 7 6/7/2023	253.541.0410.000.000.000	\$11.76 111
MIGRANT SUMMER SCHOOL SUPPLIES		1	233208	65316576991262 5 6/14/2023	253.541.0410.000.000.000	\$52.66
				Check #: 67991		
					PO/InvoiceTotal:	\$812.73
Check Group:						
GRILL PANS/PLASTIC CUPS		1	233518	09317900968691 0 6/27/2023	253.541.0410.000.000.000	\$126.99
48CT YELLOW/70CT NTBOOK		1	233518	62317900465229 7 6/27/2023	253.541.0410.000.000.000	\$13.01
MARBLES/FOOD BAG		1	233518	69317277857630 8 6/21/2023	253.541.0410.000.000.000	\$50.20
				Check #: 67991		
					PO/InvoiceTotal:	\$190.20
					Vendor Total:	\$1,002.93

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102 06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WESTERN RECORDS DESTRUCTION						
1990 S COLE ROAD						
BOISE	ID	83709				
Check Group:						
SHREDDING FOR BUSINESS OFFICE		1	231012	0645490 7/1/2023	100.651.0320.000.000.001	\$174.00
					Check #: 67992	
PO/InvoiceTotal:						<u>\$174.00</u>
Vendor Total:						<u>\$174.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WIDMIER, MICHELE						
18 E 596 S						
RUPERT	ID	83350				
Check Group:						
2023 INSTITUTE FOR MIDDLE LEVEL LEADERSHIP- MICHELE W- SHUTTLE & PARKING		1	233352	PARKING 6/17/2023	251.621.0380.382.052.202	\$79.20

Check #: 67993

PO/InvoiceTotal:	<u> </u>	\$79.20
Vendor Total:	<u> </u>	\$79.20

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102 06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
YOUNG, KATHERINE 1511 O STREET HEYBURN	ID 83336					
Check Group:						
2023 INSTITUTE FOR MIDDLE LEVEL LEADERSHIP- KATHRINE Y- SHUTTLE & PARKING		1	233365	PARKING/06/17-2 2/23 6/27/2023	251.621.0380.382.051.201	\$100.15
					Check #: 67994	
						PO/InvoiceTotal: <u>\$100.15</u>
						Vendor Total: <u>\$100.15</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 6102

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Grand Total: \$612,769.21

End of Report

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
6/19/2023	Regular Run Travel	6095	\$37,062.22
6/19/2023	CLEAN UP	6096	\$59,338.42
6/28/2023	SPECIAL REIMBURSEMENT CHECK	6097	\$1,967.28
6/29/2023	ACH Run - Wells Fargo & State Tax Commission	6098	\$26,940.33
6/30/2023	Regular Run - Utilities	6099	\$33,673.96
6/30/2023	Regular Run - Travel	6100	\$1,642.02
6/30/2023	Regular Run	6102	\$ 612,769.21

GRAND TOTAL FOR JUNE

\$773,393.44

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
FOR THE MONTH JULY

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
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SPECIAL RUN - CLEAN UP

REGULAR RUN - UTILITIES

REGULAR RUN - INVOICES

REGULAR RUN - TRAVEL

117

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR AUGUST

\$ -

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
 FOR THE MONTH AUGUST

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
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SPECIAL RUN - SALES TAX

SPECIAL RUN - CLEAN UP

SPECIAL RUN - WELLS FARGO

REGULAR RUN - UTILITIES

REGULAR RUN - INVOICES

REGULAR RUN - TRAVEL

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR AUGUST

\$ -

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF SEPTEMBER

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
	SPECIAL RUN - SALES TAX		
	SPECIAL RUN - CLEAN UP		
	SPECIAL RUN - WELLS FARGO		
	REGULAR RUN - UTILITIES		
	REGULAR RUN - INVOICES		
	REGULAR RUN - TRAVEL		
	GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR SEPTEMBER		\$ -

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
FOR THE MONTH OF OCTOBER

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
	SPECIAL RUN - SALES TAX		
	SPECIAL RUN - CLEAN UP		
	SPECIAL RUN - WELLS FARGO		
	SPECIAL RUN - CLEAN UP		
	REGULAR RUN - UTILITIES		
	REGULAR RUN - INVOICES		
	REGULAR RUN - TRAVEL		
	GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR OCTOBER		\$ -

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
FOR THE MONTH OF NOVEMBER

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
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GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR NOVEMBER

\$	-
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ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF JANUARY

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
12/22/2022	Regular Run - Clean Up, Amazon, Travel, & Walmart	6058	\$18,426.95
12/30/2022	ACH Run - Wells Fargo & State Tax Commission	6059	\$34,021.79
1/6/2023	Regular Run - Utilities	6060	\$86,048.74
1/5/2023	Regular Run - Travel	6061	\$671.23
1/11/2023	Regular Run	6062	\$ 232,038.64

JANUARY

\$371,207.35

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF FEBRUARY

	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
01/25/23	Regular Run - Travel	6063	\$ 3,869.16
01/26/23	Clean Up Run	6064	\$ 47,077.16
01/31/23	ACH Run - Wells Fargo & State	6065	\$ 14,985.53
02/06/23	Regular Run - Utilities	6066	\$ 94,916.74
02/07/23	Regular Run - Travel	6067	\$ 1,773.32
02/22/23	Regular Run - Invoices	6068	\$ 919,358.32

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR FEBRUARY

\$ 1,081,980.23

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF MARCH

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
23-Feb-23	Regular Run - Travel	6069	\$1,732.07
28-Feb-23	State Tax Commission	6070	\$2,447.60
22-Feb-23	Young Automotive Group	6071	\$86,890.00
1-Mar-23	ACH Run - Wells Fargo	6072	\$30,260.65
7-Mar-23	Regular Run - Utilities	6073	\$96,850.22
7-Mar-23	Regular Run - Travel	6074	\$2,076.01
16-Mar-23	Regular Run	6075	\$822,093.99

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FEBRUARY

\$ 1,042,350.54

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF APRIL

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
27-Mar-23	Clean Up, Amazon, & Walmart	6076	\$12,306.07
27-Mar-23	Regular Run - Travel	6077	\$1,963.63
30-Mar-23	ACH RUN - State Tax & Wells Fargo	6078	\$17,212.62
5-Apr-23	Regular Run - Utilities	6079	\$110,820.22
6-Apr-23	Regular Run - Travel	6080	\$2,985.22
12-Apr-23	Regular Run	6081	\$410,244.89

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR APRIL

\$ 555,532.65

**ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
FOR THE MONTH OF FEBRUARY**

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #
1-Apr-22	ARTEC - APRIL INVOICES	3505
1-Apr-22	ARTEI - APRIL INVOICES	1046

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR
FEBRUARY

AMOUNT OF RUN

\$425,019.49

\$332,384.52

\$ 757,404.01

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF MAY

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
26-Apr-23	Regular Run - Travel	6082	\$4,758.09
26-Apr-23	Clean Up Run - Walmart & Amazon	6083	\$114,166.74
28-Apr-23	ACH Run - State Tax Commission	6084	\$2,073.22
2-May-23	ACH Run - Wells Fargo	6085	\$37,656.49
4-May-23	Regular Run - Utilities	6086	\$78,139.80
5-May-23	Regular Run - Travel	6087	\$901.53
10-May-23	Regular Run	6088	\$508,869.94

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR MAY

\$ 746,565.81

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL

FOR THE MONTH OF MAY

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
25-May-23	SPECIAL RUN TRAVEL	6090	\$6,188.07
25-May-23	Clean Up Run - Walmart & Amazon	6089	\$32,034.13
31-May-23	ACH Run - Wells Fargo/SALES TAX	6091	\$11,884.12
6-Jun-23	Regular Run - Utilities	6092	\$67,764.19
6-Jun-23	Regular Run - Travel	6093	\$10,012.56
14-Jun-23	Regular Run	6094	\$984,178.61

GRAND TOTAL ACCOUNTS PAYABLE RUNS FOR MAY

\$1,112,061.68

ACCOUNTS PAYABLE RUNS FOR BOARD APPROVAL
FOR THE MONTH OF MAY

DATE OF RUN	EXPLANATION OF RUN	VOUCHER #	AMOUNT OF RUN
19-Jun-23	Regular Run - Travel	6082	\$37,062.22
	Clean Up Run - Walmart		
19-Jun-23	& Amazon special remibursement	6083	\$59,338.42
28-Jun-23	check	6084	\$1,967.28
29-Jun-23	ACH Run - Wells Fargo	6085	\$26,940.33
30-Jun-23	Regular Run - Utilities	6086	\$33,673.96
30-Jun-23	Regular Run - Travel	6087	\$1,642.02
30-Jun-23	Regular Run	6088	\$612,769.21

GRAND TOTAL
ACCOUNTS PAYABLE
RUNS FOR MAY

\$773,393.44

POLICY TITLE: Open Enrollment form	POLICY NO: 320.00F of 2
Minidoka County Joint School District # 331	

Date: _____
 Requested School: _____ Zoned School: _____
 Current School _____

OPEN ENROLLMENT FORM

Student Information	
Student Name	School year for request:
Last _____ First _____	
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 _____
 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: _____
Date of Parent Notification:

Open Enrollment Procedures

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 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 their attendance zone school (home school).

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 302.00.

The principal sends the form to the Superintendent, who shall:

[OPTION A: form a team of at least three people to consider Open Enrollment Applications. All members of the team must be knowledgeable about:

- 1. The student;**
- 2. The student's disciplinary record**

3. The student's attendance record
4. The student's disability, if applicable and
5. The placement options, given the District's capacity limits.

This team shall include the Superintendent, the principal, or vice-principal of the building the student wishes to attend, and the Superintendent's designee. After reviewing the student's file, the team shall have discretion to review and accept or deny the open enrollment applications on a case by case basis, utilizing and applying the factors noted above.]

[**OPTION B:** 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. [OPTIONAL: (NOTE: Idaho Code does not discuss granting priority like this. It appears to be neither prohibited nor required.) However, in situations where openings are limited and applications are received in a similar timely fashion, the Superintendent may give priority if a student:

1. Resides in the {{Full_District_Name}} and seeks enrollment in another District school;
2. Has a brother or sister enrolled at the requested school;
3. Has a parent/guardian who is employed by the District;
4. Has a unique situation or extraordinary circumstances; or
5. Seeks full-time enrollment rather than part-time enrollment.]

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 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.

Grounds for Denial of Application

Factors which may cause an Open Enrollment Application to be denied include:

Grade	Class Size
K-1	20
2-3	20
4-6	26
7-12	160 students per teacher per
Special Education classroom, Self-Contained	An average of 6 students per teacher
English Language Learners (ELL)	20 per full-time ELL teacher
Alternative Schools	18 students per classroom

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:
2. The student has been suspended or expelled in their home district. The student has a documented history of repeated serious disciplinary infractions. This includes infractions which could be grounds for suspension or exclusion.
3. 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.
4. 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;
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 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.

ADOPTED:

REVISED:

Open Enrollment by Students Who Reside Within and Outside the District

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 Board of Trustees 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 by the previous District;
2. 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.
3. The receiving school within the District does not have space available according to the capacity limits set by the Board of Trustees.

~~A student currently under suspension or expulsion in this District or another district is not eligible for open enrollment under this policy.~~

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 open enrollment 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

~~An open enrollment application must be submitted for admission to a specific school. Applications will be accepted on a form provided by the [SELECT ONE: State Department of Education OR District] (which must be substantially similar to the State's form) from January 1 to 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. The method of determining which students are chosen when classroom space allows the admission of some, but not all, qualified applicants is limited;~~
- ~~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;
The factors which may cause an open enrollment application to be denied; and~~
- ~~4. The process for 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

~~As long as a transfer student continues to reapply for enrollment, the Superintendent shall treat that student as if he or she resides in that school's attendance area, except in the circumstances described below. To the extent possible, the Superintendent shall expedite the enrollment process. 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.~~

~~The Superintendent may deny an open enrollment request when such enrollment would negatively impact the efficient use of the District resources as described in 3010P.~~

Revocation of a Transfer Open Enrollment

~~Transfer Open enrollment students are required to comply with all District policies. Unacceptable behaviors by a transfer student or false or misleading information on their open enrollment application are grounds for the District to remove an open enrollment transfer 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 number of resident students exceeds the capacity limits set in Procedure 302.00P. 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.

If a student's open enrollment transfer is revoked, the parent/guardian may request an administrative review by the Superintendent. The Board may review the Superintendent's decision.

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 ~~not~~ 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. ~~His or her~~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.

<u>Cross Reference:</u>	<u>2240</u>	<u>Class Size</u>
	<u>3080</u>	<u>Nonresident Student Attendance by Out of State Students</u>

<u>Legal Reference:</u>	<u>IC §33-512</u>	<u>Governance of Schools</u>
	<u>IC §33-1401</u>	<u>Transfer of Pupils - Definitions</u>
	<u>IC §33-1402</u>	<u>Enrollment Options</u>
	<u>IC §33-1404</u>	<u>Districts to Receive Pupils</u>
	<u>IC § 33-1409</u>	<u>Measuring and Reporting Capacity</u>
	<u>IC § 33-1410</u>	<u>Student Appeals</u>
	<u>IC §33-2001</u>	<u>Education of Exceptional Children - Definitions</u>

~~Minidoka County Joint School District # 331 requires that prior to consideration of a request for transfer to a school located outside of the designated zone in district or admission of a non-resident student from out of district, an Open Enrollment application form must be submitted by the student's parent/guardian or appropriate designee if such is required, and approved by the building principal and superintendent.~~

Guidelines:

~~The primary responsibility of the District is to deliver the district's educational program to the resident students of the district. The District encourages open enrollment and parental choice as long as the admission of non-resident students is not detrimental to the education of resident students. 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.~~

~~These circumstances may include but are not limited to a lack of space and/or staff in a school, grade or program such as special education. Students with disabilities are not treated differently from non-disabled students 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 due to staffing, resources, program availability, hardship to the District, Declaration of Hardship and/or other factors.~~

~~No tuition shall be charged when a student attends a non-resident school under the State's Enrollment Options Program~~

~~Any student wishing to transfer in district to a school located out of his/her zone of attendance must have parent/guardian or other designee make application. ALL IN AND OUT OF DISTRICT-OPEN ENROLLMENTS MUST BE RENEWED ANNUALLY.~~

- ~~1. For both in-district and out-of-district applications principals will consider: 1) enrollment capacities based upon available staff and space; 2) the behavioral records of applying non-resident students; 3) adequacy of transportation arrangements.~~
- ~~2. TRANSPORTATION **WILL NOT BE PROVIDED** BY THE DISTRICT. PARENTS ARE RESPONSIBLE FOR TRANSPORTATION TO AND FROM THE REQUESTED SCHOOL UNLESS ON A REGULAR BUS ROUTE.~~
- ~~3. Out-of-district or non-resident Open Enrollment applications and approvals must be renewed annually. The out-of-district application accompanied by the pupil's accumulative record special education file, IEP, 504 or other applicable documents, if any, must be submitted to the District by February 1 for enrollment during the following year, and notice of such application given to the home district. This deadline shall be waived in the case of students who move out of their attendance zone during the school year~~
- ~~4. 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.~~
- ~~5. Open Enrollment application forms can be picked up at the individual schools, obtained on the district website at www.minidokaschools.org, or picked up at the District Service Center. Completed applications are to be turned into the school the student is requesting to attend.~~

~~Principals will recommend admission or denial of admission for all in-district and out-of-district Open Enrollment applications and forward their recommendations to the superintendent for approval. Each application will also be reviewed by the Special Services Director.~~

- ~~6. A student under suspension or expulsion will not be eligible for out-of-district enrollment. New or continued enrollment of such open enrollment students will be subject to the District's discretion and such students may be denied enrollment, re-enrollment, or continued enrollment in accordance with the District's Open Enrollment Policy, this District's Hardship Declaration and/or other factors such as:~~
- ~~a. Whether the student in good standing with the most recently attended school in terms of conduct and attendance~~
 - ~~b. Whether the student demonstrates a record free of truancy~~
 - ~~c. Whether the student demonstrates a clean behavior record in the school last attended for a period of at least once year~~
 - ~~d. Whether the student's presence poses a detriment to the health and safety of other students and/or staff.~~
- ~~7. After the application has been reviewed by the appropriate district personnel, and a decision has been reached, the applicant will be notified by mail if the open enrollment is **denied** with a written explanation within sixty (60) days if the application is denied, otherwise the school designee will contact the parent/guardian notifying them of the open enrollment being approved.~~
- ~~8. The District may deny out-of-district student enrollment for circumstances that constitute a hardship, or fall within the scope of any Hardship Declaration including, but not limited to, enlarged student-teacher ratios; require the hiring of additional staff, the provision of educational services not currently provided in the school, overcapacity of any program such as special education, classes, as well as overcapacity of any grade level, or building; or any other factors pertaining to staffing, student-teacher ratios, case load and/or to protect the health, safety, and welfare of its existing students and/or its educational processes:~~
- ~~• Kindergarten ————— 20 Students~~
 - ~~• Grades 1, 2, 3 ————— 20 Students~~
 - ~~• Grades 4, 5 ————— 26 Students~~
 - ~~• Middle Schools ————— 27 students per period~~
 - ~~• High School ————— 27 students per period~~
 - ~~• High School Alternative (6-12) — 13 Students~~
 - ~~• Behavior ————— 11 Students~~
 - ~~• Extended Resource ————— 12 Students~~
 - ~~• Special Education Resource — 17 Students~~
 - ~~• Developmental Preschool — 15 Students~~
 - ~~• Special Ed Self-Contained — 7 Students~~
 - ~~• English Language Learner — 21 Students~~

- ~~9. The Board of Trustees or Superintendent shall not be prohibited from prescribing nondiscriminatory preconditions or standards for admission where necessary to protect the health, safety, and welfare of existing students and/or protect the educational processes.~~
- ~~10. Whenever an out-of-district pupil enrolls in and attends a school within the District, the parent or guardian shall be responsible for transporting the pupil to and from the requested school or an appropriate bus stop within the District.~~
- ~~11. 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 such homeless child and youth in transition will remain at their schools of origin, unless that is against the parent or youth's wishes. Students may remain at their schools of origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing during the summer. 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.~~
- ~~12. An open enrollment out-of-district student who becomes eligible for special education during the school year will be allowed to complete the school year as an open enrollment student, however, the student may be re-evaluated and/or his or her enrollment status may be reviewed prior to enrollment for the following year, and depending upon circumstances, such enrollment may be denied in accordance with the District's Open Enrollment Policy, this District's Hardship Declaration and/or other factors.~~

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.~~



LEGAL REFERENCE: ~~Idaho Code 33-1402, 33-1403, 33-1404, 33-506, 33-1401 Transfers of Pupils – Definitions, 33-2001 Education of Exceptional Children~~

ADOPTED: September 1993

AMENDED/REVISED: March 2001; September 19, 2011; November 16, 2015; June 19, 2017; October 15, 2018; January 20, 2020; August 17, 2020; May 15, 2023

CROSS REFERENCE: 2240 Class Size; 2080 Nonresident Student Attendance by Out of State Students

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 work place 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". Each student is expected to reach his/her maximum potential in this endeavor. Therefore, students must develop the attitudes and work habits to assist them while attending school, as well as in the work place. To foster this philosophy, all MCSD students are expected to maintain 90% or greater attendance each semester or quarter.

Each school will develop appropriate procedures to implement this policy, as well as to promote attendance for academic excellence.

DEFINITIONS

Excused Absences

Absences that will **not** be included in the calculation for the 90% attendance requirement. Students shall be counted as absent on a period-by-period basis unless they are excused as listed below. They will include the following:

- funerals
- an absence verified by a doctor's note upon return to school
- court/counseling verified by a note from the court/counselor upon return to school
- incarceration (i.e. Juvenile Detention Center)
- in-school suspension
- school activities

Unexcused Absences

Absences that **will be** included in the calculation for the 90% attendance requirement. Students shall be counted as absent on a period-by-period basis unless they are excused as listed above. They will include the following:

- illness/sickness **without** a doctor's note
- doctor, court or counseling absences with a note received more than 5 school days after returning to school
- vacations
- out-of-school suspensions
- unrelated school activities
- snow/flood/weather conditions approved by the District

All notes verifying absences for doctor, court, and counseling appointments must be emailed or faxed from the doctor's office or delivered to the school by a parent within 5 school days of returning to school in order to be accepted as an excused absence as defined above.

Parent Confirmed Absences

Parent confirmed absences are those absences that the parents are aware of and have approved. However, unless an absence meets one or more of the excused absence criteria listed above, the

absence will be included in the calculation for the 90% attendance requirement. Parents should contact the school prior to a non-illness absence to determine whether the proposed absence will be excused. A student's current grades and progress in classes may affect a principal's decision in approving or disapproving absences other than those for illness or emergencies.

Tardiness

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 being dismissed early from a class may also be considered tardy.

A student who misses more than 20% of an individual class period will be considered absent for that period unless it is for an excused absence as outlined above.

Extended Illnesses

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the places of confinement whenever practicable. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Chronic Health Conditions

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.

Exemption for Cause (IC 33-204)

When a licensed physician or psychiatrist shall state in writing to the board of trustees of a school district that physical, mental or emotional condition of a child does not permit attendance at school, and a petition is filed with the board by the parent or guardian of the child requesting such child to be exempt from the provisions of IC 33-202, the board of trustees may at its discretion grant the requested exemption during the existence of such condition. The board may, from time to time as it may determine, require additional examination of the child and report thereon.

Credit Denial and Appeals

For the purposes of this policy, whenever a student is not attending a class at least 90% of the time school is in session (7 absences per semester or 4 days per quarter), 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 Board of Trustees based on absences due to extenuating circumstances as defined in policy 266.00 Secondary Grading Alternatives, extended illnesses, or chronic health conditions, **provided** that the student has completed the class with a 60% or higher, has evidence

of an extenuating circumstance that was beyond the student’s control, or a documented chronic health condition or extended illness. Due to credit recovery options available to all students at the secondary schools no other appeals will be considered.

Credit Recovery

Students who have more than 7 parent-confirmed or unexcused absences during the semester at Minico or more than 4 parent-confirmed or unexcused absences per quarter at Mt. Harrison will need to explore credit recovery options at the school or lose credit for that class. 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: loss of credits results in being off-track for graduation. Counselors will notify students who are off-track to graduate.

Truancy

Students who repeatedly violate the attendance regulations established by the Board will be considered "habitually truant" and a truancy petition will be filed with the Juvenile Court as per Idaho Code 33-206 by the building administrator or their designee. Attendance calculated as described above that falls below the 90% attendance requirement in any given reporting period will 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.



LEGAL REFERENCE: **Idaho Code 33-202; 33-204; 33-205; 33-207**
Idaho Constitution Article IX 9

ADOPTED: January 16, 1996
AMENDED/REVISED: September 18, 2006; September 21, 2009;
September 20, 2010; January 17, 2011; May 16, 2011; September 17, 2012;
February 17, 2014; September 19, 2016; July 20, 2020; June 20, 2022

It is the policy of the Board of Trustees of Minidoka County Joint School District No. 331 that a student's grade should reflect their learning, their knowledge of the content, and their participation in the classroom. This policy shall apply only to secondary students who have had to face extenuating circumstances, such as diagnosed physical or social/emotional health impairments, those who may travel out of the country with family for extended periods, or participate in District sponsored online learning and are able to successfully maintain their coursework, but whose circumstances prevent or hinder their participation or attendance in the classroom, as outlined in Policy 320.00 Attendance.

Grading Alternative for Extenuating Circumstances

Extenuating circumstances will be reviewed on an individual student basis. Students who meet the school's established criteria for extenuating circumstances **and** have demonstrated their knowledge of the content of a given course of study on assignments, quizzes and tests (including an end-of-course assessment) by achieving an overall passing grade consistent with the individual school's grading policy as outlined in their student handbook, may be eligible to receive an end-of-course grade, regardless of the number of days in attendance, rather than as outlined in Policy 260.00 Grading Student Work.

If a student has lost credit due to one of the established criteria outline by the school for extenuating circumstances, the student may apply for a Grading Alternative by completing a Grading Alternative Request Form 266.00F which will include a grade summary certified by the classroom teacher and/or school counselor for that course.

Students who **do not** meet the individual school's established criteria for extenuating circumstances **and** whose grade does not meet the grading policy outlined in their student handbook shall be given an opportunity to recover credits or complete an alternate mechanism in order to receive credit. Students falling into this category will be responsible to initiate all credit recovery. Students must meet one of the following alternate methods in order to recover credits:

1. Pass the course with a grade consistent with the individual school's established criteria as written in the student handbook and retake the exit exam.
2. Forfeit an elective, retake the failed credit during the school year, along with the next course in the sequence and pass the retaken class with a grade consistent with the individual school's established criteria as written in the student handbook.
3. Attend and successfully complete summer school with a grade consistent with the individual school's established criteria as written in the student handbook.
4. Pass an online or correspondence class and present a transcript demonstrating completion with a grade of 60% (D- or better). All online and correspondence classes must be preapproved by the building administrator or designee and any costs associated with taking the course will be the responsibility of the parent or guardian.

**LEGAL REFERENCE: IC 33-512 Governance of Schools
IDAPA: 08.02.03.105.01b**

ADOPTED: September 11, 2020

Minidoka County School District #331

School Nutrition Programs

Administrative Board Report

Report Date: July 17th, 2023

Summer Feeding

Summer school has wrapped up and we are only feeding in the parks for the remainder of the month. Our locations are Neptune, Lincoln, Paul Larsen-McClean, Heyburn Central. For the month of June, we served 10,374 lunches across the park and summer school sites. Our June SFSP reimbursement is \$64,106.22.

Meal Charge Policy

This month, we have our meal charge policy on the agenda for approval. I would really like to stress that this is *our* policy and not *my* policy. I would like to live in the perfect world where all kids eat free, and the school is flush with money but here we are. If there are any questions or discussion on the policy, I will be available at the meeting.

I do have one consideration to add into the current policy for adoption: “Minidoka School District will not deny any student access to meal.” What this would mean is *potentially* our end of the year meal debt that is covered by general funds may be higher due to uncollectable balances, but we ensure that students are not going hungry. The question is, what do we do when a student is in line and has a \$50 negative balance, do we send them away or do we feed them?

Reimbursement Rates SY24

Our federal reimbursement rates have been announced for SY2024 and, to be frank, it doesn't look good. Below you will follow the severe need for breakfast and <60% for NSLP. We will also receive the additional \$0.08 based lunch participation. These rates are between \$0.15-\$0.10 less than last year. This is going to really hurt us by less revenue and substantially more expenses.

Claim Rates for NSLP Rate Year: July 1, 2023 to June 30, 2024

Federal Reimbursement Rates

National School Lunch Program			School Breakfast Program		
	60% or More	Less Than 60%		Severe Need	Non-Severe Need
Free	4.2700	4.2500	Free	2.7300	2.2800
Reduced	3.8700	3.8500	Reduced	2.4300	1.9800
Paid	0.4200	0.4000	Paid	0.3800	0.3800
After School Meal Supplements			Special Milk Program		
	Area Eligible	Regular	Paid		
Free	1.1700	1.1700	0.2625		
Reduced	N/A	0.5800			
Paid	N/A	0.1000			

Federal Performance-Based Reimbursement Rates

July	0.0800	November	0.0800	March	0.0800
August	0.0800	December	0.0800	April	0.0800
September	0.0800	January	0.0800	May	0.0800
October	0.0800	February	147 0.0800	June	0.0800

National Conference

This past week I attended the School Nutrition Association Annual Conference in Denver, Colorado. This year's conference hosted about 6,500 attendees with *great* sessions. In addition to the education sessions, there was a 300+ vendor show with all things K-12 nutrition. I made great connections on potential software, new menu ideas and fresh ideas to bring back to the district.

Thank you,

A handwritten signature in black ink, appearing to read 'Katie Rogers', with a large, stylized flourish at the end.

Katie Rogers, SNS

School Nutrition Programs Director

TECHNOLOGY DEPARTMENT

BOARD REPORT

July 2023

SUMMER PROJECTS

- ✓ Heyburn Lab Removal
- ✓ Minico Mac Lab Replacement
- ✓ iPad Cart Pickup
- ✓ New Hire Device Setup
- ✓ Install On-Prem Jump boxes
- ✓ Camera Audit
 - Esports Network
 - Disaster Recovery Plan
- ✓ Device Audit
 - Student Password Security Changes
 - Google OU Cleanup
 - Filewave OU Cleanup
 - Network Closet Cleanups
 - New Server Installation
 - ESX Install/migration
 - San Install
 - Switch Install
 - VMWare Upgrade
 - Server Upgrades

Minidoka County School District
Transportation's Report
July Board Report

To Mr. Larsen and our School Board,

We would like welcome Mr. Larsen to our District. We look forward to working with him

We are finishing up summer school - July 13 is our last day. It has run pretty smoothly this year.

Ashley Jobe has been working hard to learn her job. She has had big shoes to fill, she is doing a great job.

Carrie Martsch is getting our routes put into BusRight, which is taking some time. We hope to have it up and running and have the parent app by registration.

Our shop is working hard to get our buses ready for school again, doing services on all buses and installing hardware for BusRight and the GPS system

We had no tickets or suspensions this month. Thumbs UP!

July Birthdays are: Ashley Jobe: July 6

Nathan Lowder: July 7

Lawrance Valdez: July 15

Carrie Martsch: July 21

Our 3 other buses that we piggy backed off of the prior 3 buses in February should be here late August or first of September.

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

Thank you,

Coleen Jones

Minidoka County School District
Monthly Maintenance Report
July 13, 2023

June – 69 New Requests
386 Work in Progress
51 Complete

July – 59 New Requests
376 Work in Progress
69 Complete

Maintenance Department Updates

Current Projects:

Minico

1. Concession/Restrooms currently working on finishing the mechanical and we are hoping to install the benches, lockers are in the building, and the countertop was put in. Final Inspection is planned for July 18.



2. Convergent is waiting for parts to come in to finish the install. Parts are expected to be here in August. Convergent will start setting up the Gateways the middle of July.

Mt. Harrison

1. HVAC - Gary Jones Construction ordered the units. Started work in the building on June 5. Installation is progressing.



Minidoka County School District
Monthly Maintenance Report
July 13, 2023

Heyburn

1. New point of diversion is being installed for better water access. The project is complete.



Acequia

1. ADA shower - Waiting for a start date.

East

1. Track – Consulting.
2. Windows will be installed the end of July.

West

1. Track – Finalizing the project.
2. Windows are on order.

Migrant Summer School 2023

Summer School Information

159 Students

15 Days



154

Student Achievement

Students that made at least a 5% increase

ELA

PK 86%

K-5 88%

Math

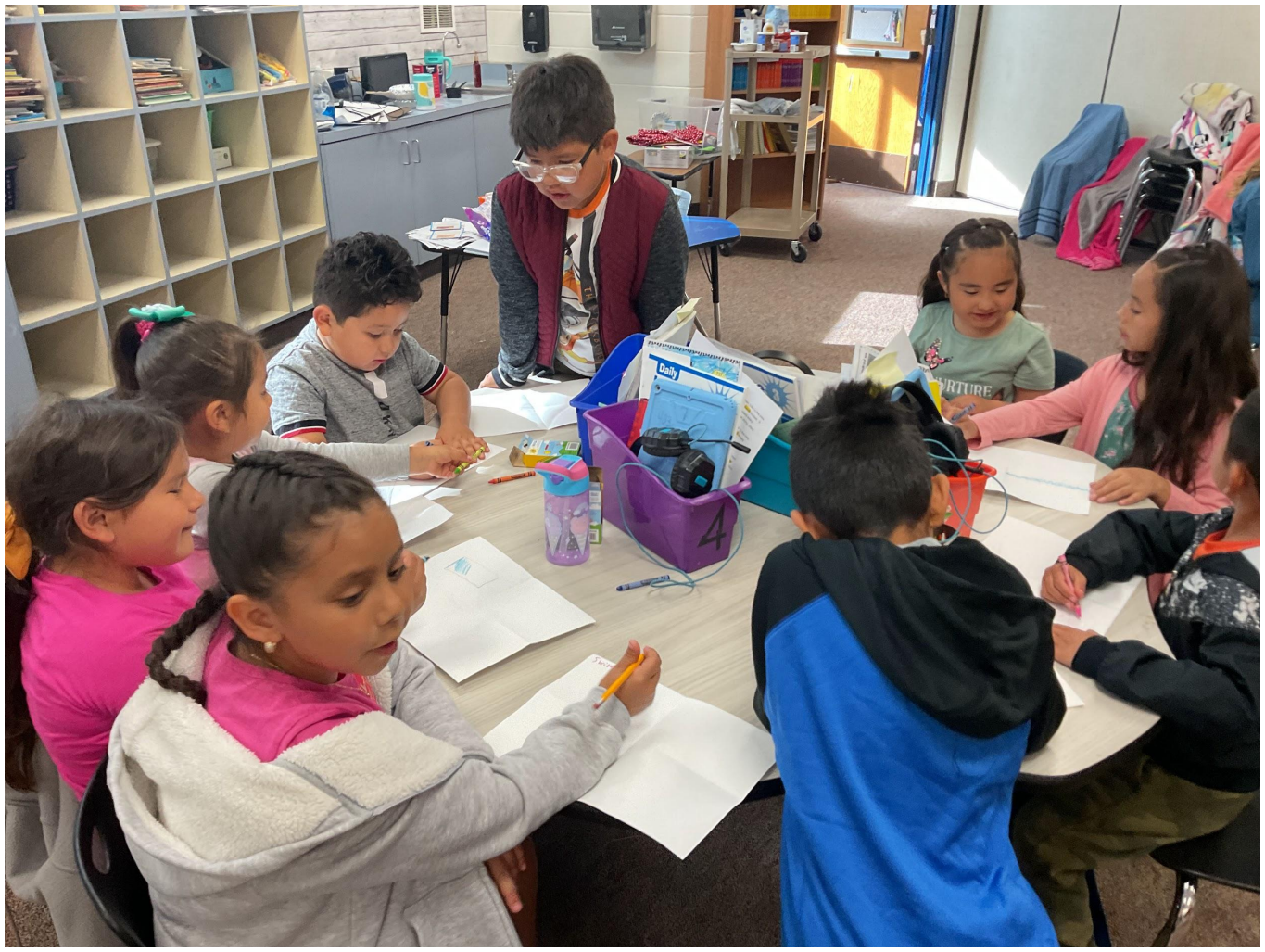
PK 86%

K-5 90%

155



Our Learning



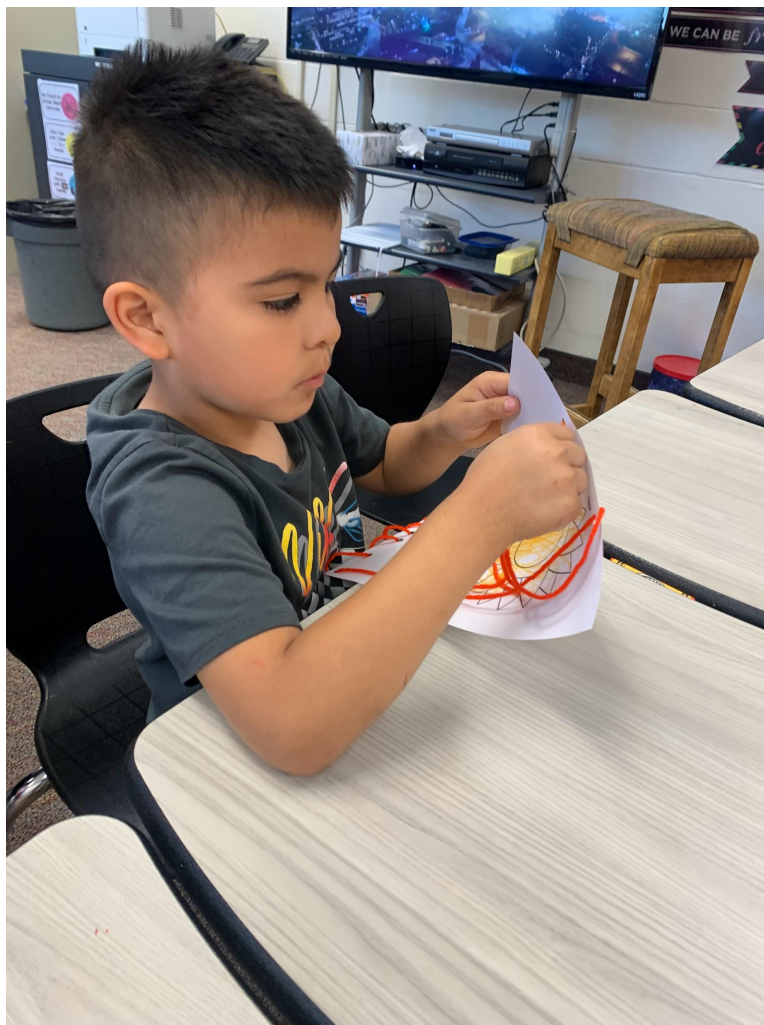




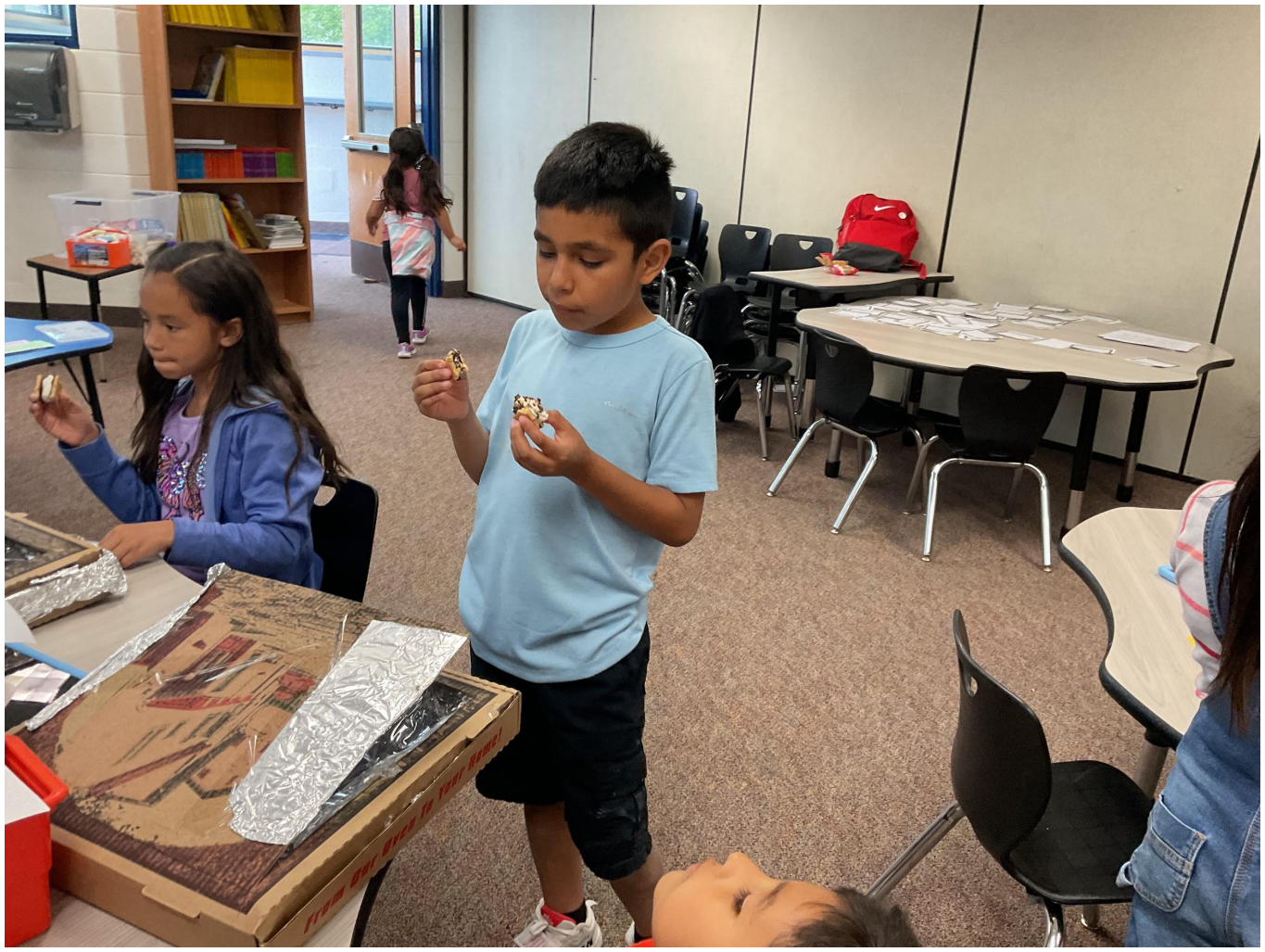




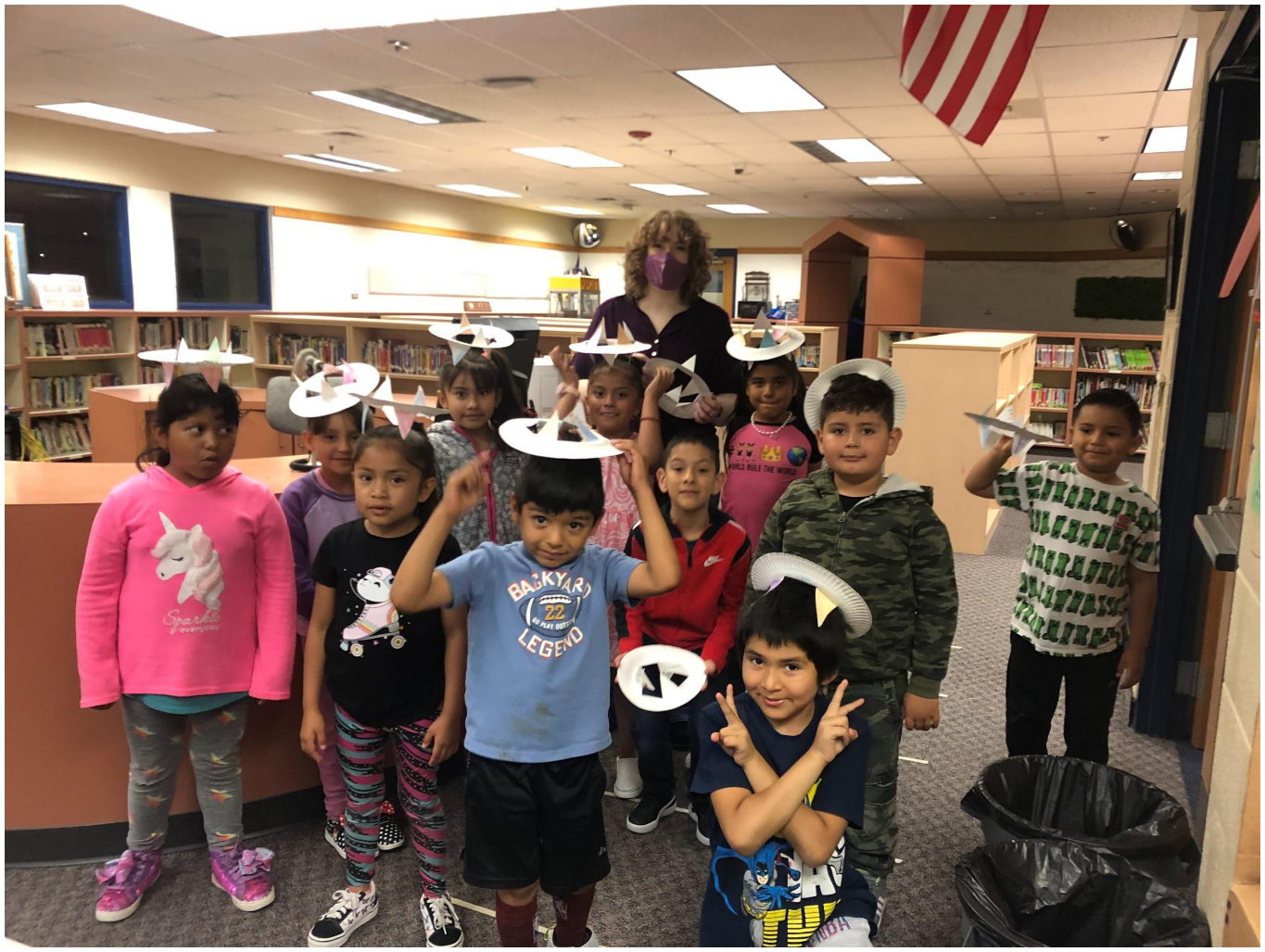


















Obstacle Course CSI









Disc Golf







Ice Caves and Mammoth Caves









Boise Aquarium





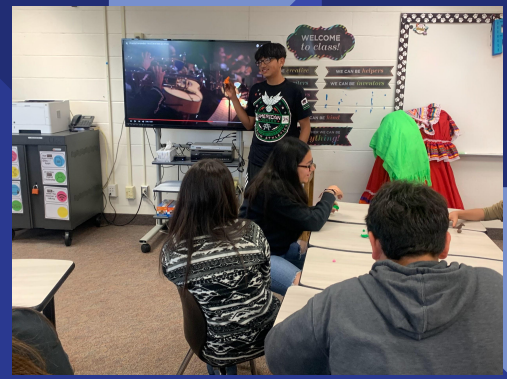












Field Day





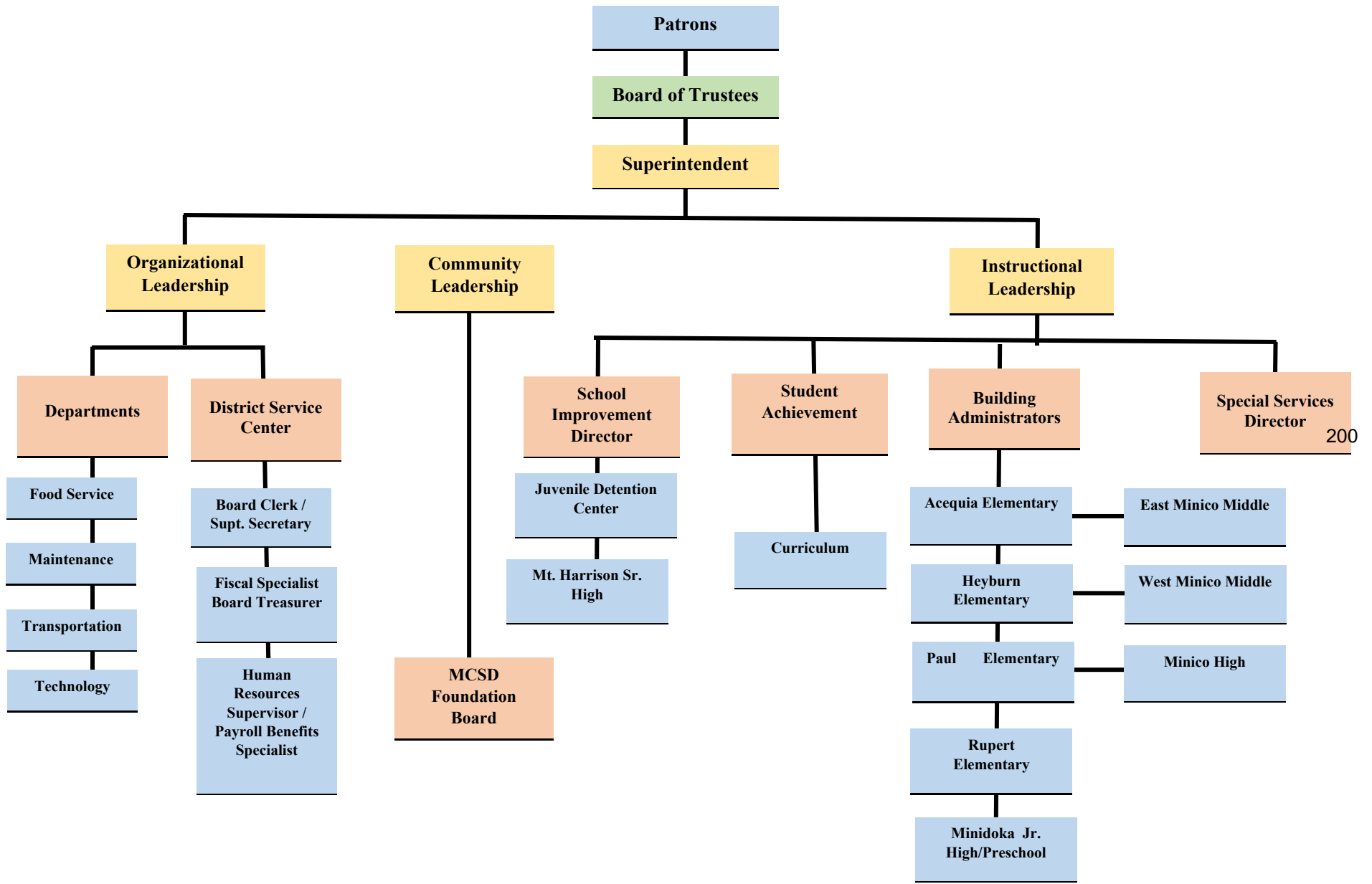






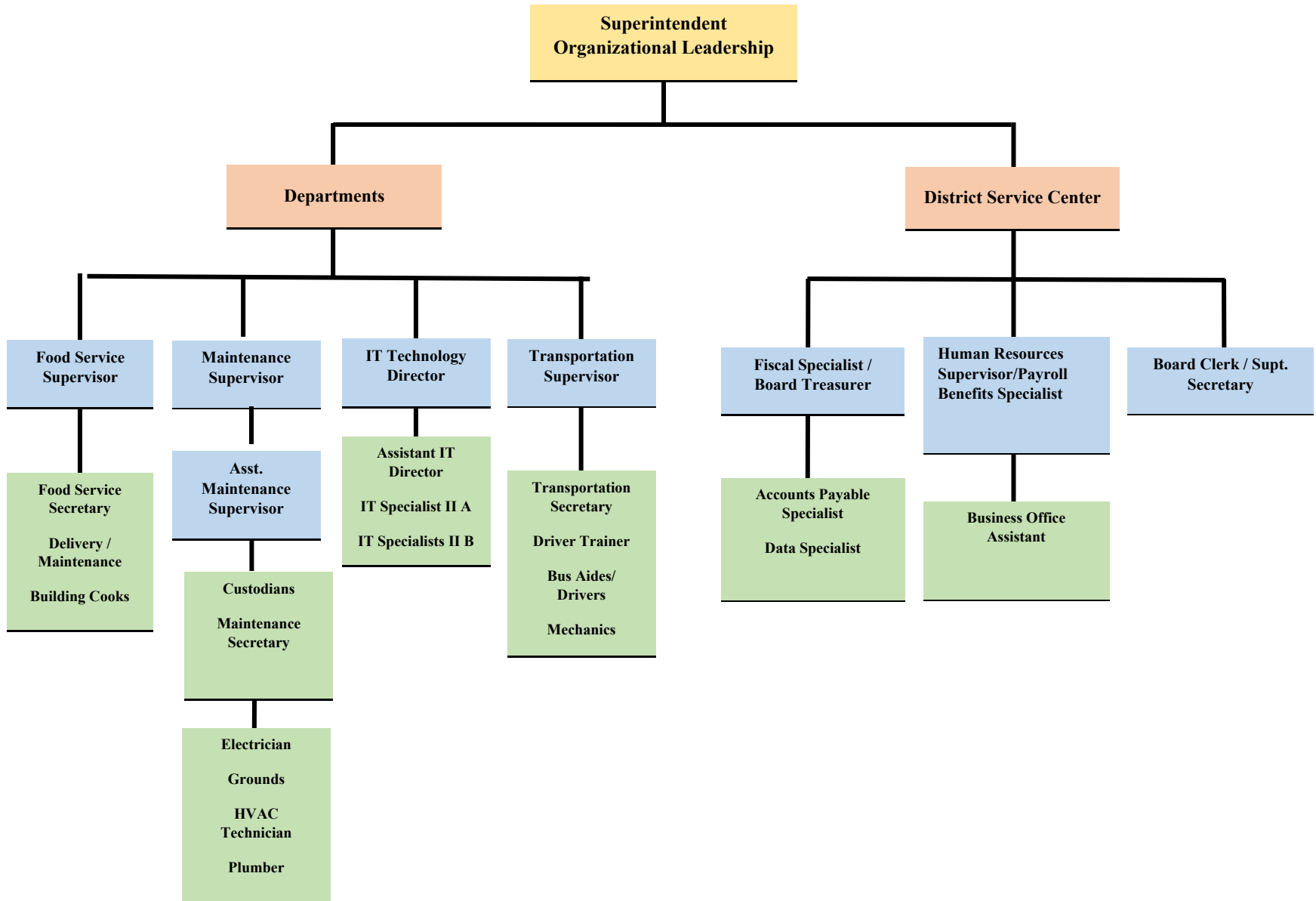
Minidoka County Joint School District #331

District Organizational Plan and Authority Flowchart (Policy 600.00A)



Minidoka County Joint School District #331

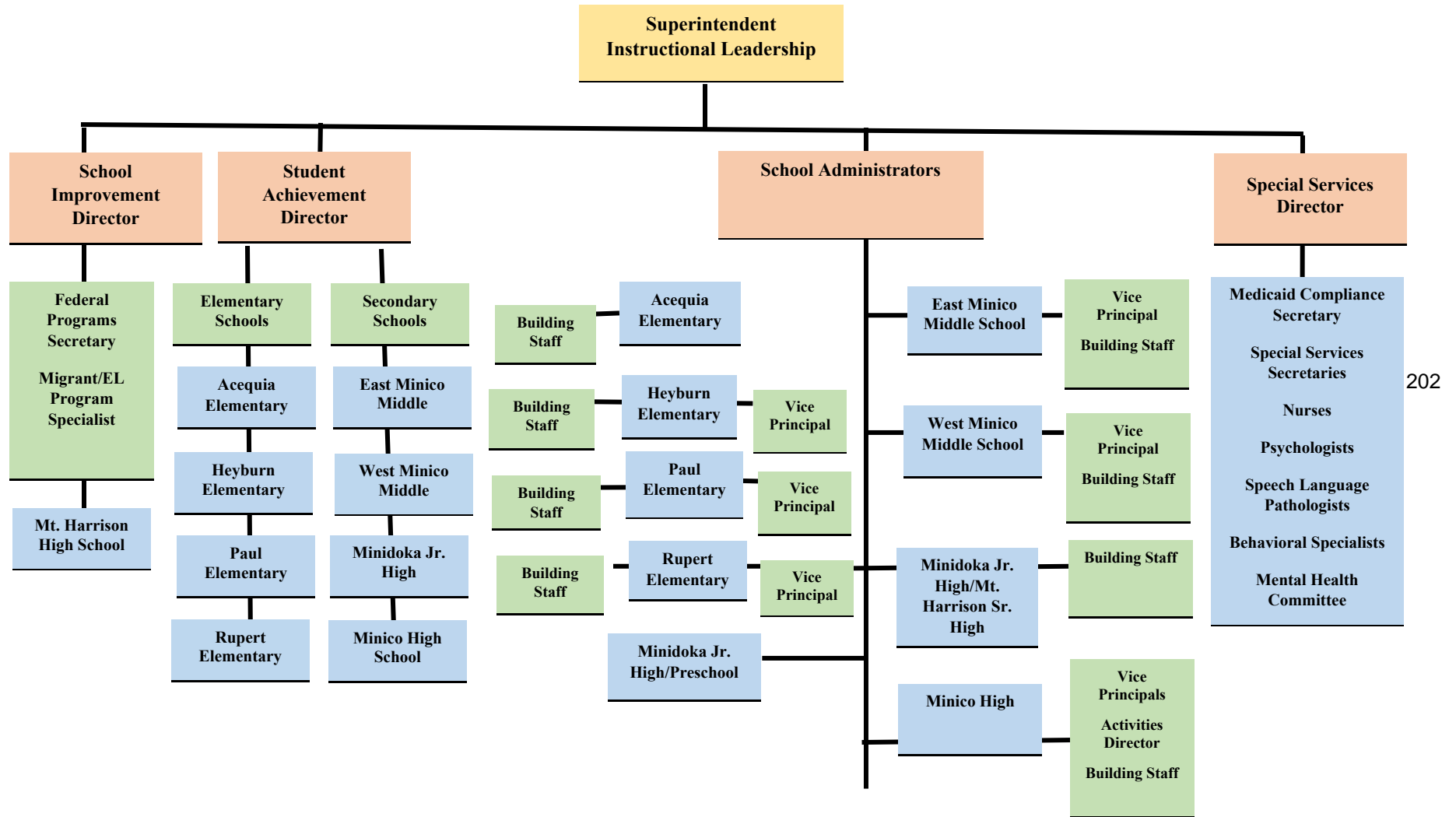
District Organizational Plan and Authority Flowchart (Policy 600.00A)



201

Minidoka County Joint School District #331

District Organizational Plan and Authority Flowchart (Policy 600.00A)



202

Minidoka County School District

In-Person Learning Plan for Families

2023-2024



The most recent changes as of 7/1/2023, approved ___/___/23.

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INTRODUCTION

The procedures and protocols contained in this plan are designed to facilitate the reopening of schools promote in-person learning while reducing the potential impact of infectious diseases and the COVID-19 virus on the health and welfare of MCSD students and employees. The guidelines are based on recommendations from the Centers for Disease Control and Prevention (CDC), the Idaho State Department of Education, the American Academy of Pediatrics (AAP), and state and local health agencies. **Regular adjustments will be made to this plan based on updated information provided by these organizations as well as local factors which may arise after the resumption of school operations. Minidoka County School District will work closely with South Central Health District and local health care providers at Minidoka Memorial Hospital when making decisions regarding the health and safety of students and staff.**

The goal has been to create effective, flexible, and developmentally appropriate practices that will align with recent guidance provided by the American Academy of Pediatrics: “*All policy considerations for the coming school year will start with a goal of having students physically present in school.*” ([LINK to full AAP Guidance](#))

Review of this plan will occur no less than every 6 months until September 30, 2024. The process for gathering input from parents, educators, and community members includes presenting and discussing any recommended changes to the plan with the Parent/Patron Advisory Team (*the PPAT consists of parents and MCSD staff representatives from all schools, as well as community members*), adjusting the plan to include any recommendations from the PPAT, and discussion of all proposed changes with the Board of Trustees in an open board meeting. Final adjustments to the plan are made based on recommended changes from the Board. The revised plan is then submitted to the Board for final approval, and the approved plan is posted to the website.

MITIGATION PROTOCOLS

DAILY WELLNESS SCREENINGS

COVID-19 is a highly contagious and potentially life-threatening virus. To be able to keep our schools open while protecting the health and welfare of students and staff, it is critically important that **ALL families** exercise strong discretion before sending a possibly ill child to school. Staff will be asked to self-screen for COVID-19 symptoms prior to reporting to work each day.

RESPONSE TO POSSIBLE SYMPTOMS

While many children with COVID-19 will present with fever initially, many will not. Other symptoms that may develop initially include the following: chills, cough, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting and diarrhea. Any of these are cause for keeping a child home. During the school day, teachers will actively monitor students and refer to the nurse if symptoms are present.

HYGIENE

Handwashing is one of the best means of protection against infection. Students will be reminded to wash their hands often with soap and water for at least 20 seconds, especially after blowing their noses, coughing, or sneezing; going to the bathroom; and before eating. They will also have access to an alcohol-based hand sanitizer throughout the school building and school transportation when hand-washing ~~opportunities are~~ not readily available.

SOCIAL DISTANCING

While it will be difficult to maintain distance between the students at school, each site will utilize social distancing to the extent practicable to provide for this precaution in the common areas of hallways, classrooms, restrooms, cafeterias, and gyms.

FACE COVERINGS

Face coverings are at the discretion of parents, students, and staff.

Commented [1]: suggestion from PPAT

VACCINATIONS

COVID-19 vaccinations are at the discretion of parents, students, and staff.

Commented [2]: Suggestion from PPAT

PROTOCOLS & PROCEDURES

ABSENCES

Absences due to COVID will only be excused if they meet the criteria for an excused absence, as outlined in [Attendance policy 320.00](#). Excused COVID absences require a doctor's note, including confirmation of a positive test result. All notes verifying absences must be emailed or faxed from the doctor's office or delivered to the school by a parent within 5 school days of returning to school.

ACADEMICS & DISTANCE LEARNING PLANNING

The District will focus on student and staff health and safety while also providing a positive learning environment. The District understands the importance of in-person learning, not just to support students **moving forward** academically, but also for the social and emotional benefits it provides for children. Therefore, our goal is for school to be held in person. If we need to move to a distance learning model, we want parents to be confident that our teachers and their children are equipped with the resources and knowledge to conduct and participate in remote instruction through an approved Learning Management System (LMS).

MCSD will no longer have a virtual school option for students. If students or families are uncomfortable with regular face-to-face instruction, homeschooling options may be pursued by families.

DISTANCE LEARNING

If we are successful in mitigating the transmission of COVID-19, any disruptions to the regular instructional calendar will be minimal. However, if levels rise to the point where it is difficult to continue to preserve the health of students and staff, the District will be prepared to implement a longer-term distance learning model.

Students will mirror a typical instructional day at home and be expected to progress academically. ~~Students'~~ Teachers will likely remain in the classroom to prepare and record lessons for students. Grades will be kept and participation tracked as part of student attendance. Students will be at home working remotely on their ~~District~~ provided device. To receive credit and attendance for the courses for this school year students are expected to complete the assignments.

COMMUNICATION PROTOCOLS

We encourage families to stay updated on the most up-to-date information:

1. Visit the MCSD ~~w~~Website: minidokaschools.org
2. Follow our Facebook ~~p~~Page: @minidokaschools

What	When	How
School Closure / Change in COVID-19 Level	Based on the number of confirmed cases of COVID-19 among students and/or staff, MCSD may need to close schools and/or conduct instruction virtually.	MCSD will contact families: Website Phone System

COVID-19 SYMPTOMS AT SCHOOL

If a teacher suspects that a student may have COVID-19 symptoms (fever, cough, shortness of breath, or two or more of the following: fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea/vomiting, diarrhea), he/she will notify the office that the student is coming to the office. The student will be evaluated, wait in the health room, and will be sent home. We will consider the child's health history and consult with a parent/guardian about other conditions that may have similar symptoms, such as allergies. *Student will need to stay home from school until they are fever-free and symptom-free for 24 hours, without the use of medications.*

EXPOSURES, DIAGNOSES, & RETURN TO SCHOOL AFTER COVID-19

As you know, this pandemic is a fluid situation. We get new information daily and have to adapt. We will update our guidelines to reflect the CDC's most current recommendations for schools every 6 months. Please click [here](#) for the **Minidoka Schools Guidance for Parents**. The following resources are also available for additional information:

- **South Central Public Health District's COVID-19 hotline: 208-737-1138**
- Click [here](#) to access the most up-to-date guidance from the CDC on isolation.

FACILITIES SANITARY PROTOCOLS

The safety of our employees and students is our top priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting.

GENERAL DISINFECTION PROTOCOLS

Hand sanitizer stations will be available at all locations.

Workspace	Classrooms, Offices	At the end of each use/day using disinfecting wipes/sprays on frequently touched surfaces.
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between uses
General Used Objects	Handles, light switches, sinks, restrooms	Daily, or as needed.
Buses	Bus seats, handles/railing, belts, window controls	Transportation employees will disinfect each bus at the end of each school day.
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	Daily, or as needed.

Commented [3]: confirmed with transportation 2.13.23

STAFF SOCIAL, EMOTIONAL, & MENTAL HEALTH

MCS D recognizes the tremendous strain that COVID-19 has placed on the social, emotional and mental well-being of staff. MCS D works closely with their current health insurance provider to ensure access to mental health counseling and other support services through the employee assistance program.

STUDENT SOCIAL, EMOTIONAL, & MENTAL HEALTH

The social and emotional well-being of our students is as important as their academic learning. The District has developed plans to implement instruction and services to ensure the needs of our students are met. In addition to classroom teachers, our site counselors will be prepared and available to help our students and families.

STUDENTS WITH DISABILITIES PROTOCOLS

Individual distance learning plans are in place for all students with disabilities. Should levels rise to the point where it is difficult to continue to preserve the health of students and staff, the MCS D is prepared to implement a distance learning model. Should it be necessary to move to a distance learning model, individual distance learning plans will be implemented to ensure appropriate accommodations are provided to students with disabilities with respect to health and safety policies.

TRANSPORTATION PROTOCOLS

Transportation will be following all state recommendations and mandates.

- Provide and recommend hand sanitizer for students and bus drivers
- Watch for sick students and inform the school and parents if we believe we have sick children
- Buses will be disinfected every day

Additional stops to in-town routes and extra shuttles will be used ~~when-if possible~~possible, to spread out the high number of students at stops, limit exposure, and limit the high number of students on the buses. Please be aware, this may not always be possible due to time restraints and limited personnel.

WATER FOUNTAINS & RESTROOMS

Some schools have water bottle filling stations; these will remain connected and available to students and faculty. Students and staff are encouraged to bring filled water bottles or other non-breakable clear water containers to school with them. Student and staff restrooms will be cleaned daily or as needed.

Commented [4]: suggestion from PPAT

To the School Board:

There is an increase for using our buses on trips, etc. I received word that the amount per mile on buses has gone up from \$3.68 a mile to **\$ 4.25**. For the coaches it was \$1.00 a mile now it is **\$2.00** a mile. For the mini buses they were \$0.50 a mile and now **\$2.00** a mile.

I appreciate your consideration in approving these rates.

Coleen Jones

2023-2024 SCHOOL FEES

*All fees & fundraisers must be listed in order to be approved by the Board. If it is not on the list, the fees are not approved & cannot be collected
 **\$1,000 is the maximum for any fee charged

MINIDOKA SCHOOL MEAL PRICES (we will resume charging for paid lunch)

<u>Type of Fee</u>	<u>Fee Amt</u>	<u>Description or Comments</u>
Student Breakfast	2.25	All Schools
Reduced Breakfast	0.30	All Schools
Second Breakfast	3.50	2nd breakfast
Adult Breakfast	3.50	Adult charge
Student Lunch: High School	3.00	High Schools
Student Lunch: Middle School	3.00	Middle Schools
Student Lunch: Elementary	3.00	Elementary Schools
Reduced Lunch	0.40	All Schools
Second Lunch	5.00	All Schools
Adult Lunch	5.00	Adult charge

ELEMENTARY SCHOOLS FEES

<u>Item Description</u>	<u>Account Code</u>	<u>Price</u>	<u>Explanation for Fee</u>
Activity Fee	Activity	13.00	activities for students, assemblies, treats, field day, awards, movies (optional)
Field Day	Activity	2.00-5.00	snacks/treats for field day (optional)
Orff Students	Music	10.00	T-shirt for 4th and 5th grade at Paul
Party Dollar	General	5.00	treats for Valentines, Halloween and Christmas (optional)
Recorders	Music	5.00	recorders for music
School Shirts	General	6.00-25.00	school shirts and sweatshirts (optional)
Skiing/Snowboard Lift ticket	General	20.00	ski/snow Lift ticket parent pays online to Pomerelle
Skiing/Snowboard Rental	General	15.00	ski/snow Rentals parent pays online to Pomerelle
Skiing/Snowboarding ID Card	General	5.00	ski Id badge parent pays online to Pomerelle
Bowling	General	2.00	bus and pass
Movie	General	4.00	bus and movie/treat pass
Skating	General	4.00	bus and pass
Intramural Basketball	General	16.00-20.00	uniforms for intramural basketball

MT HARRISON JR./SR. HIGH SCHOOL FEES

<u>Item Description</u>	<u>Account Code</u>	<u>Price</u>	<u>Explanation for Fee</u>
SCHOOL UNIFORM	General	TBA	uniforms purchased by student based on choice
LAGOON TRIP SENIORS	Class of 2023	40.00	1/2 of the lagoon ticket for Senior trip
STUDENT COUNCIL	Student Council	20.00	shirts, dues, activities
YEARBOOK	Yearbook	5.00	CD version of yearbook
FISHING CLUB	Fishing Club	50.00	Dues for supplies for fishing
BUSINESS CLUB	Business Club	30.00	Dues for BPA
ACTIVITY FEE Jr. High	General	10.00	activities for students, assemblies, treats, field day, awards, movies
LAPTOP PROTECTION	Laptop Protection	10.00	Laptop Repairs and replacement costs

MIDDLE SCHOOL FEES 2023-2024

WEST MINICO

EAST MINICO

<u>Item Description</u>	<u>Account Code</u>	<u>Price</u>	<u>Item Description</u>	<u>Account Code</u>	<u>Price</u>	<u>Explanation for Fee</u>
ACTIVITY CARD	Activity Cards	20.00	ACTIVITY CARD	Activity Cards	20.00	dances, athletics and activities
ACTIVITY CARD	Replacement Activity Cards	5.00	ACTIVITY CARD REPLACEMENT	Activity Cards	5.00	dances, athletics and activities
ACTIVITY PUNCH PASS	Athletics	30.00	ACTIVITY PUNCH PASS PARENT 10	Athletics	30.00	Athletic events
ATHL UNIFORM	Athletics- SPIRIT Packs	30-40	ATHL UNIFORM	Athletics- SPIRIT Packs	20.00	spirit packs
ATHL UNIFORM	Athletics-Volleyball	30-40	VOLLEY BALL SHIRT	Athletics-Volleyball	40.00	volleyball uniform
ATHL UNIFORM	Athletics-Soccer	30-40	SOCCER UNIFORM	Athletics-Volleyball	40.00	Soccer Jacket/Sweater
ATHL UNIFORM	Athletics-T-shirt	30-40	Blue T-shirt	Athletics-T-shirt	12.00	Purple T-shirt
ATHL UNIFORM	Athletics-Basketball boys	30-40	SHOOTING SHIRT	Athletics-Basketball boys	30-40	spirit packs
ATHL UNIFORM	Athletics-Basketball girls	30-40	BASKETBALL SHIRT	Athletics-Basketball Girls	40.00	Girls Basketball Uniform
ATHL UNIFORM	Athletics-Track	30-40	Track shirt/sweatshirt	Athletics-Track	12.00	T-shirt
ATHL UNIFORM	Athletics-Wrestling	30-40	WRESTLING SPIRIT PACK	Athletics-Wrestling	12.00	T-shirt
ATHLETICS	Athletics-Wrestling	40.00	State Wrestling fee			
FOOTBALL SPIRIT PACK	Athletics-Football Uniforms	20.00	FOOTBALL SPIRIT PACK	Athletics-Football Uniforms	20.00	spirit packs
LAPTOP PROTECTION	Instruction-Laptop	10.00	LAPTOP PROTECTION	Instruction-Laptop	10.00	Laptop replacement and repair costs
BUILDERS CLUB DUES	Club-Builders	3.50	BUILDERS CLUB	Club-Builders	3.50	national dues
SKI SCHOOL	Club-Ski	50.00	SKI SCHOOL(Advisor stipend/trans)	Club-Ski	50.00	SKI SCHOOL (Advisor stipend/trans)
SKIING/SNOWBOARD LIFT	Club-Ski	20.00	ski/snow Lift ticket parent pays online to Pomerelle	Club-Ski	20.00	ski/snow Lift ticket parent pays online to Pomerelle
		15.00	ski/snow Rentals parent pays online to Pomerelle		15.00	ski/snow Rentals parent pays online to Pomerelle
SKIING/SNOWBOARD RENTAL	Club-Ski	5.00	Pomerelle	Club-Ski	5.00	Pomerelle
SKIING/SNOWBOARD ID	Club-Ski		ski Id badge parent pays online to Pomerelle	Club-Ski		ski Id badge parent pays online to Pomerelle
STEM CLUB	Club Stem			Club-Stem	5.00	Stem club dues
STUDENT COUNCIL	Club-Student Council	35.00	STUDENT COUNCIL	Club-Student Council	35.00	sweatshirt and shirt
STUDENT COUNCIL	Club-Student Council	15-25	BLUE TSHIRT/SWEATSHIRT	Club-Student Council	55.00	Lagoon Trip
ANNUAL CLUB	Club-Annual	27.00	SWEATSHIRT			
BAND RENTAL	Instruction-Band	30.00	BAND RENTAL	Instruction-Band	30.00	rental of band instrument
CHOIR FEE	Instruction-Choir	25.00	CHOIR FEE	Instruction-Choir	25.00	performance, clothing, music, events
CHEERLEADERS	Instruction-Cheer	720.00	CHEERLEADERS	Instruction-Cheer	720.00	uniforms, warmups, camp gear, bags, poms, camp, choreography, gym (total uniforms, warmups, camp gear, bags, poms, camp, choreography (total cost)
DANCE TEAM	Instruction-Dance	465.00	DANCE TEAM	Instruction-Dance	465.00	
HOME EC	Instruction-Home Ec Project			Instruction-Home Ec Project	3.00	Stuffing for project
ORCH RENTAL	Instruction-Orchestra	30.00	ORCH RENTAL	Instruction-Orchestra	30.00	rental of instrument
ORCH TRIP	Instruction-Orchestra			Instruction-Orchestra	5.00	Clinic Fee
SHOP	Instruction-Shop	15.00	SHOP PROJECT	Instruction-Shop	15.00	Wood Project
YEARBOOK	Yearbooks/Annuals	26.00	YEARBOOK	Student Planners/Handbooks	6.00	student planner with rules and calendar
				Yearbooks/Annuals	26.00	yearbook

MINICO HIGH SCHOOL FEES 2023-2024

Item Description	Account Code Description	Price	Explanation for Fee
ACTIVITY CARD	Activity Cards	40.00	athletic events, renaissance, activities participation
ACTIVITY PUNCH PASS PARENT 30	Athletics	150.00	athletic events
BASEBALL SPIRIT PACK	Athletics-Baseball Uniforms	35.00	spirit pack (hat and tshirt)
BASKETBALL BOYS SPIRIT PACK	Athletics-Basketball Boys Uniforms	TBA	shoes and shooting shirts
BASKETBALL BOYS CAMP	Athletics-Basketball Boys Cap	TBA	Summer Camp
BASKETBALL GIRLS SPIRIT PACK	Athletics-Basketball Girls Uniforms	140.00	warm ups/sweats
BOWLING PROGRAM	Athletics-Bowling	50.00	shoe rental and program
CROSS COUNTRY	Athletics-Cross Country	54.50	shirt/sweater
FOOTBALL SPIRIT PACK	Athletics-Football Uniforms	20.00	socks, tshirts, shorts
FOOTBALL CAMP	Athletics-Football Camp	215.00	travel, camp, bag
SOC BOYS JERSEY	Athletics-Soccer Boys Uniforms	25.00	jersey
SOC GIRLS SPIRIT PACK	Athletics-Soccer Girls Uniforms	120.00	uniform, socks, warmups, practice tshirt & shorts, travel T
SOFTBALL SPIRIT PACK	Athletics-Softball Uniforms	56.00	warm ups, jerseys
TENNIS PROGRAM	Athletics-Tennis	175.00	uniform, racquet, shoes
TRACK	Athletics-Track	55.00	shirt/sweatshirt
VOLLEYB JR VAR WARMUPS	Athletics-Volleyball- Uniforms	TBA	jacket, pants, tshirt
VOLLEYB VARSITY WARMUPS	Athletics-Volleyball- Uniforms	TBA	jacket, pants, tshirt
VOLLEYBALL CAMP	Athletics-Volleyball-Camp	450.00	Les Calles/UVU Camp/ISU Camp
WRESTLING SPIRIT PACK	Athletics-Wrestling- Uniforms	40.00	shirt, shorts, warmups, spirit pack
PARKING PERMIT	Parking Permits	10.00	general parking permits
CLASS OF 2023 PARKING SPOTS	Class of 2023	50.00	senior parking slots
CLASS OF 2023 LAGOON TICKETS	Class of 2023	60.00	senior trip
CLASS OF 2024 JR PROM TICK	Class of 2024	30.00	jr prom ticket
CLASS OF 2023 TSHIRT/HOODIE	Class of 2023	15-50	senior tshirt/hoodie
CLASS OF 2023 SR CELEBRATION	Class of 2023	25.00	senior celebration
ART CLUB DUES	Club-Art	10.00	food for socials, meetings and field trips
BUSN CLUB DUES	Club-Business	5.00	state and national dues
BPA FEES	Club-Business	25.00	state and national dues
FCCLA CLUB DUES	Club-FCCLA	15.00	state and national dues
FFA CLUB DUES	Club-FFA	25.00	state and national dues
FFA STATE CONF	Club-FFA	TBA	convention nationals/State
FFA JACKET	Club-FFA	55.00	FFA jacket, shirt
KEY CLUB DUES	Club-Key	15.00	district and national dues opt \$10.00 tshirt
M CLUB DUES	Club-M Club	5.00	fund service projects
NHS MEDALLION	Club-NHS	18.00	medallion
NHS CLUB DUES	Club-NHS	6.00	national dues
NHS BREAKFAST	Club-NHS	11.00	NHS Breakfast
RODEO CLUB DUES	Club-Rodeo	20.00	dues, activity supplies, meeting, treats
RODEO TEAM SHIRT	Club-Rodeo	30.00	tshirt
RODEO TEAM JACKET	Club-Rodeo	65.00	jacket
ASTRONOMY FIELD TRIP	Club-Science	7.00	field trip

MINICO HIGH SCHOOL FEES 2023-2024

SCIENCE CLUB DUES	Club-Science	20.00	20.00	district dues
SCIENCE CLUB TSHIRT	Club-Science	15.00		tshirt
SCIENCE CLUB FIELD TRIP	Club-Science	12.50		field trip
SKI SCHOOL	Club-Ski		50.00	SKI SCHOOL(Advisor stipend/trans)
SKIING/SNOWBOARD LIFT	Club-Ski		20.00	ski/snow Lift ticket parent pays online to Pomerelle
SKIING/SNOWBOARD RENTAL	Club-Ski		15.00	ski/snow Rentals parent pays online to Pomerelle
SKIING/SNOWBOARD ID	Club-Ski		5.00	ski Id badge parent pays online to Pomerelle
SPANISH CLUB DUES	Club-Spanish	10.00		dues, activities
SPANISH CLUB T-SHIRT	Club-Spanish	10.00		tshirt
SWIM TEAM FEES	Club-Swim	110.00		Swim meet Fees
SWIM TEAM SWEATSHIRT	Club-Swim	50.00		Swim sweatshirt
TRAP CLUB DUES	Club-Trap	250.00		Supplies for trap club
TSA DUES	Club-TSA Industrial Tech	19.00		state and national dues
YOUNG GOV BALL	Club-Young Republican	70.00		governors ball
YOUNG REP TSHIRTS	Club-Young Republican	15.00		tshirt
WELDING PROJECT BOARDS	Instruction-Ag		25.00	Project Welding boards
FLORAL DESIGN PROJECT	Instruction-Ag Floral		30.00	Floral design projects
BAND SYMPHONIC FEE	Instruction-Band	90.00		uniform rental, tshirt
BAND INSTRUMENT RENTAL	Instruction-Band	30.00		rental of instrument unless damaged
BAND COLOR GUARD	Instruction-Band	60.00		
BAND CAMP	Instruction-Band	175.00		ISU Marching Band camp
GUITAR RENTAL	Instruction-Band	30.00		rental of instrument unless damaged
BOOK RENTAL	Instruction-Book Rental	30-35		College Book Rental
CHEERLEADING	Instruction-Cheerleading	800-1000		first year fee, continuing \$800 for uniforms, choreography, camp
CHOIR MENS	Instruction-Choir	40.00		outfit rental and tshirt
CHOIR WOMENS	Instruction-Choir	150.00		dress, retreat, jacket and folder
CHOIR SPARTAN SINGERS	Instruction-Choir	200.00		robe and tshirt
CHOIR REFLECTIONS	Instruction-Choir	200.00		dress, jackets, folders
CHOIR SERENITY SOUNDS	Instruction-Choir	200.00		dress and tshirt
CHOIR TOUR	Instruction-Choir	TBA		Choir Trip
CHOIR ALL STATE	Instruction-Choir	10.00		Choir All State fee
CONST SKILLS FEE	Instruction-Construction	25.00-900		project costs
SPARTAN DANCE	Instruction-Dance	1,000.00		uniforms, tshirts, shoes, choreography, camp
DIESEL SKILLS USA	Instruction-Diesel	30.00		Skills USA
DRIVERS ED FEE	Instruction-Drivers' Ed	125.00	150.00	Drivers Ed fee if using district for course work
DRIVERS ED IDLA	IDLA Fees Drivers' Ed	150.00	175.00	Enrollment fee if using IDLA for course work (\$75 IDLA fee;\$100 Dr Ed fee)
HEALTH OCCUPATIONS-MED TERMINOL	Instruction-Health	85.00		medical terminology lab fee
HEALTH OCCUPATIONS UNIFORMS	Instruction-Health	TBA		Uniforms (scrubs)
HEALTH OCCUPATION HOSA DUES	Instruction-Health	20.00		HOSA dues
HEALTH OCCUPATION FIELD TRIP	Instruction-Health	20.00		field trip
HEALTH OCCUPATION HOSA SHIRT	Instruction-Health	10.00		HOSA shirt
LAPTOP PROTECTION	Instruction-Laptop	10.00		Laptop replacement and repairs
LIFE SPORTS FEE	Instruction-Life Sports	65.00		travel and activity costs for horse back, golfing, bowling, fishing

MINICO HIGH SCHOOL FEES 2023-2024

LIFE SPORTS FISHING	Instruction-Life Sports		30-50	Fishing rod made in class
ORCH RENTAL	Instruction-Orchestra	40.00		instrument rental per semester
ORCH DRESS	Instruction-Orchestra	63.00		dress
ORCH TUX	Instruction-Orchestra	117.00		tux
ORCH SOLO FEE	Instruction-Orchestra	10.00		Solo fee
ORCH TRIP SHIRT	Instruction-Orchestra	10.00		Orchestra trip shirt
PRE ENGINEERING ACADEMY LUNCH	Instruction-Pre Engineering luncheon	16.00		etiquette luncheon
SCIENCE CADAVER TRIP	Instruction-Science	10.00		field trip
WEIGHTS CLASS FEE	Instruction-Weights	10.00		upkeep of equipment (only once per year)
PSAT TEST	PSAT	16.00		PSAT test for 10th grade
IDLA	IDLA fees	75.00		Idaho Digital Learning class outside the regular attendance reimbursement
ST BODY T-SHIRTS	Student Council	15.00		student council tshirt
ST COUNCIL FEE	Student Council	228.00		conferences, retreats, several shirts
ST BODY OFFICER FEE	Student Council	255.00		conferences, retreats, several shirts
YEARBOOK	Yearbooks/Annuals	50.00		yearbook



Minidoka County Joint School
District #331

2023-2024 EMPLOYEE HANDBOOK

District Vision:

Empowering Student Success

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District Information

Mission Statement

The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, and the academic rigor which facilitates success in all aspects of life.

Priority Focus

As a District committed to achieving excellence for our students, we believe that the achievement of our goals is dependent upon maintaining the quality of our employees and providing a supportive environment for students and staff. If you are new to our District, we understand that joining an organization may require some adjustment. You meet new people, work in different surroundings, and are confronted with new policies, rules, and benefits. If you are a returning staff member, access to District-related information is important for your continued success. This handbook has been prepared to serve as a quick reference to address basic District policies and procedures. It is not designed to be a comprehensive document detailing all District policies and procedures. Please note, however, that as a Minidoka School District employee you are responsible for complying with all District policies in total, including those not outlined in this handbook. (The complete policy manual is available online at www.minidokaschools.org.) If you have questions or concerns, or need in-depth information, please consult with your supervisor, building administrator, or the district office for assistance. Once again, whether you are a new or returning staff member, we welcome you to the Minidoka School District, and we wish you every success.

PLEASE NOTE: This handbook has been prepared as a matter of information only. It is not intended to serve as a contract.

Administrative Offices

District Administration Office	310 10 th St	436-4727 (1101)	436-6059 fax
Maintenance Office	1018 D St.	436-1254 (1302)	436-6682 fax
Food Service	429 12 th St.	436-3625 (1602)	436-9782 fax
Transportation	311 7 th St.	436-3311 (1301)	436-4225 fax

District Administration (*District Organizational Chart Policy 600.00a*)

While the board of trustees has the responsibility for governing the school District, the Superintendent of schools is its chief executive officer. The function of the Superintendent is to provide leadership in developing and maintaining the best possible educational programs and services and to oversee and administer the use of all District facilities, property, and funds. All school employees are responsible to the Superintendent.

The Superintendent is assisted by administrative and support personnel:

- Director of School Improvement
- Director of Student Achievement
- Department Heads
 - Business Manager

- Human Resources Specialist
- Transportation Supervisor
- Food Service Director
- Information Technology Director
- Maintenance Supervisor

Board Information

Board of Trustees

District policies are set and approved by publicly elected board members. The Minidoka School District Board of Trustees consists of five members, each representing a different geographic zone of the District. Elected by qualified voters of the District, board members serve four-year terms. Trustee contact information is on the District website www.minidokaschools.org District Information/Board Information.

Board Meetings

Board meetings are held once a month usually the 3rd Monday at 7 p.m. at the District Service Center or other designated locations. Meeting dates are posted on the District's web site, schools sites, or an employee may contact the clerk of the board for a copy of the schedule. The public is invited to attend. Special board meetings are held when necessary, and notification is posted in advance. Cancellation or changed dates are posted in advance, as well.

Employee Information

Computers and Computer Access *(Policy 530.00 Electronic Services for Employees)*

For the most part, employees may have access to the computers within their building; however, employees need to consult the building administrator/supervisor to determine computer availability. Computer problems should first be directed to the designated building tech support person. Employees should consult with his/her administrative office for the name of the building tech support person.

All Minidoka School District policies and procedures pertaining to behavior and communication apply to computer and network use. School district computer users are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the District, Code of Ethics for Idaho professional educators and the laws of the State and Federal government.

The use of the computers and network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. Employees need to be sure to read through the entire Computer and Network Use Policy as it also addresses areas such as acceptable postings, false entry, data security, and access to the internet. Employees must also sign that they have read and agreed to the Employee Appropriate Use Agreement (Policy 530.00F) at least every other year. Minidoka School District employees are bound by the computer use policy and encouraged to become familiar with the agreement students/parents must sign before students may have access to district computers and the internet.

Employee Use of Social Media and Employee-Student Relations *(Policy 520.00 Employee Use of Social Media)*

Minidoka County School District does not actively monitor employee use of public online social media; however, it may take appropriate actions when it becomes aware of, or suspects, conduct or communication on a public online social media site that adversely affects the workplace or violates District Policy 500.00 Personnel Code of Ethics. Free speech protects educators who want to participate in social media: however, Minidoka County School District may discipline teachers if their speech, made during scheduled work time or on District computers disrupts school operations.

Web Page

The District maintains an active website. If an employee has questions regarding the District's website content, they should contact Brittnei Darrington at the District Service Center at 436-4727 for assistance.

Building Security

If an employee is issued a key/security badge for school property or building entrance, he/she must assume responsibility for the custody and appropriate use of each key/badge. Keys are not to be duplicated without proper authorization. If an employee should lose his/her key(s)/badge, the loss should be reported to the building administrator as soon as possible. If an employee is unable to find the key(s)/badge within a reasonable time period, he/she will be required to pay for key/badge replacement and lock alteration.

Security cameras have been installed in the administrative offices of all District buildings and within selected areas in each school. Many buildings have also installed security alarms. Employees should check with the building administrator for any security measures he/she needs to follow in accessing his/her building.

Facilities Use Rental (*Policy 480.00/480.00F Use of School Facilities*) School district facilities are available for rent by district personnel and community members. The District Use of Facilities Form must be completed and returned to the designated administrator for approval at least ten days prior to the date of the event. A security deposit shall be collected before the event is to be scheduled. The refundable security deposit shall be 10% of the assessed fee (\$50 minimum). All fees will be collected by the school five (5) days PRIOR to the event or use, documented properly, and forwarded to the District Office. If there is no damage to the facility, then 10% of the assessed fee will be returned or reimbursed to the permittee.

All facility use must be approved in advance by the building administrators and the maintenance department must be notified.

Safe and Secure Environment (*Policy 950.00 Safety*)

The District recognizes the need for a well-planned, emergency, disaster, and anti-violence preparedness program. First aid backpacks are in every classroom accessible in an emergency situation.

All employees are required to complete Safe Schools training online. The directions for completing this mandatory training are located on page 14 of this handbook. Hazing, Harassment, Sexual Harassment, Bullying (Policies 372.00 Hazing Harassment, 527.00 Sexual Harassment, 522.00 Employee Responsibilities Regarding Sexual Harassment, Intimidation and Bullying)

A safe and secure environment also includes maintaining a work environment free of violence. As such, use of intimidation in the workplace (including verbal harassment, threats or acts of violence and/or physical acts of violence against students and/or employees) is grounds for disciplinary action, up to and including termination.

Smoke Free Buildings *(Policy 524.00 Drugs, Alcohol and Tobacco)*

In order to protect the health of students, staff, and the general public who use our facilities, provide a healthy working environment, and promote good health habits, tobacco use will not be allowed in school district buildings or on our grounds. Tobacco use is defined as smoking any kind of lighted pipe, cigar, cigarette, e-cigarette, vaping device, or any other lighted smoking equipment or material, or chewing or sniffing a tobacco product.

Drug Free Workplace *(Policy 524.00 Drugs, Alcohol and Tobacco and 524.00P Employee Drug, Controlled Substance and Alcohol Testing).*

The District recognizes drug and alcohol dependency as a serious problem, as well as a health, safety, and security threat. To comply with Idaho Code, the District has established a Drug Free Workplace. As part of this policy, the District will not hire anyone who tests positive for alcohol or drugs. All employees, prospective employees, and on-site contract personnel are subject to the conditions and terms of this policy while conducting Minidoka School District business.

Travel and Travel Reimbursement *(Policy 546.00 Staff Travel)*

Whenever possible, a District vehicle should be scheduled for travel as a district employee. If a district car is used to reach the conference location, the number of miles must be clearly documented on the mileage log that is inside the vehicle. If a private car is used to reach the location, the district mileage chart is used to fill out the leave/travel request form at the District's approved mileage rate. In no instance will the amount of the mileage reimbursement exceed the cost of an airline coach ticket. This reimbursement is made only to the individual who drove the vehicle. (Do not split amounts for mileage among several employees. If more than one employee travels by car, the amount reimbursed will not exceed the cost of the appropriate number of coach airline tickets.) When multiple employees attend a conference, a district vehicle will be used if available, if not all efforts to carpool will be made. Reimbursement will be made for travel to and from airports and the site for lodging if the meeting place is different. Ground transportation, such as taxis, busses, shuttles, and ride sharing, such as Uber and Lyft require receipts for reimbursement. Car Rental reimbursement will be made only when approved by the district office prior to actual expense. Arrangements will be made through the district office. Rental cars require advance approval by the District and there must be a cost savings of renting a car as opposed to other ground transportation. Expense reimbursement will be paid following the board meeting, if proper documentation and approval signatures are received by the accounts payable department. The signed and completed documents must be received before the last working day of the month prior to the board meeting

In-Radius travel (300 miles) needs to be submitted at least thirty (30) days in advance. Out-of-Radius travel needs to be submitted at least sixteen (16) weeks in advance as those submissions need to be approved by the Superintendent and School Board.

An employee must fill out the online travel request located on our website under Forms/District

Forms/Travel. Once approved the request will be sent to accounting to be processed and travel arrangements will then be made by the building, department or District Travel Coordinator.

Purchasing and Purchase Orders (*Policy 750.00 District Purchasing*)

Department and/or building funds are available for staff members to purchase classroom materials. A purchase order request form must be signed by the administrator and submitted to the school secretary/bookkeeper.

Invoices to be paid by the District must have a district purchase order number. The purchase order must be secured in advance, with proper authorization from the school administrator and purchasing department. Purchases made without following proper procedures may be the responsibility of the purchaser. If employees have questions or need clarification on the procedure, they should contact their school bookkeeper, supervisor, building administrator or the purchasing department at the district office.

District Dress Code (*Policy 534.00 Staff Dress Code*).

The dress code supports workplace norms for professional attire. It is the desire and intent of the Minidoka School District dress code to create a professional environment in our schools that is conducive to learning and free of potential distraction or danger. Employees are to observe the following guidelines regarding attire:

1. No exposed midriff
2. No cleavage
3. No see-through clothing
4. No fleece sweat pants
5. No flip-flops
6. No skirts, dresses or slits shorter than mid-thigh

The District respectfully requests that employees refrain from wearing blue jeans. Individual schools may elect to designate “alternative dress” days as part of its individual school dress guidelines.

Dress Code Exceptions:

1. Gym Teachers: Gym clothing as appropriate to activity, shorts restricted to gym or outdoor P.E. areas
2. Field Trips/Field Days: Modest clothing appropriate to the activity;
3. Special Days: Holiday clothing, school spirit clothing, and thematic clothing with Principal’s permission; and
4. The principal may grant exceptions based on job-related needs.

Food service and maintenance staffs have additional and/or separate dress code requirements due to the nature of their positions. Requirements will be provided at the time of employment.

There may be exclusions to the dress code for religious or health reasons.

Media Guidelines (*Policy 422.00 Statements to the Media*)

Employees should remember that the Superintendent speaks on behalf of the District and the principals speak on behalf of their buildings. From time-to-time, employees may be asked to comment on school-related matters or receive requests for comments or information from the

district office or their building principal or supervisor. When talking with reporters, employees should refrain from commenting on matters that fall outside of their direct line of authority or responsibility.

If an employee has questions regarding the dissemination of information to the public or press, or would like a copy of the media guidelines, contact the district office.

The following is a summary of media guideline information:

- In the event of an emergency or accident at a school, please report any such activity immediately to the supervisor and /or the district office and/or Superintendent.
- When talking with a reporter, remember nothing is “off the record.”
- Please refrain from contacting the media directly. All media requests or inquiries need to go through the district office.
- A reporter should call the district office prior to visiting a building. Reporters or media representatives are required to check in and out with the school office or principal.
- No student may be interviewed by any media representative without permission from a building administrator.
- Schools need to abide by the Family Educational Rights and Privacy Act (FERPA) regulations. Speak with your school secretary for further information regarding FERPA.

Work Day - Certified Employees (*District Policy 580.50 Teacher’s Provisions of Employment or MCEA Negotiated Agreement*)

Teachers are expected to be on duty equivalent to a maximum of 1520 hours (171 days) which includes a thirty-minute lunch. Building principals will determine the beginning and completion times according to the needs of the individual schools. There may be additional duties and meetings outside the regular duty day as outlined in Teacher’s Provisions of Employment:

“ 6.All teachers are expected to perform assigned extra duties including such activities as before school supervision, noon recess, after school duty, bus loading, etc.

7. All teachers are required to attend all faculty meetings called by the District Superintendent and/or Building Principal.”

Any exceptions to following this policy should be preapproved by the building administrator.

Full-time teachers will receive a thirty (30) minute uninterrupted duty-free lunch. Teachers may volunteer for duties such as assisting children with assignments or homework, kitchen help, detention, hall monitoring, etc. If teachers volunteer for their duties, flex time may be taken as mutually agreed upon in advance by the teacher and the supervisor or principal. This time does not include student delivery or student monitoring requirements. Teachers may be required to give up part of their lunchtime in the event of unforeseen circumstances. Teachers will notify their building supervisor or principal prior to leaving the premises during their lunchtime.

Teacher Preparation Day (*See MCEA Negotiated Agreement*)

Teacher preparation days are a component of the work calendar that enables a teacher to finish up work and prepare for instruction. These days are defined as those set aside in the school calendar for teacher-directed activities with the exception of very brief (less than 40 minutes) meetings that may be necessary for conducting school-related business and may not be used for extended staff meetings.

In order to ensure adequate time to prepare for instruction, elementary/secondary teachers will receive one class period of prep time per day on a regularly scheduled day. Building administrators may schedule activities and meetings during two of these prep times per week and up to two additional prep times per month. Any additional administrative use of prep time will be for extenuating circumstances only.

Professional Attitude (*Policy 500.00/500.00P Personnel Code of Ethics*)

The Personnel Code of Ethics, policy shall at all times, apply to all employees of Minidoka School District #331.

Sexual Harassment (*Policy 526.00 Sexual Harassment*)

The District is committed to maintaining a working and educational environment which fosters appropriate and respectful conduct and communication between all persons employed by, associated with, or attending schools within the District. The District does not condone sexual harassment (e.g., unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature) and/or discrimination based on gender differences. The District will use both formal and informal procedures to promptly investigate each complaint, while making every effort to assure and protect the rights of both parties. Violation of policy will lead to disciplinary action appropriate to the circumstances and may include verbal and written reprimands, suspension with pay, and suspension without pay, demotion, expulsion, or dismissal. Persons with supervisory responsibilities for employees or students are expected to report and/or to take appropriate supervisory action when they know of sexual harassment. For specific information, please refer to the policy manual.

Suspected Child Abuse, Abandonment, or Neglect (*Policy 528.00 Child Abuse*)

Any district employee or volunteer having reason to believe that any child under the age of eighteen has been abused, abandoned, or neglected, or who observed the child being subjected to conditions or circumstances which had recently resulted in abuse, abandonment, or neglect, will report or cause to be reported within twenty-four hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. Failure to report abuse, abandonment, or neglect will be a misdemeanor. **All district employees are mandatory reporters.**

Personal Cell Phone Use (*Policy 532.00 Cellular Phones*)

All district employees should realize that personal cell phone or personal device use (conversations, texting or social media access) for personal conversations during the work day should be kept to a minimum. If an employee's personal use of their device causes disruptions or loss of productivity, they may become subject to disciplinary actions.

Emergency Closure Days (*Policy 854.00 Emergency Closure Days*)

1. A district employee will be on duty to answer the phone and perform other necessary duties at each building site (a schedule will be developed by each building administrator and/or supervisor).
2. Maintenance/custodians, District Service Center, technology, administrative, and supervisory employees are to be on duty, if possible.
3. All classified employees will be paid up to three (3) emergency school closure days, at their regularly scheduled hours and rate, each year without having to come in to work.

Custodians, mechanics, secretaries and District Service Center staff who are asked to come in, and can do so safely, will get double time for up to four hours. An eight-hour employee who works a full eight hours on an emergency closure day, they will get paid for twelve hours (double pay for the first four hours and regular pay for the next four hours). In the event of early release employees who chose to stay will be paid at their regular rate for actual hours worked. Employees who chose to leave early will have the remainder of their regularly scheduled hours deducted from the three days of emergency closure days mentioned above. Employees who are scheduled to come to work after the early release time will be paid double time up to four (4) hours. Actual hours worked must be recorded on the time sheet and District Office will account for snow days.

4. If food preparation has begun at the time of school closure, food service employees will finish said product before leaving work. If bus drivers have begun their route, they will return to the transportation office once notified of the school closure. These employees would also get double time for the actual time necessary to complete their work or route, not other duties.
5. For emergency closure days beyond the first three, classified employees will be paid for actual hours worked. Employees are expected to use good judgment concerning attendance on these days. Employees may choose to use personal leave (or vacation for twelve month employees) on these days.

In the event of an emergency closure day, previously scheduled sick and unpaid leave will be cancelled. On emergency closure days, certified employees shall make efforts to attend work if they feel travel is safe and other extenuating circumstances, such as child care for minor children also not attending school due to emergency closures, do not exist. In the event the certified employee does not deem travel to be safe, he/she may work from home. In the event of other extenuating circumstances that do not allow a certified employee to work, either at the school or from home on an emergency closure day, the employee may appeal to the Superintendent. (Students may have to do online learning if days are needing to be made up.)

At-work Accidents (*Policy 560.00 Employee Injury, Accident Treatment*)

All accidents occurring at work must be reported to an employee's supervisor or building administrator immediately or within 24 hours, regardless of the severity of the accident or possible injury. An accident report will be completed by the supervisor. All employees requiring medical attention for work-related injuries must first report to Minidoka Medical Center, 1308 8th St. #1, Rupert, the District's designated initial service provider unless it is an emergency situation. If after-hours care is needed, employees must report to the hospital emergency department only if the Medical Center is closed. When reporting to the initial service provider (i.e., Minidoka Medical Center or Emergency Department), employees should identify themselves as a Minidoka County School employee. After the initial contact, employees may seek medical services with the provider of his/her choice with approval from the Idaho State Insurance Fund. Before returning to work, employees must provide his/her supervisor or the Human Resource Department with a return to work release authorized by a physician.

Employees not following the initial service provider procedures described above may be held responsible for initial visit fees associated with medical services rendered by any other health care provider. The District also reserves the right to require that the employee be seen by the initial

service provider, even if the employee has already received medical services from other health care providers.

Workers' Compensation (*Policy 542.10 Workers Compensation*)

An employee who is receiving worker's compensation benefits may choose to supplement the worker's compensation benefits to equal the pay the employee would earn if not injured with accrued sick or vacation leave or earned compensatory time. Employees will not be allowed to utilize such leave to receive a wage or salary in excess of the amount the individual would have been paid if not injured. Please contact the Human Resources Department at the District Office for more information.

Employment

The recruitment, selection, and employment of personnel shall be based on the needs of the District and the individual's qualifications and ability to perform the essential functions of a specific position. Written job descriptions that identify the position and describe the essential functions, skills, knowledge, abilities, characteristics, requirements, and general duties required of each position are available on the District website. The job descriptions should not be interpreted as complete, and employees shall perform duties assigned by the board, supervisors, or other administrative authority.

Job Announcements <https://www.minidokaschools.org/domain/1074>

As positions become available within the District, announcements are posted on the district's web page.

Job Transfers <https://www.minidokaschools.org/Page/3226> or

Employees interested in being considered for a job transfer should contact their administrator and complete the required transfer form (District website, Forms).

Personnel Records (*Policy 542.10 Workers Compensation*)

Employee records are maintained by the District Office. These records may include application forms, a list of questions used in interviews, or pre-employment inquiries. Evaluations and records giving reasons for demotions, terminations, or other personnel actions will also be kept in the file. An employee should contact the District Office for an appointment if he or she is interested in viewing his or her personnel file.

Changes in your address or telephone number, marital status **must** be made in person at the Human Resource/Payroll department or on iVisions as soon as possible.

Employee Benefits Eligibility (*Policy 540.00 Employee Benefits Eligibility*)

- Employees working less than twenty (20) hours per week are not eligible to participate in any benefits.
- Substitutes are not eligible to participate in any benefits. Idaho Code exempts substitutes from the definition of employee.
- Employees working twenty (20) or more hours per week for five (5) consecutive months shall participate in the Public Employee Retirement System of Idaho.
- Employees who work more than twenty (20) hours, but less than thirty (30) hours per week for five (5) consecutive months may elect to participate in the standard district employee

benefit package on a shared cost basis as follows: at least twenty (20) hours/week but less than thirty (30) hours/week - District provides fifty percent (50%) of the package.

- Employees who work thirty (30) hours or more per week for five (5) consecutive months shall participate in the Public Employee Retirement System of Idaho and are eligible for the standard District offered employee benefit package paid in full by the District.
- Employees who work forty (40) hours and are employees on twelve (12) month assignments shall participate in the Public Employee Retirement System of Idaho; are eligible for the standard District offered employee benefit package paid in full by the District; and are eligible for annual paid vacation, after one year of continuous employment.

Absences *(Policy 544.10 Sick Leave)*

Attendance is an important element for employees. If you are sick or plan to be absent, you should notify your supervisor/administrator if possible. If you qualify for a sub, you must enter your absence in AESOP on the district webpage under employees. You should check with your supervisor/administrator for procedures in your building regarding absences.

Family and Medical Leave Act *(Policy 544.20 Family Medical Leave Act of 1993)*

The District implements as policy, the rules and regulations required by state and federal laws in accordance with the Family and Medical Leave Act (FMLA) of 1993. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months. Unpaid leave must be granted for any of the following reasons: to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job. At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

Personal Leave *(Policy 544.00 Personal Leave)*

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 regular work day, at no cost to the employee. This leave may be taken for any reason deemed necessary by the employee. All requests will be approved based on the impact that the absence may have upon the employee's workplace. If a request is denied, an explanation for denial will be presented to the employee. A denied request may be appealed to the Superintendent. There will be two (2) day 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.

Bereavement Leave *(Policy 544.30 Bereavement Leave)*

Employees within the Minidoka County Joint School District No. 331 shall be granted bereavement leave with full pay not to exceed five (5) regularly scheduled school days for Level One relationships (husband, wife, significant other, mother, father, son, daughter, brother, sister, grandfather, grandmother and grandchildren of either the employee or his/her spouse or significant other) per

event and three (3) regularly scheduled school days for Level Two relationships (uncles, aunts, first cousins, nieces and nephews of either the employee or his/her spouse or significant other) per event.

Grievance Procedures (Policy 590.50 *Grievance Procedure for Classified Employees*/586.00 *Grievance Procedure for Certificated Employees*)

The District recognizes the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between personnel. We also understand that from time-to-time there may be misunderstandings and questions concerning rules, policies, and personnel issues. In many cases, simple misunderstandings can be cleared up immediately. If the misunderstanding is not resolved, the District's grievance policy provides a way to resolve problems and address complaints rapidly, fairly, and without fear of reprisal.

The first step in any grievance procedure is for an employee to discuss the problem directly with the person with whom he or she is having difficulties or with his or her direct supervisor. If an employee feels a complaint has not been adequately answered or settled, he or she then needs to follow proper district protocol, established by the board through the grievance policy to ensure equitable resolution of any grievance or complaints.

Paydays

Paychecks will normally be issued on the 25th of each month. If the normally scheduled payday falls on a holiday or a weekend, the payroll will be available and released on **the business day** immediately preceding the normal scheduled payday. The payroll schedule will be emailed to all employees when approved by the Board.

Payroll (Time Sheets for Classified Employees) (Policy 594.00 *Classified Staff Payroll*/ Policy 596.00 *Overtime Classified Personnel*)

Exempt: Classified employees who are designated as exempt shall be ineligible for compensatory time or cash compensation for overtime work.

Provisions:

Payment for overtime and compensatory time shall be paid based on the following criteria:

1. All hours worked in excess of work schedule must be **pre-authorized** by the immediate supervisor.
2. It is preferred that compensation be exchanged in compensatory time for employees who work in excess of their regularly scheduled hours. If the hours worked exceed 40 hours in a single work week, that time will be compensated at the rate of one and one-half (1 ½) hours for each 1 hour of overtime worked.
3. All unused compensatory time accumulated July-October, November-February and March-May will be paid out three times per year. Cash compensation for said overtime will be paid out in November, March, and June.
4. Accumulated compensatory time will be exhausted before sick, personal, and vacation time is utilized. Compensatory time may not be taken for consecutive days **without prior authorization** from their supervisor.
5. Employees may choose to have excess time and overtime paid out monthly or may accumulate their compensatory time for one or more months before they are paid out.

Payroll Deductions (Policy 756.00 *Payroll Procedures*)

All salaries are subject to deductions for federal and state withholding taxes, OASDI, Medicare, and PERSI. Employees will receive a statement (W-2) of earnings and taxes withheld no later than January 31 of each calendar year. If an employee leaves employment with the District, he or she should keep the District informed of his or her address so the appropriate forms can be forwarded. Additional

deductions that may be authorized by an employee include: additional withholding taxes, health benefit participation fees (medical, cancer, dental, or vision insurance), tax shelter annuities, credit union, or life insurance under the public employee retirement system. Employees will need to contact the payroll department to authorize these or other withholding fees.

SAFE SCHOOL LOGIN INFORMATION

1. Log onto the minidokaschools.org
2. Click on the Employee tab
3. Select Safe Schools
4. Username: first part of your email address (ie. jdoe)
5. Password: none required unless you are an administrator
6. 4 mandatory courses will appear on the screen, below them are a variety of suggested courses that are optional

You have several options for Safe School completion:

- If you DO NOT wish to receive credit, complete the four mandatory courses listed in Safe Schools by May 30th
- You can earn up to 2 credits this year by completing up to 8 courses (credits are \$60 each)
 - Credit #1 = Register for credit with NNU now and complete the 4 mandatory courses by December 7th
 - Credit #2 = Register for credit with NNU in January and complete 4 of the suggested courses by May 3rd
- Remember, all mandatory Safe School assignments must be completed by May 30th in order to check out for the summer.

If you have questions or problems on Safe Schools, please contact Michele Widmier at 208-436 4728 ext. 1154 or 208-430-0802.

Parent/Student Handbook 2023-2024



Minidoka Jr. High

310 10th Street

Rupert, Idaho 83350

(208) 436-4727

www.minidokaschools.org

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Introduction Section

Letter from the Principal

We are delighted to welcome you into our school family! MJH is pleased to introduce a new approach to teaching that is designed to improve student engagement, build stronger student-teacher relationships, and equip students with the skills and habits they need to become lifelong learners. We have joined hundreds of schools across the country that have adopted Summit Learning.

Students will receive individualized educational experiences that will help them feel invested in their learning. Our teachers will tailor their teaching to each student's specific needs. We know that as we work in partnership with parents and families, students will benefit. This year, we are providing more opportunities for you to support your child's individual educational needs.

Each student will have a mentor teacher all the years he/she attends MJH. This person is a point of contact who is able to discuss your child's progress. You will be able to log on to an online platform and see everything your child is working on, feedback from their teachers, and goals being set with their mentor.

We look forward to the journey ahead of us in supporting your child in his/her school experience.

Dyann Blood
Minidoka Jr. High Principal

School Staff

Principal	Dyann Blood
Secretary	Jennifer Gonzalez
Math/P.E.	Colton Bruns
Science/Career Tech Ed	Richard Jarvis
Language Arts/Personal Finance	Terri Bruns
Social Studies/Health	Britton Bell
Special Education	Mary Davis
Behavior Technician	Riki Anderson
School Psychologist	Chelsey Ball
Speech	Jaelee Crane

Identification Section

Statement of Purpose

Minidoka Jr. High is a specialized school in the Minidoka County School District established to provide students with academic and social supports. Our goal is to provide a safe, structured, consistent classroom environment so that the student gains the necessary skills needed to be successful in future educational and professional environments.

District Mission Statement

The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, and academic rigor which facilitates success in all aspects of life.

Minidoka Jr. High Vision Statement

Our goal is to reach ALL students and ensure that they leave MJH with the skills, knowledge, and habits necessary for a lifetime of success. Our Vision Statement centers on three pillars: essential standards and skills, habits of success, and mentoring.

Minidoka Jr. High Mission Statement

Our mission is to be focused, eager to explore new ideas, and work as a team as we display: **Honesty**, **Accountability**, strong **Work ethic**, and **Kindness** in our quest for a successful life.

Admission Guidelines:

- Students can only be recommended for admission to Minidoka Jr. High by administrators from one of the middle schools in Minidoka County.
- A parent/guardian must register and participate in a parent/student/administrator meeting prior to new students attending school.
- Parent/guardian agrees to support the “Statement of Cooperation” on the following page by signing the statement form.

STATEMENT OF COOPERATION

This is a parent contract to be signed upon registration.

1. I understand that student suspension may be invoked in situations where district policy is violated.
2. Drugs, alcohol, e-cigarettes (vapes), tobacco, or open drink containers of any sort are not allowed.
3. For safety purposes, Minidoka Jr. High students will not be allowed to wear hoodies or jackets covering the uniform in the classroom or bring bags, purses, or backpacks.
4. If a student receives a bus citation, there may be a consequence of suspension from the bus and an additional consequence at school.
5. Minidoka Jr. High has a 90% attendance policy (students may miss a maximum of 9 days each semester/18 for the year). Students in violation of this policy will be offered a truancy class at "Teen Hope" OR their attendance record will be referred to truancy court. **Initial** _____
6. Cell phones and all distracting items will be turned in at the beginning of the day and returned at the end of the day. If a student does not turn in his/her cell phone, the principal will keep the phone until the end of the day. The second time a student does not turn in their cell phone, a parent will be required to pick it up from the school. If the student should choose to do this a third time, the student will not be allowed to bring a cell phone for the remainder of the school year. The student may also be subject to searches. Suspension for insubordination may be required.
7. Bullying is defined as: repeated exposure over time to negative actions on the part of one or more students or when someone keeps doing or saying things to have power over another person (students or staff). Students who violate this policy will be subject to discipline and graduated consequences including: suspension, referral to law enforcement officials, and expulsion consistent with the Board's policy on student discipline.
8. Students are not allowed out of the designated areas of other schools in the district when they are riding a transfer bus.
9. If your child requires medication to be administered at school, you must sign a separate consent form. Please see the front office.
10. The staff at Minidoka Jr. High has been trained and certified in Advanced CPI (Crisis Prevention and Intervention). These are physical intervention procedures which will be used in situations where students become a danger to themselves or others.
11. Compliance to the district dress code as outlined in policy D344.00 is expected. The uniform is a requirement of attendance at Minidoka Jr. High. Students attending school without the appropriate uniform will not be allowed to attend class until a uniform has been provided by a parent/guardian. Minidoka Jr. High is not responsible for providing uniforms..
12. Updated contact information is required during the school year. Please let the office know of any address or phone number changes as soon as possible.
13. 8th grade students attending alternative Jr. High will transition to alternative High School. In the event of a parent/student preferring the student to attend Minico High School, the parent is responsible to reach out to their child's mentor teacher to set up a team meeting prior to second semester to determine the possibility of a trial transition to East or West Minico. **Initial** _____
14. Uninsured devices will not be checked out.

I have read, reviewed, and agree to abide by the guidelines in the student handbook.

Parent Signature _____

Student Signature _____

Procedures Section

Admissions

Registration

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

- Birth certificate (required at enrollment)**
- Immunization records (required at enrollment)**
- Student enrollment form
- Emergency contact form
- Residency questionnaire
- Idaho Migrant Education Survey
- Statewide Home Language Survey
- Medical alerts/medication consent form
- Student Appropriate Use Contract
- Signed Statement of Cooperation
- Permissions form

Academics

Credit Requirements

MCSD middle schools require students to attain a minimum of eighty percent (80%) of the total available credits. To be considered for promotion to the next grade, students must earn 2 credits of math, 2 credits of ELA, and at least 1 credit in science and 1 credit in social studies during a school year. In addition, students will be required to complete course work in the following content: P.E., Health, Career Tech, and Finance. (Grading for electives is Pass/Fail.) To obtain credit, students must each achieve a 60% (D or better) in each class.

Grading Scale

Grading for core classes will consist of

- 90-100%=A
- 80-89% =B
- 70-79% =C
- 60-69% =D
- 59% and below=F

Attendance (Attached Policy 320.00)

When a student is absent for any reason, a parent or guardian must call the school for each day of absence. The school secretary will call if a parent/guardian does not notify the school. A student will be required to check in at the office before going to class if he/she arrives after 7:55 am (unless it is a late school bus). The student will receive a tardy, even if a parent excuses it. If a student is more than 15 minutes late for a class, they will be marked absent for that period. Four missed periods will equal a day of absence. Parents/guardians who are picking students up before dismissal are required to check their child out by signing a sheet in the office. The following attendance requirements are district wide.

Excused Absences

Excused absences will include:

- JDC
- In-School Suspension
- Out-of-School Suspension
- Funerals
- Absences with a doctor's note (All notes verifying absences for doctor, court, and counseling appointments must be emailed or faxed from the doctor's office or delivered to the school by a parent within 5 school days of returning to school in order to be accepted as an excused absence.).
- Court/Counseling with note
- Voluntary staff excused and sporting events.

Unexcused Absences

Unexcused absences may include:

- Illness/sickness without a doctor's note
- Vacations
- Court/Counseling without a note
- Unrelated school activities

Truancy

Unexcused absences or attendance below the State's 90% attendance per reporting period will constitute grounds for habitual truancy petition (any time after 18 days of absence). The school may also deny promotion to the next grade level due to poor attendance. Students who are repeatedly late to arrive at school or dismissed early may also be considered truant.

Truancies occur when:

- Students leave school without permission from staff/checking out at the office.
- Students are absent from school without the knowledge or permission of their parents, guardians, or school personnel.
- There is an absence from any class that is not authorized.
- Students not in designated areas of the premises..

Tardy

Student tardiness is disruptive to the educational process. Students who arrive after the start of class will be considered tardy. Consequences for excessive tardiness per semester are as follows:

16 Tardies= 1 absent day

Student Discipline Policy

Student Drug, Alcohol & Tobacco Use (Policy 342.20)

The District may take whatever action is deemed appropriate, including but not limited to, notifying the parent/legal guardian and notifying local law enforcement, suspension, and/or expulsion.

***Students are not allowed to bring open drink containers to Minidoka Jr. High.**

Suspension (Out of School) (Policy No. 340.20/390.20)

Out of school suspension is used when the student violates district policy. Some of the following may be applicable infractions:

- Insubordination/disrespect to staff
- Disruption of the educational process
- Violence or unsafe behavior
- Bullying
- Theft
- Simple assault
- Simple battery
- Trespass on school property
- Alcohol, drugs, tobacco (including vapes) (law enforcement and parents will be contacted)
- Violation of weapons policy
- Sexual harassment
- Gang Activity or dress

Student Searches (Policy 340.40)

Search of a student's person or possessions (backpack, purse, etc.) are limited to situations in which there is a reasonable articulable suspicion that the student is secreting evidence of a district or school rule violation, including, but not limited to possession of weapons, controlled substances, etc. A student's person may be searched by a school administrator or the administrator's designee when reasonable articulable suspicion exists. Reasonable suspicion is satisfied when the search is justified at its inception and the search is reasonably related in scope to the circumstances that justified the search. 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 and shall attempt to contact the parent/guardian as soon as possible following the search. Any time a search of a student must be conducted, a second adult shall be present.

Student Dress and Grooming (Policy No. 344.00)

. The Board and administration expect that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, are obscene, lewd, indecent or offensive are prohibited.

Uniforms are a requirement at **Minidoka Jr. High** as follows:

1. Students must be wearing the required uniform in order to attend school.
2. All students wear black, blue, or gray pants without patterns, words, or any other markings. No cargo, capris, leggings, spandex pants or shorts allowed. Pants will not be frayed, have holes, or have any words or graphics and must be worn at the waist level (without undergarments showing) at all times.
3. Uniforms are to be clean.
4. Students may not wear shoes that are predominantly red or blue. No slippers, slides or flip flops.
5. All uniform clothing and accessory layer clothing must be in good repair. Any part of the school uniform that is torn, faded, or altered, must be replaced.
6. Belts must be the appropriate length without excessive length hanging outside the loops. Belt

buckle designs, emblems, insignias, monograms must be school appropriate. No blue or red belts, threads, or markings.

7. Accessory layering of clothing under the uniform shirt will include: a crew neck or t-shirt style in solid black, gray, or white. No words or graphics. **Hoodies are not allowed for layering purposes.**

8. No hats, bandanas, headbands, or other head coverings will be worn in the building or as an accessory.

9. Students who do not comply with the Minidoka Jr. High Uniform Policy may be sent home. Repeated infractions may result in further disciplinary actions.

Polo shirts and layering shirts are available for purchase on Minidoka Jr. High district webpage. Polo shirts are \$18.00, and layering shirts (white, black, or gray) are \$8.00 each.

Harassment/Bullying (Attached Policy 372.00)

The Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the District. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities. It also applies to the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists. It shall include actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students or staff at school.

Gang Activity (Policy 372.00P)

All gangs and gang activities are prohibited on all school premises and at any school sponsored activity, regardless of location. This includes but is not limited to: creating intimidation or fear; graffiti; or wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign gesture, code, or other evidence of membership or affiliation with any gang.

Backpacks/Bags

Backpacks and bags of any kind such as grocery bags, makeup bags, and purses, are not allowed at Minidoka Jr. High. Parents/Guardians may speak with Mrs. Blood if their student requires a backpack for school district approved sports.

Behavior on School Buses (Policy 378.20P)

Students are expected to conduct themselves on school buses in a manner that is consistent with appropriate classroom behavior. Students not following bus rules may be subject to disciplinary action from the director of transportation, school administrators, and/or teachers.

Freedom of Speech and Expression (See Attached Policy 300.20)

Vulgar, profane, or abusive language will not be tolerated on campus or at any school activities.

Health & Safety

Distribution and Consumption of Medication (Policy 370.20)

If medication is required during school hours, parents must fill a medical release form. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours. All prescription medications dispensed at school shall be kept in a locked cabinet or drawer. Should your child need any non-prescription medication during school hours, parents must notify the school and provide these medications for their student as well as signing a medical permission slip for non-prescription medication. Students are not to carry any medication (prescription or over-the-counter) on their person.

Student Illness (Policy 380.10)

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child.

Emergency Drills

Fire – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

Evacuation– Evacuation to a designated area will be practiced with all students. Teachers will instruct students on proper procedures during evacuation drills.

Lockdown – May be implemented in situations involving intruders. All doors and windows will be locked. No one will be admitted until the clear signal is given by a law enforcement officer.

General and Miscellaneous Information

School Hours

School begins at 7:55 a.m. and dismisses at 3:30 p.m. **Students arriving before 7:30 will not be allowed entry to the building.** Students should be picked up no later than 3:45 p.m. Students will be placed on their assigned bus after school unless parent or guardian contact has been made with the school prior to noon. All students walking home are required to vacate school premises immediately after leaving the building. If an emergency arises and you need to make special arrangements, please call the school office.

School Business Office Hours

All school business should be conducted during the regular business hours of 8:00 a.m. and 4:00 p.m.

Electronic Devices

Students may bring cellphones to school, but they will be turned in to their mentor teacher each morning and returned at the end of the day. Students who conceal phones or electronics will receive graduated consequences such as parents picking up phones, to them not allowed at school for repeated offenses.

All other electronic devices are not permitted to be used inside the school or to remain on a student's person and must be turned in to the mentor teacher at the beginning of the day.

The district will provide each student a computer to be used at school. Students at MJH do not take their computers home unless there is an extenuating circumstance and they have paid the mandatory insurance fee. Students are responsible for replacements, loss, or damages.

Internet Policy for Students (Policy 360.00A)

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. Students are required to sign the “Appropriate Use Agreement”. All internet users are expected to always access the network for purposes appropriate to the educational environment. Users must refrain from any use that is inconsistent with the policies, purposes, or objectives of the Minidoka County School District. (District policy 360.00A)

Students not following policy 360.00A will lose computer access for an indeterminate amount of time.

Procedure

The following definitions and procedures shall be used for reporting, investigating, and resolving complaints of hazing, harassment, intimidation, bullying, and cyber bullying for both students and staff.

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:
 - a. 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.
 - b. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by the victim’s actual or perceived characteristic as outlined in 4.a. above;

- c. Demeaning jokes, taunting, slurs, and derogatory “nicknames,” innuendos, or other negative remarks relating to the victim’s actual or perceived characteristic as outlined in 4.a. above;
- d. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim’s actual or perceived characteristic as outlined in 4.a. above; and
- e. Criminal offenses directed at persons because of their actual or perceived characteristic as outlined in 4.a. above;
- f. Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

For more information regarding Sexual Harassment please refer to Policies 526.00 Sexual Harassment & Policy 376.00 Sexual Harassment.

- 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” is a digital form of bullying and 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.

8. "Gang activity" includes, but is not limited to, wearing, possessing, using, distributing, banging, displaying or selling any clothing, jewelry, emblem, badge, symbol sign, gesture, codes, or other things which evidence membership or affiliation in any gang, or participating in any reasonably recognized gang behaviors in school, on the bus, or at all school-sponsored functions. The school district has a legitimate educational objective of curtailing all gangs and gang-related behaviors and activities.

Prohibited Behavior

Students, staff, and third parties in any district schools are prohibited from engaging in the following behaviors:

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, sexual misconduct, taunting, use of profanity/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, and intentionally excluding another from groups, or 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. The prohibition extends not only to actions taking place on school grounds but also actions originating at a remote location and carried out via any technology, including, but not limited to, the use of a landline, car phone, or wireless telephone, or through the use of data or computer software that is accessed through a computer, computer system, or computer network.
6. Engaging in any hazing activity, on or off school premises. 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.
7. Discrimination on the basis of race, color, creed, national origin, religion, age, disability, or gender/sex.
8. Participation or promotion of any gangs or gang activity of any kind.

Reporting 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.

The following procedures are to be followed by all students and staff with regard to the reporting of any and all inappropriate behaviors outlined in this policy and its related procedures.

1. Any student, and/or parents of a student, who believe the student is being harassed, hazed, intimidated, coerced, bullied, or discriminated against should immediately report the situation to school personnel.
2. Any district employee who receives a report of harassment or any other prohibited behavior from a student, becomes aware that a student is being subjected to harassment, or in good faith believes that a student is being subjected to harassment, is required to report the matter to the building principal immediately. In the event the complaint involves the principal, the matter must be immediately reported to the superintendent.
3. Any district employee who witnesses harassment or any other prohibited behavior of a student should take immediate, appropriate action to intervene to stop the harassment.
4. Any student who becomes aware that a fellow student is being subjected to harassment or any other prohibited behavior should immediately report the incident to a counselor, teacher, or the principal.
5. A report of, or grievance concerning any type of harassment, including disability-based discrimination and harassment, may be filed at each building or with the superintendent at the District Service Center located at 310 10th St. Rupert, Idaho. The attached Bullying/Harassment Complaint Form 372.00F may be used to submit a written complaint but is not required.
6. Upon receipt of a written report or complaint the building principal shall make a record of the report, share a copy of the report with the superintendent, and promptly begin an investigation.

Investigating Procedures

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing, or intimidation. At the discretion of the school principal and/or superintendent, the alleged perpetrator(s) may be suspended pending the outcome of the investigation.

When a report of harassment or any other prohibited behavior is received by the principal or the superintendent, immediate steps will be taken to do the following:

1. Obtain a written statement from the complainant regarding the allegations;
2. Obtain a written statement from the accused;

If, after the initial statements are reviewed, the principal reasonably believes that an incident of prohibited behavior has occurred (according to the definitions and guidelines above), the principal will:

1. Obtain written statements from witnesses, if any; and
2. Prepare a written report detailing the investigation, including statements of witnesses and any other evidence presented.

An investigator may be appointed to conduct the investigation or the principal or superintendent may conduct the investigation. The investigation should be completed within ten (10) workdays.

Upon completion of the investigation the parties involved will be notified of the outcome of the investigation within five working days. If it is determined that discrimination, harassment of any other conduct prohibited in this policy has occurred the administrators in that building will take immediate action to address the behavior and to prevent similar behavior in the future.

A summary of the incident, investigation and resulting actions taken shall be recorded on the Building Harassment, Bullying, and Discrimination Log for that building and shared with the Superintendent regularly.

Disciplinary Action

If the allegation of prohibited conduct involves a teacher or other school employee, the principal will submit the report of the investigation to the superintendent. If there is sufficient evidence to support the allegation, disciplinary action, up to and including dismissal, may be taken against the offender. Staff may be reported to Teacher Standards and Practices Commission and may be referred to law enforcement.

If the allegation of prohibited conduct is against a student and there is sufficient evidence to support the allegation, disciplinary action, up to and including suspension or expulsion, may be taken against the offender. The student(s) may be referred to law enforcement.

If there is insufficient evidence to support the allegation, no record will be made of the allegation in the complaining student's permanent record. No record of the allegation will be placed in the accused employee's personnel record or in an accused student's permanent record if insufficient evidence supports the allegation.

In the event the investigation discloses that the complaining student or staff member has falsely accused another individual of harassment knowingly or in a malicious manner, the complaining student or staff member may be subject to disciplinary action, up to and including expulsion or dismissal.

In the event the prohibited behavior involves violent or other conduct which could be reasonably considered to be criminal in nature, the principal/superintendent will refer the matter to the local law enforcement agency.

If the victim of the alleged violation of this policy is not satisfied with the outcome of the investigation, they can file a complaint with the Superintendent as outlined in Policy Complaint Procedure.

Retaliation/False Charges

Retaliation against any person, who reports, 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. 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 offenders. Those persons 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. Any investigation will be conducted, to the maximum extent possible, in a manner that protects the privacy of both the complainant and the accused. However, if it is suspected that child abuse has occurred, such abuse will be reported to the proper authorities as required by state law.

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

The district will keep and maintain a written record, including, but not limited to, witness statements, investigative reports, and 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 in the district's administrative offices and will not, at any time, be purged by district personnel.

The school or district administrator will refer allegations of bullying to law enforcement if he/she reasonably believes that the student, staff, or third party has engaged in conduct, including harassment, intimidation, and/or bullying, in violation of Idaho Code Section 18-917A. In the event that any of the above prohibited behaviors involve violent or other conduct which could be reasonably considered to be criminal or serious in nature, the principal/superintendent will refer the matter to the local law enforcement agency.

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 Board of Trustees of Minidoka County Joint School District No. 331 seeks to provide an educational environment that respects the dignity and value of the individual student and District employee. 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.

Language that is foul, profane, vulgar, lewd, obscene, threatening, disruptive, harassing, coercive, intimidating, discriminatory, or offensive in nature or content by students or employees is prohibited on school premises, at school activities or events without regard to location or on school sponsored transportation.

Use of such language may result in progressive discipline of the student or employee by the principal or supervisor. Depending upon the severity of the incident, the principal or supervisor may refer the incident directly to the Board of Trustees and/or law enforcement for further action.



LEGAL REFERENCE: Idaho Code Sections: 18-917;18-917A;33-512;

**3-205 LaVine v. Blaine School
Dist., 257 F.3d 981 (9th Cir.
2001)**

**Tinker v. Des Moines
Independent School District,
393
U.S. 503 (1969)**

ADOPTED: May 16, 2011

AMENDED/REVISED:

REVIEWED: June 20, 2022

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 work place 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". Each student is expected to reach his/her maximum potential in this endeavor. Therefore, students must develop the attitudes and work habits to assist them while attending school, as well as in the work place. To foster this philosophy, all MCSD students are expected to maintain 90% or greater attendance each semester or quarter.

Each school will develop appropriate procedures to implement this policy, as well as to promote attendance for academic excellence.

DEFINITIONS

Excused Absences

Absences that will **not** be included in the calculation for the 90% attendance requirement. Students shall be counted as absent on a period-by-period basis unless they are excused as listed below. They will include the following:

- funerals
- an absence verified by a doctor's note upon return to school
- court/counseling verified by a note from the court/counselor upon return to school
- incarceration (i.e. Juvenile Detention Center)
- in-school suspension
- school activities

Unexcused Absences

Absences that **will be** included in the calculation for the 90% attendance requirement. Students shall be counted as absent on a period-by-period basis unless they are excused as listed above. They will include the following:

- illness/sickness **without** a doctor's note
- doctor, court or counseling absences with a note received more than 5 school days after returning to school
- vacations
- out-of-school suspensions
- unrelated school activities
- snow/flood/weather conditions approved by the District

All notes verifying absences for doctor, court, and counseling appointments must be emailed or faxed from the doctor's office or delivered to the school by a parent within 5 school days of returning to school in order to be accepted as an excused absence as defined above.

Parent Confirmed Absences

Parent confirmed absences are those absences that the parents are aware of and have approved. However, unless an absence meets one or more of the excused absence criteria listed above, the

absence will be included in the calculation for the 90% attendance requirement. Parents should contact the school prior to a non-illness absence to determine whether the proposed absence will be excused. A student's current grades and progress in classes may affect a principal's decision in approving or disapproving absences other than those for illness or emergencies.

Tardiness

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 being dismissed early from a class may also be considered tardy.

A student who misses more than 20% of an individual class period will be considered absent for that period unless it is for an excused absence as outlined above.

Extended Illnesses

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the places of confinement whenever practicable. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Chronic Health Conditions

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.

Exemption for Cause (IC 33-204)

When a licensed physician or psychiatrist shall state in writing to the board of trustees of a school district that physical, mental or emotional condition of a child does not permit attendance at school, and a petition is filed with the board by the parent or guardian of the child requesting such child to be exempt from the provisions of IC 33-202, the board of trustees may at its discretion grant the requested exemption during the existence of such condition. The board may, from time to time as it may determine, require additional examination of the child and report thereon.

Credit Denial and Appeals

For the purposes of this policy, whenever a student is not attending a class at least 90% of the time school is in session (7 absences per semester or 4 days per quarter), 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 Board of Trustees based on absences due to extenuating circumstances as defined in policy 266.00 Secondary Grading Alternatives, extended illnesses, or chronic health conditions, **provided** that the student has completed the class with a 60% or higher, has evidence

of an extenuating circumstance that was beyond the student’s control, or a documented chronic health condition or extended illness. Due to credit recovery options available to all students at the secondary schools no other appeals will be considered.

Credit Recovery

Students who have more than 7 parent-confirmed or unexcused absences during the semester at Minico or more than 4 parent-confirmed or unexcused absences per quarter at Mt. Harrison will need to explore credit recovery options at the school or lose credit for that class. 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: loss of credits results in being off-track for graduation. Counselors will notify students who are off-track to graduate.

Truancy

Students who repeatedly violate the attendance regulations established by the Board will be considered "habitually truant" and a truancy petition will be filed with the Juvenile Court as per Idaho Code 33-206 by the building administrator or their designee. Attendance calculated as described above that falls below the 90% attendance requirement in any given reporting period will 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.



LEGAL REFERENCE: Idaho Code 33-202; 33-204; 33-205; 33-207
Idaho Constitution Article IX 9

ADOPTED: January 16, 1996
AMENDED/REVISED: September 18, 2006; September 21, 2009;
September 20, 2010; January 17, 2011; May 16, 2011; September 17, 2012;
February 17, 2014; September 19, 2016; July 20, 2020; June 20, 2022

MINIDOKA COUNTY SCHOOL DISTRICT #331 2023-2024 CALENDAR

August

7 Registration at East Minico (Acequia, Rupert, East, MHJH)
 7 Registration: Minico/MHHS New Students
 8 Registration at West Minico (Heyburn, Paul, West)
 8-9 Registration Minico/MHHS
 17 Orientation 6th & 9th
 21 First Day of School

AUGUST						
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
 2 2nd Sem/3rd Qtr Begins

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			

September

4 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

February

19 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	29		

October

12 PTC 4:30 - 8:30 p.m.
 13 PTC 8 a.m.-12:00 p.m. (half Day)
 19 Mt. Harrison PTC 4:30-6:30 p.m.
 23 Mt. Harrison 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				

March

14 PTC 4:30 - 8:30 p.m.
 14 Mt. Harrison PTC 4:30-6:30 p.m.
 15 PTC 8 a.m.-12:00 p.m. (half Day)
 18 Mt. Harrison 4th Quarter Starts
 25-29 Spring Break, No School

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						

November

22-24 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		

April

26 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				

December

14 Mt. Harrison PTC 4:30-6:30 p.m.
 20 Early Dismissal
 21-29 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						

May

16 Last Day for Preschool
 21 Mt. Harrison Graduation
 23 Minico Graduation
 23 Last Day of School, Early Dismissal
 24 Teacher Work Day
 27 Memorial Day

MAY						
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

LEGEND:	
	Highlighted Dates Indicate "No School"
	Indicates Early Release, 1:00 Dismissal
NO Preschool or Kindergarten on early dismissal days	

Changes may occur, pending Legislative actions
 Excessive emergency closures may necessitate a change in the Spring Break

Manual para padres y estudiantes 2023-2024



Welcome TO PAUL ELEMENTARY

Directora: Ellen Austin
Subdirector - Josh Greenwalt
201 1st Street W Paul, Idaho 83347
(208) 438-2211

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

Manual para padres y estudiantes

BIENVENIDOS A LA ESCUELA PRIMARIA PAUL;

Hogar de los Panthers!

(208) 438-2211

Horas de oficina de la escuela 7:30 am - 4:00 pm

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

INFORMACIÓN GENERAL

Lanzamiento	2:45 pm
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Llegar	Autobuses	7:20 am
	Primera campana	7:45 am
	Segunda campana	7:50 am
	Anuncios	8:00 am

ESCUELA de TÍTULO UNO

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

PROCEDIMIENTOS ESCOLARES

SEGURIDAD Y SEGURIDAD ESCOLAR

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

ASISTENCIA

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

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

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

SOLICITUD DE SALIDA TEMPRANA

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

LLEGADAS TARDE

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

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

DIRECCIONES PARA DEJAR / RECOGER EN AUTOMÓVIL

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

TRANSPORTE

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

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

CAMBIO DE DIRECCIÓN / NÚMEROS DE TELÉFONO

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

INTERRUPCIONES EN EL SALÓN DE CLASES

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

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

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

TARIFA

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

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

EXPECTATIVAS DE CIUDADANÍA

AMBIENTE DE APRENDIZAJE

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

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

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

POLÍTICA DE TECNOLOGÍA E INTERNET

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

IPADS

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

CELULARES PERSONALES

Si un estudiante necesita tener un teléfono celular, debe guardarlo en su mochila. Si el estudiante está usando el teléfono celular durante la escuela o el tiempo de recreo, se aplicarán las siguientes consecuencias:

1^{ra} ofensa - advertencia

2^{da} ofensa- citación y llamada telefónica a los padres

3^{ra} ofensa - citación y teléfono será enviado a la oficina para los padres recoger.

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

ARTÍCULOS PERSONALES Y DINERO

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

REGLAS Y CONSECUENCIAS DEL PATIO DE JUEGOS

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

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

6

CÓDIGO DE VESTIMENTA

Se requerirá que los estudiantes muestren la debida atención a la limpieza personal, pulcritud y estándares conservadores y apropiados de vestimenta y apariencia. La vestimenta y la conducta de los estudiantes no deben interrumpir o distraer la instrucción en la escuela. No se permite el maquillaje en la escuela. La vestimenta de los estudiantes que el personal de la escuela considere inapropiada será corregida **de acuerdo con la política del distrito**. Los pantalones / pantalones se deben usar en la cintura. No se requieren cinturones, pero si se usan, deben estar en las presillas y no deben colgarse. Se prohíben los pantalones que no se puedan sujetar sin cinturón. Los

overoles / overoles tipo babero se deben usar de una manera apropiada, segura y abrochada. No se usará ropa extremadamente ajustada. La ropa debe ocultar la ropa interior en todo momento. La ropa que sea excesivamente reveladora o que desvíe de alguna manera la misión educativa del programa de instrucción de la escuela, es inaceptable. Las faldas y pantalones cortos deben llegar hasta la punta de los dedos o hasta la mitad del muslo (determinado por el director de la escuela) y las mallas o jeans ajustados solo se pueden usar debajo de las prendas que cumplen con este criterio de longitud. Los agujeros en los jeans también deben estar por debajo de la longitud anterior o tener otras prendas debajo de los agujeros.

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

ACOSO

El acoso crea un desequilibrio de poder que crea miedo e intimidación.

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

ARMAS

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

SALUD Y SEGURIDAD

LEY DE VACUNAS ESCOLARES

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

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

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

REGLAS GENERALES PARA TODAS LAS ENFERMEDADES

Por favor observe a su hijo con atención todos los días antes de enviarlo a la escuela. No envíe a su hijo si hay signos de enfermedad o infección. Por ejemplo, una temperatura elevada por encima de los 100 grados, un resfriado con síntomas que incluyen los siguientes: dolor de garganta, dolor de oído, tos persistente, ojos rojos, náuseas y **nunca** si el niño vomitó durante la noche o al levantarse. **Los estudiantes deben estar libres de fiebre y vómitos durante 24 horas antes de regresar a la escuela.**

ENFERMEDADES CONTAGIOSAS

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

PIOJOS

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

MEDICAMENTOS ESCOLARES

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

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

SALA DE SALUD

Hay un salón disponible en la oficina para los estudiantes que están enfermos o lesionados durante el día escolar. Los estudiantes deben reportarse a su maestro de salón y recibir permiso para venir a la Sala de Salud. Si es necesario, se contactará a los padres para que lleven a los niños a casa que estén demasiado enfermos para regresar al salón de clases. Los estudiantes deben ser enviados a casa que tengan afecciones no tratadas, como conjuntivitis o tiña. **Es muy importante que los padres se aseguren de que la oficina de la escuela tenga archivada la información de emergencia correcta.**

SIMULACROS DE INCENDIO Y SEGURIDAD

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

CIERRES ESCOLARES DE EMERGENCIA

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

INFORMACIÓN ESCOLAR

PLAN DE ESTUDIOS

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

EVALUACIONES REQUERIDAS POR EL ESTADO DE IDAHO

Kinder a 3er grado - Indicador de lectura de Idaho (IRI) en lectura

Grados 3 a 5 - Desempeño y evaluaciones integrales en la Prueba de rendimiento del estado de Idaho (ISAT) en artes del lenguaje inglés y matemáticas

Grado 5 - Evaluación de ciencias de Idaho (Ciencias ISAT)

Kinder a quinto grado - Solo estudiantes con dominio limitado del inglés: Evaluación de la comprensión y comunicación en la prueba de inglés (ACCESS)

RECREO

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

TAREAS

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

ORGANIZACIÓN DE PADRES Y MAESTROS

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

VOLUNTARIOS

Agradecemos a todos los padres y miembros de la familia que se ofrecen como voluntarios para ayudar a los maestros del salón de clases. *Apoyamos firmemente el voluntariado en nuestra escuela y animamos a todos a que dediquen un tiempo a ayudar en el aula.*

Comuníquese con el maestro del salón de clases o con la oficina para completar los formularios necesarios para ser voluntario.

El PTO también organiza y ayuda con numerosas actividades durante el año que apoyan a nuestra escuela. **Comuníquese con los miembros de la junta de la PTO para ofrecer sus servicios.**

DESAYUNO Y ALMUERZO

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

*** No se permitirá ningún cargo durante las últimas tres semanas de clases. Los cargos que no se recauden se transferirán al próximo año escolar.**

FIESTAS DE CUMPLEAÑOS

El último viernes de cada mes, los salones de clases celebran todos los cumpleaños de los estudiantes de ese mes. (Espere hasta este día para celebrar los cumpleaños de su hijo). Si desea ayudar a proporcionar golosinas, comuníquese con el maestro de su hijo. Solo un recordatorio, **todos los alimentos deben involucrarse individualmente y prepararse comercialmente.**

*** Por favor no envíe globos a la escuela. No se les permite subir al autobús.**

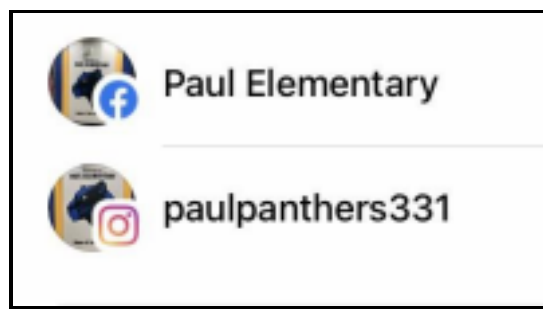
PERDIDOS Y ENCONTRADOS

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

DÍAS DE TIEMPO FRÍO O NIEVE

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

¡Síguenos en Facebook e Instagram!



Plan de comunicación de Minidoka para padres

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

ANTES DE UN INCIDENTE

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

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

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

DURANTE UN INCIDENTE

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

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

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

CONTROL DE RUMOR

El distrito escolar y/o el director:

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

DESPUÉS DE UN INCIDENTE

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

El Distrito Escolar:

- ✓ Programará una reunión abierta de preguntas y respuestas para los padres y tutores lo antes posible.
- ✓ Llevar a cabo reuniones públicas según sea necesario para brindarle a la comunidad la oportunidad de hacer preguntas y recibir información precisa.
- ✓ Proporcionar información sobre las posibles reacciones de sus hijos y formas de hablar con ellos.
- ✓ Proporcionar un número de teléfono, dirección de sitio web o línea directa registrada donde las familias puedan recibir información actualizada sobre incidentes; informar a las familias y a los estudiantes cuándo y dónde se reanudarán las clases.
- ✓ Establecer un acuerdo con organizaciones de salud mental para brindar asesoramiento a los estudiantes y sus familias después de un incidente.
- ✓ Educar a los estudiantes y padres sobre los servicios de consejería de crisis disponibles.
- ✓ Desarrolle métodos de enseñanza alternativos para los estudiantes que no puedan regresar inmediatamente a clases
- ✓ Cree un plan para impartir clases cuando las instalaciones estén dañadas.
- ✓ Obtenga información de las partes interesadas sobre las medidas de prevención y mitigación que se pueden incorporar en los planes de recuperación a corto y largo plazo.

Reconocimiento del Manual para Padres y Estudiantes

(Todos los estudiantes y padres o tutores legales deben devolver este formulario de reconocimiento dentro de los 15 días posteriores a la inscripción en la escuela).

Reconocimiento familiar

Mi firma reconoce que he recibido una copia del Manual para padres y estudiantes de Paul Elementary.

Entiendo que mi hijo y yo somos responsables de revisar el manual y familiarizarnos con las políticas y expectativas de la escuela establecidas en el manual. Entiendo que mi hijo será responsable de su comportamiento y puede estar sujeto a medidas disciplinarias u otras ramificaciones si viola cualquier política o acuerdo establecido en el manual.

Fecha _____
Firma del padre (o tutor legal)

Student/Parent Handbook 2023-2024



Welcome TO PAUL ELEMENTARY

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

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

Student/Parent Handbook

WELCOME TO PAUL ELEMENTARY SCHOOL Home of the Panthers!

(208) 438-2211

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

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

GENERAL INFORMATION

Arrive	Buses	7:20 am	Release	2:45 pm
	First bell	7:45 am		
	Second bell	7:50 am		
	Announcements	8:00 am		

TITLE ONE SCHOOL

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

SCHOOL PROCEDURES

SCHOOL SAFETY & SECURITY

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

educational program. Any person needing special accommodations to participate in school activities are welcome to contact Paul School one (1) day prior to the activity at 438-2211.

ATTENDANCE

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

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

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

REQUEST FOR EARLY DISMISSAL

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

TARDY

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

AUTOMOBILE DROP OFF / PICK UP DIRECTIONS

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

TRANSPORTATION

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

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

CHANGE OF ADDRESS/TELEPHONE NUMBERS

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

CLASSROOM INTERRUPTIONS

When a student forgets lunch, homework, musical instruments, etc. and parents bring these items to school, it can create a disruption to the educational process. On the occasion a forgotten item needs to be brought to school, the following procedures have been developed to avoid unnecessary classroom disruptions. All contact with students and teachers must be made through the main office, and those items should be left at the office for the child to pick up.

Only emergency telephone messages will be delivered. If you must change a student's after school arrangement, please send a written notice signed by the parent or guardian to the school office. If the school does not receive this notice, the child will follow the regular routine.

FEES

An optional \$13.00 activity fee is charged at registration for each student. This fee provides for various student activities and field trips that occur during the school year and individual earbuds for iPads.

Activities include numerous assemblies, recognition awards and field trips. Third grade students are invited to pay \$4.00 (optional) to purchase a recorder for music.

Supply lists are available from the office. Kindergarten has an optional fee for supplies.

CITIZENSHIP EXPECTATIONS

LEARNING ENVIRONMENT

In order to provide a safe learning environment, the staff of Paul Elementary School believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of this policy is to ensure the rights of each student to attend a school with a safe and positive learning environment while also helping students to see that there are consequences for inappropriate behavior. Our goal is to help students learn to become responsible citizens.

Teachers are responsible for maintaining classroom discipline. Every attempt is made to resolve problems with students with positive interactions and recommendations for improvement. Classroom refocus papers are used to help student's correct inappropriate behavior. Citations are issued when serious discipline problems arise. Citations are issued to inform the student and the parent that this behavior will not be tolerated. When a citation is issued, the student will bring home a copy for the parent to sign and return it to the classroom teacher. Citation forms are available at the school office for parent review if desired.

We encourage parents to maintain regular contact with teachers about concerns so we can work as a team to help their children.

TECHNOLOGY AND INTERNET POLICY

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

IPADS

Students in K-5 will be using iPads during the school day. The purpose is to provide current tools and resources to the 21st century learner. To maximize the students' full potential, prepare them for post-secondary education and the workplace. iPad use by students is subject to the district Acceptable

Use policy. This policy can be found on the district website under Board Policies 360.00 Electronic Services for Students.

PERSONAL CELL PHONES

If a student needs to have a cell phone it needs to be kept in his or her backpack. If the student is using the cell phone during school or recess time, the following consequences will apply:

1st offense – warning

2nd offense – citation and phone call to parents

3rd offense – citation and phone will be sent to the office for parents to pick up.

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

PERSONAL ITEMS AND MONEY

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

PLAYGROUND RULES AND CONSEQUENCES

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

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

DRESS CODE

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

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

BULLYING

Bullying creates an imbalance of power which creates fear and intimidation.

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

WEAPONS

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

HEALTH & SAFETY

SCHOOL IMMUNIZATION LAW

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

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

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

GENERAL RULES FOR ALL ILLNESS

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

COMMUNICABLE DISEASES

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

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

LICE

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

SCHOOL MEDICATIONS

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

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

HEALTH ROOM

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

FIRE AND SAFETY DRILLS

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

EMERGENCY SCHOOL CLOSURES

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

SCHOOLWIDE INFORMATION

CURRICULUM

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

ASSESSMENTS REQUIRED BY THE STATE OF IDAHO

Kindergarten through grade 3 - Idaho Reading Indicator (IRI) in Reading

Grades 3 through 5 - Performance and Comprehensive assessments in Idaho State Achievement Test (ISAT) in English Language Arts and Math

Grade 5 - Idaho Science Assessment (ISAT Science)

Kindergarten through grade 5 - Limited English Proficient students only: Assessing Comprehension and Communication in English test (ACCESS)

RECESS

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

HOMEWORK

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

PARENT TEACHER ORGANIZATION

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

VOLUNTEERS

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

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

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

BREAKFAST AND LUNCH

Currently, we do not charge breakfast and lunch due to special funding. When the normal budget returns and students are required to pay for meals, students at the elementary schools will be allowed five charges. An alternative meal such as peanut butter sandwich will be provided for two additional days. The Food Service staff will send home notices of low and negative balances as well as trying to call parents. Free and Reduced Applications will be sent home in an envelope with the child.

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

BIRTHDAY PARTIES

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

LOST AND FOUND

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

COLD WEATHER OR SNOW DAYS

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

Minidoka Communication Plan for Parents

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

BEFORE AN INCIDENT

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

Before an incident occurs, Minidoka County School District will:

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

DURING AN INCIDENT

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

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

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

RUMOR CONTROL

The School District and/or principal will:

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

AFTER AN INCIDENT

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

The School District will:

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

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

Acknowledgement of Student/Parent Handbook

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

Family Acknowledgement

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

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

Date _____

Parent Signature (or legal guardian)

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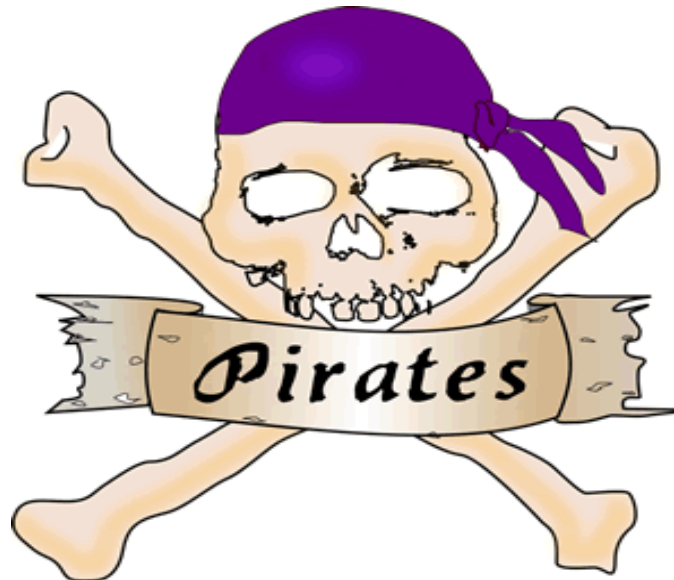


Paul Elementary



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East Minico Middle School Student Handbook



2023-24

Welcome to East Minico Middle School! We are excited for the upcoming year! Our goal is to assist you in becoming confident learners and productive members of our community, both now and in the future. We have high expectations of our students, and will assist you in creating a positive experience this year! This handbook explains some of our common rules and procedures. If you have any questions or concerns, please let us know. Welcome aboard!

BUILDING HOURS

The school entrances will be opened at approximately 7:00 a.m. and locked at 4:00 p.m. Students participating in after-school activities should have rides arranged in advance and should not loiter in the building. Hallway hours are: 7:40am - 4:00pm. Students not participating in school activities need to be off school grounds by 4:00. Hallways are closed during lunches.

ATTENDANCE

When a student is absent for any reason, a parent or guardian must call the school for each day of absence. A student will be required to check in at the office before going to class if he/she enters school late in the morning or later throughout the day due to illness, appointments, etc... Parents or guardians are required to check their child out of school throughout the school day by signing a sheet in the office. Only legal guardians of students will be allowed to check them out of school. Students may receive no credit (FA - Failure to attend) if they miss more than 7 days of school in a semester. Students have the opportunity to "make up" any time they miss over the 7-day limit. They will be required to spend make-up time (1/2 hour for each class missed over 7) during scheduled Friday school opportunities. Students must attend 80% of a given class period in order to be considered "present" in that class, otherwise it will be considered an absence. This includes advisory.

*Students will receive a tardy if late, unless protected by "excused absence" provision below.

The following attendance requirements are district-wide (Policy #320.00):

Definitions: Excused absences/tardies will include:

- funerals
- absence with a doctor's note
- court/counseling with note
- school activities
- snow/flood/weather conditions
- voluntary staff excused and sporting events

Students shall be counted as absent on a period by period basis unless they are excused as listed above.

These absences will **NOT** count against the State's 90% attendance requirement.

Parent Confirmed absences are those absences that the parents are aware of and approve. However, unless an absence meets the State's criteria for being Excused (as listed above) the absence will still count toward the State's 90% attendance rule (7 per semester).

Parents should contact the school prior to a non-illness absence to determine whether the proposed absence will be excused. A student's current grades and progress in classes may affect a principal's decision in approving or disapproving absences other than for illness or emergencies.

Unexcused absences (or Parent Confirmed) may include:

- illness/sickness without a doctor's note
- vacations
- court/counseling without a note
- unrelated school activities

Truancy – Attendance

Students who repeatedly violate the attendance regulations established by the Board will be considered "habitually truant" and a truancy petition will be filed with the Juvenile Court as per Idaho Code 33-206 by the building administrator or their designee. Unexcused or Parent Confirmed absences or attendance below the State's 90% attendance mark per reporting period will constitute grounds for a habitual truancy petition. The school may also deny promotion to the next grade level due to poor attendance.

Students who are repeatedly being dismissed early from school may also be considered truant, and the time missed may need to be made up.

CREDIT REQUIREMENTS

MCSD middle schools require students to attain a minimum of eighty percent (80%) of the total available credits (11/14 overall credits for the year). To be considered for promotion to the next grade, students must earn 2 credits of math, 2 credits of ELA, and at least 1 credit in science and 1 credit in social studies during a school year. In order to obtain credit, students must achieve a 60% (D- or better) in each class.

GRADING

The following grading scale will be used:

97-100%	A+	73-76	C
93-96	A	70-72	C-
90-92	A-	67-69	D+
87-89	B+	63-66	D
83-86	B	60-62	D-
80-82	B-		

TARDIES

Student tardiness is disruptive to the educational process. Students who arrive after the start of class will be considered tardy (District policy # 320.00). Consequences for excessive tardiness per semester, per class, are as follows:

4th, 5th, 6th Tardies:	30-minute detention for each offense
7 Tardies:	60-minute detention
8+ Tardies:	1 day of in-school suspension (ISS) and parent meeting with administration

TRUANCY

Truancies occur when:

- Students leave school without permission after reporting to school
- Students are absent from school without the knowledge or permission of their parents, guardians, or school personnel
- There is an absence from any class that is not authorized
- Students are found in an area they neglected to get permission to be in

Students who are truant will be subject to the following disciplinary action:

1st Offense: One day of ISS

2nd Offense: Two days of ISS

3rd Offense: Further consequences as determined by administration. Students may be considered habitually truant and referred to the court system.

BEHAVIOR ON SCHOOL BUSES

Students are expected to conduct themselves on school buses in a manner that is consistent with appropriate classroom behavior. Students not following bus rules will be subject to disciplinary action from the director of transportation, school administrators, or both (See District Policy # 378.20)

BACKPACKS

Backpacks that are brought to the classroom must be kept out of walking areas. Students are welcome to leave backpacks in their lockers as well. This is subject to change, as determined by the school administrative team.

CHEATING

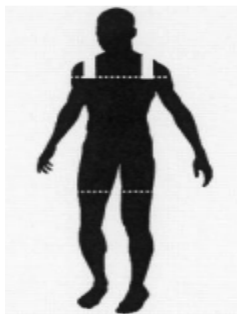
Students are expected to do their own work. Students who are caught cheating in their classes will receive a zero on that assignment/test as well as be given a 60-minute detention. Any student allowing another student to cheat will receive the same consequence. If the problem persists, the student will be referred to the building administrator.

STUDENT DISCIPLINE

Detentions will be served with an assigned teacher after school on Tuesdays and Wednesdays until 4:45pm. If a student skips a detention, the time of the detention will be doubled. Teachers and other staff members are allowed to write detention slips. Parents will be contacted when a citation is issued, and will be contacted by the employee who issued the citation. Following the 3rd detention in any given class, a meeting must be held with the student, parent, teacher, and administrator. Multiple detentions could result in further disciplinary action, including suspension or expulsion. Administration has the right to determine the consequences for any disciplinary situation. East Minico policies and procedures are governed by those established by the school board and district.

DRESS CODE (School District Policy # 344.00)

The Minidoka County School District's student dress code supports equitable educational access for all students. The School Board and administration acknowledges students as individuals and students' dress should respect the District's intent and responsibility to ensure the health, safety and mental well-being of all students. The Board and administration expect that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. The responsibility for the dress and grooming of a student rests primarily with the student and his/her parents/guardians in consultation with building administrators. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, are obscene, lewd, indecent or offensive are prohibited. A student's attire or grooming should not be grounds for exclusion from his/her participation in school classes or in school-related activities. If, however, the attire or grooming of a student poses a threat to the health and safety of any other person, the appropriate solution as stated in this handbook will be followed. Administrators shall use reasonableness and have discretion to determine the appropriateness of attire. Special exceptions may be made for students with a documented health condition or disability. Below is a graphic which may be used to help determine the appropriateness of attire.



CONSEQUENCES: Students who are in violation of dress code will be sent to the office where they will be given the choice to call home and have someone bring them appropriate clothing, or wear school-issued clothing for the day. They will remain in the office until they are dressed appropriately.

FINAL CONSIDERATIONS: This policy will be in effect during all school hours and at all school sponsored activities and events. Coaches and teachers, with the approval of the individual school site administration, may impose dress requirements to accommodate the special needs of participants in certain sports, classes, and activities. The administration of the individual school site or district department has the authority to set the mode of attire for "special occasion" days and activities. The

administration of the individual school site or district department shall have the discretion to determine if students' attire, hair, and/or grooming is acceptable and within appropriate standards.

EXTRACURRICULAR ACTIVITIES

Students must attend at least 3 classes of the school day to participate in any extracurricular activity. To participate in athletic activities, students must purchase an activity card, maintain a minimum grade point average (GPA) of 2.0, not be failing more than 2 classes, have a current physical or interim questionnaire on file, and have insurance coverage (either school or family).

The following activities are offered to students at East Minico:

- | | |
|--------------------------------|-------------------------------|
| -7th and 8th football | -Soccer |
| -7th and 8th volleyball | -Cross Country |
| -7th and 8th girls' basketball | -7th and 8th boys' basketball |
| -7th and 8th Cheer | -7th and 8th Dance |
| -Track | -Builder's Club |
| -Ski Club | -STEM Club |
| -Student Council | -Renaissance |
| -Publications | -Hope Squad |
| -E-Sports | |

PIRATE POWER HOUR

Our school has developed Pirate Power Hour to reinforce and reward positive academic behavior, and to offer extra support and assistance for students experiencing difficulty in the classroom. Each week, teachers will review the grades of students in their advisory classes. Students with a D or F, missing assignments, or other academic needs, will be assigned to attend a class to help improve their performance in that class. If students keep good grades and submit their assignments in a timely manner, they will be able to choose where they would like to go during Pirate Power Hour. The gym, outside, library, computer labs, commons area, and other classrooms may be open to students during this time. Pirate Power Hour will be held on Thursdays during Advisory. Students are expected to remain in school until the end of the day.

FEES

Fees will be charged for special projects made in the elective classes based on the student's choice of project and supplies needed.

FIRE AND SAFETY DRILLS

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

SUPERVISION OF STUDENTS

No students shall be in the gym or any other location on school grounds unless there is a supervisor in that particular area. Students will be informed of designated areas during lunch (both inside and outside of the school building).

HALLWAY/COMMONS ETIQUETTE

The hallways and commons area should be a safe place for students to navigate to and from the classroom environment at all times. Any behavior interfering or disrupting that process is subject to disciplinary action. Discipline will be determined by administration and staff. This includes loitering, roughhousing of any kind, putting your hands on another individual, as well as any related behavior.

BULLYING/HARASSMENT/INTIMIDATION/AGGRESSIVE BEHAVIOR/FIGHTING

Bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, physical altercations, hazing and/or intimidation of students and/or employees are prohibited and **WILL NOT BE TOLERATED.**

As defined by www.stopbullying.gov, bullying is aggressive in nature and includes an imbalance of power (such as physical strength, access to embarrassing information or popularity), and is or has the potential to be repeated.

Cyber-bullying is a digital form of bullying that utilizes any electronic communication device to convey a message in any format (audio, video, text, graphics, photographs, or a combination of these) that intimidates, harasses, or is otherwise intended to harm another individual.

Coercion is using force or control to get another person to do something against their will that involves negative outcomes, behaviors, or emotions. Hazing is any act that is intended to cause humiliation, embarrassment, intimidate, demean, or endanger the mental or physical health of a person as a condition of membership to any district-sponsored group or organization.

Gang activity includes wearing, possessing, using, distributing, banging, displaying or selling any clothing, jewelry, emblem, badge, symbol sign, gesture, codes, or other things that suggest gang membership.

Fighting is defined as when two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Consequences for fighting will include automatic suspension and involvement of law enforcement. First offenders will be given a restorative option

Behaviors that are prohibited under *District Policy No. 502* include, but are not limited to:

- physical abuse
- verbal abuse
- psychological abuse
- intentional gestures or any intentional written, verbal or physical acts or threats against another that causes harm, damage to property, fear of harm or fear of damage to property
- inappropriate touching (petting)

- implied sexual favors
- suggested sexual activity
- verbal harassment, or
- abuse that is gender oriented

All instances are taken seriously and resolved at the discretion of the building administration. Anyone who believes he or she has been a victim of bullying, coercion, cyber-bullying, discrimination, gang activity, harassment, hazing and/or intimidation should report the alleged acts immediately to a teacher, counselor, supervisor, or principal. Refer to school district policy #372.00 for further information.

LOCKERS

Lockers and desks are school property and remain under the control of the school at all times; however, students are expected to assume full responsibility for the security of their lockers and desks. Damage to lockers beyond normal wear and tear may result in restitution and/or suspension. Lockers will be inspected at least monthly throughout the school year. Locker Do's and Don'ts:

- Use only your assigned locker
- Keep your locker combination confidential
- Keep your locker locked
- Keep your locker neat and clean
- Do not keep drinking mugs, opened bottles, or perishable foods in your locker

VISITORS

All visitors are required to sign in at the school office and obtain a visitor pass, without exception. Students from other schools may not visit during regular school hours.

STUDENT USE OF ELECTRONIC DEVICES:

The use of any electronic device, such as cell phones, tablets, USB drives, ear buds, air pods, or any other privately owned device that is used for audio, video or text communication in school will be governed by MCSD Policy 362.00. 9

Students need to know that:

- **Devices must be kept out of sight, turned off or silenced, and may not be used during instructional time without teacher approval.**
- The school will not take responsibility for damage to or the loss of any device.
- **The use of devices for communication and/or entertainment during instructional time is prohibited** in all District schools, without teacher approval. Any use of electronic devices which involves bullying, intimidation, threats, sexting or other like activity while at school is prohibited. If a student violates this policy, the devices will be confiscated and given to the principal. Only the student's parent or guardian may pick up the device with the student present. Prior to receiving the device, the student shall sign that he or she has read District Policy 360.00 and

understands the consequences for future violations. Further violations will be at the discretion of administration.

- **Students are not to take any pictures of other students or staff without permission of the person in the photograph. This includes all videos and photos including Snapchat.** Violations of this rule may include detention, confiscation of cell phone, and/or suspension. Repeated or extreme offenses may result in recommendation for expulsion. *except in official capacity as a yearbook or newsletter photographer.
- Consequences for electronic devices taken from a student include the following:
 - 1- may be returned at the end of the period at the discretion of the teacher and/ or administrator.
 - 2- may be returned at the end of the day at the discretion of the administrator.
 - 3- may be returned to a parent or guardian at the discretion of the administrator.
 - 4- may result in suspension.
- Students refusing to surrender an electronic device to administration will be sent home.

***Refer to School District Policy #362.00 for further information.**

STUDENT-ASSIGNED DEVICES

Each student will be assigned a device for the 2023-24 school year. It is a great opportunity to expand the learning opportunities available to students at East Minico. Students are responsible for the careful use and protection of assigned devices. The following expectations accompany the assignment of devices to each student at East Minico:

- **You are responsible for your own device.** Do not loan your device to another individual, and do not borrow a device from anyone else.
- Each device is considered school property, and can be searched and/or confiscated at any time. You are responsible for the content on your device. Only access internet sites and platforms that are educationally based and approved by East Minico teachers or administration. Avoid using the device for personal use and communication.
- Follow school protocol when reporting damage to the device or have concerns about maintenance of the device.
- It is expected that each student will bring their device to school every day. There will not be extra devices at the school for use if a device is left at home. Take your device with you to every class, unless otherwise instructed by a teacher(s).
- Report missing devices immediately to teacher/administration.
- Students are expected to take care of the device assigned to them. Be aware of where your device, case, and charger are at all times.
- Students may lose the privilege of having a device if they are in violation of school or district policy regarding internet use or violation of expectations regarding proper use of devices. All final decisions regarding device use will be made by the building administration team.

INTERNET USE - District Policy 360.00 (Electronic Services for Students)

General Internet access and interconnected computer systems are available to the district's students and faculty. Electronic networks, including access to the Internet, are a part of the district's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. In order for the district to be able to continue to make its computer network and Internet access available, all users, including students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students will be required to sign and abide by the Appropriate Use agreement (360.00F) on an annual basis.

PROFANITY

Language that is foul, profane, vulgar, lewd, obscene, threatening, disruptive, harassing, coercive, intimidating, discriminatory, or offensive in nature or content by students or employees is prohibited on school premises, at school activities or events without regard to location or on school sponsored transportation. Use of such language may result in progressive discipline of the student or employee by the principal or supervisor. Depending upon the severity of the incident, the principal or supervisor may refer the incident directly to the Board of Trustees and/or law enforcement for further action.

SCHEDULING POLICY

Students must have a VALID reason for a schedule change and consent from parent, teacher(s), school counselor, and administration. Not all requests will be granted.

SCHOOL CAFETERIA

The breakfast/lunch program is maintained as a vital part of the health program of the school. Students are expected to keep the commons area clean and to follow all cafeteria rules. No energy drinks or hot beverages of any kind are allowed at school or at any school activity. No food or drinks are to be consumed in the hallways or classrooms except when a special activity has been planned by the classroom teacher. Students are not allowed to go outside at lunch without accompaniment by faculty/staff to ensure proper supervision. No outside food or drink (deliveries) will be allowed without prior approval from office staff. Water bottles will be allowed in classrooms at teacher discretion.

SCHOOL PHONE

The school phone is available for student use. A student must have permission from the office staff prior to using the office phone.

STUDENT DISPLAYS OF AFFECTION

Any hand-holding, prolonged hugging, kissing, or other undue public display of affection in school, on school grounds, or when a student is in any school-sponsored activity is not appropriate. Students who fail to abide by these rules will be disciplined as follows:

1st Offense: Warning

2nd Offense: 60-minute detention

3rd Offense: 1 day of ISS

4th Offense: Further disciplinary action as determined by administration

INAPPROPRIATE ITEMS FOR SCHOOL

Skateboards, rollerblade skates, scooters, opened water bottles, opened sodas, energy drinks, Bluetooth speakers, etc. on school property are prohibited. Students who choose not to follow this rule may have the items confiscated by the principal. Items not previously approved by the teacher for use in the classroom may be confiscated and turned into the office. All confiscated items must be picked up by a parent or guardian, unless otherwise approved.

INTERNET POLICY FOR STUDENTS

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. All internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District. Consequences for violating this policy will be determined by the school administration team.

THEFT OR DESTRUCTION OF SCHOOL PROPERTY

Any student who steals or defaces the personal property of the school or another person while in school or at a school activity, shall make full restitution to the owner of the property. The student will receive up to 5 days' suspension and the incident may be referred to law enforcement. Any further violation will be grounds for expulsion from school.

ZERO TOLERANCE OFFENSES

When any of the offenses below occur, law enforcement may be contacted, in addition to disciplinary considerations following district policy.

- Possession, use or sale of illegal drugs on school grounds
- Possession of deadly weapons of all kinds
- An act involving the use or possession of a deadly weapon
- Possession of explosives, ammunition, or other flammable devices (including fireworks/firecrackers)
- An assault or battery of a sexual nature
- Battery on school employees
- Threats of violence toward teachers, other school employees, or students
- Threats of serious injury to students
- Any act that did, or could reasonably have resulted in serious bodily injury to another
- Damage or threats of serious damage to school/staff property
- Theft of school property/personal property

GANG ACTIVITY

All gangs and gang activities are prohibited on all school premises and at any school sponsored activity, regardless of location. This includes, but is not limited to: creating intimidation or fear; graffiti; or wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, gesture, code, or other evidence of membership or affiliation with any gang.

DRUGS, ALCOHOL, TOBACCO, AND VAPING

East Minico Middle School is a drug, alcohol, tobacco, and vapor free zone. Students attending school will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances or related paraphernalia on school premises. Students are in violation when:

- He or she is on school premises, demonstrating behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
- He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
- He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia on school premises;
- He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
- He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
- He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises

CONSEQUENCES FOR DRUGS, ALCOHOL, TOBACCO AND VAPING

Suspension/Expulsion: Suspension for the first offense of this policy will be for three to five **(3-5) days**, unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal. The principal will determine whether or not the suspension will be served in or out of school. A referral to the DDRC (District Discipline Review Committee) to consider denial of attendance may also be made at the discretion of the principal. If deemed appropriate by the superintendent or the DDRC, the superintendent may request that the school board expel a student who has violated this policy for a second or third offense.

- **Referral to Law Enforcement:** If the incident involves using or being under the influence of alcohol or controlled substance, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the building principal or designee.
- **Search and Seizure:** A student's person (including purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal or designee. Lockers and desks are school property and remain at all times under the control of the school. Authorized school officials may open and inspect lockers and desks when there is reasonable suspicion. Searches may be conducted without a search warrant, and without notice or consent.

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STUDENT ASSISTANCE

Do you need help? Do you have a problem? Do you need to talk to someone? Is someone bothering you? Did you see or hear something that bothered you? The following assistance is available:

- **Teachers:** Your teachers will take time to listen and help you with homework. If you need help with things outside the class, they can make sure you get the help you need
- **School Counselor:** The school counselor is available in the office to help you with problems you may be having with your schedule, friends, or issues outside of school. Tell the office secretary if you want to see the school counselor
- **School Nurse:** If you have a medical issue, we have a school nurse available to answer your questions and get you the help you need
- **School Resource Officer:** We all want the school to be safe for everyone. Please tell the office secretary or administration if you need to see the resource officer so that we can schedule an appointment with them
- **Principal/Assistant Principal:** The principal's door is always open to students and parents. The principal wants your experience at East Minico to be both rewarding and enjoyable. The principal wants to hear your suggestions and know about any problems you have while at school. Tell the office secretary if you want to see the principal.
- **Parents:** If you feel you cannot talk to anyone at the school, tell your parents and they can call the school and talk to any of the people listed above.

Bell Schedules

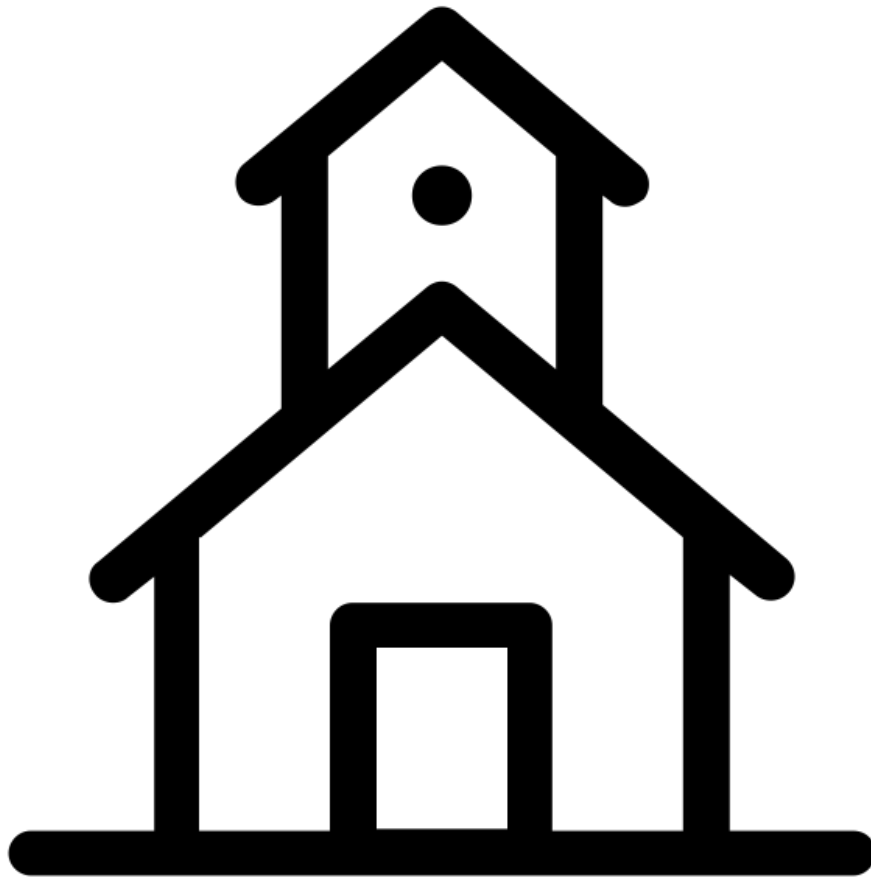
Bell Schedule A		
Period	Begin	End
1st	7:50	9:00
2nd	9:04	10:08
3rd	10:12	11:16
Lunch A	11:20	11:46
4th A	11:20	12:24
Lunch B	12:28	12:54
4th B	11:50	12:54
5th	12:58	2:02
6th	2:06	3:10
Advisory	3:14	3:45

Bell Schedule B		
Period	Begin	End
1st	7:50	8:34
2nd	8:38	9:22
3rd	9:26	10:09
4th	10:13	10:56
Lunch A	11:00	11:26
5th A	11:00	11:43
Lunch B	11:47	12:13
5th B	11:30	12:13
6th	12:17	1:00

Bell Schedule C		
Period	Begin	End
1st	7:50	8:29
2nd	8:33	9:12
3rd	9:16	9:54
4th	9:58	10:36
Lunch A	10:40	11:06
5th A	10:40	11:18
Lunch B	11:22	11:48
5th B	11:10	11:48
6th	11:52	12:30
Advisory	12:34	1:00

STUDENT HANDBOOK

2023-2024



ACEQUIA ELEMENTARY SCHOOL

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

WELCOME

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

ATTENDANCE/TARDIES

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

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

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

BIRTHDAY PARTIES

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

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

- Please do not send balloons to school.

CELL PHONES/ELECTRONIC DEVICES/SMARTWATCHES:

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

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

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

CONSEQUENCES FOR THE MISUSE OF ELECTRONIC DEVICES/SMART WATCHES:

The student's device will be confiscated by the teacher. A parent or guardian will be expected to pick up the device from the building principal. Repeat offenders will receive a day of in school suspension.

CPT ORGANIZATION (CARING PARENTS AND TEACHERS)

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

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

DISCIPLINE

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

DRESS CODE

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

FIRE & SAFETY DRILLS

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

INCLEMENT WEATHER/INSIDE RECESS

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

NO OUTSIDE RECESS:

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

INTERNET POLICY

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

LOST AND FOUND

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

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

MEAL CHARGES

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

PARENT DROP-OFF AND PICK-UP:

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

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

PLAYGROUND RULES AND CONSEQUENCES

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

Rules are posted outside on the gym railing.

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

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

SOCIAL MEDIA

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

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

SCHOOL CLOSURE

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

SCHOOL IMMUNIZATION LAW

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

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

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

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

SCHOOL MEDICATIONS

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

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

SNOW DAY/ONLINE LEARNING GUIDELINES

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

Attendance - Check In

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

ELEMENTARY K-5 EXPECTATIONS

Teachers will post all assignments for the day no later than 9:30 AM on the snow day.

Teachers will post a reading, math, and writing assignment

Teachers will be available to respond to emails, student questions, etc. from 10:00 AM - 2:00 PM

504/IEP MEETINGS

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

ELL SERVICES

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

SPECIAL ACCOMMODATIONS

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

TRANSPORTATION

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

VISITORS

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

WEAPONS

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

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

Heather Hepworth

PRINCIPAL, ACEQUIA ELEMENTARY

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

Heyburn Elementary School

Handbook



Home of the Cougars

Principal, Mrs. Danelle Stutzman
Vice-Principal Mr. Josh Greenwalt

1151 7th St.

Heyburn, ID 83336

Phone: (208) 679-2400

Fax: (208) 679-5877

Heyburn Elementary Handbook

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

SCHOOL HOURS

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

SCHOOL DISMISSAL

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

SCHOOL CLOSURES

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

KINDERGARTEN

Kindergarten will be all day for our students at Heyburn Elementary.

TRANSPORTATION

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

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

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

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

ATTENDANCE

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

child has exceeded the 90% attendance rule in accordance with state and district policy. **Continued absences may result in a referral to truancy court.**

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

ABSENCES

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

BIRTHDAY PARTIES

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

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

CALENDAR

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

CELL PHONES, ELECTRONICS, TOYS, ETC.

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

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

CONFERENCES

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

DRESS CODE

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

EMERGENCY DRILLS

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

EVACUATION PROCEDURE

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

FEES

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

FIELD TRIPS/ACTIVITIES

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

FOOD SERVICE

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

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

INCLEMENT WEATHER

When the weather becomes extremely cold, we allow students to stay indoors during recess time. As a school staff, we recognize the difference between uncomfortable temperatures and those that present a health hazard to our students. Please prepare your child for the temperatures of an Idaho winter by dressing them properly with a heavy coat, hat, gloves, and boots.

IRI AND ISAT TESTING

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

LIBRARY/MEDIA CENTER

1. Students may check out two books every week as long as books have been returned.

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

LOST AND FOUND

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

MEDICATION

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

NEWSLETTER- MEMOS

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

PARENT TEACHER ORGANIZATION (PTO)

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

PROCEDURES

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

RELEASING STUDENTS FROM SCHOOL

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

SCHOOLWIDE BEHAVIOR EXPECTATIONS AT HEYBURN

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

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

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

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



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

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

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

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

Heyburn Elementary School- Behavior Expectation Matrix							
	School Wide	Classroom	Bathroom	Hallway	Playground	Lunch Room	Bus & Bus Loading Area
Be Ready	-be to school on time and ready to learn -dress appropriately	-be on time -have appropriate materials -be ready to work	-use the bathroom quickly and quietly	-hands to self -quiet walking feet -looking forward	-dress for the weather -line up immediately when the bell rings	-keep hands to self -face forward in the line	-go directly to bus line -sit in your bus line 2 by 2

Be Respectful	-keep hands, feet, objects, and hurtful words to self -be kind and courteous to students, staff, and visitors -follow all safety rules -to our building and equipment	-be courteous of others -be considerate of others' personal property and space	-put paper towels in trash can -be mindful of others privacy -use soap, toilet paper, and paper towels appropriately	-stay on the right side of the hall -hold doors for others	-take turns -follow game rules -include others -be a good sport -apologize for mistakes -keep hands, feet, objects, and hurtful words to self	-use manners -pick up trash and dump your own tray -eat your own food -eat main dish or drink all your milk	-walk to and from busses -follow teacher and driver instructions
Be Responsible	-keep clean -keep correct voice level -be responsible for personal belongings	-complete all assignments -do your personal best -follow directions -stay focused on learning	-flush when finished -use closest student bathroom -report serious problems to your teacher -wash hands and return promptly	-go directly to your destination -have permission from staff to be in the hallway	-use equipment appropriately -play in designated areas -immediately and accurately report problems to an adult	-clean up after yourself -sit where directed until dismissed -always walk in the lunchroom	-follow bus rules to and from school -wait to load bus until directed by a teacher or driver -allow bus number sign to be visible by all
Appropriate Voice Level	-as directed by teacher	-as directed by teacher	-Level 0	-Level 0	-Level 4	-Level 1 (in line) -Level 2 (at tables)	-Level 2

SCHOOL-WIDE PROGRAMS

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

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

These are supplemented with support programs.

SPECIAL SERVICES

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

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

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

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

SPIRIT DAY

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

TELEPHONE

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

WITHDRAWING STUDENTS

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

VISITORS / VOLUNTEERS

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

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

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

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



Parent/Student Signature Page

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

Parent/Padre _____ Date/ Fecha: _____

Student/Estudiante _____ Date/Fecha: _____

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

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

Additional Parent Information:

Parent Name: _____

Parent Email Address: _____

Parent or Guardian Daytime Phone: _____

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



Minico Spartan Student Handbook 2023-2024

**Minico High School
292 West, 100 South
Rupert, Idaho 83350
Fax # (208)436-3266**

Principal:	Mrs. Kimberley Kidd	436-5355 ext. 3100
Assistant Principal:	Mrs. Laurie Copmann	436-5355 ext. 3003
Assistant Principal:	Mr. Terry Merrill	436-5355 ext. 3006
Athletic Director:	Mr. Brady Trenkle	436-5355 ext. 3007
Attendance:	Mrs. Brandi Perez	436-4721 ext. 3002
Receptionist:	Ms. Jessica Grimsman	436-4721 ext. 3005
Financial Secretary:	Mrs. Kris Christensen	436-4721 ext. 3004
Registrar	Mrs. Dawna Reddington	436-5355 ext. 3008
School Resource Officer:	Mr. Bob Higans	436-5355 ext. 3163
Counselors:		
Mrs. Nikki Sayer	A-G	436-5355 ext. 3149
Mr. Kent Chandler	H-O	436-5355 ext. 3150
Ms. Mikea Alexander	P-Z	436-5355 ext. 3151

FOR A COMPLETE PHONE DIRECTORY LIST CALL 436-5355.

Message from the Principal.
WELCOME!!

be #SpartanStrong!!

Kimberley M. Kidd
Principal, Minico High School

District Mission Statement

The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, academic rigor, and technology, which facilitates success in all aspects of life.

District Vision

Empowering Students for Success

Minico High School Mission Statement

Learn from yesterday, succeed today, excel tomorrow.

Minico High School Motto 2023-24

Together We Are Spartan Strong and Every Day Counts!

FIGHT SONG

Come on and fight, Spartans fight.
Come on and let's win this game.
Let's go on to victory,
Let's fight 'em fair and play 'em square.
So fight, Spartan's, fight!
Come on and let's win this game.
Just one more score, and then the
game is ours. Let's win this game!
M - I - N - I - C - O

FIGHT SONG (historical version)

Oh, when those mighty Spartans fall in line,
We're going to score every time.
Let's go on to victory, And we will yell, yell, yell, for Minico,
Our Alma Mater. We will sing our praises high
And when they go, go, go for another score,
We will cheer, cheer, cheer, them all the more.
For we are Spartans of the red and gold,
Red and gold, fight team fight!

SPARTAN STRONG

Minico High School has adopted a theme to promote positive decision-making and help students develop healthy relationships. The theme identifies six areas to assist students in building positive behaviors and attributes.

S P A R T A N					
S	T	R	O	N	G
STAYING SAFE	TAKING RESPONSIBILITY	RESPECTING YOURSELF AND OTHERS	OPENING YOUR MIND	NEVER GIVE UP	GOING ON
PAUSE AND THINK BEFORE YOU ACT	FOR YOUR ACTIONS AND BEHAVIOR	RESPECT YOUR: TEACHERS, AIDES, BUS DRIVERS, CUSTODIANS, SUBSTITUTES, LUNCH WORKERS, COUNSELORS PARENTS, FRIENDS, THE BUILDINGS.	NEW IDEAS	LIFE DOES GET HARD. SURROUND YOURSELF WITH PEOPLE WHO WILL HELP YOU IF YOU NEED IT.	STRIVE TO BE THE BEST YOU CAN BE
SOCIAL LIFE INCLUDING ON-LINE	CELL PHONE USE	LIVE THE GOLDEN RULE	RESPECT DIFFERENT OPINIONS	WHEN TIMES GET TOUGH, BE TOUGH	HIGHER EDUCATION: *TECH SCHOOL *COLLEGE *TRAINING CERTIFICATE *LEARN FROM MISTAKES
AT SCHOOL	DRESS CODE	NO BULLYING OR UNWANTED TEASING	ACCEPT OTHERS FOR WHO THEY ARE	ON YOURSELF, YOUR FRIENDS, YOUR FAMILY, YOUR EDUCATION	STAYING STRONG AND HEALTHY
AT HOME					BE A POSITIVE ROLE MODEL
ON THE ROAD	DO YOUR CLASSWORK AND HOMEWORK	BE A GOOD LISTENER	FIND YOUR OWN POTENTIAL	TAKE A DIFFERENT STANCE	SHARE YOUR TALENTS AND SKILLS
PERSONALLY	SCHOOL CLEANLINESS	DON'T INTERRUPT OTHERS	IMAGINE MORE	BE A DOER AVOID SAYING "I CAN'T"	RESPONSIBILITIES OF BEING AN ADULT
CELL PHONE	HAVE INITIATIVE		BE INFORMED		
NO BULLYING	DO THINGS WITHOUT HAVING TO BE TOLD			"WHETHER YOU BELIEVE YOU CAN DO A THING OR NOT, YOU ARE RIGHT." HENRY FORD	CONTRIBUTE TO COMMUNITY
GET HELP IF YOU ARE BEING BULLIED	FOR YOUR CHOICES AND DECISIONS				

Daily Bell Schedule

MONDAY - THURSDAY

FIRST BELL

7:50 A.M.

1st PERIOD

7:55 A.M. – 9:05A.M. (First 12 minutes for homeroom/announcements)

2ND PERIOD	9:09A.M. – 10:07 A.M.
3RD PERIOD	10:11 A.M. – 11:09 A.M.

1ST LUNCH (9-10)	11:13 A.M. – 11:43 A.M.
4TH PERIOD CLASSES (11-12)	11:13 A.M. – 12:10 A.M.
2ND LUNCH (11-12)	12:14 A.M. – 12:44 P.M.
4TH PERIOD CLASSES (9-10)	11:47 A.M. – 12:44 P.M.

5TH PERIOD	12:48 P.M. – 1:46 P.M.
6TH PERIOD	1:50 P.M. – 2:48 P.M.
7TH PERIOD	2:52 P.M. – 3:50 P.M.

MESSAGE/GIFT/FOOD DELIVERY

Students will not have food/drinks, flowers, plants, or other gift deliveries brought to individual classrooms. Students will be notified at noon or at the end of the day if such items are waiting for them in the main office. **Balloons are not allowed at school or graduation.**

VISITORS

All visitors to the school must sign in with their driver’s license at the main office and be assigned a visitors pass.

LIBRARY SERVICES

The library/media center opens at 7:45 a.m. and remains open until 3:30 p.m. Students are encouraged to use the library before school, at lunch, and after school. Students may also use the library during class time if there is room available and if they receive a pass from their instructor.

Books and most library materials are checked out for a six-week period. Magazines and periodicals can be checked out on a weekly basis. Fines are assigned for overdue materials. Binding is available for reports and other materials.

SAFETY DRILLS/EVACUATIONS

Each month Minico High School will practice an evacuation from the building in the form of a fire drill. Students will also be involved in at least one other practice evacuation as well as be involved in a practice “Lockdown” and several “Hall Check” drills throughout the year. During any practice or safety drill, students are expected to go to their assigned area with their teacher and be on their best behavior and comply with drill rules and guidelines. In the case where there is an actual school wide evacuation due to a safety issue, Minico High School students will be taught to evacuate to the Elks Lodge/Golf Course where they will be reunified with their parents. In an actual emergency evacuation

where students would need to leave the premises, many may get into their own or someone else's car escape to safety. It is important that parents communicate with their student(s) regarding the protocols and expectations with such an occasion.

INTERNET USE

Individual users of the Internet have the ultimate responsibility to use Internet resources appropriately. Students accessing any computers at the high school must sign a district Internet Usage Agreement and follow rules specifically outlined in the student handbook. Violation of network security or any school/district rules may result in the following disciplinary actions:

Students may lose all access to computers in the district for one calendar year from the date of the infraction.

If enrolled in a computer class, the student may receive a failing grade in that class.

Students may be subject to school disciplinary action.

STUDENT HANDBOOK

A complete copy of the student handbook is located on the internet at the Minico High School home page (<https://www.minidokaschools.org/domain/4107>).

ACTIVITY CARD

At registration time, we encourage all students to purchase an activity card (\$40.00) which entitles them to attend all activities and assemblies sponsored by the student body. The fee includes all home events, as well as national school assemblies held during the school year. This fee does not cover specified dances during the school year. All students involved in any extra-curricular activities are required to purchase this activity card. Students who do not buy an activity card will have to pay the regular admission fee to all activities. If students purchase an activity card, they are entitled to their parking pass at half price (\$5.00).

FEES

Activity Card..... 40.00

Annual 50.00

Parking.....see Parking

Class activity/project fees.....Must be paid prior to the fifth (5th) school day of the semester. Failure to pay the fee may result in a mandated class change.

Annuals **will not be available for purchase after the first semester (December) and **will not** be available for purchase at the end of the year.**

ENROLLMENT REQUIREMENTS (including Dual Enrollment and Open Enrollment)

Minico High School is a four-year high school. Full time students at Minico are expected to have a full schedule and be in attendance for a minimum of ninety-five percent (95%) of each class.

All students who enroll at Minico High School, including dual enrollments, shall be subject to all the same policies, regulations and school rules. All students must present proof of immunization before being enrolled. Legal guardianship must also be shown if they do not reside with their parent(s). Students may be required to provide proof of residence if there is a question of resident status. Students who reside outside of District 331 must provide their own transportation and complete an open enrollment form, which must then be approved by the Board of Trustees. With permission from the administration, students who withdraw from a school may re-enroll during a school year.

Dual enrollment requirements are found in Minidoka County School District # 331 Policy NO: 304.00

OPEN ENROLLMENT

Minidoka County School District requires that prior to consideration of a request for transfer **(when residing outside of our school district's boundaries)**, an Open Enrollment application must be submitted to Minico High School by the student's parent/guardian or appropriate designee.

PARTIAL SCHEDULES

A partial schedule, which must be completed by the first day of the semester, must be for five consecutive classes during the semester, and to which all school rules will apply. Furthermore, such student with a partial schedule cannot be on campus during the time they do not have scheduled classes or school activity.

CREDIT RECOVERY COURSES

Priority for enrollment in credit recovery classes will be given to students in their Junior and Senior years. Sophomore and freshmen students who fail a core class will be referred to the District Summer School Program for recovery of lost credits.

ACTIVITY POLICY: GRADE ELIGIBILITY

A student desiring to represent Minico High School in extracurricular activities must have a cumulative GPA of 2.0 and must be passing all classes.

Grades will be checked every two weeks and students who have a grade of less than 60% in no more than two classes will be placed on a **probation plan** and will either meet the requirements of the probation plan or will become ineligible. ***

After grade checks, a student who is not passing at least five classes will have one week to reach the minimum standard of five passing classes. If the student does not meet the minimum standard, he/she will be declared ineligible for participation until the standard is met.

Activity Probation Plan***

In order to encourage students who might otherwise not be allowed to participate, and to provide incentive for improvement, students who are unable to meet the 60% requirement, in the above circumstances, and is passing at least five of seven classes, may be allowed to practice, participate, or compete under the following circumstances:

The student must meet with administration and teacher to determine if the student can be placed on academic probation.

If approved, the student will remain on academic probation each week thereafter until a satisfactory grade report is achieved at which time, they will be declared eligible to participate until the next grade check.

A student who has an unsatisfactory grade report or is declared ineligible to participate must continue to meet weekly with the administration to discuss current grades and an improvement plan.

Failure to meet the guidelines set forth in the improvement plan set by teacher, student, and administrator will result in the student being declared ineligible to participate for the remainder of the season.

Students must attend all required practices and perform all required training activities during the probationary period. Students who have been declared ineligible for the remainder of the sport season will not be allowed to practice or participate following the declaration of ineligibility.

Activity advisors will be responsible for grade check and eligibility requirements.

Students not meeting grade requirements will not participate in activities.

All school activities will be under this policy.

Only administration may waive any requirement.

ZERO POLICY

Parents should be notified (phone call, e-mail, letter, etc.) when the student has earned three zeros in the class.

The fourth zero in a class could result in content specific remediation being assigned.

Any zero after four will result in increased time spent in remediation and the assignment of after school math and writing labs and possible Saturday School.

GRADUATION REQUIREMENTS & DIPLOMAS (Policy # 601.00)

It is the philosophy and expectation to have each student who graduates from Minico High School to be college and career ready, therefore the following are the expectations of all seniors.

To receive a diploma from Minico High School, students must complete all of the State and District requirements for graduation and complete a total of forty-eight (48) credits as identified below and all school fees must be paid in full. **Additionally, senior students must attend MHS during their final semester of high school*, must meet the attendance policies, and they must pass all of their senior year classes** in order to participate in MHS's graduation exercises and receive a Minico High School Diploma.

***Early Graduation**

In order to graduate early, a student must comply with the district's policy ***Early High School Graduation #280.00***. Students desiring to finish their course early (after semester one of their senior year) and graduate must meet with their counselor and parent together during the prior year of the intended graduation date to ensure a plan for accomplishment.

COMMENCEMENT EXERCISES PARTICIPATION POLICY

Students who have met the necessary academic and attendance requirements required for graduation and do not owe a fine are eligible to participate in commencement exercises. Students who have not completed all graduation requirements for the current school year will be allowed to participate in the commencement exercises of the following year provided they meet all the requirements for graduation at that time and they have filed a graduation request on or before November 1 of the school year in which they intend to participate in the commencement exercises.

GRADUATION DRESS CODE

Students proper dress attire. (No Levi's or flip flops.)

NO sunglasses (depending on the location of the commencement) .

NO additional decorations to cap or gown.

NO party items (silly string, beach balls, water guns, firecrackers, etc).

All other school rules will be in effect.

Guidelines By Content /Subject Area

Secondary Language Arts and Communication- Nine (9) credits are required. Eight (8) credits of instruction in Language Arts. Each year of Language Arts shall consist of language study, composition, and literature and be aligned to the Idaho Content Standards for the appropriate grade level. One (1) credit of instruction in communications consisting of oral communication and technological applications that includes a course in speech, a course in debate, or a sequence of instructional activities that meet the Idaho Speech Content Standards requirements.

Mathematics- Six (6) semester credits are required: two (2) credits of Algebra I or courses that meet the Idaho Algebra I Content Standards as approved by the State Department of Education; two (2) credits of Geometry or courses that meet the Idaho Geometry Content Standards as approved by the State Department of Education; and two (2) **other** credits of mathematics of the student's choice.

**One (1) of the two student choice math credits of the required six (6) credits of mathematics must be taken in the last year of high school.

Science- Six (6) credits will be required. Secondary sciences include instruction in the following areas: biology, physical science or chemistry, and earth, space, environment, or approved applied science. Four (4) credits of these courses must be laboratory based.

Social Studies- Seven (7) credits are required, including government (two (2) credits), United States history (four (4) credits), and economics (one (1) credit). Courses such as geography, sociology, psychology, and world history may be offered as electives, but are not to be counted as a social studies requirement.

Humanities- Two (2) credits are required. Humanities courses include instruction in visual arts, music, theatre, dance, or world language aligned to the Idaho content standards for those subjects. Other courses such as literature, history, philosophy, architecture, or comparative world religions may satisfy the humanities standards if the course is aligned to the Idaho Interdisciplinary Humanities Content Standards.

Health/Wellness- One (1) credit is required. Courses must be aligned to the Idaho Health Content Standards.

Content Standards- Each student shall meet locally established subject area standards (using state content standards as minimum requirements) demonstrated through various measures of accountability including examinations or other measures.

College Entrance Examination- A student wanting to be considered for Valedictorian/Salutatorian must take the SAT examination. Students must take and pass a Civics Exam in accordance with Idaho State Department of Education requirements

Senior Project- A student must complete a senior project by the end of grade twelve (12). The project must include a written report and an oral presentation. Additional requirements for a senior project are at the discretion of the school district.

Middle School- If a student completes any required high school course with a grade of C or higher before entering grade nine (9), and if that course meets the same standards that are required in high school, then the student has met the high school content area requirement for such course. However, the student must complete the required number of credits in all high school core subjects, as identified herein, in addition to the courses completed in middle school.

Special Education Students- A student who is eligible for special education services under the Individuals with Disabilities Education Improvement Act (IDEA) must, with the assistance of the student's Individualized Education Program (IEP) team, refer to the current Idaho Special Education Manual for guidance in addressing graduation requirements.

Foreign Exchange Students- Foreign exchange students may be eligible for graduation by completing a comparable program as approved by the school district.

Students will need to meet the following diploma requirements:

Minico High School Diploma

English	8		
Math Geometry	4 2	9 th Alg 1 A,B 10 th /11 th Geo A,B 12 th 2 credits	
Speech	1		
Computer Technology	1		
Science	6		
11 th US History	2		
9 th US History	2		
Economics	1		
American Government	2		
Health	1		
Physical Education	1		
Humanities	2		
Electives	15		
Totals	48		

Additional Guidelines

All Juniors (11th graders) who are not enrolled in a general math class during their Junior year will be enrolled in an Math Strategies class for one semester.

Taking Fine Arts classes, Practical Arts classes, or Performing Arts classes may satisfy the Humanities requirement.

Computer Technology credit may be earned anytime during high school.

Four (4) credits of the science courses must be laboratory based.

One of the six required mathematics credits must be taken the last year of high school, and two credits in each of the areas of Algebra I and Geometry standards must be taken.

School-To-Work credits will be accepted as elective credits up to a limit of 4 total credits.

P.E. Credits will not be earned through participation in athletics.

SELECTION OF VALEDICTORIAN & SALUTATORIAN

The following requirements shall be considered in the selection of Valedictorian and Salutatorian:

Complete all requirements of the Diploma

Complete a minimum of 15 credits of honors or dual credit courses.

The student with the highest overall GPA in grades nine through twelve, including the final term of the senior year will be eligible for Valedictorian. If more than one student meets the criteria, valedictorian and salutatorian will be determined by the highest SAT score.

Grades will be pulled after the completion of the first nine weeks of the second semester. These grades will determine placement of Valedictorian, Salutatorian and the top ten scholars.

In the event a grade is disputed, that issue shall be resolved by the end of the term the course is taken.

Students being considered for Valedictorian or Salutatorian must have attended Minico High School full time for all of their senior year

Students being considered for Valedictorian or Salutatorian shall not have repeated any classes

Graduates with a cumulative GPA of 3.75 or higher will be recognized at graduation with an honor cord.

GRADING PROCEDURES

The Idaho Department of Education authorizes individual high schools to grant credit for each subject a student takes and passes in the public schools. At Minico High School, credit will be granted on a semester basis. This means that the grade a student earns at the end of each-semester will be placed in his/her permanent record.

Grading Scale

Percentage	Letter Grade	GPA Rating
93 - 100%	A	4.0

90 - 92%	A-	3.67
87 - 89%	B+	3.33
83 - 86%	B	3.00
80 - 82%	B-	2.67
77 - 79%	C+	2.33
73 - 76%	C	2.00
70 - 72%	C-	1.67
67 - 69%	D+	1.33
63 - 66%	D	1.00
60 - 62%	D-	1.00
Below 59%	F	0.00
Pass/Fail	P/F	-----

Non-academic classes

Students transferring into Minico High School will receive the equivalent grade from their previous school. Students with weighted grades shall receive a one-grade increase from the listed grade if this does not exceed the weighing given by the previous school. **EXAMPLE:** A student transfers into Minico from a school that gives a 20% (two grade) increase. This student shall receive a one grade increase. A student transfers in from a school that gives a 5% increase. The student shall receive a 5% increase. At no time shall the student receive more than a 4.0 for a credit.

RENAISSANCE PROGRAM

The Renaissance Program at Minico High School will recognize students who are making positive choices and excelling in academics. Students who achieve a semester GPA using the following criteria and have purchased an activity card will receive a sticker that will entitle them to benefits at local businesses:

Gold: 3.75-4.0 (all A's); Silver: 3.25-3.74; White: 2.75-3.24.

In addition, they will receive coupons that may allow them to retake exams, redo assignments and exempt assignments. Use of the coupons is up to the discretion of the teacher.

NATIONAL HONOR SOCIETY

National Honor Society is the front runner of organizations that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. Thousands of schools are chartered in the U. S., and the Minico Chapter is the second oldest in Idaho. Instead of fund-raising activities, NHS concentrates on public service, school, and social activities.

College admissions offices often look for National Honor Society membership as a valid indicator that the applicant will succeed at the collegiate level. Students with a cumulative GPA of 3.75 or higher are invited to join.

NON-RESIDENT CREDIT

Non-resident credit will be accepted as listed:

If a student has attended secondary school (grades 9-12) four years and is short 1-4 credits for graduation.

Credit will be accepted from any accredited college, university, or high school independent study course.

Credit will be accepted for a summer school and/or high school program at an accredited college, university, or high school.

Workshops and seminars approved by the State Department of Education will also be accepted.

Resident credit will be accepted upon receipt of an official transcript from the previous school. Credit will be accepted for work completed in grades 9-12.

SENIOR /JUNIOR COLLEGE VISITS

Senior and Junior students with an overall GPA of 2.0 or better may take one day from school to visit the college, university, or military organization of their choice, as long as the student's grades remain with an overall GPA of 2.0. No penalty for this absence will be applied under the 90% attendance policy. Students requesting this privilege must get a **pre-excused form** from the counselor in charge of seniors. This form must be filled out, verified by the counselor, and signed by each individual teacher at least twenty-four hours in advance. The completed form must be returned to the attendance secretary **before** the student leaves school for the visit.

GUIDANCE & COUNSELING DEPARTMENT

The school counselors work with students as they make plans for the present and future. The counselors evaluate educational and vocational information and relate that information to the student's abilities and interests. They also help students to evaluate study time and techniques in the organization of school work.

Students are to discuss vocational and scholastic problems with their assigned counselor, but may talk with any of the three counselors for help dealing with personal problems. Student-counselor conferences are kept in the strictest confidence. When a student desires to see the counselor, he/she must make an appointment and secure a pass, clearing the absence with their classroom teacher in whose class will be missed **BEFORE** going to see the counselor.

Violations of this procedure will lead to the student being considered truant from classes missed while in the counseling center.

CLASS CHANGES

A student/parent may request a change of classes within the **first week** of classes. Changes will be left to the discretion of the counselor or administrator based on class sizes, and if the changes jeopardize the student's educational progress the counselor or administrator may need to discuss the issues with the student and/or parent.

If parent(s) are requesting a teacher change, a meeting with an administrator is necessary before the request may be granted.

STUDENT AIDES

Only junior and senior students may be a teacher aide one time per semester. All other circumstances must be approved by the administration.

ALL STUDENTS PROHIBITED FROM WALKING ACROSS HWY 25

To ensure a safe environment free from hazards that may be dangerous to students, staff, and patrons it is necessary to adhere to the following:

Students are PROHIBITED from crossing Idaho State Highway 25 at any time from Minico High School.

Once students arrive on school grounds they cannot walk across the highway for any purpose. Also, at the end of the school day a student cannot leave the school grounds by walking across Idaho State Highway 25 without expressed consent from parents and has received administration approval.

Supervised and approved activities such as cross country are exempt.

Students referred to the office for violation will receive appropriate consequences, which may include detention, Saturday School, or out of school suspension.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for students to withdraw from school, they must obtain a "student withdrawal" form from the attendance office. The withdrawal form, textbooks, class materials, laptop computer (along with charging cord and case), etc. must be presented to each teacher for clearance signatures. This form is to be returned to the Attendance Office for final approval. Students who withdraw from school are not to be on school grounds at any time during the school day without permission or they will be considered trespassing.

STUDENT ATTENDANCE REQUIREMENTS AND PROCEDURES (refer to District Policy #320.00 for additional information)

Students are expected to be in attendance to school and to be to their classes on time and attentive when the bell rings.

ABSENCE VERIFICATION PROCEDURE

Parents should notify the school of a student's absence by phone at 436-4721 Ext. 3002 or by written notice.

Upon return to school, after any absence, a student must check in with the attendance secretary at the attendance office.

Students who arrive 12 minutes late to school or any class must enter school through attendance office and will be marked absent either by the teacher or the attendance secretary. Again, the expectation is that each student be to class on time.

STUDENT ABSENCES/ATTENDANCE

All students will be required to be in attendance in each class no less than 95% of the total days each semester. Currently, students who miss more than four days of any class per semester will be in dire jeopardy of failing to receive credit for the class.

ABSENCES

***All absences will count against the 95% attendance requirement** (see exceptions below).

*Exceptions include: Absences due to attendance to **school activities**, attendance to **funerals**, visits to doctor's offices verified with a **note from the doctor**, **Court appointments**, mandated/recommended stay at home orders, and other "extenuating circumstances" as described in District Policy 266.00.

Students who leave the area with migrant parents or due to legal requirements and plan to return to MHS are expected to meet with and give administration at least a one-week notice prior to departure in order to make arrangements for alternative work/grades and advancement.

Unexcused absences (A) include those absences which are not verified by a parent/guardian or by an administrator and are used to determine **Habitual Truancy**.

Students with excessive absences and/or who have a history of frivolous or unexcused absences in any class will not receive credit for the class, and the grade will be marked as FA (Failure due to Attendance) on their transcript. Additionally, the students may become ineligible for participation in extracurricular activities until the end of the next grading period. Any student with an FA will have to enroll in a **credit recovery** class or re-enroll in an equivalent class to receive the credit.

APPEALS

Students (and parents) have the responsibility to check and know their attendance situation. Under extremely rare circumstances (refer to Policy #320) a student with excessive absences who receives

an FA may appeal for the credit. For an appeal to be considered by the principal, the student must first meet with an administrator during the semester at risk to explain and discuss the circumstance(s)/cause(s) of the excessive absences. **If one wishes to appeal to the School Board**, the student must complete an Appeals Form, and submit it to the Board.

TRUANCY

Truancy: This is an absence that is unauthorized or illegitimate in the opinion of the administration. Students who are out of their assigned classroom/area without a hall pass or without their teacher's permission may be considered truant. Any student absence which is not pre-cleared by the attendance secretary or administration, is without the knowledge of parents or administration, or is not of an emergency nature may be considered truant. If a student is truant, parents will be contacted and students may be issued a lunch academy, in-school suspension, out-of-school suspension, and/or Saturday School.

Habitual Truancy shall be defined as receiving four truancies, or three unexcused absences, and attendance below 90% current attendance mark during the course of a single school year. Students who are habitually truant may be suspended, expelled and/or may be referred to Juvenile Court for further action.

Leaving Class: Hall Passes/Teacher Note

Students are expected to be at the proper place and time throughout the school day. There may be times when a student needs to leave the class. Teachers are responsible to know where their students are during the class period.

Each teacher should have a hall pass policy in place. No student shall leave the classroom during class time without permission from the teacher and must have either a hall pass OR note from the teacher. **When using a hall pass**, students will be expected to stay in the building and on the floor level of their classroom. When leaving class with a hall pass, students will leave their cell phone in the classroom. Students are not allowed to go to their cars during class time or to other classes while using a hall pass. A student must have **a teacher's note** and permission to go to another class, library, or office unless they are called to a location by administration, an office staffer, or counselor or if they are accompanied by an adult. Students who leave class without permission or abuse or violate the hall pass/note privilege may be assigned lunch academy(s), Saturday School, and/or in-school suspension (PASS). Any student who is defiant and/or refuses to comply with their teacher, will be assigned either a Saturday School or a suspension.

LEAVING SCHOOL EARLY

If it becomes necessary for a student to leave school during school hours **other than leaving for** lunch time, he/she must check out through the attendance office with parental/guardian permission **BEFORE** leaving school grounds. Students who fail to follow this procedure will be **considered truant**.

EXTENDED ABSENCE REQUEST

Students leaving for an extended period of time will need to fill out a form listing the days they will be gone, along with signatures from their teachers and get administrative approval. This form must be returned to the attendance office prior to leaving. Students who intend to be absent from school for 10 or more school days for unapproved reasons, will be withdrawn from Minico High School. Students who wish to return to Minico the following term will need to make arrangements with the school administration before the start of the new semester.

MAKE UP WORK

Excused Absences: When a parent calls to notify the school of their child's absence, the student will be allowed two days to make up any homework given on the day(s) of absence. Assignments, test, quizzes, and/or projects assigned before the day(s) of absence, are due when the student returns to school or on the assigned due date.

School Business: Student work may be required to be completed prior to the activity.

TARDY VIOLATIONS PROCEDURES

A student is tardy if he/she comes to class after the tardy bell rings. Students who are more than 12 minutes late to class will be considered absent. A teacher has the right to implement consequences for each tardy and/or a more severe tardy policy.

Classroom teachers are responsible for disciplinary action for their classroom students.

A fourth tardy in any class will result in a Lunch Academy Detention that will be assigned by the teacher. The teacher will also call the parent(s)/guardian of the student.

When four additional tardies are accumulated (equaling a total of eight), the student will be assigned three days of Lunch Academy Detention. Again, the expectation is for students to be on time to class.

Lunch Academy is detention that is served during the student lunch period. Students will be permitted to get food from the cafeteria and then must report to the appointed room for the detention.

Any subsequent tardies (nine or more in one class) will result in an additional parent contact/meeting and the student will be assigned to attend Saturday School. If the problem persists, additional consequences will be assigned, which may include suspension, and/or expulsion. **If a student accumulates more than 15 tardies collectively in a semester, the student will meet with an administrator and be assigned to Saturday School.**

EXTENUATING CIRCUMSTANCES

Extenuating circumstances may be defined as one-time occurrences, absences, or needs for absences which would not normally occur on any type of regular basis. In order to be considered for extenuating circumstances, please contact the Minico High School office for conditions and guidelines.

EXCEPTION: Serious illness or accident for an extended period of time certified by a medical doctor (see HOMEBOUND).

STATE OF IDAHO DEPARTMENT OF EDUCATION "HOMEBOUND" PROGRAM

Students who are out of school for extended illness or accident may petition for HOMEBOUND status so that the days absent will not affect their credit. In order for a student to be considered for the HOMEBOUND program, they must be absent from school for ten (10) consecutive days and apply through the Special Services director (436-7415) so that a HOMEBOUND teacher can be assigned.

SEMESTER EXAMS/ATTENDANCE RULES

Students who miss all or any of the last day(s) of the semester for any excuse, with the exception of illness verified by a valid physician's statement or death in the family, or for other extenuating/exceptional circumstances approved by administration, will be responsible to take any required semester exams after they return to school. Only those students who have approved extenuating circumstances will be allowed to make up exams or take exams prior to the specified semester test dates assigned by the school administration. Students who do not meet these requirements will receive a grade of zero for each of the required exams until the student comes back to school and takes the examinations. It shall be the responsibility of the student to contact the teacher immediately upon returning to school for any/all work that needs to be made up.

RECOVERING FAILED CREDITS: OPTIONS

Minico High School students also have the following options available to complete grade level requirements: Repeat the course in person, attend Summer School, enroll in Idaho Digital Learning Academy (IDLA), enroll in IDLA credit recovery (IDLA credit recovery has a cost \$75 per credit), or attend Mount Harrison night classes, Correspondence Classes, and Independent Study.

STUDENT BEHAVIOR & DISCIPLINE POLICY

Academic Dishonesty

Any student giving or receiving unauthorized help in any exam, quiz, written work, distributing photos of tests or projects and plagiarism of any kind will receive the minimum of a zero for that assignment. Example of dishonesty/cheating: A student copying or giving copies of an assignment or test that defy the teacher's expectations. This student may also be referred to the administration for further disciplinary action, including detention or suspension.

Any repeated offenders in the course of a semester grading period may receive a failing grade for that semester.

Plagiarism, Cheating and Artificial Intelligence (AI)

Minico High School students are expected to formulate and produce their own original products/work. Using research and AI are both acceptable resources for helping students to create a thoughtful and meaningful product, however, no more than 30% of the paper may be AI generated and it must be cited as such. Copying another's work including those produced by AI, is considered cheating. Using another person's words ideas as your own, without citing the source, is plagiarism. Cheating and plagiarism are both unacceptable at MHS. Students caught doing either will receive appropriate consequences, based upon classroom rules, possibly including zero for the assignment without the possibility of a rewrite, a call/meeting from the teacher to the parent, Lunch Academy, and/or Saturday School.

If a PED is out during a test, **there will be an assumption of cheating**, the device/phone will automatically be taken to the office, and appropriate actions/consequences will occur that time.

STUDENT DISCIPLINE

It is the intent of the Minico High School administration to support teachers in the area of classroom behavior and student discipline. It is our belief that students must be responsible for all their actions while in attendance at school and school activities.

Each teacher has a set of classroom rules that are necessary to maintain a positive learning environment. Students who violate these rules may be assigned detention at lunch, after school learning, or sent to the vice principal's office. Detention may be assigned up to one hour per teacher's discretion. All behaviors that need further discipline are to be dealt with by the principal or assigned assistant principal.

Students referred to the office for violation of school rules will receive appropriate consequences, which may include Lunch Academy Detention, Saturday School, in school or out of school suspension, community service, restitution, and /or expulsion. Any action by a student which violates any law or statute will be referred to law enforcement authorities for further action.

A hierarchy of consequences will apply to frequent or repeat offenders.

NOTE: Many teachers assign students to serve detention with the teacher at lunch or after school for minor violations of classroom rules or for academic support. Students who are assigned detention of this nature are expected to serve the assigned time. Teachers may assign detention to students in alignment with classroom rules.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Lunch Academy Detention: Students may be assigned to a Tuesday, Wednesday, and Thursday lunch detention in the assigned detention room. The use of PED's/cell phones is prohibited while serving Lunch Academy.

Saturday School: Students who are required to attend Saturday School will be assigned as follows:

Written notice will be given to students.

Saturday School starts promptly at 8:00 a.m. as doors will be locked at this time. Students will serve on the assigned day. There will be no exceptions for employment, inconvenience, prior commitments, etc. **except in the case of an emergency and if the assigning staff member has not been contacted.**

The first failure to attend an assigned Saturday School will result in a parent contact, one day of in-school suspension (PASS Room), and the student will be reassigned to attend Saturday school.

Additional failures to attend Saturday School will result in two-days of suspension or additional Saturday Schools.

Teachers also have the discretion to assign students to academic Saturday School. Students who are assigned academic Saturday School must adhere to all of the rules of Saturday School. However, when the student finishes their homework, they are free to leave.

In-School Suspension/Positive Alternative to Student Suspension (P. A. S. S.)

Minico High School maintains an in-school suspension program which may be used by the administration to remove a student during a class if there is a need. The administrator may also assign a student PASS for one or two days, and the student is not allowed to attend after school activities during the time of the PASS.

Suspension: Students who are suspended, are not to be present at or be on the school grounds for any reason whatsoever, including all evening activities, until after the day following the completed suspension. Students who violate this rule will be subject to additional suspension from school.

MAJOR DISCIPLINE

Major discipline problems are referred to assistant principal, principal or designee for possible warning, detention, suspension, referral to the District Discipline Referral Committee (DDRC), and or referral to Minidoka County School Board for expulsion. The procedure for handling major discipline problems is stated below; however, any step(s) may be skipped and action initiated at a subsequent step or suspension invoked if the seriousness of the problem warrants. Such is the instance of fighting. Upon the second offense of fighting, the student may be referred to the DDRC. The following are minimal procedures/consequences for offenses and major offenses:

Step 1 Offense or first major offense

The assistant principal, principal or designee will hold a personal conference with the student. This will result in a verbal warning or further disciplinary action.

Step 2 Offense or second major offense

Step one will be repeated and appropriate disciplinary action will occur.

Step 3 Offense or third major offense

The student will attend a Saturday School or suspension.

Step 4 Offense or fourth major offense

The student will be assigned two Saturday Schools or suspension. Parents will be contacted for a conference with an administrator.

Step 5 Offense or fifth major offense

The previous steps may be repeated. Students could have up to 5 days of in school or out of school suspension. Parents will need to come in for a conference. At this time the student will be put on a behavioral contract.

Step 6 Offense or sixth major offense

A student will be assigned 5 days out of school suspension and will be referred to the DDRC.

Two occurrences of a major violation and/or continuous violation of school rules in a single school year constitute grounds for possible expulsion from Minico High School.

VIOLATION OF RULES RESULTING IN SUSPENSION OR EXPULSION

Due Process will be utilized to address these serious violations:

POSSESSION OF WEAPONS: Minico has zero tolerance for students who bring weapons including laser pointers, to school or have in their possession at school, on the way to or from school, on school property, in school transportation vehicles, or at any school sponsored activities, weapons or other objects/substances which are a threat to the health and safety of other students, staff members or visitors, or are a disruption to the educational process. Weapons are defined as implements capable of inflicting serious bodily damage (District Policy #952.00)

The possession of a firearm of any sort on school property is prohibited by Gun Free Schools Act. Students found in possession of a firearm on property or at any school-sponsored activity, will be immediately suspended from school for those days permitted by law and referred to the DDRC for expulsion. Students expelled under the Gun Free School Act will not be allowed to return to school for a period of 365 days from the date of expulsion.

Additionally, any person found in possession of a weapon will be referred to law enforcement personnel for appropriate action. A student who inadvertently brings a weapon to school and immediately upon arrival surrenders to a staff member may be excluded from some of the requirements of the policy.

PROHIBITION OF GANGS AND HATE GROUPS: Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin, or handicap are inconsistent with the fundamental values of the educational environment.

The activities of such groups and their members are prohibited on school property and at all school sponsored functions.

Bullying, Coercion, Cyberbullying, Discrimination, Gang Activity, Harassment, Hazing & Intimidation
(*District Policy No. 372.00*)

Bullying, coercion, cyberbullying, discrimination, gang activity, harassment, hazing and/or intimidation of students and/or employees is prohibited and will not be tolerated. Bullying, harassment and/or intimidation is generally characterized by aggressive or intentionally harmful behavior carried out over time in an attempt to exercise control over the victim. Cyberbullying is a digital form of bullying that utilizes any electronic communication device to convey a message in any format (audio, video, text, graphics, photographs, or a combination of these) that intimidates, harasses, or is otherwise intended to harm another individual. Coercion is using force or control to get another person to do something against their will that involves negative outcomes, behaviors, or emotions. Hazing is any act that is intended to cause humiliation, embarrassment, intimidate, demean, or endanger the mental or physical health of a person as a condition of membership to any district-sponsored group or organization. Gang activity includes wearing, possessing, using, distributing, banging, displaying or selling any clothing, jewelry, emblem, badge, symbol sign, gesture, codes, or other things that suggest gang membership. Behaviors that are prohibited under *District Policy No. 372.00* include, but are not limited to: physical abuse; verbal abuse; psychological abuse; intentional gestures or any intentional written, verbal, or physical acts or threats against another that causes harm, damage to property, fear of harm or fear of damage to property; inappropriate touching (patting); implied sexual favors; suggested sexual activity; verbal harassment; or abuse that is gender oriented.

Anyone who believes he or she has been a victim of bullying, coercion, cyberbullying, discrimination, gang activity, harassment, hazing and/or intimidation should report the alleged acts immediately to a teacher, counselor, supervisor, principal or the superintendent. Complaints will be investigated following the procedures of *District Policy No. 372.00P*.

DANGEROUS & ANTI-SOCIAL BEHAVIOR (*District Policy No. 340.60*)

Students will receive up to 5 days suspension for bullying, fighting, gang activity, harassment, or any other dangerous or anti-social behavior, including hazing or initiations. Any further violation will be grounds for expulsion from school. If it has been determined that a criminal act has been committed the incident will be referred to law enforcement.

DISRUPTION OF SCHOOL: A student shall not disrupt (or encourage disruption) of school by use of violence, force, noise, coercion, disrespect, threat, intimidation, harassment, bullying, hazing, cyber bullying, discrimination, passive resistance, or/and other similar conduct. Students found in violation of this policy will be subject to discipline up to, and including expulsion.

THEFT OR DESTRUCTION OF SCHOOL PROPERTY: A student shall not intentionally cause or attempt to cause substantial damage to valuable property of the school including defacing property of the school or of others, or steal or attempt to steal property of the schools or of others. Restitution may be sought under the laws of the State of Idaho. Students should refrain from bring large quantities of money to school and should lock their valuables in a locker. Lockers are available in the school and in the locker room. **Students will need to bring their own locks and lock their lockers.** Minico High School is not responsible for lost or stolen items.

ASSAULT/BATTERY ON A SCHOOL EMPLOYEE, STUDENT, or OTHER PERSON: A student shall not threaten through actions or words, intentionally cause or attempt to cause physical injury or

intentionally behave in such a way as could reasonably cause physical injury to a school employee, student, or any other person at the school or at any school activity.

DRUGS, ALCOHOL, AND TOBACCO USE: (District Policy 342.20) A student shall not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco (including smokeless or electronic cigarettes or look-alikes), controlled substances or related paraphernalia or over-the-counter medications (except as per Policy 370.20) on school premises.

NOTE: Idaho State law prohibits the use of tobacco on public school property. This includes students, visitors, and school personnel, whether or not school is currently in session. Minico High School complies fully with this law.

BUS CONDUCT

Proper conduct by the students is expected and contributes to the safety of the pupil transportation program. Refer to District Policy #378.20P for transportation discipline procedure.

Each passenger will maintain appropriate behavior while loading, riding, and unloading.

MISCELLANEOUS

Throwing rocks, ice, snowballs or other projectiles that might injure others or damage property may result in suspension from school.

Students are not to access the roof of any building at Minico High School. Doing so will result in appropriate discipline and possible suspension.

Under no circumstances is there to be hazing or initiation of students at Minico High School. Confirmed violations **will** result in suspension from school.

Students are not to bring articles to school that are not deemed appropriate for a school setting. Articles such as laser pointers, skateboards, razor scooters, water guns, lighters and/or matches, etc. are prohibited during school hours. Violations of this policy may result in loss of the article and possible suspension from school.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES (PED's) (District Policy No. 362.00 AND 362.00P)

The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, academic rigor, and the appropriate use of technology, which facilitates success in all aspects of life. **Refer to District Policy No. 362.00 AND 362.00P for the entire policy, including special procedures for students who may be partially exempt from portions of this policy.**

Within Minico's school culture, we are deeply committed to learning by using a variety of teaching and learning methods, **including the use of technology**. Fundamental to student learning is the integrity of classroom instruction **and the ability to manage and foster appropriate behaviors that enhance**

learning. In an effort to promote smart and appropriate use of technology. Each student has been provided a computer and are expected to bring that device to each class, charged and ready to use each day. The provided devices will be the primary device for academic purposes. For a variety of reasons, the use personal electronic devices (PED), including cell phones and ear devices, will be heavily restricted during classroom time. Minico's PED policy will allow students to responsibly use their PED's during designated times throughout the day:

- Passing times between classes
- Lunchtime
- Before and after school

Otherwise, with the exception of "smart watches" **PED's must be turned off or placed on silent mode and put away either in a backpack or in a container provided by the teacher for the entirety of the class.** On rare occasion, if ever, the teacher may plan for the use of PEDs or cell phones for academic purposes in the classroom and students will only use their PED as instructed. Teachers will discuss these times and circumstances with their students in their classrooms. Students may have headphones or similar devices in the hall as long as one ear is free. Also, PED's may be prohibited outside of the classroom during class/instructional time-for example: texting a friend while using a hall pass to use the restroom. Students will use a "smart watch" only as a time piece during class time.

**** NOTE: Due to the evolving nature of technology-additional rules and regulations may be added throughout the school year.*

Consequences for Noncompliance or Misuse of PED's in the Classroom/Hall Violations

- **Students who manage their PED's as expected will not have any consequences.**
- **There will be no warnings given after the first week of school**
- **First offense: the device is given to the teacher and returned to the student at the end of the class period and/or assigned a consequence including being referred to administration.**
- **Second offense or when the teacher deems necessary-the device will be given to an administrator and a parent/guardian will be required to retrieve the device from the administrator and make a plan in the case of further violations.**
- **Implicit or explicit refusal to place the phone in the backpack or teacher container, or refusal to give the phone or device to the teacher, administrator, or staff member upon request will result in the student being sent to the office, parent conference with an administrator and the teacher will ensue along with the student receiving an appropriate consequence no less than a Saturday School or suspension. The student may also lose PED privileges for a time.**
- **A student who forgets to bring their assigned device to school will be expected to take appropriate actions to remedy the issue (borrow one from the library) prior to class. Cell phones will not be allowed in class as a backup device.**

Teachers are expected to disallow the use of PED's as a reward for completing work or to be used during waiting time (instead visit quietly, read a book or article, complete homework, study notes, etc.).

Students should communicate clearly with their family, friends, and bosses about the school PED rules and the appropriate times to communicate. In the case of an emergency at home, parents will be encouraged to contact the school. Otherwise, students are expected to read and respond to their

received messages and calls during an appropriate passing period/lunch break. If a student is involved in an individual emergency at school, a school official will contact the student's parents

At the beginning of each school year an acceptable use policy letter will be sent home with students, to be signed and returned, which outlines expectations and consequences regarding having a cell phone or PED at school in accordance with District Policy No. 362.00 and Minico High School expectations and policies.

PED Use During School Emergency/Lockdown Situations

During lockdown and other school emergency situation, students are expected to comply with district, school, teacher, and emergency services protocols and requests. It is important to understand that the sharing of incorrect information can lead to panic and chaos as well as compromising public safety by complicating emergency services response time due to road and traffic issues and communications issues with internet and cell tower limitations. During a lock down/emergency situation, the school district will post on the district website (minidokaschools.org) any facts and information to parents and the public as they become available. We ask that any student, when allowed to use their PED, only share with their parents that he/she is safe, and teachers may receive facts and information during the situation that is shareable to students and parents. Students should neither be videoing/recording other students or staff during the situation nor sharing recorded material of the incident on social media platforms.

PROFANITY

Students need to be respectful of those around them and are expected to speak and act responsibly. Use of profanity is unacceptable and students will be disciplined accordingly.

Minidoka County School District #331 Drug and Alcohol Free Workplace (District Policy 342.20 and 524.00)

The Minidoka County School Board and Minico High School is committed to meeting its legal and moral responsibilities to safeguard the health, character, citizenship, and personal development of students. It is recognized that certain offenses, including those of alcohol and drug abuse, are barriers to the positive development of the citizenry and can lead to the illness of alcoholism and other chemical dependencies.

The board of trustees hereby notifies all employees and students of Joint School District No. 331 that the unlawful manufacture, distribution, sale, possession, consumption or use of any illicit drug or alcoholic beverage at the work place, on the Minidoka County School District premises, or on school assignment and/or activities is absolutely prohibited. The board further notifies all employees and students that to be under the influence of alcohol, drugs, or any intoxicating substance at the work place, on the school district premises, or on school assignment and/or activities is absolutely prohibited. **Compliance with this policy is mandatory.**

Violation of these policies by any employee or student will be cause for disciplinary action up to and including termination or expulsion.

All employees and students in violation of this policy will be referred to local law enforcement authorities. Students' parents or guardians will be notified immediately.

Administrators and supervisors are to review this policy with employees and students annually.

STANDARD OF DRESS

As fashions change, developing a dress standard for school is challenging. Students and staff understand that certain forms of dress are appropriate for particular settings both in and out of school, but are not appropriated as attire in the general school setting i.e. a wrestling singlet is appropriate for wearing during a wrestling match/practice, but nowhere else during the school day, or a swimsuit is appropriate at the pool, but not as attire for regular school business. Therefore, boundaries of appropriateness have been set for attire at school. Minico High School students are expected to dress appropriately and to show proper attention to personal cleanliness, neatness, and conservative standards of dress and appearance for the safety and education of the student and all others in the school. In order to ensure academic excellence, ethical behavior and personal responsibility, dress will be of a nature that sets a school-wide tone of caring about personal pride, school pride, and the courteous customs of the society in which we live. The purpose of this policy is to model and promote a safe, productive, and professional environment for students, staff and the community. This policy will apply equally and without bias based on gender, race, color, religion, national origin, disability, and/or age.

GENERAL RULES FOR ATTIRE: Clothing should always be clean, mended, suitable to body size, and in good taste.

CLOTHING: Pant/slacks are to be worn at the waist. Belts are not required, but if worn, must be in loops and are not to hang down. Pants that cannot be held up without a belt or those with holes above mid-thigh are prohibited. Bib type overalls/coveralls shall be worn in an appropriate, safe, fastened manner. Extreme tight-fitting clothing, clothing which is unduly revealing, or attire which detracts in any way from the educational mission of the school's instructional program, is unacceptable. Stretch pants (yoga pants, leggings, tights. i.e.) are discouraged. See-through fabrics, mesh, and/or fishnet fabrics are prohibited. Clothes must conceal undergarments at all times. Shirts must have a modest neckline and be long enough to cover the midriff (front and back). Halter tops, spaghetti straps, off-the-shoulder or low-cut tops, bare midriffs, and skirts and shorts shorter than finger-tip length are prohibited. Athletic team attire that does not meet the above criteria is to be worn only at competitions, practices, and/or for demonstrative purposes/assemblies with administrative approval.

INSIGNIA: Clothing and accessories that contain insignia are unacceptable at any time and in any form if they contain messages, writing, graffiti, and or insignia which advertise, endorse, and/or promote drugs, tobacco products, alcohol, profanity, illegal activities, racially derogatory or hate group references, Satanism, death or destruction, violence, shock-rock, sadism, gangs, racial separatism, and sexual or pornographic innuendo.

HEAD COVERINGS AND HATS: Out of courtesy, respect and for safety/identification reasons, during school hours, all head coverings including caps, visors, sweatshirt/hoodie hoods are unacceptable for

all students with the exception of head coverings for medical purpose or religious observance. Under special occasions hats may be worn with authorization by administration with specific guidelines. **See District Policy 344.00**

ACCESSORIES

Belts must be in the belt loops and are not to be hanging from the waist.

Accessories having studs or spikes (including metal) are prohibited.

All pet paraphernalia is prohibited.

Chains, including wallets which have a chain attached are prohibited.

Jewelry, which could inflict bodily harm, used for drug paraphernalia, or construed as a weapon is prohibited.

Shoes must be worn at all times.

Students may be expected to remove certain jewelry **deemed unsafe by the teacher** during any class including Physical Education classes.

No gang-related, profane or vulgar language, symbols or insignias etc. are to be cut into hair or tattooed or cut into skin. All offensive permanent marks must be covered.

Bandannas are prohibited as attire in the school building.

** Violation of the dress code is subject to discipline up to suspension.

SEXUAL HARASSMENT

The Board of Trustees believes that students and employees of the Minidoka County School District #331 have the right to learn and work in an atmosphere which is conducive to the achievement of their fullest potential. Sexual harassment of students or employees whether verbal or physical and whether engaged in by employees of the District or students, is prohibited and will not be tolerated.

The School District will investigate all complaints of sexual harassment whether the complaint is formal, informal, verbal or written, and discipline any student or employee who sexually harasses a student or employee of the School District.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Any person who believes he or she has been the victim of sexual harassment should report the alleged acts immediately to an appropriate teacher, counselor, supervisor, principal or superintendent.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate showing of affection in halls, classroom, or on school grounds will not be tolerated.

Examples would be **prolonged** hugging, kissing, extensive physical contact, etc. that would offend other people. Violation could result in detention and/or suspension from school.

DRIVING TO SCHOOL/PARKING LOT REGULATIONS

Due to a high number of students attending MHS, parking at school for the 2023-2024 school year will look different. Please read carefully the following parking policy.

Student parking on the Minico High School campus is by "Permit Only" from **7:50 am to 3:50 pm**.

Driving to school and parking in the school's parking lot is a privilege; please treat it as such. Due to the limited number of student parking spaces as well as safety and trespassing issues, student parking will be closely monitored. Student cooperation is expected and appreciated. Student Parking spaces on campus will be permitted to students who have a driver's license, complete the **Parking Permit Form**, and pay the permit fee. Each approved student will be granted a parking permit and will either park for the remainder of the school year in an assigned, numbered parking stall that matches their pass or will park in the new "Overflow Parking Lot" for the remainder of the school year. Students who are not assigned a numbered parking stall will park in the general **Overflow Parking Lot** east of campus. The school administration will determine the process for assigning parking spaces. Students without a permit will not be allowed to park anywhere on the MHS campus. The Minidoka County School District assumes no responsibility for the theft or damage to vehicles parked or driven on school grounds or to those that are towed by a certified towing company. In an effort to protect your car and other possessions, we require the following of our students:

Any student who drives and arrives at school with a motorized vehicle, will park in his/her designated parking spot and will remain parked during the remainder of school hours, except to leave during lunch period. Cruising the parking lot and/or driving to the other side of campus to attend another class is prohibited.

Students will park only between solid yellow, parallel lines in the designated student parking areas, and are prohibited from parking in any staff spaces, handicap parking spaces, bus lanes, or designated fire lanes.

Students are prohibited from driving passengers on the exterior of their vehicles or in the bed of a pickup/truck while on school grounds.

Students with a permit who drive oversized vehicles and those with trailers will be required to park along the side of 300 West Road between the fence and the road near the Football bleachers.

Students will keep their parking spaces litter free, and will not paint and/or write in their assigned space. The \$50 senior parking stalls are an exception and can be painted.

No student is to be in the parking lot during any class period without permission from a member of the faculty or administration. Students found in the parking lot during class time without written or direct permission will be considered TRUANT from class and disciplined accordingly.

Students are expected to not loiter in the parking lot when the school day is completed.

Students are expected to drive courteously, carefully, and responsibly on and around school property. Inattentive, reckless, or irresponsible driving on school grounds will not be tolerated. Violations of

rules concerning parking lot and driving behavior may result in the loss of privileges for a period of time.

Minico High School Parking Passes: Students and parents/guardians will complete the *Student Parking Permit* form and pay for a Parking Pass (On-line form is encouraged). After payment, the student will come to the office and complete and file any paper work, show the secretary his/her driver's license, and receive his/her parking permit. Each parking permit must be clearly displayed on the rear-view mirror or on the dashboard while the vehicle is parked on campus. The parking permit may be transferred to another registered vehicle. Failing to display the parking permit or parking in unauthorized areas will result in the consequences listed below.

Parking Consequences include:

1st offense: Warning/Citation

Other offenses: Citation/Towed/Loss of Parking privilege.

After three offenses, or a severe safety risk to others has occurred, the student and parent/guardian will have a hearing with administration for the possible revocation of the permit.

Parking fees and fines (to be paid at the office)

\$50.00 Senior Prime Parking Pass Fee

\$10.00 for other parking passes

\$5.00 will be assessed for a lost or stolen permit.

\$15 fine for each citation for improper parking

\$25 fine for parking in a handicapped space and/or fire lane.

Visitor Parking

All visitors parked on school grounds must report immediately to the office to check in and register themselves and may be asked to provide their vehicle information.

FOOD IN SCHOOL/LUNCH TIME EXPECTATIONS

Students are expected to help keep the hallways, outside lawns, and parking lots clean at all times. Failure to keep hallways clean could result in loss of privilege to eat in the halls during lunch. When in the halls during lunch time, students should converse quietly as to not interrupt classes that are in session.

SEARCH & SEIZURES

While on school grounds, the administration and resource officers reserve the right to both search and seize any materials in violation of school policy. This search and seizure can include a student's personal vehicle, locker, backpack, gym bag, purse, etc.

This can be done at any time there is reason to believe a student may be in violation of school policy. No prior warning is needed. Search warrants are not necessary to perform this action in a school setting. Any violation of school policy found during any such search will be disciplined accordingly.

THEFTS/REPORTING A LOSS

Students are reminded to secure vehicles, valuables, and lockers--BOTH hallway and PE lockers. In case of theft, the school accepts no responsibility for personal articles and property left in the building or on school grounds.

Internet Policy for Students (*District Policy No. 502.97*)

Individual users of the Internet have the ultimate responsibility to use Internet resources appropriately. All Internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District. Minico requires every student and parent to sign for Internet use in accordance with *District Policy No. 502.97*.

EXTRA-CURRICULAR ACTIVITIES

All students who attend extra-curricular events are expected to show the highest levels of citizenship and sportsmanship. Vulgar language toward anyone, including officials, will not be tolerated!

Any student spectator expelled from an event by the administration, police department, or game official may be suspended from school up to five days and may not be allowed to attend any other extra-curricular function for up to a period of six weeks.

A second violation of this sort during the course of the school year may result in expulsion from all school activities for the remainder of the school year and suspension from school for five days.

Any student who is released from any sport or club because of failure to follow the sport/club rules/regulations/grade requirement may have his/her name deleted from any pictures or other recognitions.

Rules & regulations governing participation in ALL extra-curricular activities

Improper behavior (including before, during, and after the event) may result in loss of participation in school activities. Proper behavior while in competition representing the well-being and reputation of Minico High School is expected and required.

Training Rules and Substance Abuse Policies

Participation in extra-curricular activities is a privilege extended to the students of this school. Students participating in activities shall not use or possess tobacco, alcohol, or drugs or other substances found in District Policy 342.20. Students doing so will be subject to the disciplinary actions of the Drug and Alcohol Policy for Extracurricular Activities Code of Conduct that each participant must read and sign prior to participation.

Attendance Rules and Regulations for Participation in Extra-Curricular Activities

Students must be in attendance one-half of the day of an activity or they will not be permitted to participate in that activity.

Exceptions are:

If the student is attending a doctor's appointment during the course of the day, in which case a doctor's note must be shown to the attendance office upon return to school.

If the student must stay home because of a serious illness in their family which has been pre-excused through the attendance office.

A death in the family.

Personal reasons or illnesses that are cleared by the administration in advance of missing school.

Students who are assigned in-school suspension can compete that day if their activity takes place after the assigned detention. In-school suspension will not be scheduled around extra-curricular activities under any conditions.

Extra-Curricular Eligibility

Those students participating in any extra-curricular activity come under the jurisdiction of the Idaho High School Activities Association regulations. In addition to these requirements, the participant must meet the following regulations outlined in the Minidoka School District policy:

Students participating in any activity covered by the I.H.S.A.A. must have and maintain a 2.0 grade point average. The grades will be calculated initially from the previous semester grades for students transferring to Minico from other schools. Grade point averages figured from the previous semester grades will determine eligibility for the following semester.

No student is to take part in interscholastic athletics unless the student has completed the required **Physical Examination/Interim Questionnaire** approving participation, and a **Consent Form** is signed by the parents.

No student is to take part in interscholastic athletics unless the student has taken out athletic insurance through the school or is able to show proof that he or she is covered by a **health insurance** policy.

Students participating in extra-curricular activities must purchase an activity card. This includes participation in competitive events as approved by the Idaho High School Activities Association. (A complete copy of the Spartan Pride Athletic Handbook is located on the internet at the Minico High School home page –<http://www.minidokaschools.org/domain/342>).

Any person needing special accommodations to participate in school activities should contact Minico High School one (1) day prior to the activity at 292 West 100 South, telephone number 208-436-4721.

MINICO SCHOOL DANCES:

Dances sponsored by Minico High School are for our students and their guests. Guest forms may be picked up in the school office the week prior to the dance or are available on-line and must be received by the office by the Wednesday before the dance. Students will be notified of approval/denial by the end of the school day on Thursday. Students are fully responsible for their guest's actions. Students leaving a dance or activity will not be readmitted to that activity. Students and guests will be required to have a dance contract on file to attend dances.

Dance Guidelines:

Dancing and dance attire is expected to be appropriate for the type of activity. Provocative styles of dance and/or dress are not allowed and may lead to removal from the dance.

Mt. Harrison High School



Student/Parent Handbook

2023-2024

**1431 17th Street Heyburn, ID 83336
(208) 436-6252 Phone © (208) 436-4746 Fax**

“Empowering Success”

Welcome to Mt. Harrison High School. We look forward to working and learning with you. We are here to help you succeed.

SCHOOL HOURS:

Monday thru Thursday 7:55AM - 3:24PM

DISTRICT MISSION STATEMENT:

“The Minidoka County School District is dedicated to developing the whole child in an atmosphere of excellence, characterized by mutual respect, shared responsibility for learning, and academic rigor which facilitates success in all aspects of life.”

MHHS VISION STATEMENT:

“MHHS’ students - empowered to **R*I*S*E** through exceptional educational opportunities, building integrity and resilience for success as scholars and citizens.”

Respect * Integrity * Success * Experience

STUDENT HANDBOOK:

The student handbook is not all-inclusive. It is supported by the rules and policies of the Minidoka School District. School policies and rules are available at the school or the District Office.

The school administration and staff want to have an open relationship with parents/guardians and students. To that end, please feel free to contact the school at any time that you might have questions.

THE MT. HARRISON EDUCATIONAL TEAM:

Principal- Maggi Spagnolo
mfortner@minidokaschools.org
Counselor- Aimee Hurst
ahurst@minidokaschools.org
Secretary- Irma Castillo
icastillo@minidokaschools.org
Childcare- Shannon Stephens
sstephens@minidokaschools.org
Teacher- Candace Hurst
churst@minidokaschools.org
Teacher- Mary Davis
mdavis@minidokaschools.org
Teacher- Dee Lewis

dlewis@minidokaschools.org
Teacher- Zelma Woodward
zwoodward@minidokaschools.org
Teacher- Scott Heins
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Teacher- Carly Grant
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Teacher- Tasia Youngstrom
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Teacher- Sheryl Stevenson
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Teacher- Angela Schneider
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Teacher- Sarah Bernal
sbernal@minidokaschools.org
Teacher- Sarah Pelayo
spelayo@minidokaschools.org
Teacher- Emilee Taylor
etaylor@minidokaschools.org
Custodians- Robin Taylor
Food Service- Lori Martindale

APPLICATION PROCEDURES:

Students wishing to enroll in Mt. Harrison High School may pick up an application from the front office at Mt. Harrison or a counselor at Minico High School.

Completed applications may be turned in to the Mt. Harrison front office

- In person 1431 17th Street in Heyburn
- By mail 1431 17th Street, Heyburn, Idaho 83336
- Via email mfortner@minidokaschools.org or ahurst@minidokaschools.org
- Via fax (208)436-4746

Only completed applications will be reviewed. Once the school receives your completed application, you will be contacted to schedule an interview.

ENROLLMENT QUALIFICATIONS:

As per Idaho Code 33-1001 (3a), students must meet specific qualifications to attend MHHS. There are two groups in which they may qualify, they are as follows:

Three (3) of the following criteria in Column A, or any one (1) criteria in Column B.

Column A	Column B
Has repeated at least one grade.	Has a documented or pattern of substance abuse.
Has absenteeism that is greater than 10% during the preceding semester.	Is pregnant or a parent.
Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.	Is an emancipated or unaccompanied youth.
Has failed one or more academic subjects in the past year.	Is a previous dropout.
Is below proficient, based on local criteria and/or state standardized tests.	Has serious personal, emotional, or medical issue(s).
Is two or more credits per year behind the rate required to graduate or for grade promotion.	Has a court or agency referral.
Has attended three (3) or more schools within the previous two (2) years, not including dual enrollment.	Demonstrates behavior that is detrimental to their academic progress.

Students must be 14 to 21 years of age and must have completed the 8th grade to be eligible to attend MHHS.

BELL SCHEDULE

1st Hour- 7:50-9:33

2nd Hour- 9:36-11:19

Lunch- 11:19-11:49

3rd Hour 11:52-1:35

4th Hour- 1:38-3:21

GRADING PROCEDURES AND TRANSCRIPT CREDIT:

At MHHS students have the possibility of earning *four credits each* quarter. With four (4) quarters in a school year a student may earn *sixteen* credits per year. Arrangements may be made for additional credits through credit recovery classes, summer school, CTE courses, school-to-work credits, courses from Minico High School, and other means approved by administration. If a student receives a passing grade in a course, but exceeds the 90% attendance policy, they will receive an “NC” (no credit) and will be required to make up the credit in credit recovery or by repeating the course.

MHHS grants credits quarterly. The grade a student earns at the end of a nine-week period (quarter) will be placed on his/her permanent record.

<u>Grading Scale</u>	<u>Percentage</u>	<u>Letter Grade</u>	<u>GPA Rating</u>	
90- 100%	A	70-79%	C	59 or below F
80-89%	B	60-69%	D	P/F

Pass/Fail courses are not included in student GPA. Students need 46 credits to graduate from MHHS. In addition, a student must be enrolled at MHHS at least 1 full quarter. The school that a student is enrolled at for the spring semester PRIOR to graduation will be the school he/she will be graduated from.

MHHS DIPLOMA REQUIRED CREDITS BY ACADEMIC CATEGORY:

English (8)	US History (2)
Any Math (2)	Economics (1)
Algebra (2)	American Government (2)
Geometry (2)	Health (1)
Speech (1)	Careers (1)
Computer Technology (2)	Humanities (2)
Science (6)	Electives (14)

Total 46

Students are also required to complete a Senior Project, and pass a Civics Test to meet graduation requirements.

EARLY GRADUATION

Students graduating prior to their cohort graduation date must complete all graduation requirements and have a cumulative high school GPA of 2.5 or higher.

ATTENDANCE (MCSD policy 320.00):

Absences

For every single absence, the parent/ guardian/ support person needs to call the school 208-436-6252 within 24 hours of the absence. Medical, court, and funeral documentation must be provided within 24 hours of the student's return to school.

Credit

Whenever a student is not present in a class at least 90% of the time (**four (4) per quarter are allowed**), **the credit for that class will be denied**. All absences count toward the 90% attendance requirement, except:

- Absences excused by a doctor's note or appointment confirmation
- Absences due to mandatory court business
- Absences due to participation in school activities
- Absences due to funeral attendance

Appeals Process

Students are required to be in attendance 90% of the time. Any student attending less than 90% will be required to appeal for credit. Guidelines listed below:

- All appeals must be submitted 8 school days after the end of each quarter except the 4th which must be submitted on the last day of school for that academic school year.
 - Failure to submit an appeal in the timely manner indicated above may result in denial of the appeal and repeat of the course or credit.
- Appeal must be submitted on the Official Form and is available at the office or from an instructor.
- First appeal may be awarded by an in-house appeals committee per academic year.
 - Committee may award credit, award credit with contingency or deny credit depending on the student's reason for appeal, number of days missed, or other factors.
- All subsequent appeals must be made to the school board.
- The Appeal Committee's decisions may be appealed to the school board.

Excessive absences are defined as exceeding the 90% attendance policy (**four (4) per quarter are allowed**) without appropriate documentation as identified in MCSD Policy 320.00. Students who exceed the 90% attendance policy (more than four (4) per quarter) may be referred to Juvenile Court (under 16 years of age) and/or the school may request the Idaho Transportation Department suspend a student's driver's license (Idaho Code 49-303A).

Makeup Work

Make-up work is allowed for students with any type of an absence. However, grades earned may be subject to a reduction due to unexcused absences/truancies. The classroom teacher will provide the student or the parent/guardian who requests make-up work with the information necessary to complete the make-up work, which may include:

1. A list of pages covered during the absence
2. Information about assignments or special projects
3. A copy of all handout materials given during the absence

Makeup Work Continued...

A student will be allowed two (2) days for each day of absence to make up new material. It is recommended that make-up work be completed within six (6) school days from the date of return after the absence unless exceptions are made by the principal/designee. **Except in extenuating circumstances, assignments or tests that were announced prior to the student's absence are due on the day that the student returns to school.**

The School Board grants authority to teachers to make exceptions to this policy in cases of term papers, labs, videos, group assignments, or long range projects as long as students are informed of the different requirements at the beginning of the assignment. Students are not allowed to take final exams early except when approved by the teacher.

CHECKING OUT OF SCHOOL:

If it becomes necessary for a student to leave school during the day, he/she must check out through the attendance office with parental/guardian permission **BEFORE** leaving school grounds. Students who leave school and do not return with a doctor or court note may not return to school the same day.

TARDY VIOLATIONS PROCEDURES:

Upon the third (3rd) tardy, parents or guardians will be notified and the student may receive detention. A fourth and fifth tardy in any class may result in detention and a meeting with parents. Excessive tardies may result in suspension.

DETENTION PROCEDURES:

Detention will be held during lunch daily

- 3 Tardies = Detention
- Minor classroom infractions= Detention
- 3 Detentions= up to 1 Day Suspension
- Misbehavior/Failure to Surrender Phone in Detention= Double Detention and/or Suspension

Any teacher may assign detention by adding student names to a shared Google spreadsheet and issuing a detention slip to the student. Students must be in the detention room within 10 minutes of the lunch bell. Late students will not be permitted to enter and will be considered to have missed detention resulting in unserved detention penalties.

- Unserved Detention= Double Detention
- Unserved Detention (2nd Offense)= up to 1 Day Suspension

EXPECTATIONS AND SCHOOL RULES:

- Be respectful.
- Come prepared to class and be ready to work.
- Use appropriate language at all times.
- All school guidelines apply to riding buses and all school activities.

Mt. Harrison is a safe place for all. All students are expected to behave in such a way that will allow

themselves and others to progress toward their academic goals. Students who demonstrate behaviors that are disruptive or dangerous may be asked to leave the school and face expulsion or revocation of enrollment.

Teachers will deal with consequences for acting out in the classroom. Teachers will teach their rules to their classes. These rules will be enforced by the teacher, who has the right to punish according to the age of the student and the severity of the misbehavior.

The following acts may get an office referral. The consequences may be but are not limited to: Detention, loss of privileges, police citation, parent conferences, suspension, or recommendation for expulsion for repeated violations of these rules (for more specifics, see below):

MINOR OFFENSES	
Insubordination	Inappropriate/obscene language or gestures
Disruptive behavior	Obscene, slanderous, or threatening notes
Cheating/Plagiarism	Illegal behavior
Harassment/Bullying	Physical violence
Damage to school property	Behaviors that place others at risk
Unprepared for class	Overt displays of affection

The following may result in detention, suspension and, in some cases, law enforcement referral and/ or a recommendation for expulsion:

MAJOR OFFENSES	
Repeated minor offenses	Fighting
Gang behavior	Defiance of authority
Failure to serve detention	Cheating on final exam/major project
Stealing	Use or possession of tobacco/drugs/alcohol
Sale or supply of tobacco/drugs/alcohol	Making False Allegations
Any violation aggravated by racially/sexually derogatory behavior	Possession of a weapon (the law requires 1-year expulsion in most cases)

Out of class referrals: when a particular student continues to cause disturbances or is having to be reprimanded often, he or she may be referred directly to the principal, based upon the adult's judgment as to what would be best for the student. The principal will apply one or more of the consequences listed above.

Students on IEP plans and/or 504 plans must be disciplined according to regulations contained in the IDEA act of 1997.

Students may not attend any school function that day or days that they have been suspended from school for disciplinary reasons, in addition to any other consequences.

NOTE: School rules apply while traveling to or from school, at school and when going to or from and while attending any authorized school function.

MHHS STUDENT DRESS CODE:

Students are permitted to wear the following at school each day:

- An official school approved shirt
 - An MHHS purple or heather gray collared shirt (short sleeve or long sleeve) available for purchase from Accurate Imprints
 - School “hoodie” available for purchase from Accurate Imprints
 - Specific school approved shirt, embroidered with the Mt. Harrison logo (ex: Student Council, HOPE Squad, etc.)
- All students must wear **solid black or blue** pants, knee length skirts, or knee length shorts
- In accordance with district policy, students should be completely covered from shoulder to mid thigh
- Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, are obscene, lewd, indecent or offensive are prohibited
- Head Coverings are not to be worn in the building
- Medical or religious exceptions are permitted with **prior** approval of the principal
- Occasionally the school will allow for “special dress” days. On those days, specific guidelines will be provided
- Administrators shall use reasonableness and have discretion to determine the appropriateness of attire
- All district level requirements supercede these guidelines

SCENTS AND FRAGRANCES AT MT. HARRISON

Mt. Harrison recognizes that many teachers and students have sensitivities to strong fragrances.

Teachers and staff members are permitted to regulate the use of fragrances within their own work area.

Students are not permitted to carry perfumes, aerosols, scented lotions, or other scented products inside the school. If these items are found in the student’s possession, they will be taken by administration and returned to parents upon request.

CLOSED CAMPUS/FOOD AND DRINK:

During lunch and break time the school campus is closed. This means that students will not be allowed to leave campus except to go to Minico for scheduled classes. Doctors and other appointments should be communicated with MHHS at least 24 hours in advance.

Hot lunches are available at MHHS. Free and reduced applications are available from the office and lunchroom. Students may pre-pay for lunches. School provided lunch must be eaten in the cafeteria except in the case of lunch detention. *During class time, food and drink in the classroom is at the discretion of the teacher.

MHHS does not allow lunches or other food/ drinks to be delivered by businesses. As a closed campus school, students are NOT allowed to leave for lunch. **A parent or guardian may bring food to school for his/her student ONLY during the scheduled lunch time.** Any food delivered during any other portion of the day will be held for the student until the end of the school day.

PERSONAL VEHICLES:

Student vehicles must be parked in the south parking area. Students may not enter parking areas without accompaniment by staff during school hours unless they have checked out at the office and they are leaving school grounds.

MEDICINE FOR STUDENTS (MCSD policy 270.20)

Students are not to give medication to others. Do not ask anyone (including teachers) for medication.

The administration of medicines to students by school employees is not allowed in most cases. Approval for administering medicine will be given only in extreme cases and in accordance with district policy 270.20.

SEARCH AND SEIZURE:

While on school grounds, the administration and/or resource officers reserve the right to search and seize any materials in violation of school policy as per MCSD Policy 340.40. This search and seizure can include vehicles on school premises, backpacks, bags, purses, etc. This can be done at any time there is reason to believe a student may be in violation of school policy.

STUDENT USE OF ELECTRONIC DEVICES:

The use of any electronic device, such as cell phones, tablets, USB drives, or any other privately owned device that is used for audio, video or text communication in school will be governed by MCSD Policy 362.00. 9

Students need to know that:

- **Devices must be kept out of sight, turned off or silenced, and may not be used during instructional time without teacher approval.**
- The school will not take responsibility for damage to or the loss of any device.
- **The use of devices for communication and/or entertainment during instructional time is prohibited** in all District schools, without teacher approval. Any use of electronic devices which involves bullying, intimidation, threats, sexting or other like activity while at school is prohibited. If a student violates this policy, the devices will be confiscated and given to the principal. Only the student's parent or guardian may pick up the device with the student present. Prior to receiving the device, the student shall sign that he or she has read District Policy 360.00 and understands the consequences for future violations. Further violations will be at the discretion of administration.
- **Students are not to take any pictures of other students or staff without permission of the person in the photograph. This includes all videos and photos including Snapchat.** Violations of this rule may include detention, confiscation of cell phone, and/or suspension. Repeated or extreme offenses may result in recommendation for expulsion. *except in official capacity as a yearbook or newsletter photographer.
- Electronic devices taken from a student:
 - 1st Offense- may be returned at the end of the period at the discretion of the teacher and/ or administrator.
 - 2nd Offense- may be returned at the end of the day at the discretion of the administrator.
 - 3rd Offense- may be returned to a parent or guardian at the discretion of the administrator.
 - 4th Offense- may result in suspension.
- Students refusing to surrender an electronic device to administration will be sent home.

INTERNET POLICY:

Each student, and his/her parent or guardian, is required to read and sign the District Appropriate Use Handbook, as per MCSD Policy 360.00A.

CARE OF SCHOOL, BOOKS, AND EQUIPMENT:

Students are responsible for any equipment or books issued to them. If the books or electronic devices are damaged or lost, the student will be expected to pay for the value of the lost or damaged book or device.

ACADEMIC HONESTY:

Academic honesty is highly valued at MHHS. All MHHS students are required to submit work that represents their original words, ideas, or products. At the beginning of each MHHS course you take, you may be asked to sign and submit this MHHS Academic Honesty Contract, pledging to avoid plagiarism and other forms of unacceptable practices. Students attending MHHS may be required to sign and initial the Academic Honesty Contract at registration, including a parent signature, and in each class after direct instruction about Plagiarism and cheating.

MHHS DAY CARE:

MHHS provides childcare for children of enrolled students for a nominal fee. Information concerning cost, meals and supplies about the daycare is provided at the office. If there are openings left after the student-parent needs are met, the daycare may be opened up to employees within the district who need childcare. **Only parents of children may enter the daycare room without approval of building administration. For safety reasons, during emergencies parents may not go to the daycare. Children will be reunified with parents as safety permits.**

FIRE DRILLS:

The school will hold monthly fire drills.

Rupert Elementary

School



Be Safe

Be Kind

Be Ready

Be Awesome

**Student Handbook
2023-2024**

RUPERT ELEMENTARY

Student Handbook

WELCOME! *Si Gusta esta informacion en Espanol, llame a la escuela (208)436-9707.*

The staff at Rupert Elementary School would like to welcome you! We are excited to have your student with us this year.

RUPERT ELEMENTARY VISION STATEMENT

At Rupert Elementary we maintain high expectations and promote academic excellence for all students.

Parents and the community are encouraged to be a part of each child's educational experience by offering their skills, talents, and resources. Our visionary school creates a learning environment that enables children to become meaningful contributors to society. In this place of learning and sharing, all feel safe to express their creativity and individuality within the standards of our school and community.

SCHOOL-WIDE CODE OF CONDUCT

- **Safety:** My actions need to be safe for myself and for others.
- **Respect:** My actions need to show respect for myself and for others.
- **Honesty:** My words and actions need to represent truth.
- **Responsibility:** My actions need to meet the expectation to take care of myself and be a dependable member of the community.
- **Courtesy:** My actions need to help make this a safe or/ an educational place where people feel welcome and accepted, and where they can do their work without disruptions.

Angela Davidson—Principal
Tamara Carter—Assistant Principal
Katie Hartley—Secretary
School phone: (208)436-9707
Fax: (208)436-1726

School starts at **7:40 A.M.**

Tardy bell rings at **7:45 A.M.**

School dismisses at **2:45 P.M.**

Lunch/Recess Schedule

1st Grade 11:00- 11:40

Kindergarten: 11:15-11:55

2nd Grade: 11:30-12:10

3rd Grade: 11:45-12:25

4th Grade: 12:00-12:40

5th Grade: 12:15-12:55

VISITORS

The front doors of the school are locked. Please ring the doorbell on the wall in the entryway to notify the secretary of your arrival. The secretary will unlock the door for you. Upon coming into the building, we ask that all visitors sign in at the office and pick up a visitor's badge (please set up an appointment prior with the teacher). If it is your first time checking into the office, please have your driver's license available.

To ensure our student's safety, we closely monitor traffic in our building. We do not permit students to bring friends or relatives to spend the day with them in class, as these situations are too disruptive to our educational program. Any person needing special accommodations to participate in school activities are

welcome to contact our school at 208-436-9707.

ILLNESS

Students should not come to school if they have a temperature of 100 degrees or more, have diarrhea, or are vomiting with **in the past 24 hours**. If a doctor has diagnosed COVID-19, the student will need to stay home and isolate 5 days. When returning, please bring in a copy of the positive test result from the doctor.

If students have any contagious conditions such as chicken pox, head lice, scabies, ring worm, mumps, pink eye etc., they will be sent home. Please call the school office to report student's absence. If a doctor visit is made during school hours, please bring the doctor's excuse into the school.

BIRTHDAY PARTIES

Guidelines for celebrating birthdays at school:

- Food treats need to be individually wrapped and prepared commercially
- No homemade treats
- No gum or Balloons
- Check with your child's teacher to find the best time of day to bring treats
- Please pass out invitations to private parties outside of school.

COLD WEATHER OR SNOW DAYS

When the weather becomes extremely cold, we allow students to stay indoors during recess time. As a school staff, we recognize the difference between uncomfortable temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that helps them feel renewed when they return. **Please prepare your child for the cold temperatures of Idaho weather by dressing them properly with a heavy coat, hat, gloves, and boots. Be sure that ALL items are marked with the student's name.**

MEDICATIONS

The only medications we will dispense at school are prescription medications and over the counter medications as authorized by a physician on the school district's Authorization To Administer Medication form. All prescription medication needs to be in the original prescription bottle. Parents may, however, come to the school and administer the medication to their child.

RELEASING STUDENTS FROM SCHOOL

Please come into the school to notify us that you will be taking your child out of school so that we are aware that your student is leaving. The office will send for your child. Your child will not be released to walk home alone. We must have permission from parents to release their student to another person (this is for the protection of your child). If your child needs to go to an alternative destination, a written note or call to the school is **mandatory**. Without this notification, students will need to go home as usual.

SPECIAL ACCOMMODATIONS

Any person needing special accommodations to participate in school activities should contact Rupert Elementary one day prior to the activity at 202 18th Street, (208) 436-9707.

Practice Drills

Fire Drills(Evacuation)- Held Monthly
Relocation-Once a year
Hall Check-Sporadically
Lockdown- Sporadically

Discipline

In order to provide a safe learning environment, the staff at Rupert Elementary believes it is our responsibility to administer a fair and comprehensive discipline policy. The purpose of the policy is to ensure the rights of each student

to attend a school with a safe and positive learning environment while also helping students to see that there are consequences for inappropriate behavior. Our goal is to help students learn to become responsible citizens. We encourage parents to maintain regular contact with teachers about concerns so we can work as a team to help their children.

School Bus Discipline

It is very important that the school is aware of what is happening on the bus and during bus loading and unloading. We are concerned for each of our students and want them to arrive home safely at the appointed time. Students who ride buses are subject to school discipline. Students who fail to follow bus rules will receive bus tickets and school disciplinary consequences.

APPROPRIATE DRESS

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

ATTENDANCE

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

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

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

PLAYGROUND RULES

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

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

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

BUILDING RULES

- Be respectful by keeping quiet hall and assemblies
- Use quiet voices in the restrooms, and leave restrooms clean
- Keep litter picked up in the building and cafeteria
- Take only your playground equipment, not another person's equipment
- Be in the classroom only when there is supervision.
- Walk through the halls without skipping, running or hopping
- Display good behavior in the classroom without disruption

Student Use of Personal Electronic Devices

- Electronic devices must be kept in backpacks, turned off or silenced, and may not be used during school without permission.
- The school will not take responsibility for damage to or the loss of any personal electronic device.
- School authorities will not investigate lost or stolen devices.
- Students who choose to bring devices to school take sole responsibility for those devices.
- Any use of electronic devices which involves bullying, intimidation, threats, sexting, or other like activity while at school will result in investigation, possible loss of the use of the electronic device at school, and discipline up to expulsion.
- Staff members can confiscate any electronic device being misused by students. The person responsible for taking away the electronic device will turn the device over to the office.

INTERNET

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. All internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District.

PERSONAL ITEMS

Any objects that divert a student's attention from his/her schoolwork should not be at school. Children are not to bring toys, valuable jewelry, large amounts of money, Heelys with wheels, or electronic devices to school. If personal items are brought to school, they may be confiscated and can be picked up at the office by a parent or guardian. The school is not responsible for any lost, stolen or broken items.

SCHOOLWORK POLICY

In order to accomplish our district mission statement of increasing instructional intensity in all classrooms, Rupert Elementary students are expected to complete **all** school work.

HOMEWORK

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

WEAPONS/DRUGS/ALCOHOL

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

BULLYING

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

PARENT TEACHER ORGANIZATION

Rupert Elementary School is fortunate to have a wonderful PTO organization that helps to bring school and

community together. Please contact us if you would like to volunteer with the PTO.

VOLUNTEERS

We appreciate all the parents and family members that volunteer to assist classroom teachers. We strongly support volunteerism in our school and encourage everyone to spend some time helping in a classroom. Please contact the classroom teacher or the office to fill out the necessary forms to volunteer. The PTO also organizes and assists with numerous activities throughout the year that support our school. Please contact PTO board members to volunteer your services.

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

Acknowledgement of Student/Parent Handbook

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

Family Acknowledgement

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

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

Cut off portion below and return to school/teacher

Family Acknowledgement

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

Student Signature _____

Date _____

Parent Signature _____

Date _____

Each year, the Board of Trustees shall create a collaborative Continuous Improvement Plan designed to improve student achievement in the District, assess and prioritize needs, and measure outcomes.

The Board shall work with the Superintendent to engage students, parents, teachers, administrators and community members as appropriate in the strategic planning process.

The District Continuous Improvement Plan shall:

1. Be data driven, specifically in student outcomes, and shall include, but not be limited to analysis of demographic data, student achievement and growth data, graduation rates, and college and career readiness;
2. Set clear and measurable targets based on student outcomes;
3. Include a clearly developed and articulated vision and mission;
4. Include key indicators for monitoring performance; and
5. Include a report of progress toward the previous year's improvement goals. Include student literacy and proficiency goals and targets and specify measures of progress toward those outcomes.
6. Include, as applicable to the grade ranges served, trajectory growth targets toward literacy proficiency
7. Include the individual staff performance on each of the performance criteria defined in 33-1001, Idaho Code, including measurable student achievement and, student success indicator targets, and the percentage of students meeting those targets. Data will be aggregated by grade range, subject, or performance indicator as determined by Idaho's Commission for Education Excellence through the office of the State Board of Education.
8. Include, at a minimum, the student achievement and growth metrics for the state accountability framework; and
- 5.9. Include a report of progress toward the previous year's improvement goals.

Multiple measures shall be used to determine student readiness and improvement. At a minimum, the Board shall set a benchmark for each of the following metrics:

1. Career and College Readiness: The ~~number and~~ percentage of students meeting the individual staff performance on each of the performance criteria defined in 33-1001, Idaho Code, including measurable student achievement and, student success indicator targets, and the percentage of students meeting those targets. Data will be aggregated by grade range, subject, or performance indicator as determined by Idaho's Commission for Education Excellence through the office of the State Board of Education; college-ready benchmark in mathematics and English Language Arts on a State recognized college entrance exam. Improvement shall be measured by year over year growth in the percentage of students meeting the college and career ready performance metric ~~readiness benchmark.~~

~~college ready benchmark in mathematics and English Language Arts on a state recognized college entrance exam. Improvement shall be measured by year over year growth in the percentage of students meeting the college readiness benchmark.~~

1. College and Career Advising: The percentage of students meeting the District's chosen performance metric for college and career advising. Improvement shall be measured by year over year growth in percentage of students meeting the performance metric.
2. High School Readiness: The number ~~and~~ percentage of students meeting proficient or advanced on the 8th grade Idaho Standards Achievement Test in mathematics and English language usage arts as well as percentage of students who make adequate growth on the grade 8 Idaho Standards Achievement Test in mathematics and English language arts usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced and making adequate growth.
 - ~~1. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.~~
 2. Grade 7th Grade Readiness: The ~~number and~~ percentage of students meeting proficient or advanced on the grade 6th ~~grade~~ Idaho Standards Achievement Test in mathematics and English language arts as well as percentage of students who make adequate growth on the grade 6 grade Idaho Standards Achievement Test in mathematics and English language arts usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced and making adequate growth.

~~Middle School Readiness:~~ The number and percentage of students meeting proficient or advanced on the 5th grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.

3. Grade 5 Reading Readiness: The percentage of students meeting proficient or advanced on the grade 4 Idaho Standards Achievement Test in English language arts as well as percentage of students who make adequate growth on the grade 4 Idaho Standards Achievement Test in English language arts. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced and making adequate growth.
4. ~~4th Grade Reading Readiness~~ Grade 4th Grade Reading Readiness: The ~~number and~~ percentage of students reading at grade level on the grade 3 spring Idaho Reading Indicator ~~3rd grade statewide reading assessment.~~ Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
 - ~~2. The number and percentage of students reading at grade level on the spring 3rd grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.~~
5. ~~3rd Grade Reading Readiness:~~ Grade 3rd Grade Reading Readiness: The ~~number and~~ percentage of students reading at grade level on the grade 2 spring Idaho Reading

Indicator 2nd-grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

3. ~~The number and percentage of students reading at grade level on the spring 2nd-grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.~~
6. ~~2nd-Grade Reading Readiness: Grade 2nd-Grade Reading Readiness: The number and percentage of students reading at grade level on the grade 1 spring Idaho Reading Indicator 1st-grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.~~
4. ~~The number and percentage of students reading at grade level on the spring 1st-grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.~~

1st-Grade Reading Readiness:

7. ~~Grade 1st-Grade Reading Readiness: The number and percentage of students reading at grade level on the kindergarten spring Idaho Reading Indicator kindergarten statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.~~
5. ~~The number and percentage of students reading at grade level on the spring kindergarten statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.~~
6. ~~Include the individual staff performance on each of the performance criteria defined in 33-1001, Idaho Code, including measurable student achievement, student success indicator targets, and the percentage of students meeting those targets. Data will be aggregated by grade range, subject, or performance indicator as determined by Idaho's Commission for Education Excellence through the office of the State Board of Education and;~~
7. ~~Include a report of progress toward the previous year's improvement goals~~
4. ~~**Staff Performance:** The percentage of students taught by staff the indicated grade/grade band and subject group that meet measurable student achievement targets or success indicators on the assessment tool used for evaluation.~~
5.

The Board may engage in planning training to assist in the process and the development of the plan and may use the following assessment tools for measuring student achievement and growth:

1. Idaho Standards Achievement Tests (ISAT), including interim ISAT assessments;
2. Student learning objectives;
3. Teacher-constructed assessments of student growth;
4. Pre and post-tests, including district-adopted tests;
5. Performance-based assessments;
6. Idaho Reading Indicators, which is a required assessment tool for applicable staff;
7. College entrance exams or preliminary college entrance exams such as PSAT, SAT, PACT, and ACT;
8. Advanced placement exams;
9. Career technical exams;

10. The number of business or industry certificates or credentials earned by students in an approved career technical education program;

~~10.11.~~ The number of students completing career technical education capstone courses;

12. The number of students enrolled in career technical education courses that are part of a program that culminates with business or industry certificates or credentials.

The Board may use the following for measuring student success indicators:

1. Quantifiable goals stated in a student's 504 plan or individualized education plan;
2. Quantifiable goals stated in a student's behavior improvement plan;
3. School- or District-identified measurable student objectives for a specified student group or population;
4. The percentage of students who create student learning plans in grade 8 or who annually update their student learning plans thereafter;
5. The percentage of students who satisfactorily complete one or more Advanced Opportunities options as identified in IC 33-4602 or who earn business or industry certificates or credentials. This indicator shall be one of the required indicators for applicable staff.

The Board shall continuously monitor progress towards the targets for student outcomes included in the plan by using relevant data to measure growth. Such progress shall be included in the Board's annual evaluation of the Superintendent.

The Continuous Improvement Plan shall be made available to the public by being posted on the District's website. The plan must be reviewed, updated annually, and submitted to the Office of the Board of Education no later than October 1 each year.

LEGAL REFERENCE: Idaho Code § 33-320 Continuous Improvement Plans and Training
IDAPA 08.02.01.80 Planning and Training

ADOPTED: October 20, 2014

AMENDED/REVISED: September 21, 2015; March 13, 2017; November 15, 2021

CROSS REFERENCE: Policy 424.00 Public Access to District Records

~~**Model Code of Conduct:** The following code of conduct shall govern the general conduct of all individual members of the Board:~~

~~**1. Commitments:** Each trustee shall:~~

- ~~a. Represent all District constituents honestly and equally, and refuse to surrender the Trustee's responsibilities to special interest or partisan political groups;~~
- ~~b. Avoid any conflict of interest or the appearance of impropriety which could result from the position of Trustee, and shall not use membership on the Board for personal gain or publicity;~~
- ~~c. Recognize that a Trustee has no legal authority as an individual, and that decisions can be made only by a vote of at least a majority of Board members at a properly convened meeting of the Board;~~
- ~~d. Take no private action that might compromise the Board or the District administration, and shall respect the confidentiality of privileged information;~~
- ~~e. Abide by majority decisions of the Board while retaining the right to seek changes in such decisions through ethical and constructive channels;~~
- ~~f. Encourage and respect the free expression of opinion by fellow Trustees and others who seek a hearing before the Board; and~~
- ~~g. Be involved and knowledgeable about local educational concerns and participate in professional development activities, when possible.~~

As a member of the local board of trustees, members will strive to improve student achievement in public education, and to that end they will:

1. Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;
2. Recognize that the board must comply with the Open Meeting Law and only has authority to make decisions at official board meetings;
3. Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Understand that the board makes decisions as a team. Individual board members may not commit the board to any action unless so authorized by official board action;
5. Recognize that decisions are made by a majority vote and the outcome should be supported by all board members;
6. Acknowledge that policy decisions are a primary function of the board and should be made after full discussion at publicly held board meetings, recognizing that authority to administer policy rests with the superintendent or administrator of the charter school;

7. Be open, fair and honest – no hidden agendas, and respect the right of other board members to have opinions and ideas which differ from mine;

8. Recognize that the superintendent or the administrator is the board's advisor and should be present at all meetings, except where the superintendent/administrator is the subject matter, or where the superintendent/administrator's presence is a conflict of interest. Further, the Superintendent/Administrator shall not be present during any Board deliberation regarding a student expulsion hearing and/or when the board deliberates regarding a teacher non-renewal or termination advanced by the administration.;

9. Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a concern ever rise to the attention of the board as a hearings panel;

10. Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;

11. Respect the right of the public to be informed about district decisions and school operations;

12. Understand that I will receive information that is confidential and cannot be shared;

13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;

14. Present personal criticism of district operations to the superintendent or administrator, not to district staff or to a board meeting;

15. Refuse to use my board position for personal or family gain or prestige. I will announce any conflicts of interest before board action is taken;

16. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

2.1. Goals: Each Trustee shall assist the Board in pursuit of:

- a. The development of educational programs which meet the individual needs of every student, regardless of ability, race, sex, creed, or social standing;
- b. The development of procedures for the regular and systematic evaluation of programs, staff performance, and Board operations to ensure progress toward educational and fiscal goals;
- c. The development of effective District policies which provide direction for the operation of the schools and which delegate authority to the Superintendent for their administration;
- d. The development of systematic communications which ensure that the Board, administration, staff, students, and community are fully informed and that the staff understands the community's aspirations for its schools; and

- e. The development of sound business practices which ensure that every dollar spent produces maximum benefits.

LEGAL REFERENCE: Idaho Code 33-506

ADOPTED: November 15, 2004

AMENDED/REVISED: Ratified on July 17, 2017

Board Member Signatures:

All full-time employees of Minidoka County Joint School District No. 331 who are assigned a twelve-month work schedule with at least 245 work days, will receive annual paid vacation.

The following guidelines are delineated:

1. Each employee shall schedule his/her vacation time in advance, by consulting with the proper supervisory personnel of the department or building to which he/she is assigned. Scheduling of said vacation shall be done, in so far as possible, in accordance with the wishes of the employee in any amount up to the total of the employees earned vacation credits.
2. Not more than thirty percent of the work force in any department shall be authorized annual vacation at any one time without special permission of the superintendent.
3. Accruing vacation days may not be taken until the employee has completed one year of service. Upon the completion of the initial full year's employment, a new employee will be credited with ten (10) vacation days upon their anniversary date.
4. Upon separation from employment with the district, after one full year of continuous service, annual vacation pay may be allowed to the extent of the employee's accrued and unused vacation days.
5. Full-time employees of Minidoka County Joint School District No. 331, ~~after one year of continuous employment, upon their anniversary date,~~ shall be entitled to 10 days of ~~accrued~~ vacation (after probationary period) and, shall accrue annual vacation with pay at the rate listed:

2 - 5 years of continuous employment	10 days per yr.
6 - 10 years of continuous employment	13 days per yr.
11 - 15 years of continuous employment	15 days per yr.
16 - 20 years of continuous employment	18 days per yr.
21 or more years of continuous employment	20 days per yr.

If an employee leaves the District before a year is completed, the vacation time used, if over the monthly accrued time, will be taken out of the employee's last check. Vacation time with pay may accumulate to a maximum of five (5) days over the employee's annual entitlement. Vacation time after one year of continuous employment shall be deemed to accumulate on a monthly or major portion thereof for actual service, on a prorated basis, to the maximum annual accrual of the employee. The accumulation of days is available to be used upon the next annual anniversary date.

With written Superintendent approval, employees may be allowed in lieu of vacation days which will actually be taken following their anniversary date. The "in lieu of

vacation days" provision is intended for use by employees whose work ~~schedule~~ calendar makes it difficult to take vacation days in a timely manner.

6. Teacher aides and school secretaries are not eligible for paid vacations.
7. Employees who are on a 12-month work schedule who work less than 20 hours per week are not eligible for paid vacation.



LEGAL REFERENCE:

ADOPTED: September 15, 1992

AMENDED/REVISED: September 4, 1996, April 17, 2006: March 17, 2014

The following procedures will be used to determine driver reimbursement for activity busing:

1. The District shall pay any school club or activity account that provides a driver for an activity, according to the miles driven for said activity using the district's established activity busing reimbursement pay schedule; summer activities are excluded from this provision.
2. Schools requesting the use of a non-route bus must encumber purchase orders prior to travel from their District Transportation budgets. The purchase orders are to be made payable to their school's club or activity accounts based on the per mile activity busing reimbursement pay schedule. The amount to be paid will be made directly to the Minidoka Transportation Department and deposited directly into the District's transportation budget to cover costs of maintenance on non-route buses.
3. The cost to use a route bus with a District paid bus driver will be predetermined and set each year by the District's Transportation Supervisor. Purchase orders for these trips must be encumbered prior to travel and made directly to the Transportation Department.
4. Bus drivers will be paid per hour according to the activity busing reimbursement pay schedule for the duration of the trip minus the driver's route pay if the trip is during regular route time.
- 4.5. If a bus is returned dirty, trash on the floor, etc., the club/activity will be contacted and required to clean the bus as it was prior to the trip.

LEGAL REFERENCE:**ADOPTED: October 19, 2020****AMENDED/REVISED:**