

**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 21, 2025 at 7:00 PM at the District Service Center 310 10th Street** **Rupert, ID 83350** at which meeting the following business will be conducted:

CALL TO ORDER & ROLL CALL:

Bonnie Heins, Chair	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. *THE EXECUTIVE SESSION WILL BEGIN AT 5:00 P.M.*

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

A. Possible Adoption of Resolution Regarding Level 3 Grievance Hearing Panel Decision (action item)

2. CALL TO ORDER & ROLL CALL

3. VISITOR WELCOME & PLEDGE OF ALLEGIANCE

4. AGENDA APPROVAL (Action Item)

5. CONSENT AGENDA (Action Item)

A. Minutes of Previous Meeting

2

B. Payment of Bills, Payroll & Treasurer's Reports, SBF & Activity Reports

6

C. Disposition of District Property/Fixed Assets

157

D. Travel Requests

158

E. Personnel

160

6. PATRON COMMENTS

7. DISCUSSION ITEMS

A. Football Field Lighting - Jacob Catmull

B. Financial Discussion

C. Board Training

D. Administrator/Department/Committee Reports

162

E. Superintendent Report

8. BUSINESS (Action Items)

A. Engagement Letter for Poulsen VanLeuven & Catmull

167

B. Student Handbooks

173

C. New/Amended/Deleted Policies

1. Policy 302.00/302.00P Open Enrollment Policy and Procedure (First Reading)

287

2. Policy 310.00 School Age Entrance, Placement and Transfer (First Reading)

295

3. Policy 362.00P Student Use of Personal Electronic Devices Procedure (First Reading)

298

4. Policy 386.20 Student Immunizations (First Reading)

300

5. Policy 510.50 Criminal History Checks for Employees, Substitutes, Volunteers and Contractors (First Reading)

304

6. Policy 800.00 Student Transportation (First Reading)

307

7. Policy 802.00 Bus Loading Discipline Student Conduct (First Reading)

8. Policy 804.00 Vehicle Idling

309

9. Policy 805.00 Bus Driver Training (First Reading)

310

10. Policy 807.00 Evacuation Instruction and Drills (First Reading)

311

11. Policy 809.00 Bus Routes, Stops and Non-transportation Zones (First Reading)

314

12. Policy 810.00 District Owned Vehicles (Second Reading)

320

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

MCS D #331 Board of Trustees Regular Board Meeting Minutes June 16, 2025 DRAFT

Executive Session

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

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

There was a possible motion on the adoption of a resolution regarding level 3 grievance hearing panel decision. A motion was not made due to a mutual agreement between parties involved.

Executive Session was declared finished.

Board Members Present

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

Call to Order & Roll Call

Visitor Welcome and Pledge of Allegiance

The pledge was led by Trustee Claridge.

Trustee Perez informed the board he was resigning his position as Trustee of Zone 1 effective July 1, 2025. With that information received, a motion was made by Trustee Claridge, seconded by Vice Chair Andersen to accept the resignation. Motion carried.

Agenda Approval (Action Item)

A motion to approve the agenda as presented was made by Vice Chair Andersen, seconded by Trustee Perez. Motion carried.

Consent Agenda

With no objections, the consent agenda was unanimously approved.

Patron Comments – No comments

Discussion

FFA Alumni: Tammy Stevenson, Jessica Stapleman and Cheyenne Suchan discussed how the alumni group works and what it would like to take on as the alumni association. Mr. Larsen expressed his concern on how it would be set up. When the alumni was asked if they planned to have all funds run through them, Tammy Stevenson stated no. There will be accountability for funds and standards to be met. She asked for updates of FFA funds monthly from the Business Office; however Daryl Kent, Business Manager, stated the balances were not correct and did not match. Fundraisers they would like to take over is the July 4th concession stand along with other extracurricular funds.

Administrator/Department/Committee Reports: Trustee Claridge asked if school nutrition was still trying to collect unpaid balances. Mr. Larsen will check with Katie Rogers.

Superintendent Report: Mr. Larsen stated that the ag building superintendent is no longer with Peterson Brothers. The IT closet does not have a ceiling or venting in order for computers to stay cool.

Traditional and migrant summer school is going extremely well.

Mr. Larsen met with Laurie Heward. It appears East and West are close to hopefully getting out of SWIP. Data has to be cleaned up, so in October we should know for sure.

Projects around the District being done: steps by the Minico math department, ADA bathroom for Heyburn, paving and drainage behind DSC, asphalt patching in many areas and fencing around School Nutrition. Kim Kidd informed the Board that Idaho Department of Transportation has agreed to lower the speed limit in front of Minico to 30 mph.

Business

Art Class Fee – Students will keep the packets they purchase. Trustee Perez asked if students struggle with paying this fee, the teachers let people know. He would be fine with purchasing several of them for those who cannot afford them. A motion was made to approve the art class fee by Trustee Kent, seconded by Trustee Claridge. Motion carried.

Design Math Class Fee – This is an elective origami class. A motion to approve the origami class design fee was made by Trustee Claridge, seconded by Vice Chair Andersen. Motion carried.

Minico Fundraisers – A reminder to the audience fundraisers are limited to 3 per club/activity. A motion to approve the Minico fundraisers, potatoes (Brent Van Every), tennis, softball, cheer and volleyball was made by Trustee Perez, seconded by Trustee Kent. Motion carried.

District Staff Handbook – A motion to approve the District Staff Handbook was made by Vice Chair Andersen, seconded by Trustee Claridge. Motion carried.

Salary Schedules – On the certified schedule, as per in negotiations, the P6 was removed. If those on P6 last year did not go to the AP1, they stay on the P5 rung. There were new schedules added: those who did want insurance are on the Classified plus \$3.50, the business office has their own schedule as does Transportation A motion to approve all salary schedules was made by Trustee Claridge, seconded by Trustee Perez. Motion carried.

School Nutrition Pizza Bid and Co-op Agreement – There were concerns with the bid from Pizza Hut, getting pizzas on time and the nutritional value. Mrs. Rogers recommended the bid from Dominoes Pizza. A motion to approve the bid from Dominoes Pizza Was made by Trustee Perez, seconded by Trustee Kent. Motion carried.

Daryl Kent, Business Manager expressed concerns. With the School Nutrition Director of our district over the co-op, is our District was responsible for funds? The Board asked that the co-op agreement be held until the meeting on the 30th in order to have more information.

New/Amended/Deleted Policies

1. Policy 2480 Alternative Secondary Education Program - replacing policy 265.00 (First Reading)
2. Policy 320.00 Attendance (First Reading)
3. Policy 361.00 Student Cell Phone Use (First Reading) - Kim Kidd will review with teachers at the beginning of school. Chair Suchan asked the administrators why phones can't be used at lunch. Ashley Johnson stated, she saw an increase in cell phone misuse. Students wouldn't talk to each other because of using the phones during lunch. She wants kids to interact with each other. Trustee Perez stated they went to an ISBA conference where they shared student interaction increased with no cell phones allowed. Ashley Johnson stated we need to educate kids why we are doing this.
4. Policy 376.50 Juvenile Sex Offenders (First Reading)

5. Policy 380.00 Student Records (Second Reading)

6. Policy 810.00 District Owned Vehicles (First Reading) -Vice Chair Andersen asked how many vehicles go home at night. Jason Van Every stated he only knew of two. Only one person is on call at a time, why do both go home? Mr. Van Every stated that’s just what’s been done. They are only being used for school purposes. Vice Chair Andersen stated no, they are being used for personal use also. She sees them all over the area. She feels only one should go home and a record of mileage should be kept. Chair Suchan stated with being on call he understands having a vehicle on hand.

Mr. Van Every stated he receives a lot of calls. He feels there’s a lack of clarification on what his job entails. Mr. Van Every also stated there is someone doing things they shouldn’t. He requested that Mr. Larsen and himself take care of that situation.

Vice Chair Andersen asked if they’re called out, is a log kept? She felt two vehicles do not need to go home. Mr. Van Every requested he keeps his truck. Trustee Perez informed the board he fills out a form as to how much he uses the vehicle for personal use and it is a fringe benefit. Mr. Larsen stated if the vehicle goes home, it will be considered a fringe benefit and information will be needed. The Board asked this to be held for a second reading.

A motion to approve all policies except 810.00 District Vehicles was made by Vice Chair Andersen, seconded by Trustee Kent. Motion carried.

Adjournment

A motion for adjournment was made by Trustee Perez, seconded by Vice Chair Andersen. Motion carried. Adjournment was 8:29 p.m.

Russ Suchan, Chair of School Board

Attest: July 21, 2025

Kerri Tibbitts, Board Clerk

MCSO #331 Board of Trustees

Special Board (Budget Hearing) Meeting Minutes

June 30, 2025 DRAFT

Board Members Present

The following trustees were present: Chair Suchan, Vice Chair Andersen (via phone), Trustees Kent, and Claridge.

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

Budget Hearing

Eric Van Every and Daryl Kent (via phone) discussed fundraisers and fees. Those listed in red were changes or additions (attachment on Boardbook). Vice Chair Andersen stated clubs, activities, etc. need to make sure they do not go over the number of fundraisers allowed which is three. The revised 2024-2025 budget was discussed. The fund balance and contingency fund was explained to the Board along with the contingency amount. While it shows an 8.5 million balance, there are many expenditures to still be taken out of the amount. Going to the state insurance, raises for those not in the discretionary fund, school nutrition deficit amount, projected levy projects will all need to be taken out of the amount. It takes approximately 3 million a month to cover expenses. The District strives to keep a 5% amount to cover any unexpected costs.

Business

A motion to approve the revised 2024-2025 budget was made by Trustee Kent, seconded by Trustee Claridge. Motion carried.

A motion to approve the 2025-2026 budget was made by Trustee Claridge, seconded by Trustee Kent. Motion carried.

A motion to approve the 2025-2026 Fees/Fundraisers was made by Trustee Kent, seconded by Trustee Claridge. Motion carried.

A motion to approve the School Nutrition Co-op Agreement was made by Trustee Claridge, seconded by Trustee Kent. Motion carried.

(Vice Chair Andersen was not available for voting. Chair Suchan voted on all of the above motions in order for quorum in which all voted yes on the items.)

A motion was adjournment was made by Trustee Kent, seconded by Trustee Claridge. Motion carried. Meeting was adjourned at 7:08 p.m.

Russ Suchan, Chair of School Board

Attest: July 21, 2025

Kerri Tibbitts, Board Clerk

Employee
Pay Checks

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 30

Voucher Date: 06/25/2025

Prepared By:

Hendrick Woodland

Printed: 06/24/2025 09:09:19 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$27,365.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$18,657.90
243	PROFESSIONAL TECHNICAL - STATE	\$0.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$3,802.28
253	TITLE I-C ESEA MIGRANT FUND	\$0.00
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$0.00
257	TITLE VI-B IDEA SPECIAL ED FUND	\$0.00
258	TITLE VI-B IDEA PRESCHOOL FUND	\$0.00
260	MEDICAID	\$0.00
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$0.00
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$0.00

Voucher No: 30

Voucher Date: 06/25/2025

Fund		Amount
265	IDEA MINI-GRANTS	\$0.00
270	TITLE III ESEA FED LEP	\$0.00
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$0.00
274	Stronger Connections Grant	\$0.00
284	GEAR UP GRANT	\$0.00
290	FOOD SERVICE FUND	\$4,905.18
		<hr/> <hr/> \$27,365.36

Blue
Cross

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1086

Voucher Date: 06/25/2025

Prepared By:

Hester Woodley
Printed: 07/01/2025 08:24:24 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$435,697.76 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

[Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$360,177.09
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$11,349.35
253	TITLE I-C ESEA MIGRANT FUND	\$6,347.09
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$916.71
257	TITLE VI-B IDEA SPECIAL ED FUND	\$20,486.44
258	TITLE VI-B IDEA PRESCHOOL FUND	\$947.96
260	MEDICAID	\$2,516.08
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$690.13
270	TITLE III ESEA FED LEP	\$788.72
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$2,096.08

Voucher No: 1086

Voucher Date: 06/25/2025

Fund		Amount
274	Stronger Connections Grant	\$985.90
290	FOOD SERVICE FUND	\$28,396.21
		<hr/> <hr/>
		\$435,697.76

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1086

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V904007 6/25/2025	253.218.2180.025.000.000	\$2,759.10
PAYROLL LIABILITY		1	0	V904007 6/25/2025	255.218.2180.025.000.000	\$916.25
PAYROLL LIABILITY		1	0	V904007 6/25/2025	257.218.2180.025.000.000	\$14,903.90
PAYROLL LIABILITY		1	0	V904007 6/25/2025	270.218.2180.025.000.000	\$788.32
PAYROLL LIABILITY		1	0	V904007 6/25/2025	271.218.2180.025.000.000	\$128.11
PAYROLL LIABILITY		1	0	V904007 6/25/2025	290.218.2180.025.000.000	\$19,708.00
PAYROLL LIABILITY		1	0	V904007 6/25/2025	260.218.2180.025.000.000	\$1,798.63 10
PAYROLL LIABILITY		1	0	V904007 6/25/2025	261.218.2180.025.000.000	\$689.78
PAYROLL LIABILITY		1	0	V904007 6/25/2025	274.218.2180.025.000.000	\$985.40

Check #: 0

PO/InvoiceTotal:	<u>\$435,697.76</u>
Vendor Total:	<u>\$435,697.76</u>
Grand Total:	<u>\$435,697.76</u>

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1086

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V569599 6/25/2025	251.218.2180.025.000.000	\$52.40
PAYROLL LIABILITY		1	0	V569599 6/25/2025	253.218.2180.025.000.000	\$132.25
PAYROLL LIABILITY		1	0	V569599 6/25/2025	257.218.2180.025.000.000	\$302.19
PAYROLL LIABILITY		1	0	V569599 6/25/2025	290.218.2180.025.000.000	\$852.37
PAYROLL LIABILITY		1	0	V569599 6/25/2025	260.218.2180.025.000.000	\$60.25
PAYROLL LIABILITY		1	0	V696207 6/25/2025	100.218.2180.025.000.000	\$118,423.59
PAYROLL LIABILITY		1	0	V696207 6/25/2025	251.218.2180.025.000.000	\$2,914.80 11
PAYROLL LIABILITY		1	0	V696207 6/25/2025	253.218.2180.025.000.000	\$3,452.74
PAYROLL LIABILITY		1	0	V696207 6/25/2025	257.218.2180.025.000.000	\$5,269.26
PAYROLL LIABILITY		1	0	V696207 6/25/2025	258.218.2180.025.000.000	\$947.31
PAYROLL LIABILITY		1	0	V696207 6/25/2025	271.218.2180.025.000.000	\$1,966.90
PAYROLL LIABILITY		1	0	V696207 6/25/2025	290.218.2180.025.000.000	\$7,820.82
PAYROLL LIABILITY		1	0	V696207 6/25/2025	260.218.2180.025.000.000	\$655.83
PAYROLL LIABILITY		1	0	V904007 6/25/2025	100.218.2180.025.000.000	\$237,715.26
PAYROLL LIABILITY		1	0	V904007 6/25/2025	251.218.2180.025.000.000	\$8,375.90

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1086

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BLUE CROSS OF IDAHO						
Check Group:						
credit on invoice		1 0		V346355 6/30/2025	100.218.2180.025.000.000	(\$136.97)
PAYROLL LIABILITY		1 0		V362493 6/25/2025	100.218.2180.025.000.000	\$177.34
PAYROLL LIABILITY		1 0		V362493 6/25/2025	251.218.2180.025.000.000	\$6.25
PAYROLL LIABILITY		1 0		V362493 6/25/2025	253.218.2180.025.000.000	\$3.00
PAYROLL LIABILITY		1 0		V362493 6/25/2025	255.218.2180.025.000.000	\$0.46
PAYROLL LIABILITY		1 0		V362493 6/25/2025	257.218.2180.025.000.000	\$11.09 12
PAYROLL LIABILITY		1 0		V362493 6/25/2025	258.218.2180.025.000.000	\$0.65
PAYROLL LIABILITY		1 0		V362493 6/25/2025	270.218.2180.025.000.000	\$0.40
PAYROLL LIABILITY		1 0		V362493 6/25/2025	271.218.2180.025.000.000	\$1.07
PAYROLL LIABILITY		1 0		V362493 6/25/2025	290.218.2180.025.000.000	\$15.02
PAYROLL LIABILITY		1 0		V362493 6/25/2025	260.218.2180.025.000.000	\$1.37
PAYROLL LIABILITY		1 0		V362493 6/25/2025	261.218.2180.025.000.000	\$0.35
PAYROLL LIABILITY		1 0		V362493 6/25/2025	274.218.2180.025.000.000	\$0.50
PAYROLL LIABILITY		1 0		V569599 6/25/2025	100.218.2180.025.000.000	\$3,997.87

New Amt
Fed. Taxes

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1180

Voucher Date: 06/25/2025

Prepared By: *Heather Woodland*

Printed: 06/24/2025 05:19:15 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$388,893.24 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

[Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$341,771.91
243	PROFESSIONAL TECHNICAL - STATE	\$1,421.34
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$9,515.87
253	TITLE I-C ESEA MIGRANT FUND	\$2,712.65
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$1,129.59
257	TITLE VI-B IDEA SPECIAL ED FUND	\$12,138.65
258	TITLE VI-B IDEA PRESCHOOL FUND	\$599.85
260	MEDICAID	\$1,298.67
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$2,748.42
263	PERKINS III PRFESSIONAL TECHNICAL ACT	\$101.60

Voucher No: 1180

Voucher Date: 06/25/2025

Fund		Amount
265	IDEA MINI-GRANTS	\$113.74
270	TITLE III ESEA FED LEP	\$714.48
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$2,755.08
274	Stronger Connections Grant	\$292.35
284	GEAR UP GRANT	\$354.36
290	FOOD SERVICE FUND	\$11,224.68
		<hr/> <hr/>
		\$388,893.24

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1180

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FEDERAL RESERVE BANK CHICAGO						
Check Group:						
PAYROLL LIABILITY		1 0		V734935 6/25/2025	100.218.2180.022.000.000	\$91,981.51
PAYROLL LIABILITY		1 0		V734935 6/25/2025	243.218.2180.022.000.000	\$389.36
PAYROLL LIABILITY		1 0		V734935 6/25/2025	251.218.2180.022.000.000	\$1,966.33
PAYROLL LIABILITY		1 0		V734935 6/25/2025	253.218.2180.022.000.000	\$562.33
PAYROLL LIABILITY		1 0		V734935 6/25/2025	255.218.2180.022.000.000	\$418.25
PAYROLL LIABILITY		1 0		V734935 6/25/2025	257.218.2180.022.000.000	\$2,291.67 15
PAYROLL LIABILITY		1 0		V734935 6/25/2025	258.218.2180.022.000.000	\$86.35
PAYROLL LIABILITY		1 0		V734935 6/25/2025	263.218.2180.022.000.000	\$19.46
PAYROLL LIABILITY		1 0		V734935 6/25/2025	270.218.2180.022.000.000	\$265.50
PAYROLL LIABILITY		1 0		V734935 6/25/2025	271.218.2180.022.000.000	\$990.68
PAYROLL LIABILITY		1 0		V734935 6/25/2025	290.218.2180.022.000.000	\$1,563.02
PAYROLL LIABILITY		1 0		V734935 6/25/2025	260.218.2180.022.000.000	\$272.99
PAYROLL LIABILITY		1 0		V734935 6/25/2025	261.218.2180.022.000.000	\$810.62
PAYROLL LIABILITY		1 0		V734935 6/25/2025	265.218.2180.022.000.000	\$40.72

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1180

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1 0		V734935 6/25/2025	274.218.2180.022.000.000	\$31.19
					Check #: 0	
					PO/InvoiceTotal:	\$101,689.98
					Vendor Total:	\$101,689.98
SOCIAL SECURITY TRUST FUND						
Check Group:						
PAYROLL LIABILITY		1 0		V301392 6/25/2025	100.218.2180.020.000.000	\$13.40
PAYROLL LIABILITY		1 0		V461799 6/25/2025	100.218.2180.020.000.000	\$202,430.96
PAYROLL LIABILITY		1 0		V461799 6/25/2025	243.218.2180.020.000.000	\$836.40
PAYROLL LIABILITY		1 0		V461799 6/25/2025	251.218.2180.020.000.000	\$6,118.52
PAYROLL LIABILITY		1 0		V461799 6/25/2025	253.218.2180.020.000.000	\$1,742.78
PAYROLL LIABILITY		1 0		V461799 6/25/2025	255.218.2180.020.000.000	\$576.52
PAYROLL LIABILITY		1 0		V461799 6/25/2025	257.218.2180.020.000.000	\$7,980.56
PAYROLL LIABILITY		1 0		V461799 6/25/2025	258.218.2180.020.000.000	\$416.18
PAYROLL LIABILITY		1 0		V461799 6/25/2025	263.218.2180.020.000.000	\$66.56
PAYROLL LIABILITY		1 0		V461799 6/25/2025	270.218.2180.020.000.000	\$363.88
PAYROLL LIABILITY		1 0		V461799 6/25/2025	271.218.2180.020.000.000	\$1,429.98
PAYROLL LIABILITY		1 0		V461799 6/25/2025	290.218.2180.020.000.000	\$7,830.38

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1180

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V461799 6/25/2025	284.218.2180.020.000.000	\$287.20
PAYROLL LIABILITY		1	0	V461799 6/25/2025	260.218.2180.020.000.000	\$831.26
PAYROLL LIABILITY		1	0	V461799 6/25/2025	261.218.2180.020.000.000	\$1,570.52
PAYROLL LIABILITY		1	0	V461799 6/25/2025	265.218.2180.020.000.000	\$59.16
PAYROLL LIABILITY		1	0	V461799 6/25/2025	274.218.2180.020.000.000	\$211.66
PAYROLL LIABILITY		1	0	V770488 6/25/2025	100.218.2180.021.000.000	\$47,342.90
PAYROLL LIABILITY		1	0	V770488 6/25/2025	243.218.2180.021.000.000	\$195.58 17
PAYROLL LIABILITY		1	0	V770488 6/25/2025	251.218.2180.021.000.000	\$1,431.02
PAYROLL LIABILITY		1	0	V770488 6/25/2025	253.218.2180.021.000.000	\$407.54
PAYROLL LIABILITY		1	0	V770488 6/25/2025	255.218.2180.021.000.000	\$134.82
PAYROLL LIABILITY		1	0	V770488 6/25/2025	257.218.2180.021.000.000	\$1,866.42
PAYROLL LIABILITY		1	0	V770488 6/25/2025	258.218.2180.021.000.000	\$97.32
PAYROLL LIABILITY		1	0	V770488 6/25/2025	263.218.2180.021.000.000	\$15.58
PAYROLL LIABILITY		1	0	V770488 6/25/2025	270.218.2180.021.000.000	\$85.10
PAYROLL LIABILITY		1	0	V770488 6/25/2025	271.218.2180.021.000.000	\$334.42

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1180

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V770488 6/25/2025	290.218.2180.021.000.000	\$1,831.28
PAYROLL LIABILITY		1	0	V770488 6/25/2025	284.218.2180.021.000.000	\$67.16
PAYROLL LIABILITY		1	0	V770488 6/25/2025	260.218.2180.021.000.000	\$194.42
PAYROLL LIABILITY		1	0	V770488 6/25/2025	261.218.2180.021.000.000	\$367.28
PAYROLL LIABILITY		1	0	V770488 6/25/2025	265.218.2180.021.000.000	\$13.86
PAYROLL LIABILITY		1	0	V770488 6/25/2025	274.218.2180.021.000.000	\$49.50
PAYROLL LIABILITY		1	0	V997078 6/25/2025	100.218.2180.021.000.000	\$3.14

Check #: 0

PO/InvoiceTotal:	<u>\$287,203.26</u>
Vendor Total:	<u>\$287,203.26</u>
Grand Total:	<u>\$388,893.24</u>

End of Report

State
Taxes

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1181

Voucher Date: 06/25/2025

Prepared By: *Heather Woodland*

Printed: 06/24/2025 01:21:23 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$43,719.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

[Handwritten Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$39,542.35
243	PROFESSIONAL TECHNICAL - STATE	\$214.21
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$890.37
253	TITLE I-C ESEA MIGRANT FUND	\$266.48
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$229.67
257	TITLE VI-B IDEA SPECIAL ED FUND	\$931.72
258	TITLE VI-B IDEA PRESCHOOL FUND	\$42.82
260	MEDICAID	\$108.97
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$423.88
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$4.54

Voucher No: 1181

Voucher Date: 06/25/2025

Fund		Amount
265	IDEA MINI-GRANTS	\$15.23
270	TITLE III ESEA FED LEP	\$150.18
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$349.46
274	Stronger Connections Grant	\$17.00
284	GEAR UP GRANT	\$13.00
290	FOOD SERVICE FUND	\$519.12
		<hr/> <hr/>
		\$43,719.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1181

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IDAHO TAX COMMISSION						
Check Group:						
PAYROLL LIABILITY		1 0		V475209 6/25/2025	100.218.2180.023.000.000	\$39,542.35
PAYROLL LIABILITY		1 0		V475209 6/25/2025	243.218.2180.023.000.000	\$214.21
PAYROLL LIABILITY		1 0		V475209 6/25/2025	251.218.2180.023.000.000	\$890.37
PAYROLL LIABILITY		1 0		V475209 6/25/2025	253.218.2180.023.000.000	\$266.48
PAYROLL LIABILITY		1 0		V475209 6/25/2025	255.218.2180.023.000.000	\$229.67
PAYROLL LIABILITY		1 0		V475209 6/25/2025	257.218.2180.023.000.000	\$931.72 21
PAYROLL LIABILITY		1 0		V475209 6/25/2025	258.218.2180.023.000.000	\$42.82
PAYROLL LIABILITY		1 0		V475209 6/25/2025	263.218.2180.023.000.000	\$4.54
PAYROLL LIABILITY		1 0		V475209 6/25/2025	270.218.2180.023.000.000	\$150.18
PAYROLL LIABILITY		1 0		V475209 6/25/2025	271.218.2180.023.000.000	\$349.46
PAYROLL LIABILITY		1 0		V475209 6/25/2025	290.218.2180.023.000.000	\$519.12
PAYROLL LIABILITY		1 0		V475209 6/25/2025	284.218.2180.023.000.000	\$13.00
PAYROLL LIABILITY		1 0		V475209 6/25/2025	260.218.2180.023.000.000	\$108.97
PAYROLL LIABILITY		1 0		V475209 6/25/2025	261.218.2180.023.000.000	\$423.88

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1181 06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V475209 6/25/2025	265.218.2180.023.000.000	\$15.23
PAYROLL LIABILITY		1	0	V475209 6/25/2025	274.218.2180.023.000.000	\$17.00

Check #: 0

PO/InvoiceTotal:	\$43,719.00
Vendor Total:	\$43,719.00
Grand Total:	\$43,719.00

End of Report

AF - HSA

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1182

Voucher Date: 06/25/2025

Prepared By: *Hudson Wood*

Printed: 06/24/2025 02:17:39 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$55,598.16 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

[Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$47,890.79
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$1,049.52
253	TITLE I-C ESEA MIGRANT FUND	\$795.57
257	TITLE VI-B IDEA SPECIAL ED FUND	\$1,961.47
258	TITLE VI-B IDEA PRESCHOOL FUND	\$331.34
260	MEDICAID	\$237.40
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$559.76
290	FOOD SERVICE FUND	\$2,772.31
		\$55,598.16

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1182

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HEALTH SERVICES ADMINISTRATION (AFHSA)						
Check Group:						
Maria Garcia HSA re-returned HSAs		1 0		V128566 6/19/2025	100.218.2180.029.000.000	\$1,784.16
Conny Neslon HSA repayment to AF		1 0		V128566 6/19/2025	100.218.2180.029.000.000	\$1,019.52
Aaliyah Tovar HSA repayment to AF		1 0		V128566 6/19/2025	100.218.2180.029.000.000	\$509.76
PAYROLL LIABILITY		1 0		V725779 6/25/2025	100.218.2180.029.000.000	\$42,793.19
PAYROLL LIABILITY		1 0		V725779 6/25/2025	251.218.2180.029.000.000	\$1,049.52
PAYROLL LIABILITY		1 0		V725779 6/25/2025	257.218.2180.029.000.000	\$1,961.47 24
PAYROLL LIABILITY		1 0		V725779 6/25/2025	253.218.2180.029.000.000	\$795.57
PAYROLL LIABILITY		1 0		V725779 6/25/2025	271.218.2180.029.000.000	\$559.76
PAYROLL LIABILITY		1 0		V725779 6/25/2025	290.218.2180.029.000.000	\$2,772.31
PAYROLL LIABILITY		1 0		V725779 6/25/2025	260.218.2180.029.000.000	\$237.40
PAYROLL LIABILITY		1 0		V725779 6/25/2025	258.218.2180.029.000.000	\$331.34
Kamel Braseshear catch up		1 0		V868400 6/24/2025	100.218.2180.029.000.000	\$1,784.16

Check #: 0

PO/InvoiceTotal:	<u>\$55,598.16</u>
Vendor Total:	\$55,598.16

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1182 06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$55,598.16

End of Report

Check
Vendors

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1183

Voucher Date: 06/25/2025

Prepared By:

Printed: 06/24/2025 01:23:21 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$8,781.83 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$7,844.00
253	TITLE I-C ESEA MIGRANT FUND	\$42.05
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$59.69
257	TITLE VI-B IDEA SPECIAL ED FUND	\$316.94
260	MEDICAID	\$6.38
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$9.83
270	TITLE III ESEA FED LEP	\$24.90
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$112.80
290	FOOD SERVICE FUND	\$365.24
		\$8,781.83

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1183

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AIG VALIC/COREBRIDGE						
Check Group:						
PAYROLL LIABILITY		1 0		V498033 6/25/2025	100.218.2180.032.000.000	\$425.00
Check #: 0						
PO/InvoiceTotal:						<u>\$425.00</u>
Vendor Total:						<u>\$425.00</u>
FIDUCIARY TRUST COMPANY						
Check Group:						
PAYROLL LIABILITY		1 0		V137700 6/25/2025	100.218.2180.032.000.000	\$775.00
Check #: 0						
PO/InvoiceTotal:						<u>\$775.00</u>
Vendor Total:						<u>\$775.00</u>
IDAHO CHILD SUPPORT SERVICE						
Check Group:						
PAYROLL LIABILITY		1 0		V65990 6/25/2025	100.218.2180.039.000.000	\$670.30
Check #: 0						
PO/InvoiceTotal:						<u>\$670.30</u>
Vendor Total:						<u>\$670.30</u>
IDAHO DEPARTMENT OF LABOR						
Check Group:						
PAYROLL LIABILITY		1 0		V951847 6/25/2025	100.218.2180.039.000.000	\$250.00
Check #: 0						
PO/InvoiceTotal:						<u>\$250.00</u>
Vendor Total:						<u>\$250.00</u>
IDAHO STATE TAX ATTACHMENT						
Check Group:						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1183

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V617758 6/25/2025	100.218.2180.039.000.000	\$240.13
PAYROLL LIABILITY		1	0	V617758 6/25/2025	290.218.2180.039.000.000	\$204.40
Check #: 0						
PO/InvoiceTotal:						<u>\$444.53</u>
Vendor Total:						<u>\$444.53</u>
IEA NEA						
Check Group:						
PAYROLL LIABILITY		1	0	V539696 6/25/2025	100.218.2180.039.000.000	\$1,823.48
PAYROLL LIABILITY		1	0	V539696 6/25/2025	253.218.2180.039.000.000	\$6.38
PAYROLL LIABILITY		1	0	V539696 6/25/2025	255.218.2180.039.000.000	\$59.89
PAYROLL LIABILITY		1	0	V539696 6/25/2025	257.218.2180.039.000.000	\$52.80
PAYROLL LIABILITY		1	0	V539696 6/25/2025	290.218.2180.039.000.000	\$31.90
PAYROLL LIABILITY		1	0	V539696 6/25/2025	260.218.2180.039.000.000	\$6.38
Check #: 0						
PO/InvoiceTotal:						<u>\$1,980.63</u>
Vendor Total:						<u>\$1,980.63</u>
IMPACT ATHLETIC						
Check Group:						
PAYROLL LIABILITY		1	0	V346375 6/25/2025	100.218.2180.039.000.000	\$892.79
PAYROLL LIABILITY		1	0	V346375 6/25/2025	257.218.2180.039.000.000	\$106.64

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1183 06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1 0		V346375 6/25/2025	271.218.2180.039.000.000	\$39.22
PAYROLL LIABILITY		1 0		V346375 6/25/2025	290.218.2180.039.000.000	\$58.94
Check #: 0						
PO/InvoiceTotal:						<u>\$1,097.59</u>
Vendor Total:						<u>\$1,097.59</u>
MC FITNESS AND COMMUNITY CENTER						
Check Group:						
PAYROLL LIABILITY		1 0		V634245 6/25/2025	100.218.2180.039.000.000	\$108.00
PAYROLL LIABILITY		1 0		V634245 6/25/2025	290.218.2180.039.000.000	\$54.00
Check #: 0						29
PO/InvoiceTotal:						<u>\$162.00</u>
Vendor Total:						<u>\$162.00</u>
MIDLAND NATIONAL						
Check Group:						
PAYROLL LIABILITY		1 0		V231890 6/25/2025	253.218.2180.032.000.000	\$29.27
PAYROLL LIABILITY		1 0		V231890 6/25/2025	270.218.2180.032.000.000	\$24.90
PAYROLL LIABILITY		1 0		V231890 6/25/2025	261.218.2180.032.000.000	\$9.83
Check #: 0						
PO/InvoiceTotal:						<u>\$64.00</u>
Vendor Total:						<u>\$64.00</u>
MINIDOKA COUNTY SCHOOL DIST						
Check Group:						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1183

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1 0		V876622 6/25/2025	100.218.2180.039.000.000	\$14.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$14.00</u>
						Vendor Total: <u>\$14.00</u>
MINIDOKA COUNTY SHERIFF GARN						
Check Group:						
PAYROLL LIABILITY		1 0		V712589 6/25/2025	100.218.2180.039.000.000	\$1,558.76
PAYROLL LIABILITY		1 0		V712589 6/25/2025	257.218.2180.039.000.000	\$155.52
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,714.28</u>
						Vendor Total: <u>\$1,714.28</u>
NCPERS IDAHO						
Check Group:						
PAYROLL LIABILITY		1 0		V806270 6/25/2025	100.218.2180.039.000.000	\$165.54
PAYROLL LIABILITY		1 0		V806270 6/25/2025	253.218.2180.039.000.000	\$6.40
PAYROLL LIABILITY		1 0		V806270 6/25/2025	257.218.2180.039.000.000	\$1.98
PAYROLL LIABILITY		1 0		V806270 6/25/2025	271.218.2180.039.000.000	\$2.08
PAYROLL LIABILITY		1 0		V806270 6/25/2025	290.218.2180.039.000.000	\$16.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$192.00</u>
						Vendor Total: <u>\$192.00</u>

NORTHWEST PROFESSIONAL EDUCATORS

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1183

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
PAYROLL LIABILITY		1 0		V249870 6/25/2025	100.218.2180.039.000.000	\$92.50
					Check #: 0	
						PO/InvoiceTotal: <u>\$92.50</u>
						Vendor Total: <u>\$92.50</u>
PCS RETIREMENT						
Check Group:						
PAYROLL LIABILITY		1 0		V1767 6/25/2025	100.218.2180.032.000.000	\$350.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$350.00</u>
						Vendor Total: <u>\$350.00</u>
RELIASTAR LIFE INS COMPANY						
Check Group:						
PAYROLL LIABILITY		1 0		V75089 6/25/2025	100.218.2180.032.000.000	\$478.50
PAYROLL LIABILITY		1 0		V75089 6/25/2025	271.218.2180.032.000.000	\$71.50
					Check #: 0	
						PO/InvoiceTotal: <u>\$550.00</u>
						Vendor Total: <u>\$550.00</u>
						Grand Total: <u>\$8,781.83</u>

End of Report

Persi

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1184

Voucher Date: 06/25/2025

Prepared By:

Hutton Woodland

Printed: 06/24/2025 01:24:55 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$386,588.39 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

C. L.

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$338,151.99
243	PROFESSIONAL TECHNICAL - STATE	\$1,563.01
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$10,132.90
253	TITLE I-C ESEA MIGRANT FUND	\$3,066.34
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$1,040.78
257	TITLE VI-B IDEA SPECIAL ED FUND	\$12,498.19
258	TITLE VI-B IDEA PRESCHOOL FUND	\$571.49
260	MEDICAID	\$1,366.14
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$2,340.18
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$155.06

Voucher No: 1184

Voucher Date: 06/25/2025

Fund		Amount
265	IDEA MINI-GRANTS	\$104.82
270	TITLE III ESEA FED LEP	\$639.08
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$2,505.28
274	Stronger Connections Grant	\$333.54
284	GEAR UP GRANT	\$454.77
290	FOOD SERVICE FUND	\$11,664.82
		<hr/> <hr/>
		\$386,588.39

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1184

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PUBLIC EMP. RETIREMENT SYS						
Check Group:						
PAYROLL LIABILITY		1 0		V716620 6/25/2025	100.218.2180.024.000.000	\$338,151.99
PAYROLL LIABILITY		1 0		V716620 6/25/2025	243.218.2180.024.000.000	\$1,563.01
PAYROLL LIABILITY		1 0		V716620 6/25/2025	251.218.2180.024.000.000	\$10,132.90
PAYROLL LIABILITY		1 0		V716620 6/25/2025	253.218.2180.024.000.000	\$3,066.34
PAYROLL LIABILITY		1 0		V716620 6/25/2025	255.218.2180.024.000.000	\$1,040.78
PAYROLL LIABILITY		1 0		V716620 6/25/2025	257.218.2180.024.000.000	\$12,498.19 34
PAYROLL LIABILITY		1 0		V716620 6/25/2025	258.218.2180.024.000.000	\$571.49
PAYROLL LIABILITY		1 0		V716620 6/25/2025	263.218.2180.024.000.000	\$155.06
PAYROLL LIABILITY		1 0		V716620 6/25/2025	270.218.2180.024.000.000	\$639.08
PAYROLL LIABILITY		1 0		V716620 6/25/2025	271.218.2180.024.000.000	\$2,505.28
PAYROLL LIABILITY		1 0		V716620 6/25/2025	290.218.2180.024.000.000	\$11,664.82
PAYROLL LIABILITY		1 0		V716620 6/25/2025	284.218.2180.024.000.000	\$454.77
PAYROLL LIABILITY		1 0		V716620 6/25/2025	260.218.2180.024.000.000	\$1,366.14
PAYROLL LIABILITY		1 0		V716620 6/25/2025	261.218.2180.024.000.000	\$2,340.18

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1184

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V716620 6/25/2025	265.218.2180.024.000.000	\$104.82
PAYROLL LIABILITY		1	0	V716620 6/25/2025	274.218.2180.024.000.000	\$333.54

Check #: 0

PO/InvoiceTotal:	<u>\$386,588.39</u>
Vendor Total:	<u>\$386,588.39</u>
Grand Total:	<u>\$386,588.39</u>

End of Report

Persi 401K

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1185

Voucher Date: 06/25/2025

Prepared By: *[Signature]*

Printed: 06/24/2025 01:36:13 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$15,256.13 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

[Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$12,950.75
243	PROFESSIONAL TECHNICAL - STATE	\$68.90
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$469.06
253	TITLE I-C ESEA MIGRANT FUND	\$70.40
257	TITLE VI-B IDEA SPECIAL ED FUND	\$674.38
260	MEDICAID	\$196.91
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$122.52
274	Stronger Connections Grant	\$20.00
290	FOOD SERVICE FUND	\$683.21
		\$15,256.13

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1185

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PUBLIC EMP. RETIREMENT SYS						
Check Group:						
PAYROLL LIABILITY		1 0		V717235 6/25/2025	100.218.2180.033.000.000	\$12,950.75
PAYROLL LIABILITY		1 0		V717235 6/25/2025	243.218.2180.033.000.000	\$68.90
PAYROLL LIABILITY		1 0		V717235 6/25/2025	251.218.2180.033.000.000	\$469.06
PAYROLL LIABILITY		1 0		V717235 6/25/2025	253.218.2180.033.000.000	\$70.40
PAYROLL LIABILITY		1 0		V717235 6/25/2025	257.218.2180.033.000.000	\$674.38
PAYROLL LIABILITY		1 0		V717235 6/25/2025	290.218.2180.033.000.000	\$683.21 37
PAYROLL LIABILITY		1 0		V717235 6/25/2025	260.218.2180.033.000.000	\$196.91
PAYROLL LIABILITY		1 0		V717235 6/25/2025	261.218.2180.033.000.000	\$122.52
PAYROLL LIABILITY		1 0		V717235 6/25/2025	274.218.2180.033.000.000	\$20.00

Check #: 0

PO/InvoiceTotal:	\$15,256.13
Vendor Total:	\$15,256.13
Grand Total:	\$15,256.13

End of Report

AF 403B

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1186

Voucher Date: 06/25/2025

Prepared By: *Heather White*

Printed: 06/24/2025 01:37:17 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,984.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

[Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$1,897.59
243	PROFESSIONAL TECHNICAL - STATE	\$11.41
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$75.00
		\$1,984.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1186

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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AMERICAN FIDELITY ASSURANCE

Check Group:

PAYROLL LIABILITY		1 0		V14641 6/25/2025	100.218.2180.032.000.000	\$1,897.59
PAYROLL LIABILITY		1 0		V14641 6/25/2025	243.218.2180.032.000.000	\$11.41
PAYROLL LIABILITY		1 0		V14641 6/25/2025	251.218.2180.032.000.000	\$75.00

Check #: 0

PO/InvoiceTotal:	<u>\$1,984.00</u>
Vendor Total:	<u>\$1,984.00</u>
Grand Total:	<u>\$1,984.00</u>

End of Report

39

A.F. Flex

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1187

Voucher Date: 06/25/2025

Prepared By: *[Signature]*

Printed: 06/24/2025 01:39:25 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$6,826.83 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

[Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$5,779.04
243	PROFESSIONAL TECHNICAL - STATE	\$13.82
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$113.01
253	TITLE I-C ESEA MIGRANT FUND	\$79.61
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$114.14
257	TITLE VI-B IDEA SPECIAL ED FUND	\$85.24
260	MEDICAID	\$55.24
270	TITLE III ESEA FED LEP	\$39.57
290	FOOD SERVICE FUND	\$547.16
		\$6,826.83

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1187 06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMERICAN FIDELITY FLEX						
Check Group:						
PAYROLL LIABILITY		1 0		V332693 6/25/2025	290.218.2180.039.000.000	\$419.41
PAYROLL LIABILITY		1 0		V780531 6/25/2025	100.218.2180.039.000.000	\$5,779.04
PAYROLL LIABILITY		1 0		V780531 6/25/2025	243.218.2180.039.000.000	\$13.82
PAYROLL LIABILITY		1 0		V780531 6/25/2025	251.218.2180.039.000.000	\$113.01
PAYROLL LIABILITY		1 0		V780531 6/25/2025	253.218.2180.039.000.000	\$79.61
PAYROLL LIABILITY		1 0		V780531 6/25/2025	255.218.2180.039.000.000	\$114.14 41
PAYROLL LIABILITY		1 0		V780531 6/25/2025	257.218.2180.039.000.000	\$85.24
PAYROLL LIABILITY		1 0		V780531 6/25/2025	270.218.2180.039.000.000	\$39.57
PAYROLL LIABILITY		1 0		V780531 6/25/2025	290.218.2180.039.000.000	\$127.75
PAYROLL LIABILITY		1 0		V780531 6/25/2025	260.218.2180.039.000.000	\$55.24

Check #: 0

PO/InvoiceTotal:	\$6,826.83
Vendor Total:	\$6,826.83
Grand Total:	\$6,826.83

End of Report

Aflac

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1188

Voucher Date: 06/25/2025

Prepared By: *[Signature]*

Printed: 06/24/2025 01:40:06 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$198.88 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

[Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$198.88
		\$198.88

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1188

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMERICAN FAMILY LIFE						
Check Group:						
PAYROLL LIABILITY		1	0	V264716 6/25/2025	100.218.2180.039.000.000	\$198.88

Check #: 0

PO/InvoiceTotal:	<u>\$198.88</u>
Vendor Total:	<u>\$198.88</u>
Grand Total:	<u>\$198.88</u>

End of Report

Delta
Dental

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1189

Voucher Date: 06/25/2025

Prepared By:

[Signature]
Printed: 06/24/2025 03:45:29 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$25,425.43 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

[Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$21,256.36
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$766.92
253	TITLE I-C ESEA MIGRANT FUND	\$314.45
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$44.90
257	TITLE VI-B IDEA SPECIAL ED FUND	\$968.74
258	TITLE VI-B IDEA PRESCHOOL FUND	\$62.78
260	MEDICAID	\$91.66
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$85.27
270	TITLE III ESEA FED LEP	\$75.39
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$176.39

Voucher No: 1189

Voucher Date: 06/25/2025

Fund		Amount
274	Stronger Connections Grant	\$48.29
290	FOOD SERVICE FUND	\$1,534.28
		<hr/> <hr/>
		\$25,425.43

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1189

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DELTA DENTAL						
Check Group:						
PAYROLL LIABILITY		1 0		V557923 6/25/2025	100.218.2180.026.000.000	\$21,178.44
PAYROLL LIABILITY		1 0		V557923 6/25/2025	251.218.2180.026.000.000	\$766.92
PAYROLL LIABILITY		1 0		V557923 6/25/2025	253.218.2180.026.000.000	\$314.45
PAYROLL LIABILITY		1 0		V557923 6/25/2025	255.218.2180.026.000.000	\$44.90
PAYROLL LIABILITY		1 0		V557923 6/25/2025	257.218.2180.026.000.000	\$968.74
PAYROLL LIABILITY		1 0		V557923 6/25/2025	258.218.2180.026.000.000	\$62.78 46
PAYROLL LIABILITY		1 0		V557923 6/25/2025	270.218.2180.026.000.000	\$75.39
PAYROLL LIABILITY		1 0		V557923 6/25/2025	271.218.2180.026.000.000	\$176.39
PAYROLL LIABILITY		1 0		V557923 6/25/2025	290.218.2180.026.000.000	\$1,534.28
PAYROLL LIABILITY		1 0		V557923 6/25/2025	260.218.2180.026.000.000	\$91.66
PAYROLL LIABILITY		1 0		V557923 6/25/2025	261.218.2180.026.000.000	\$85.27
PAYROLL LIABILITY		1 0		V557923 6/25/2025	274.218.2180.026.000.000	\$48.29
to pay for Brooke Austin		1 0		V691854 6/24/2025	100.218.2180.026.000.000	\$77.92

Check #: 0

PO/InvoiceTotal: \$25,425.43

Vendor Total: \$25,425.43

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1189 06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$25,425.43

End of Report

Amenitas

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1190

Voucher Date: 06/25/2025

Prepared By:

Herbert Woodland
Printed: 06/24/2025 03:43:12 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$4,264.96 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$3,525.42
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$127.66
253	TITLE I-C ESEA MIGRANT FUND	\$46.86
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$5.76
257	TITLE VI-B IDEA SPECIAL ED FUND	\$163.25
258	TITLE VI-B IDEA PRESCHOOL FUND	\$8.05
260	MEDICAID	\$16.87
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$9.27
270	TITLE III ESEA FED LEP	\$4.95
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$28.17

Voucher No: 1190

Voucher Date: 06/25/2025

Fund		Amount
274	Stronger Connections Grant	\$6.19
290	FOOD SERVICE FUND	\$322.51
		<hr/> <hr/>
		\$4,264.96

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1190

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMERITAS GROUP ADMINISTRATION						
Check Group:						
Credit from May invoice		1 0		V503959 6/20/2025	100.218.2180.028.000.000	(\$23.08)
PAYROLL LIABILITY		1 0		V649286 6/25/2025	100.218.2180.028.000.000	\$3,548.50
PAYROLL LIABILITY		1 0		V649286 6/25/2025	251.218.2180.028.000.000	\$127.66
PAYROLL LIABILITY		1 0		V649286 6/25/2025	253.218.2180.028.000.000	\$46.86
PAYROLL LIABILITY		1 0		V649286 6/25/2025	255.218.2180.028.000.000	\$5.76
PAYROLL LIABILITY		1 0		V649286 6/25/2025	257.218.2180.028.000.000	\$163.25 50
PAYROLL LIABILITY		1 0		V649286 6/25/2025	258.218.2180.028.000.000	\$8.05
PAYROLL LIABILITY		1 0		V649286 6/25/2025	270.218.2180.028.000.000	\$4.95
PAYROLL LIABILITY		1 0		V649286 6/25/2025	271.218.2180.028.000.000	\$28.17
PAYROLL LIABILITY		1 0		V649286 6/25/2025	290.218.2180.028.000.000	\$322.51
PAYROLL LIABILITY		1 0		V649286 6/25/2025	260.218.2180.028.000.000	\$16.87
PAYROLL LIABILITY		1 0		V649286 6/25/2025	261.218.2180.028.000.000	\$9.27
PAYROLL LIABILITY		1 0		V649286 6/25/2025	274.218.2180.028.000.000	\$6.19

Check #: 0

PO/InvoiceTotal: \$4,264.96

Vendor Total: \$4,264.96

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1190

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Grand Total:

\$4,264.96

End of Report

Washington
Note

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1191

Voucher Date: 06/25/2025

Prepared By: *Heath Woodland*

Printed: 06/24/2025 01:50:50 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$12,232.73 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

[Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$10,365.57
243	PROFESSIONAL TECHNICAL - STATE	\$28.48
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$630.03
253	TITLE I-C ESEA MIGRANT FUND	\$9.08
257	TITLE VI-B IDEA SPECIAL ED FUND	\$318.20
260	MEDICAID	\$15.44
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$117.22
290	FOOD SERVICE FUND	\$748.71
		\$12,232.73

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1191

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WASHINGTON NATIONAL INS CO						
Check Group:						
PAYROLL LIABILITY		1 0		V504767 6/25/2025	100.218.2180.039.000.000	\$10,365.57
PAYROLL LIABILITY		1 0		V504767 6/25/2025	243.218.2180.039.000.000	\$28.48
PAYROLL LIABILITY		1 0		V504767 6/25/2025	251.218.2180.039.000.000	\$630.03
PAYROLL LIABILITY		1 0		V504767 6/25/2025	253.218.2180.039.000.000	\$9.08
PAYROLL LIABILITY		1 0		V504767 6/25/2025	257.218.2180.039.000.000	\$318.20
PAYROLL LIABILITY		1 0		V504767 6/25/2025	271.218.2180.039.000.000	\$117.22 53
PAYROLL LIABILITY		1 0		V504767 6/25/2025	290.218.2180.039.000.000	\$748.71
PAYROLL LIABILITY		1 0		V504767 6/25/2025	260.218.2180.039.000.000	\$15.44

Check #: 0

PO/InvoiceTotal:	\$12,232.73
Vendor Total:	\$12,232.73
Grand Total:	\$12,232.73

End of Report

Usable
Basic

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1192

Voucher Date: 06/25/2025

Prepared By: *Autumn Woodard*

Printed: 06/24/2025 03:20:31 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$4,213.14 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

[Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$3,437.35
243	PROFESSIONAL TECHNICAL - STATE	\$0.51
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$128.48
253	TITLE I-C ESEA MIGRANT FUND	\$54.91
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$8.51
257	TITLE VI-B IDEA SPECIAL ED FUND	\$206.01
258	TITLE VI-B IDEA PRESCHOOL FUND	\$2.75
260	MEDICAID	\$28.00
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$6.40
270	TITLE III ESEA FED LEP	\$7.31

Voucher No: 1192

Voucher Date: 06/25/2025

Fund		Amount
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$19.49
274	Stronger Connections Grant	\$9.15
284	GEAR UP GRANT	\$9.15
290	FOOD SERVICE FUND	\$295.12
		<hr/> <hr/>
		\$4,213.14

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1192

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
USABLE LIFE						
Check Group:						
PAYROLL LIABILITY		1 0		V302339 6/25/2025	100.218.2180.027.000.000	\$3,437.35
PAYROLL LIABILITY		1 0		V302339 6/25/2025	243.218.2180.027.000.000	\$0.51
PAYROLL LIABILITY		1 0		V302339 6/25/2025	251.218.2180.027.000.000	\$128.48
PAYROLL LIABILITY		1 0		V302339 6/25/2025	253.218.2180.027.000.000	\$54.91
PAYROLL LIABILITY		1 0		V302339 6/25/2025	255.218.2180.027.000.000	\$8.51
PAYROLL LIABILITY		1 0		V302339 6/25/2025	257.218.2180.027.000.000	\$206.01 56
PAYROLL LIABILITY		1 0		V302339 6/25/2025	258.218.2180.027.000.000	\$2.75
PAYROLL LIABILITY		1 0		V302339 6/25/2025	270.218.2180.027.000.000	\$7.31
PAYROLL LIABILITY		1 0		V302339 6/25/2025	271.218.2180.027.000.000	\$19.49
PAYROLL LIABILITY		1 0		V302339 6/25/2025	290.218.2180.027.000.000	\$295.12
PAYROLL LIABILITY		1 0		V302339 6/25/2025	284.218.2180.027.000.000	\$9.15
PAYROLL LIABILITY		1 0		V302339 6/25/2025	260.218.2180.027.000.000	\$28.00
PAYROLL LIABILITY		1 0		V302339 6/25/2025	261.218.2180.027.000.000	\$6.40
PAYROLL LIABILITY		1 0		V302339 6/25/2025	274.218.2180.027.000.000	\$9.15

Check #: 0

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1192 06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$4,213.14
						Vendor Total: \$4,213.14
						Grand Total: \$4,213.14

End of Report

Usable
Addtl
Life

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1193

Voucher Date: 06/25/2025

Prepared By:

Hunter Woodard
Printed: 06/24/2025 03:25:02 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$3,425.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

C. J. [Signature]

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$3,046.80
243	PROFESSIONAL TECHNICAL - STATE	\$9.49
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$64.13
253	TITLE I-C ESEA MIGRANT FUND	\$18.24
257	TITLE VI-B IDEA SPECIAL ED FUND	\$53.10
258	TITLE VI-B IDEA PRESCHOOL FUND	\$5.07
260	MEDICAID	\$5.62
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$1.05
270	TITLE III ESEA FED LEP	\$3.24
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$15.11
290	FOOD SERVICE FUND	\$203.65

Voucher No: 1193

Voucher Date: 06/25/2025

Fund

Amount

\$3,425.50

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1193

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
USABLE LIFE						
Check Group:						
PAYROLL LIABILITY		1 0		V277100 6/25/2025	100.218.2180.039.000.000	\$65.20
PAYROLL LIABILITY		1 0		V277100 6/25/2025	243.218.2180.039.000.000	\$0.05
PAYROLL LIABILITY		1 0		V277100 6/25/2025	251.218.2180.039.000.000	\$3.81
PAYROLL LIABILITY		1 0		V277100 6/25/2025	253.218.2180.039.000.000	\$1.12
PAYROLL LIABILITY		1 0		V277100 6/25/2025	257.218.2180.039.000.000	\$2.34
PAYROLL LIABILITY		1 0		V277100 6/25/2025	271.218.2180.039.000.000	\$1.12 60
PAYROLL LIABILITY		1 0		V277100 6/25/2025	290.218.2180.039.000.000	\$4.52
PAYROLL LIABILITY		1 0		V4709 6/25/2025	100.218.2180.039.000.000	\$2,168.17
PAYROLL LIABILITY		1 0		V4709 6/25/2025	243.218.2180.039.000.000	\$6.24
PAYROLL LIABILITY		1 0		V4709 6/25/2025	251.218.2180.039.000.000	\$50.62
PAYROLL LIABILITY		1 0		V4709 6/25/2025	253.218.2180.039.000.000	\$7.04
PAYROLL LIABILITY		1 0		V4709 6/25/2025	257.218.2180.039.000.000	\$31.66
PAYROLL LIABILITY		1 0		V4709 6/25/2025	258.218.2180.039.000.000	\$5.07
PAYROLL LIABILITY		1 0		V4709 6/25/2025	270.218.2180.039.000.000	\$1.08

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1193

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V4709 6/25/2025	271.218.2180.039.000.000	\$7.89
PAYROLL LIABILITY		1	0	V4709 6/25/2025	290.218.2180.039.000.000	\$138.00
PAYROLL LIABILITY		1	0	V4709 6/25/2025	260.218.2180.039.000.000	\$5.62
PAYROLL LIABILITY		1	0	V4709 6/25/2025	261.218.2180.039.000.000	\$1.05
PAYROLL LIABILITY		1	0	V659636 6/25/2025	100.218.2180.039.000.000	\$795.93
PAYROLL LIABILITY		1	0	V659636 6/25/2025	243.218.2180.039.000.000	\$3.20
PAYROLL LIABILITY		1	0	V659636 6/25/2025	251.218.2180.039.000.000	\$9.70
PAYROLL LIABILITY		1	0	V659636 6/25/2025	253.218.2180.039.000.000	\$10.08
PAYROLL LIABILITY		1	0	V659636 6/25/2025	257.218.2180.039.000.000	\$19.10
PAYROLL LIABILITY		1	0	V659636 6/25/2025	270.218.2180.039.000.000	\$2.16
PAYROLL LIABILITY		1	0	V659636 6/25/2025	271.218.2180.039.000.000	\$6.10
PAYROLL LIABILITY		1	0	V659636 6/25/2025	290.218.2180.039.000.000	\$61.13
Brooke Austin		1	0	V737799 6/24/2025	100.218.2180.039.000.000	\$17.50

Check #: 0

PO/InvoiceTotal:	<u>\$3,425.50</u>
Vendor Total:	<u>\$3,425.50</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1193

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$3,425.50

End of Report

AF-
Products

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1194

Voucher Date: 06/25/2025

Prepared By: *Hudson Woodland*

Printed: 06/24/2025 03:30:13 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$40,357.57 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

C. Woodland

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$35,176.58
243	PROFESSIONAL TECHNICAL - STATE	\$63.52
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$1,341.63
253	TITLE I-C ESEA MIGRANT FUND	\$172.68
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$118.25
257	TITLE VI-B IDEA SPECIAL ED FUND	\$960.55
258	TITLE VI-B IDEA PRESCHOOL FUND	\$59.90
260	MEDICAID	\$145.46
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$80.46
270	TITLE III ESEA FED LEP	\$54.10

Voucher No: 1194

Voucher Date: 06/25/2025

Fund		Amount
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$215.80
274	Stronger Connections Grant	\$39.22
284	GEAR UP GRANT	\$59.90
290	FOOD SERVICE FUND	\$1,869.52
		<hr/> <hr/> \$40,357.57

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1194

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AMERICAN FIDELITY						
Check Group:						
PAYROLL LIABILITY		1 0		V13021 6/25/2025	100.218.2180.039.000.000	\$1,557.13
PAYROLL LIABILITY		1 0		V13021 6/25/2025	243.218.2180.039.000.000	\$1.94
PAYROLL LIABILITY		1 0		V13021 6/25/2025	251.218.2180.039.000.000	\$41.34
PAYROLL LIABILITY		1 0		V13021 6/25/2025	253.218.2180.039.000.000	\$7.45
PAYROLL LIABILITY		1 0		V13021 6/25/2025	255.218.2180.039.000.000	\$10.58
PAYROLL LIABILITY		1 0		V13021 6/25/2025	257.218.2180.039.000.000	\$6.02 65
PAYROLL LIABILITY		1 0		V13021 6/25/2025	290.218.2180.039.000.000	\$77.34
PAYROLL LIABILITY		1 0		V205314 6/25/2025	100.218.2180.039.000.000	\$1,605.23
PAYROLL LIABILITY		1 0		V205314 6/25/2025	243.218.2180.039.000.000	\$2.48
PAYROLL LIABILITY		1 0		V205314 6/25/2025	251.218.2180.039.000.000	\$169.90
PAYROLL LIABILITY		1 0		V205314 6/25/2025	253.218.2180.039.000.000	\$36.17
PAYROLL LIABILITY		1 0		V205314 6/25/2025	257.218.2180.039.000.000	\$59.03
PAYROLL LIABILITY		1 0		V205314 6/25/2025	290.218.2180.039.000.000	\$144.70
PAYROLL LIABILITY		1 0		V205314 6/25/2025	260.218.2180.039.000.000	\$7.60

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1194

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V210008 6/25/2025	100.218.2180.039.000.000	\$3,981.43
PAYROLL LIABILITY		1	0	V210008 6/25/2025	243.218.2180.039.000.000	\$7.00
PAYROLL LIABILITY		1	0	V210008 6/25/2025	251.218.2180.039.000.000	\$80.90
PAYROLL LIABILITY		1	0	V210008 6/25/2025	253.218.2180.039.000.000	\$48.69
PAYROLL LIABILITY		1	0	V210008 6/25/2025	255.218.2180.039.000.000	\$8.46
PAYROLL LIABILITY		1	0	V210008 6/25/2025	257.218.2180.039.000.000	\$88.21
PAYROLL LIABILITY		1	0	V210008 6/25/2025	270.218.2180.039.000.000	\$21.69
PAYROLL LIABILITY		1	0	V210008 6/25/2025	290.218.2180.039.000.000	\$376.21
PAYROLL LIABILITY		1	0	V210008 6/25/2025	260.218.2180.039.000.000	\$12.28
PAYROLL LIABILITY		1	0	V210008 6/25/2025	261.218.2180.039.000.000	\$70.28
PAYROLL LIABILITY		1	0	V226831 6/25/2025	100.218.2180.039.000.000	\$6,147.02
PAYROLL LIABILITY		1	0	V226831 6/25/2025	243.218.2180.039.000.000	\$5.32
PAYROLL LIABILITY		1	0	V226831 6/25/2025	251.218.2180.039.000.000	\$220.87
PAYROLL LIABILITY		1	0	V226831 6/25/2025	253.218.2180.039.000.000	\$10.02
PAYROLL LIABILITY		1	0	V226831 6/25/2025	255.218.2180.039.000.000	\$21.85

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1194

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V226831 6/25/2025	257.218.2180.039.000.000	\$242.79
PAYROLL LIABILITY		1	0	V226831 6/25/2025	271.218.2180.039.000.000	\$73.80
PAYROLL LIABILITY		1	0	V226831 6/25/2025	290.218.2180.039.000.000	\$262.70
PAYROLL LIABILITY		1	0	V226831 6/25/2025	260.218.2180.039.000.000	\$39.13
PAYROLL LIABILITY		1	0	V406287 6/25/2025	100.218.2180.039.000.000	\$2,950.38
PAYROLL LIABILITY		1	0	V406287 6/25/2025	243.218.2180.039.000.000	\$4.28
PAYROLL LIABILITY		1	0	V406287 6/25/2025	251.218.2180.039.000.000	\$86.32 67
PAYROLL LIABILITY		1	0	V406287 6/25/2025	257.218.2180.039.000.000	\$27.68
PAYROLL LIABILITY		1	0	V406287 6/25/2025	290.218.2180.039.000.000	\$118.72
PAYROLL LIABILITY		1	0	V406287 6/25/2025	260.218.2180.039.000.000	\$6.92
PAYROLL LIABILITY		1	0	V406287 6/25/2025	261.218.2180.039.000.000	\$10.18
PAYROLL LIABILITY		1	0	V496013 6/25/2025	100.218.2180.039.000.000	\$7,742.85
PAYROLL LIABILITY		1	0	V496013 6/25/2025	243.218.2180.039.000.000	\$30.16
PAYROLL LIABILITY		1	0	V496013 6/25/2025	251.218.2180.039.000.000	\$457.60
PAYROLL LIABILITY		1	0	V496013 6/25/2025	253.218.2180.039.000.000	\$8.88

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1194

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V496013 6/25/2025	255.218.2180.039.000.000	\$36.26
PAYROLL LIABILITY		1	0	V496013 6/25/2025	257.218.2180.039.000.000	\$227.23
PAYROLL LIABILITY		1	0	V496013 6/25/2025	271.218.2180.039.000.000	\$36.30
PAYROLL LIABILITY		1	0	V496013 6/25/2025	290.218.2180.039.000.000	\$239.60
PAYROLL LIABILITY		1	0	V496013 6/25/2025	260.218.2180.039.000.000	\$27.00
PAYROLL LIABILITY		1	0	V496013 6/25/2025	274.218.2180.039.000.000	\$7.72
PAYROLL LIABILITY		1	0	V534159 6/25/2025	100.218.2180.039.000.000	\$306.30
PAYROLL LIABILITY		1	0	V623469 6/25/2025	100.218.2180.039.000.000	68 \$984.51
PAYROLL LIABILITY		1	0	V623469 6/25/2025	243.218.2180.039.000.000	\$0.97
PAYROLL LIABILITY		1	0	V623469 6/25/2025	251.218.2180.039.000.000	\$17.80
PAYROLL LIABILITY		1	0	V623469 6/25/2025	255.218.2180.039.000.000	\$2.98
PAYROLL LIABILITY		1	0	V623469 6/25/2025	257.218.2180.039.000.000	\$18.48
PAYROLL LIABILITY		1	0	V623469 6/25/2025	271.218.2180.039.000.000	\$28.00
PAYROLL LIABILITY		1	0	V623469 6/25/2025	290.218.2180.039.000.000	\$27.10
PAYROLL LIABILITY		1	0	V623469 6/25/2025	260.218.2180.039.000.000	\$1.66

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1194

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V737831 6/25/2025	100.218.2180.039.000.000	\$2,153.73
PAYROLL LIABILITY		1	0	V737831 6/25/2025	243.218.2180.039.000.000	\$2.29
PAYROLL LIABILITY		1	0	V737831 6/25/2025	253.218.2180.039.000.000	\$22.22
PAYROLL LIABILITY		1	0	V737831 6/25/2025	257.218.2180.039.000.000	\$60.94
PAYROLL LIABILITY		1	0	V737831 6/25/2025	270.218.2180.039.000.000	\$9.52
PAYROLL LIABILITY		1	0	V737831 6/25/2025	271.218.2180.039.000.000	\$13.91
PAYROLL LIABILITY		1	0	V737831 6/25/2025	290.218.2180.039.000.000	\$33.35 69
PAYROLL LIABILITY		1	0	V737831 6/25/2025	260.218.2180.039.000.000	\$28.95
PAYROLL LIABILITY		1	0	V931701 6/25/2025	100.218.2180.039.000.000	\$7,627.67
PAYROLL LIABILITY		1	0	V931701 6/25/2025	243.218.2180.039.000.000	\$9.08
PAYROLL LIABILITY		1	0	V931701 6/25/2025	251.218.2180.039.000.000	\$266.90
PAYROLL LIABILITY		1	0	V931701 6/25/2025	253.218.2180.039.000.000	\$39.25
PAYROLL LIABILITY		1	0	V931701 6/25/2025	255.218.2180.039.000.000	\$38.12
PAYROLL LIABILITY		1	0	V931701 6/25/2025	257.218.2180.039.000.000	\$230.17
PAYROLL LIABILITY		1	0	V931701 6/25/2025	258.218.2180.039.000.000	\$59.90

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1194

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PAYROLL LIABILITY		1	0	V931701 6/25/2025	270.218.2180.039.000.000	\$22.89
PAYROLL LIABILITY		1	0	V931701 6/25/2025	271.218.2180.039.000.000	\$59.90
PAYROLL LIABILITY		1	0	V931701 6/25/2025	290.218.2180.039.000.000	\$589.80
PAYROLL LIABILITY		1	0	V931701 6/25/2025	284.218.2180.039.000.000	\$59.90
PAYROLL LIABILITY		1	0	V931701 6/25/2025	260.218.2180.039.000.000	\$21.92
PAYROLL LIABILITY		1	0	V931701 6/25/2025	274.218.2180.039.000.000	\$31.50
PAYROLL LIABILITY		1	0	V963663 6/25/2025	100.218.2180.039.000.000	\$120.33
PAYROLL LIABILITY		1	0	V963663 6/25/2025	271.218.2180.039.000.000	70 \$3.89

Check #: 0

PO/InvoiceTotal:	<u>\$40,357.57</u>
Vendor Total:	<u>\$40,357.57</u>
Grand Total:	\$40,357.57

End of Report

Prime Pay

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1195

Voucher Date: 06/25/2025

Prepared By:

Holler Wood

Printed: 06/24/2025 03:36:19 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$326.33 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

C. V...

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$272.38
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$9.86
253	TITLE I-C ESEA MIGRANT FUND	\$4.10
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$0.63
257	TITLE VI-B IDEA SPECIAL ED FUND	\$13.78
258	TITLE VI-B IDEA PRESCHOOL FUND	\$0.88
260	MEDICAID	\$1.83
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$0.48
270	TITLE III ESEA FED LEP	\$0.54
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$1.45

Voucher No: 1195

Voucher Date: 06/25/2025

Fund		Amount
274	Stronger Connections Grant	\$0.68
290	FOOD SERVICE FUND	\$19.72
		<hr/> <hr/>
		\$326.33

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1195

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PRIMEPAY, LLC						
Check Group:						
for June		1 0		V574319 6/24/2025	100.218.2180.025.000.000	\$23.73
PAYROLL LIABILITY		1 0		V644788 6/25/2025	100.218.2180.025.000.000	\$248.65
PAYROLL LIABILITY		1 0		V644788 6/25/2025	251.218.2180.025.000.000	\$9.86
PAYROLL LIABILITY		1 0		V644788 6/25/2025	253.218.2180.025.000.000	\$4.10
PAYROLL LIABILITY		1 0		V644788 6/25/2025	255.218.2180.025.000.000	\$0.63
PAYROLL LIABILITY		1 0		V644788 6/25/2025	257.218.2180.025.000.000	\$13.78 73
PAYROLL LIABILITY		1 0		V644788 6/25/2025	258.218.2180.025.000.000	\$0.88
PAYROLL LIABILITY		1 0		V644788 6/25/2025	270.218.2180.025.000.000	\$0.54
PAYROLL LIABILITY		1 0		V644788 6/25/2025	271.218.2180.025.000.000	\$1.45
PAYROLL LIABILITY		1 0		V644788 6/25/2025	290.218.2180.025.000.000	\$19.72
PAYROLL LIABILITY		1 0		V644788 6/25/2025	260.218.2180.025.000.000	\$1.83
PAYROLL LIABILITY		1 0		V644788 6/25/2025	261.218.2180.025.000.000	\$0.48
PAYROLL LIABILITY		1 0		V644788 6/25/2025	274.218.2180.025.000.000	\$0.68

Check #: 0

PO/InvoiceTotal: \$326.33

Vendor Total: \$326.33

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1195

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Grand Total:

\$326.33

End of Report

Direct Deposit
Pay 11.1

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1196

Voucher Date: 06/25/2025

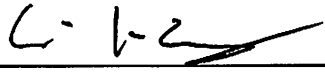
Prepared By:



Printed: 06/24/2025 05:24:57 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$99.73 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund	Amount
100 GENERAL FUND	\$99.73
	\$99.73

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1196

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
D.L. EVANS BANK						
Check Group:						
DIRECT DEPOSIT		1 0		V587984 6/25/2025	100.217.2170.000.000.000	\$99.73
				Check #: 0		
					PO/Invoice Total:	<u>\$99.73</u>
					Vendor Total:	<u>\$99.73</u>
					Grand Total:	<u>\$99.73</u>

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1179

06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
D.L. EVANS BANK						
Check Group:						
DIRECT DEPOSIT		1	0	V561951 6/25/2025	100.217.2170.000.000.000	\$5,413.19
DIRECT DEPOSIT		1	0	V659632 6/25/2025	100.217.2170.000.000.000	\$8,970.06
DIRECT DEPOSIT		1	0	V659632 6/25/2025	243.217.2170.000.000.000	\$22.10
DIRECT DEPOSIT		1	0	V659632 6/25/2025	257.217.2170.000.000.000	\$153.55
DIRECT DEPOSIT		1	0	V659632 6/25/2025	258.217.2170.000.000.000	\$248.59
DIRECT DEPOSIT		1	0	V659632 6/25/2025	290.217.2170.000.000.000	\$850.00
DIRECT DEPOSIT		1	0	V659632 6/25/2025	260.217.2170.000.000.000	\$0.96
DIRECT DEPOSIT		1	0	V659632 6/25/2025	261.217.2170.000.000.000	\$17.74
DIRECT DEPOSIT		1	0	V676153 6/25/2025	100.217.2170.000.000.000	\$1,159,305.59
DIRECT DEPOSIT		1	0	V676153 6/25/2025	243.217.2170.000.000.000	\$5,329.36
DIRECT DEPOSIT		1	0	V676153 6/25/2025	251.217.2170.000.000.000	\$33,319.74
DIRECT DEPOSIT		1	0	V676153 6/25/2025	253.217.2170.000.000.000	\$10,655.19
DIRECT DEPOSIT		1	0	V676153 6/25/2025	255.217.2170.000.000.000	\$3,137.79
DIRECT DEPOSIT		1	0	V676153 6/25/2025	257.217.2170.000.000.000	\$50,479.65

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 1179 06/25/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DIRECT DEPOSIT		1	0	V676153 6/25/2025	258.217.2170.000.000.000	\$2,509.55
DIRECT DEPOSIT		1	0	V676153 6/25/2025	263.217.2170.000.000.000	\$595.99
DIRECT DEPOSIT		1	0	V676153 6/25/2025	270.217.2170.000.000.000	\$1,977.14
DIRECT DEPOSIT		1	0	V676153 6/25/2025	271.217.2170.000.000.000	\$7,971.17
DIRECT DEPOSIT		1	0	V676153 6/25/2025	290.217.2170.000.000.000	\$43,332.28
DIRECT DEPOSIT		1	0	V676153 6/25/2025	284.217.2170.000.000.000	\$1,955.32
DIRECT DEPOSIT		1	0	V676153 6/25/2025	260.217.2170.000.000.000	\$5,073.24
DIRECT DEPOSIT		1	0	V676153 6/25/2025	261.217.2170.000.000.000	\$9,982.84
DIRECT DEPOSIT		1	0	V676153 6/25/2025	265.217.2170.000.000.000	\$354.44
DIRECT DEPOSIT		1	0	V676153 6/25/2025	274.217.2170.000.000.000	\$1,375.40

Check #: 0

PO/Invoice Total:	\$1,353,030.88
Vendor Total:	\$1,353,030.88
Grand Total:	\$1,353,030.88

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2601

Voucher Date: 06/30/2025

Prepared By: Tori Aragon

Printed: 07/17/2025 03:21:37 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$24,898.75 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$2,138.89
243	PROFESSIONAL TECHNICAL - STATE	\$77.53
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$5,000.00
290	FOOD SERVICE FUND	\$4,182.33
710	CLARENCE BIRRER SCHOLARSHIP TRUST FUND	\$13,500.00
		<hr/> <hr/>
		\$24,898.75

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/30/2025
 From Check: 8679
 From Voucher: 2601

To Date: 6/30/2025
 To Check: 8698
 To Voucher: 2601

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8679	06/30/2025	AMAZON/GEMB	\$1,395.35	2601	Printed	Expense	<input type="checkbox"/>		
8680	06/30/2025	CLARIDGE, ISAIAH	\$1,000.00	2601	Printed	Expense	<input type="checkbox"/>		
8681	06/30/2025	DEAN, GENA	\$500.00	2601	Printed	Expense	<input type="checkbox"/>		
8682	06/30/2025	DOMINGUEZ, BETRIZ	\$1,500.00	2601	Printed	Expense	<input type="checkbox"/>		
8683	06/30/2025	DOMINGUEZ, GABBY	\$1,500.00	2601	Printed	Expense	<input type="checkbox"/>		
8684	06/30/2025	FLETCHER, TREYSON	\$1,500.00	2601	Printed	Expense	<input type="checkbox"/>		
8685	06/30/2025	GARCIA, MARIA	\$500.00	2601	Printed	Expense	<input type="checkbox"/>		
8686	06/30/2025	GILCHRIST, SHAYLEE	\$1,000.00	2601	Printed	Expense	<input type="checkbox"/>		80
8687	06/30/2025	HIGGINS, ALLIE	\$1,500.00	2601	Printed	Expense	<input type="checkbox"/>		
8688	06/30/2025	MALDONADO, LUIS	\$500.00	2601	Printed	Expense	<input type="checkbox"/>		
8689	06/30/2025	MARKY'S SUPERTOW LLC	\$743.54	2601	Printed	Expense	<input type="checkbox"/>		
8690	06/30/2025	MATTHEW, TAYLOR	\$1,000.00	2601	Printed	Expense	<input type="checkbox"/>		
8691	06/30/2025	MOON, LACY	\$1,000.00	2601	Printed	Expense	<input type="checkbox"/>		
8692	06/30/2025	NICHOLAS & CO	\$4,182.33	2601	Printed	Expense	<input type="checkbox"/>		
8693	06/30/2025	O'PRY DAVID	\$1,000.00	2601	Printed	Expense	<input type="checkbox"/>		
8694	06/30/2025	PETERSON, ADALYN	\$1,500.00	2601	Printed	Expense	<input type="checkbox"/>		
8695	06/30/2025	SMITH, MCKYNLEE	\$1,500.00	2601	Printed	Expense	<input type="checkbox"/>		
8696	06/30/2025	VAZQUEZ-FLORES, YARIANA	\$1,500.00	2601	Printed	Expense	<input type="checkbox"/>		
8697	06/30/2025	WARD'S NATURAL SCIENCE EST. LLC	\$77.53	2601	Printed	Expense	<input type="checkbox"/>		
8698	06/30/2025	WARR, TAYLOR	\$1,500.00	2601	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$24,898.75

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2600

Voucher Date: 06/30/2025

Prepared By: Tori Aragon

Printed: 07/11/2025 10:41:15 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,703.89 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
243	PROFESSIONAL TECHNICAL - STATE	\$1,386.32
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$290.22
284	GEAR UP GRANT	\$27.35
		<hr/> <hr/>
		\$1,703.89

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2600

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WALMART						
Check Group:						
LAB SUPPLIES FOR PLANT SCIENCE & FLORAL CLASSES		1	2501119	514400740047	243.519.0410.000.301.301	\$48.13
P-Card Payee: WALMART				5/23/2025		
					Check #: 0	
						PO/InvoiceTotal: \$48.13
Check Group:						
FOOD SCIENCE LABS		1	2501120	516200123488	263.519.0410.000.301.301	\$290.22
P-Card Payee: WALMART				6/11/2025		
					Check #: 0	
						PO/InvoiceTotal: \$290.22
Check Group:						
CLASSROOM SUPPLIES		1	2501485	516000523855	243.519.0410.000.301.301	\$125.36
P-Card Payee: WALMART				6/9/2025		
CLASSROOM SUPPLIES		1	2501485	516200119998	243.519.0410.000.301.301	\$132.86
P-Card Payee: WALMART				6/11/2025		
CLASSROOM SUPPLIES		1	2501485	516300459458	243.519.0410.000.301.301	\$54.58
P-Card Payee: WALMART				6/12/2025		
					Check #: 0	
						PO/InvoiceTotal: \$312.80
Check Group:						
STORAGE CONTAINERS, GALLON BUCKETS, STORAGE RACK, MARKERS, STAMPS, PENCILS, MISC CLASSROOM SUPPLIES		1	2502213	02595	243.519.0410.000.307.301	\$434.75
P-Card Payee: WALMART				6/2/2025		
STORAGE CONTAINERS, GALLON BUCKETS, STORAGE RACK, MARKERS, STAMPS, PENCILS, MISC CLASSROOM SUPPLIES		1	2502213	514700827369	243.519.0410.000.307.301	\$590.64
P-Card Payee: WALMART				5/27/2025		
					Check #: 0	
						PO/InvoiceTotal: \$1,025.39

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2600

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group: COMMUNITY BBQ		1	2502407	514700435413 5/27/2025	284.621.0410.000.000.000	\$27.35
P-Card Payee: WALMART						

Check #: 0

PO/InvoiceTotal:	<u>\$27.35</u>
Vendor Total:	<u>\$1,703.89</u>
Grand Total:	<u>\$1,703.89</u>

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2599

Voucher Date: 06/30/2025

Prepared By: Tori Aragon

Printed: 07/10/2025 03:54:41 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$72,251.75 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$71,989.85
243	PROFESSIONAL TECHNICAL - STATE	\$34.40
260	MEDICAID	\$227.50
		<hr/>
		\$72,251.75

old year

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/30/2025

To Date: 6/30/2025

From Check: 8670

To Check: 8678

From Voucher: 2599

To Voucher: 2599

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8670	06/30/2025	AMAZON/GEMB	\$34.40	2599	Printed	Expense	<input type="checkbox"/>		
8671	06/30/2025	API GROUP LIFE SAFETY USA LLC	\$17,660.03	2599	Printed	Expense	<input type="checkbox"/>		
8672	06/30/2025	EQ THERAPY FOR KIDS, LLC	\$227.50	2599	Printed	Expense	<input type="checkbox"/>		
8673	06/30/2025	IDHW, BUREAU OF FINANCIAL SERVICES	\$49,060.96	2599	Printed	Expense	<input type="checkbox"/>		
8674	06/30/2025	LAWSON PRODUCTS	\$60.50	2599	Printed	Expense	<input type="checkbox"/>		
8675	06/30/2025	NYKREIM, VANCE	\$181.07	2599	Printed	Expense	<input type="checkbox"/>		
8676	06/30/2025	SCHOOL SPECIALTY SUPPLY	\$1,771.39	2599	Printed	Expense	<input type="checkbox"/>		85
8677	06/30/2025	STOTZ EQUIPMENT	\$7.19	2599	Printed	Expense	<input type="checkbox"/>		
8678	06/30/2025	TOTAL WASTE MANAGEMENT	\$3,248.71	2599	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$72,251.75

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2598

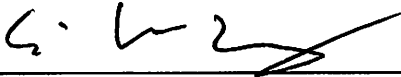
Voucher Date: 06/30/2025

Prepared By: Tori Aragon

Printed: 07/10/2025 08:36:01 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$812.36 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$812.36
		\$812.36

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2598

06/30/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STATE TAX COMMISSION						
Check Group:						
JUNE SALES TAX		1	2502609	1-762-207-360 7/2/2025	100.223.2230.000.000.000	\$812.36
P-Card Payee: STATE TAX COMMISSION						

Check #: 0

PO/InvoiceTotal:	<u>\$812.36</u>
Vendor Total:	<u>\$812.36</u>
Grand Total:	<u>\$812.36</u>

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2597

Voucher Date: 06/30/2025

Prepared By:

Tori Aragon

Printed: 07/03/2025 08:19:31 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$584,622.44 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

G. V. G.

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$92,720.23
242	Idaho Career Ready Students Grant	\$417,082.05
243	PROFESSIONAL TECHNICAL - STATE	\$4,997.45
245	PUBLIC SCHOOL TECHNOLOGY FUND	\$38,657.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$237.28
253	TITLE I-C ESEA MIGRANT FUND	\$480.00
290	FOOD SERVICE FUND	\$30,448.43
		<hr/> <hr/>
		\$584,622.44

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/30/2025
 From Check: 8603
 From Voucher: 2597

To Date: 6/30/2025
 To Check: 8656
 To Voucher: 2597

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8603	06/30/2025	3H FENCE COMPANY	\$9,100.00	2597	Printed	Expense	<input type="checkbox"/>		
8604	06/30/2025	ACE HARDWARE	\$376.04	2597	Printed	Expense	<input type="checkbox"/>		
8605	06/30/2025	AMAZON/GEMB	\$2,491.44	2597	Printed	Expense	<input type="checkbox"/>		
8606	06/30/2025	AUTOZONE	\$19.99	2597	Printed	Expense	<input type="checkbox"/>		
8607	06/30/2025	B&H FOTO & ELECTRONICS	\$237.28	2597	Printed	Expense	<input type="checkbox"/>		
8608	06/30/2025	BAILEY OIL CO., INC.	\$2,549.10	2597	Printed	Expense	<input type="checkbox"/>		
8609	06/30/2025	BARCLAY MECHANICAL	\$49.33	2597	Printed	Expense	<input type="checkbox"/>		
8610	06/30/2025	BRYSON SALES & SERVICE, INC	\$108.89	2597	Printed	Expense	<input type="checkbox"/>		
8611	06/30/2025	CATMULL PLUMBING, INC	\$5,900.00	2597	Printed	Expense	<input type="checkbox"/>		
8612	06/30/2025	CHARLIE'S PRODUCE	\$1,647.80	2597	Printed	Expense	<input type="checkbox"/>		
8613	06/30/2025	CINTAS CORP	\$513.54	2597	Printed	Expense	<input type="checkbox"/>		
8614	06/30/2025	COGNIA INC	\$1,400.00	2597	Printed	Expense	<input type="checkbox"/>		
8615	06/30/2025	DEAN DAIRY COPROPRATE, LLC	\$6,826.85	2597	Printed	Expense	<input type="checkbox"/>		
8616	06/30/2025	ELECTRICAL WHOLESALE SUPPLY CO, INC.	\$7,370.00	2597	Printed	Expense	<input type="checkbox"/>		
8617	06/30/2025	FOLLETT CONTENT SOLUTIONS, LLC	\$689.04	2597	Printed	Expense	<input type="checkbox"/>		
8618	06/30/2025	GEM STATE PAPER CO, INC.	\$285.33	2597	Printed	Expense	<input type="checkbox"/>		
8619	06/30/2025	GREER TRUCK & TRAILER PARTS,INC.	\$4.47	2597	Printed	Expense	<input type="checkbox"/>		
8620	06/30/2025	HAUNS HARDWARE	\$321.70	2597	Printed	Expense	<input type="checkbox"/>		
8621	06/30/2025	HEYBURN, CITY OF	\$2,933.27	2597	Printed	Expense	<input type="checkbox"/>		
8622	06/30/2025	INTERMOUNTAIN GAS CO.	\$2,798.42	2597	Printed	Expense	<input type="checkbox"/>		
8623	06/30/2025	INTERMOUNTAIN WOOD PRODUCTS	\$3,486.72	2597	Printed	Expense	<input type="checkbox"/>		
8624	06/30/2025	JACKSON GROUP PETERBILT	\$982.31	2597	Printed	Expense	<input type="checkbox"/>		

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/30/2025
From Check: 8603
From Voucher: 2597

To Date: 6/30/2025
To Check: 8656
To Voucher: 2597

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8625	06/30/2025	K & R RENT-ALL, INC	\$175.00	2597	Printed	Expense	<input type="checkbox"/>		
8626	06/30/2025	KELLY'S BEARING SUPPLY	\$20.48	2597	Printed	Expense	<input type="checkbox"/>		
8627	06/30/2025	KENT, DARYL	\$200.00	2597	Printed	Expense	<input type="checkbox"/>		
8628	06/30/2025	KNIEP, CORY	\$150.00	2597	Printed	Expense	<input type="checkbox"/>		
8629	06/30/2025	MAGIC VALLEY CARPET	\$7,194.38	2597	Printed	Expense	<input type="checkbox"/>		
8630	06/30/2025	MAGIC VALLEY LABS,INC	\$584.00	2597	Printed	Expense	<input type="checkbox"/>		
8631	06/30/2025	MAGIC VALLEY TIRE PAUL	\$332.99	2597	Printed	Expense	<input type="checkbox"/>		
8632	06/30/2025	MAGIC VALLEY TIRE RUPERT	\$612.00	2597	Printed	Expense	<input type="checkbox"/>		90
8633	06/30/2025	MERRILL, TERRY	\$150.00	2597	Printed	Expense	<input type="checkbox"/>		
8634	06/30/2025	MIDNIGHT MECHANICS, INC	\$2,268.62	2597	Printed	Expense	<input type="checkbox"/>		
8635	06/30/2025	NEWMAN, G. ROBERT	\$4,880.00	2597	Printed	Expense	<input type="checkbox"/>		
8636	06/30/2025	NICHOLAS & CO	\$21,851.20	2597	Printed	Expense	<input type="checkbox"/>		
8637	06/30/2025	NU VU GLASS, INC.	\$4,565.92	2597	Printed	Expense	<input type="checkbox"/>		
8638	06/30/2025	OETC	\$869.00	2597	Printed	Expense	<input type="checkbox"/>		
8639	06/30/2025	PETERSEN BROTHERS CONSTRUCTION, INC	\$412,504.05	2597	Printed	Expense	<input type="checkbox"/>		
8640	06/30/2025	PLATT ELECTRIC SUPPLY, INC	\$293.89	2597	Printed	Expense	<input type="checkbox"/>		
8641	06/30/2025	PUTTIN AROUND & STUFF	\$480.00	2597	Printed	Expense	<input type="checkbox"/>		
8642	06/30/2025	RUPERT LUMBER & PAINT	\$63.96	2597	Printed	Expense	<input type="checkbox"/>		
8643	06/30/2025	RUPERT, CITY OF	\$10,029.13	2597	Printed	Expense	<input type="checkbox"/>		
8644	06/30/2025	SCHOWS AUTO PARTS	\$5,212.19	2597	Printed	Expense	<input type="checkbox"/>		
8645	06/30/2025	SCHOWS, INC	\$65.52	2597	Printed	Expense	<input type="checkbox"/>		
8646	06/30/2025	SOLV BUSINESS SOLUTIONS-233439	\$1,024.21	2597	Printed	Expense	<input type="checkbox"/>		
8647	06/30/2025	SPRINKLER SHOP,INC	\$152.91	2597	Printed	Expense	<input type="checkbox"/>		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/30/2025
From Check: 8603
From Voucher: 2597

To Date: 6/30/2025
To Check: 8656
To Voucher: 2597

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8648	06/30/2025	TAKOY DESIGNS LLC	\$4,578.00	2597	Printed	Expense	<input type="checkbox"/>		
8649	06/30/2025	TECHNEGON, LLC.	\$38,657.00	2597	Printed	Expense	<input type="checkbox"/>		
8650	06/30/2025	TIMES NEWS-LEE PUBLICATIONS	\$312.47	2597	Printed	Expense	<input type="checkbox"/>		
8651	06/30/2025	TURNER PLLC, TRAVIS L	\$100.00	2597	Printed	Expense	<input type="checkbox"/>		
8652	06/30/2025	UNITED ELECTRIC COOP	\$10,824.68	2597	Printed	Expense	<input type="checkbox"/>		
8653	06/30/2025	VANEVERY, JASON	\$1,608.30	2597	Printed	Expense	<input type="checkbox"/>		
8654	06/30/2025	VERIZON	\$2,029.41	2597	Printed	Expense	<input type="checkbox"/>		
8655	06/30/2025	WARD'S NATURAL SCIENCE EST. LLC	\$658.28	2597	Printed	Expense	<input type="checkbox"/>		91
8656	06/30/2025	SPARTAN LAW, P.C.	\$2,083.33	2597	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$584,622.44

End of Report

Direct Deposits

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 1179

Voucher Date: 06/25/2025

Prepared By:

Hester Woodell

Printed: 06/24/2025 12:09:48 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,353,030.88 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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

Tom Aragon

SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$1,173,688.84
243	PROFESSIONAL TECHNICAL - STATE	\$5,351.46
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$33,319.74
253	TITLE I-C ESEA MIGRANT FUND	\$10,655.19
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$3,137.79
257	TITLE VI-B IDEA SPECIAL ED FUND	\$50,633.20
258	TITLE VI-B IDEA PRESCHOOL FUND	\$2,758.14
260	MEDICAID	\$5,074.20
261	TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC	\$10,000.58
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$595.99

Voucher No: 1179

Voucher Date: 06/25/2025

Fund		Amount
265	IDEA MINI-GRANTS	\$354.44
270	TITLE III ESEA FED LEP	\$1,977.14
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$7,971.17
274	Stronger Connections Grant	\$1,375.40
284	GEAR UP GRANT	\$1,955.32
290	FOOD SERVICE FUND	\$44,182.28
		<hr/> <hr/> \$1,353,030.88

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2596

Voucher Date: 06/23/2025

Prepared By: Tori Aragon

Printed: 06/19/2025 02:45:20 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$44,443.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$44,443.00
		<u>\$44,443.00</u>

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2596

06/23/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
EVERYTHING AIR HEATING & COOLING, LLC						
Check Group:						
SOLE SERVICES		1	2500363	ADD. UNITS 6/5/2025	100.810.0550.399.000.000	\$44,443.00

Check #: 0

PO/InvoiceTotal:	<u>\$44,443.00</u>
Vendor Total:	<u>\$44,443.00</u>
Grand Total:	<u>\$44,443.00</u>

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2595

Voucher Date: 06/20/2025

Prepared By: Tori Aragon

Printed: 06/19/2025 02:44:27 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$37,007.06 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$23,682.74
238	STUDENT ACTIVITY FUNDS	\$25.51
243	PROFESSIONAL TECHNICAL - STATE	\$5,934.94
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$5,993.95
253	TITLE I-C ESEA MIGRANT FUND	(\$1,151.96)
284	GEAR UP GRANT	\$529.38
290	FOOD SERVICE FUND	\$1,992.50
		<hr/> <hr/>
		\$37,007.06

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
COSTCO WHOLESALE/MEMBERSHIP						
Check Group:						
Gear up Supplies (Donation Fund)		1	2501920	022326	284.621.0410.000.003.301	\$406.32
P-Card Payee: D.L. EVANS BANK				4/22/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$406.32
Check Group:						
FOLDING CHAIRS FOR OFFICE		1	2502157	016749	100.641.0410.000.000.101	\$239.88
P-Card Payee: D.L. EVANS BANK				5/16/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$239.88
					Vendor Total:	\$646.20
D.L. EVANS BANK						
Check Group:						
IASBO LUNCHES		1	2500471	82	100.651.0380.381.000.000	\$20.17
P-Card Payee: D.L. EVANS BANK				5/6/2025		
				Check #: 0		
					PO/InvoiceTotal:	\$20.17
Check Group:						
2025 NATIONAL MIGRANT EDUCATION CONFERENCE- HOTEL- VERONICA G, MARIA G, APRIL Z, ANDREA D, YURI C		1	2501380	30627573	253.621.0380.381.000.000	(\$319.20)
P-Card Payee: D.L. EVANS BANK				4/17/2025		
2025 NATIONAL MIGRANT EDUCATION CONFERENCE- HOTEL- VERONICA G, MARIA G, APRIL Z, ANDREA D, YURI C		1	2501380	30627575	253.621.0380.381.000.000	(\$319.20)
P-Card Payee: D.L. EVANS BANK				4/17/2025		
2025 NATIONAL MIGRANT EDUCATION CONFERENCE- HOTEL- VERONICA G, MARIA G, APRIL Z, ANDREA D, YURI C		1	2501380	30627584	253.621.0380.381.000.000	(\$319.20)
P-Card Payee: D.L. EVANS BANK				4/17/2025		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2025 NATIONAL MIGRANT EDUCATION CONFERENCE- HOTEL- VERONICA G, MARIA G, APRIL Z, ANDREA D, YURI C		1	2501380	30627586	253.621.0380.381.000.000	(\$319.20)
P-Card Payee: D.L. EVANS BANK				4/17/2025		
					Check #: 0	
					PO/InvoiceTotal:	(\$1,276.80)
Check Group:						
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	BROWN	251.515.0380.381.051.201	\$243.53
P-Card Payee: D.L. EVANS BANK				5/17/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	CARTER	251.515.0380.381.051.201	\$243.53
P-Card Payee: D.L. EVANS BANK				5/17/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	COOK	251.515.0380.381.051.201	\$243.53 98
P-Card Payee: D.L. EVANS BANK				5/17/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	MAUGHAN	251.515.0380.381.051.201	\$243.53
P-Card Payee: D.L. EVANS BANK				5/17/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	SEY2	251.515.0380.381.051.201	\$513.11
P-Card Payee: D.L. EVANS BANK				5/10/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	SEYA	251.515.0380.381.051.201	\$513.11
P-Card Payee: D.L. EVANS BANK				5/10/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	SEZ3	251.515.0380.381.051.201	\$513.11
P-Card Payee: D.L. EVANS BANK				5/10/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	SEZB	251.515.0380.381.051.201	\$513.11
P-Card Payee: D.L. EVANS BANK				5/10/2025		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	SEZV	251.515.0380.381.051.201	\$513.11
P-Card Payee: D.L. EVANS BANK				5/10/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	SF03	251.515.0380.381.051.201	\$513.11
P-Card Payee: D.L. EVANS BANK				5/10/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	SMITH	251.515.0380.381.051.201	\$243.53
P-Card Payee: D.L. EVANS BANK				5/17/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	VANEVERY	251.515.0380.381.051.201	\$243.53
P-Card Payee: D.L. EVANS BANK				5/17/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	WARD	251.515.0380.381.051.201	\$243.53 99
P-Card Payee: D.L. EVANS BANK				5/17/2025		
PLC AT WORK INSTITUTE- HOTEL- LAREE C, WHITNEY W, MATT B, CLYNTON S, EMMA V, DONNA M, AND TAMARA C		1	2501581	ZH9D6	251.515.0380.381.051.201	\$513.11
P-Card Payee: D.L. EVANS BANK				5/10/2025		
					Check #: 0	
						PO/InvoiceTotal: \$5,296.48
Check Group:						
BUILDING THINKING CLASSROOMS CONFERENCE 2025- FLIGHT- KARI A, TRICIA B, AND NICOLE M		1	2501582	0272104830778	251.515.0380.382.052.202	\$196.60
P-Card Payee: D.L. EVANS BANK				5/7/2025		
BUILDING THINKING CLASSROOMS CONFERENCE 2025- FLIGHT- KARI A, TRICIA B, AND NICOLE M		1	2501582	0272104834702	251.515.0380.382.052.202	\$98.30
P-Card Payee: D.L. EVANS BANK				5/7/2025		
BUILDING THINKING CLASSROOMS CONFERENCE 2025- FLIGHT- KARI A, TRICIA B, AND NICOLE M		1	2501582	MSAUBQ	251.515.0380.382.052.202	\$196.60
P-Card Payee: D.L. EVANS BANK				5/7/2025		

Check #: 0

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u> </u>
						\$491.50
Check Group:						
House flags		4	2501584	77551	100.720.0410.000.022.201	\$241.85
P-Card Payee: D.L. EVANS BANK				5/13/2025		
Pennant		60	2501584	77551	100.720.0410.000.022.201	\$906.92
P-Card Payee: D.L. EVANS BANK				5/13/2025		
Lanyard		80	2501584	77551	100.720.0410.000.022.201	\$483.69
P-Card Payee: D.L. EVANS BANK				5/13/2025		
Crest Flag		8	2501584	77551	100.720.0410.000.022.201	\$322.46
P-Card Payee: D.L. EVANS BANK				5/13/2025		
discount		1	2501584	77551	100.720.0410.000.022.201	(\$189.45)
P-Card Payee: D.L. EVANS BANK				5/13/2025		
						Check #: 0
						PO/InvoiceTotal: <u> </u>
						\$1,765.47
Check Group:						
HOTEL FOR LAW SEMINAR		1	2502018	027075929	100.621.0380.381.000.000	\$497.04
P-Card Payee: D.L. EVANS BANK				4/27/2025		
						Check #: 0
						PO/InvoiceTotal: <u> </u>
						\$497.04
Check Group:						
Fuel April		1	2502022	200370982	100.656.0420.000.420.000	\$72.15
P-Card Payee: D.L. EVANS BANK				4/24/2025		
Fuel April		1	2502022	20038470	100.656.0420.000.420.000	\$68.27
P-Card Payee: D.L. EVANS BANK				5/16/2025		
Fuel April		1	2502022	520287	100.656.0420.000.420.000	\$61.20
P-Card Payee: D.L. EVANS BANK				4/24/2025		
						Check #: 0
						PO/InvoiceTotal: <u> </u>
						\$201.62
Check Group:						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SQUARE READERS (CONTACTLESS & CHIP) P-Card Payee: D.L. EVANS BANK		4	2502143	US-577237885 4/24/2025	100.651.0410.000.000.000	\$250.16
Check #: 0						PO/InvoiceTotal: \$250.16
Check Group: APRIL - FUEL P-Card Payee: D.L. EVANS BANK		1	2502154	267703 4/21/2025	290.710.0420.420.000.000	\$54.78
APRIL - FUEL P-Card Payee: D.L. EVANS BANK		1	2502154	354004910925 4/22/2025	290.710.0420.420.000.000	\$94.47
Check #: 0						PO/InvoiceTotal: \$149.25
Check Group: RON CLARK ACADEMY HOUSE APP P-Card Payee: D.L. EVANS BANK		1	2502155	3485 4/22/2025	100.512.0410.000.000.101	\$1,800.00 101
Check #: 0						PO/InvoiceTotal: \$1,800.00
Check Group: GIFT ITEMS FOR STAFF P-Card Payee: D.L. EVANS BANK		1	2502156	028301 4/28/2025	100.641.0410.000.000.101	\$455.00
Check #: 0						PO/InvoiceTotal: \$455.00
Check Group: ENGINES P-Card Payee: D.L. EVANS BANK		1	2502177	3882976 5/21/2025	243.519.0550.000.302.301	\$5,934.94
Check #: 0						PO/InvoiceTotal: \$5,934.94
Check Group: WEED SPRAYER FOR THE SIDE BY SIDE P-Card Payee: D.L. EVANS BANK		1	2502196	SO0202670-1 5/7/2025	100.665.0410.000.420.000	\$4,328.29
Check #: 0						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$4,328.29
Check Group:						
MAY 2025 EXTRA TRIPS MINI BUSES		1	2502200	0094006 5/15/2025	100.683.0420.420.000.500	\$63.89
P-Card Payee: D.L. EVANS BANK						
MAY 2025 EXTRA TRIPS MINI BUSES		1	2502200	0094561 5/16/2025	100.683.0420.420.000.500	\$31.87
P-Card Payee: D.L. EVANS BANK						
MAY 2025 EXTRA TRIPS FOR BIG BUSES		1	2502200	07077 5/3/2025	100.681.0420.420.000.500	\$83.00
P-Card Payee: D.L. EVANS BANK						
MAY 2025 EXTRA TRIPS MINI BUSES		1	2502200	16601 5/14/2025	100.683.0420.420.000.500	\$54.03
P-Card Payee: D.L. EVANS BANK						
MAY 2025 EXTRA TRIPS MINI BUSES		1	2502200	17706 5/15/2025	100.683.0420.420.000.500	\$27.88
P-Card Payee: D.L. EVANS BANK						
MAY 2025 EXTRA TRIPS MINI BUSES		1	2502200	1886524 4/30/2025	100.683.0420.420.000.500	\$65.01 102
P-Card Payee: D.L. EVANS BANK						
MAY 2025 EXTRA TRIPS MINI BUSES		1	2502200	248621 5/4/2025	100.683.0420.420.000.500	\$66.57
P-Card Payee: D.L. EVANS BANK						
MAY 2025 EXTRA TRIPS MINI BUSES		1	2502200	253116 5/7/2025	100.683.0420.420.000.500	\$81.86
P-Card Payee: D.L. EVANS BANK						
MAY 2025 EXTRA TRIPS MINI BUSES		1	2502200	905778 5/17/2025	100.683.0420.420.000.500	\$39.86
P-Card Payee: D.L. EVANS BANK						
MAY 2025 EXTRA TRIPS MINI BUSES		1	2502200	99141403 5/15/2025	100.683.0420.420.000.500	\$56.92
P-Card Payee: D.L. EVANS BANK						
						Check #: 0
						PO/InvoiceTotal: \$570.89
Check Group:						
Teachers Appreciation - Snacks		1	2502209	5120140463 4/30/2025	100.517.0410.000.000.490	\$172.58
P-Card Payee: D.L. EVANS BANK						
						Check #: 0
						PO/InvoiceTotal: \$172.58
Check Group:						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STAFF WORKING LUNCH P-Card Payee: D.L. EVANS BANK		1	2502216	Q3NQ7 4/23/2025	100.515.0410.000.000.202	\$624.50
Check #: 0						PO/InvoiceTotal: <u>\$624.50</u>
Check Group: SECRETARY LUNCH P-Card Payee: COSTCO WHOLESALE/MEMBERSHIP		1	2502217	B-12 4/23/2025	100.512.0410.000.000.102	\$70.37
Check #: 0						PO/InvoiceTotal: <u>\$70.37</u>
Check Group: SMARTSENSE TEMPERATURE CONTROL MONITORING P-Card Payee: D.L. EVANS BANK		1	2502230	INVUS622564 5/20/2025	290.710.0460.000.000.000	\$1,642.50
Check #: 0						PO/InvoiceTotal: <u>103</u> <u>\$1,642.50</u>
Check Group: PARENT NIGHT- MINIDOKA JR HIGH- 5/21/25 P-Card Payee: D.L. EVANS BANK		1	2502232	38514162168663 1 5/21/2025	251.720.0410.000.000.490	\$60.36
PARENT NIGHT- MINIDOKA JR HIGH- 5/21/25 P-Card Payee: D.L. EVANS BANK		1	2502232	58514101145572 1 5/20/2025	251.720.0410.000.000.490	\$145.61
Check #: 0						PO/InvoiceTotal: <u>\$205.97</u>
Check Group: MIGRANT PRESCHOOL CLASSROOM SUPPLIES P-Card Payee: D.L. EVANS BANK		1	2502233	028890 4/28/2025	253.522.0410.000.000.000	\$33.40
Check #: 0						PO/InvoiceTotal: <u>\$33.40</u>
Check Group:						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SNACKS FOR MIGRANT PAC MEETING 4/29/25 P-Card Payee: D.L. EVANS BANK		1	2502241	00456 5/1/2025	253.720.0410.000.000.000	\$47.42
Check #: 0						PO/InvoiceTotal: <u>\$47.42</u>
Check Group: SPENCER HOTEL FOR IDAHO LAW CONFERENCE BOISE P-Card Payee: D.L. EVANS BANK		1	2502242	029730710 4/29/2025	100.631.0380.381.000.000	\$497.04
JOHN SMITH HOTEL FOR IDAHO LAW CONFERENCE P-Card Payee: D.L. EVANS BANK		1	2502242	803730803 4/29/2025	100.631.0380.381.000.000	\$461.04
Check #: 0						PO/InvoiceTotal: <u>\$958.08</u>
Check Group: BOOMWAKERS FULL SPECTRUM SET P-Card Payee: D.L. EVANS BANK		1	2502251	DTQD2 4/30/2025	100.515.0410.000.000.202	\$200.45
Check #: 0						PO/InvoiceTotal: <u>\$200.45</u>
Check Group: MUSIC EQUIPMENT P-Card Payee: D.L. EVANS BANK		1	2502252	1YN73 4/30/2025	100.515.0410.000.000.202	\$3,204.75
Check #: 0						PO/InvoiceTotal: <u>\$3,204.75</u>
Check Group: TOOLS P-Card Payee: D.L. EVANS BANK		1	2502260	1805 5/13/2025	100.663.0410.000.000.000	\$10.57
TOOLS P-Card Payee: D.L. EVANS BANK		1	2502260	8410 5/7/2025	100.663.0410.000.000.000	\$2,203.58
TOOLS P-Card Payee: D.L. EVANS BANK		1	2502260	9791 4/29/2025	100.663.0410.000.000.000	\$133.55
Check #: 0						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$2,347.70</u>
Check Group:						
TACOS FOR STEAM NIGHT 5/8 FOR STAFF AND VOLUNTEERS		1	2502276	008041	100.720.0410.000.022.102	\$421.35
P-Card Payee: D.L. EVANS BANK				5/8/2025		
						Check #: 0
						PO/InvoiceTotal: <u>\$421.35</u>
Check Group:						
School Grad Banner Project - Cotton Polyester Fabric 2 yards, Hello Hobby wooden dowels		1	2502277	2000129	100.517.0410.000.000.492	\$10.81
P-Card Payee: D.L. EVANS BANK				5/6/2025		
School Grad Banner Project - Cotton Polyester Fabric 2 yards, Hello Hobby wooden dowels		1	2502277	2000130	100.517.0410.000.000.492	\$12.63
P-Card Payee: D.L. EVANS BANK				5/5/2025		
						Check #: 0
						105
						PO/InvoiceTotal: <u>\$23.44</u>
Check Group:						
FRONIER UPHOLSTERY		1	2502279	7072	100.515.0410.000.000.202	\$486.43
P-Card Payee: D.L. EVANS BANK				5/20/2025		
						Check #: 0
						PO/InvoiceTotal: <u>\$486.43</u>
Check Group:						
Supplies for Summer Flummer Student Event		1	2502297	S08447	238.740.0410.000.000.490	\$25.51
P-Card Payee: D.L. EVANS BANK				5/15/2025		
						Check #: 0
						PO/InvoiceTotal: <u>\$25.51</u>
Check Group:						
REGISTRATION FOR IASBO		1	2502298	200001259	100.651.0390.392.000.000	\$200.00
P-Card Payee: D.L. EVANS BANK				5/5/2025		
REGISTRATION FOR IASBO		1	2502298	200001269	100.651.0390.392.000.000	\$200.00
P-Card Payee: D.L. EVANS BANK				5/8/2025		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
REGISTRATION FOR IASBO P-Card Payee: D.L. EVANS BANK		1	2502298	200001270 5/8/2025	100.651.0390.392.000.000	\$200.00
REGISTRATION FOR IASBO P-Card Payee: D.L. EVANS BANK		1	2502298	200001273 5/8/2025	100.651.0390.392.000.000	\$200.00
REGISTRATION FOR IASBO P-Card Payee: D.L. EVANS BANK		1	2502298	200001274 5/8/2025	100.651.0390.392.000.000	\$200.00
REGISTRATION FOR IASBO P-Card Payee: D.L. EVANS BANK		1	2502298	200001275 5/8/2025	100.651.0390.392.000.000	\$200.00
REGISTRATION FOR IASBO P-Card Payee: D.L. EVANS BANK		1	2502298	EXTRA CHARGE 5/8/2025	100.651.0390.392.000.000	\$200.00
REGISTRATION FOR IASBO P-Card Payee: D.L. EVANS BANK		1	2502298	JEANNIE 5/8/2025	100.651.0390.392.000.000	\$200.00
Check #: 0						
PO/InvoiceTotal:						<u>\$1,600.00</u>
Check Group: 2 TV'S P-Card Payee: D.L. EVANS BANK		1	2502391	513600005555 5/16/2025	100.720.0410.000.022.201	\$899.98
Check #: 0						
PO/InvoiceTotal:						<u>\$899.98</u>
Check Group: SNA MEMBERSHIP P-Card Payee: D.L. EVANS BANK		2	2502405	513300511878 5/13/2025	290.710.0390.391.000.000	\$108.00
Check #: 0						
PO/InvoiceTotal:						<u>\$108.00</u>
Check Group: RETIREMENT SUPPLIES FOR TONY P-Card Payee: D.L. EVANS BANK		1	2502415	021337 5/21/2025	100.661.0410.000.000.600	\$57.91
RETIREMENT SUPPLIES FOR TONY P-Card Payee: D.L. EVANS BANK		1	2502415	021779 5/21/2025	100.661.0410.000.000.600	\$165.35
Check #: 0						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$223.26</u>
Check Group:						
HABITUDES- HIGH SCHOOL (COURSE 1) POSTER SET		1	2502416	283222	253.541.0410.000.000.000	\$44.02
P-Card Payee: D.L. EVANS BANK				5/15/2025		
						Check #: 0
						PO/InvoiceTotal: <u>\$44.02</u>
Check Group:						
MAY - FUEL		1	2502430	FLSME	290.710.0420.420.000.000	\$92.75
P-Card Payee: D.L. EVANS BANK				5/8/2025		
						Check #: 0
						PO/InvoiceTotal: <u>\$92.75</u>
Check Group:						
GROUNDS FUEL		1	2502543	077068	100.665.0420.420.000.600	\$54.41
P-Card Payee: D.L. EVANS BANK				4/30/2025		
GROUNDS FUEL		1	2502543	078745	100.665.0420.420.000.600	\$64.40
P-Card Payee: D.L. EVANS BANK				5/5/2025		
MAINTENANCE FUEL		1	2502543	274040	100.663.0420.420.000.600	\$82.00
P-Card Payee: D.L. EVANS BANK				4/25/2025		
GROUNDS FUEL		1	2502543	299069	100.665.0420.420.000.600	\$30.85
P-Card Payee: D.L. EVANS BANK				5/13/2025		
MAINTENANCE FUEL		1	2502543	307477	100.663.0420.420.000.600	\$100.00
P-Card Payee: D.L. EVANS BANK				5/19/2025		
MAINTENANCE FUEL		1	2502543	309148	100.663.0420.420.000.600	\$100.00
P-Card Payee: D.L. EVANS BANK				5/20/2025		
MAINTENANCE FUEL		1	2502543	309610	100.663.0420.420.000.600	\$10.19
P-Card Payee: D.L. EVANS BANK				5/20/2025		
MAINTENANCE FUEL		1	2502543	354004911202	100.663.0420.420.000.600	\$25.96
P-Card Payee: D.L. EVANS BANK				4/22/2025		
MAINTENANCE FUEL		1	2502543	354004911225	100.663.0420.420.000.600	\$70.74
P-Card Payee: D.L. EVANS BANK				4/22/2025		

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004913865 4/23/2025	100.663.0420.420.000.600	\$22.19
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004918533 4/25/2025	100.663.0420.420.000.600	\$102.46
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004919921 4/25/2025	100.663.0420.420.000.600	\$89.13
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004919925 4/25/2025	100.663.0420.420.000.600	\$12.65
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004930047 4/29/2025	100.663.0420.420.000.600	\$47.64
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004933534 4/30/2025	100.663.0420.420.000.600	\$19.60
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004933547 4/30/2025	100.665.0420.420.000.600	\$24.71
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004947524 5/5/2025	100.663.0420.420.000.600	\$41.24
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004948705 5/5/2025	100.663.0420.420.000.600	\$16.33
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004948715 5/5/2025	100.663.0420.420.000.600	\$16.50
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004950371 5/6/2025	100.663.0420.420.000.600	\$109.51
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004952927 5/7/2025	100.663.0420.420.000.600	\$25.33
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004952939 5/7/2025	100.665.0420.420.000.600	\$37.05
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004954246 5/7/2025	100.663.0420.420.000.600	\$21.86
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004956207 5/8/2025	100.663.0420.420.000.600	\$64.19

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004957380 5/8/2025	100.663.0420.420.000.600	\$17.36
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004974115 5/14/2025	100.663.0420.420.000.600	\$103.95
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	35400498623 5/5/2025	100.663.0420.420.000.600	\$94.00
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	354004990258 5/20/2025	100.663.0420.420.000.600	\$81.24
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	512005581384 5/1/2025	100.663.0420.420.000.600	\$104.81
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	512005644564 5/20/2025	100.663.0420.420.000.600	\$111.02
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	9012423 5/7/2025	100.663.0420.420.000.600	\$97.22
MAINTENANCE FUEL P-Card Payee: COSTCO WHOLESALE/MEMBERSHIP		1	2502543	9021493 5/7/2025	100.663.0420.420.000.600	109 \$45.52
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	9023267 4/25/2025	100.663.0420.420.000.600	\$30.04
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	9023679 4/30/2025	100.665.0420.420.000.600	\$50.79
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	9024095 5/6/2025	100.665.0420.420.000.600	\$29.20
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	9055121 4/24/2025	100.663.0420.420.000.600	\$97.78
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	9074407 5/16/2025	100.663.0420.420.000.600	\$96.16
MAINTENANCE FUEL P-Card Payee: D.L. EVANS BANK		1	2502543	M3NVY 5/8/2025	100.663.0420.420.000.600	\$173.30

Check #: 0

PO/InvoiceTotal: \$2,321.33

Vendor Total: \$36,237.80

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2595

06/20/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FIZZ FARM						
Check Group:						
FIZZ FARM		1	2502225	025837	284.621.0410.000.017.301	\$123.06
P-Card Payee:	D.L. EVANS BANK			4/25/2025		

Check #: 0

PO/InvoiceTotal:	<u>\$123.06</u>
Vendor Total:	<u>\$123.06</u>
Grand Total:	<u>\$37,007.06</u>

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2594

Voucher Date: 06/19/2025

Prepared By: Tori Aragon

Printed: 06/19/2025 02:00:38 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$132,380.38 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$69,932.29
243	PROFESSIONAL TECHNICAL - STATE	\$657.36
246	STATE SUBSTANCE ABUSE FUND	\$1,083.76
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$3,773.67
263	PERKINS III PRFESSIONAL TECHNICAL ACT	\$760.91
284	GEAR UP GRANT	\$467.80
290	FOOD SERVICE FUND	\$55,704.59
		<hr/> <hr/>
		\$132,380.38

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/19/2025
From Check: 8549
From Voucher: 2594

To Date: 6/19/2025
To Check: 8602
To Voucher: 2594

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8549	06/19/2025	A TO B MOTOR COACH, LLC	\$2,713.52	2594	Printed	Expense	<input type="checkbox"/>		
8550	06/19/2025	ACE HARDWARE	\$30.22	2594	Printed	Expense	<input type="checkbox"/>		
8551	06/19/2025	AGRI-STOR COMPANY	\$256.75	2594	Printed	Expense	<input type="checkbox"/>		
8552	06/19/2025	AMAZON/GEMB	\$4,090.91	2594	Printed	Expense	<input type="checkbox"/>		
8553	06/19/2025	ANDERSON, KARI J.	\$190.00	2594	Printed	Expense	<input type="checkbox"/>		
8554	06/19/2025	ANIXTER INC	\$5,052.17	2594	Printed	Expense	<input type="checkbox"/>		
8555	06/19/2025	API GROUP LIFE SAFETY USA LLC	\$325.00	2594	Printed	Expense	<input type="checkbox"/>		
8556	06/19/2025	ARAGON, VICTORIA	\$75.00	2594	Printed	Expense	<input type="checkbox"/>		
8557	06/19/2025	B&H FOTO & ELECTRONICS	\$7,524.81	2594	Printed	Expense	<input type="checkbox"/>		
8558	06/19/2025	BAKER, LANA	\$52.00	2594	Printed	Expense	<input type="checkbox"/>		
8559	06/19/2025	BREEDING, TRICIA	\$190.00	2594	Printed	Expense	<input type="checkbox"/>		
8560	06/19/2025	CARTER, TAMARA	\$241.26	2594	Printed	Expense	<input type="checkbox"/>		
8561	06/19/2025	CHARLIE'S PRODUCE	\$3,123.54	2594	Printed	Expense	<input type="checkbox"/>		
8562	06/19/2025	CINTAS CORP	\$75.18	2594	Printed	Expense	<input type="checkbox"/>		
8563	06/19/2025	COULSON, JEANNIE	\$75.00	2594	Printed	Expense	<input type="checkbox"/>		
8564	06/19/2025	DEX IMAGING, LLC	\$22,613.32	2594	Printed	Expense	<input type="checkbox"/>		
8565	06/19/2025	FOWLER, LUIZA	\$386.60	2594	Printed	Expense	<input type="checkbox"/>		
8566	06/19/2025	GARNER, AKAYLA	\$306.00	2594	Printed	Expense	<input type="checkbox"/>		
8567	06/19/2025	GARNER, CAMMY	\$35.00	2594	Printed	Expense	<input type="checkbox"/>		
8568	06/19/2025	GEM STATE PAPER CO, INC.	\$4,316.45	2594	Printed	Expense	<input type="checkbox"/>		
8569	06/19/2025	GOOD SOURCE SOLUTIONS, INC	\$24,283.98	2594	Printed	Expense	<input type="checkbox"/>		
8570	06/19/2025	GREENWALT, JOSHUA J.	\$70.00	2594	Printed	Expense	<input type="checkbox"/>		
8571	06/19/2025	HAUNS HARDWARE	\$376.98	2594	Printed	Expense	<input type="checkbox"/>		
8572	06/19/2025	HITT, CAMEON	\$75.00	2594	Printed	Expense	<input type="checkbox"/>		

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/19/2025
From Check: 8549
From Voucher: 2594

To Date: 6/19/2025
To Check: 8602
To Voucher: 2594

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8573	06/19/2025	JACKSON GROUP PETERBILT	\$207.48	2594	Printed	Expense	<input type="checkbox"/>		
8574	06/19/2025	JOHNSON, ASHLEY	\$140.00	2594	Printed	Expense	<input type="checkbox"/>		
8575	06/19/2025	JPC2	\$18,459.00	2594	Printed	Expense	<input type="checkbox"/>		
8576	06/19/2025	K & R RENT-ALL, INC	\$258.30	2594	Printed	Expense	<input type="checkbox"/>		
8577	06/19/2025	KELLY'S BEARING SUPPLY	\$15.76	2594	Printed	Expense	<input type="checkbox"/>		
8578	06/19/2025	KENT, DARYL	\$75.00	2594	Printed	Expense	<input type="checkbox"/>		
8579	06/19/2025	KIDD, KIMBERLEY	\$81.12	2594	Printed	Expense	<input type="checkbox"/>		
8580	06/19/2025	LARSEN, SPENCER	\$291.10	2594	Printed	Expense	<input type="checkbox"/>		
8581	06/19/2025	MANNING, NICOLE ANN	\$418.20	2594	Printed	Expense	<input type="checkbox"/>		
8582	06/19/2025	MIKEY'S REFRIGERATION INC	\$1,918.77	2594	Printed	Expense	<input type="checkbox"/>		
8583	06/19/2025	MORTENSEN, ASHLEY	\$45.90	2594	Printed	Expense	<input type="checkbox"/>		
8584	06/19/2025	NASCO	\$127.30	2594	Printed	Expense	<input type="checkbox"/>		
8585	06/19/2025	NICHOLAS & CO	\$7,781.90	2594	Printed	Expense	<input type="checkbox"/>		
8586	06/19/2025	NYKREIM, VANCE	\$165.00	2594	Printed	Expense	<input type="checkbox"/>		
8587	06/19/2025	OETC	\$16,230.00	2594	Printed	Expense	<input type="checkbox"/>		
8588	06/19/2025	PITNEY BOWES CORP.	\$491.31	2594	Printed	Expense	<input type="checkbox"/>		
8589	06/19/2025	RIDLEY'S FOOD & DRUG	\$4.50	2594	Printed	Expense	<input type="checkbox"/>		
8590	06/19/2025	ROBLES, NANCY	\$165.00	2594	Printed	Expense	<input type="checkbox"/>		
8591	06/19/2025	RUPERT LUMBER & PAINT	\$24.97	2594	Printed	Expense	<input type="checkbox"/>		
8592	06/19/2025	SCHOOL SPECIALTY SUPPLY	\$7,057.27	2594	Printed	Expense	<input type="checkbox"/>		
8593	06/19/2025	SPRINKLER SHOP,INC	\$177.30	2594	Printed	Expense	<input type="checkbox"/>		
8594	06/19/2025	STARS FERRY BUILDING SUP	\$332.95	2594	Printed	Expense	<input type="checkbox"/>		
8595	06/19/2025	SWENSEN'S MARKET - PAUL	\$60.95	2594	Printed	Expense	<input type="checkbox"/>		
8596	06/19/2025	TITAN MACHINERY	\$19.32	2594	Printed	Expense	<input type="checkbox"/>		

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/19/2025

To Date: 6/19/2025

From Check: 8549

To Check: 8602

From Voucher: 2594

To Voucher: 2594

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8597	06/19/2025	TRENKLE, BRADY	\$262.34	2594	Printed	Expense	<input type="checkbox"/>		
8598	06/19/2025	TURNER PLLC, TRAVIS L	\$250.00	2594	Printed	Expense	<input type="checkbox"/>		
8599	06/19/2025	VANEVERY, ERIC	\$306.00	2594	Printed	Expense	<input type="checkbox"/>		
8600	06/19/2025	WARD'S NATURAL SCIENCE EST. LLC	\$73.35	2594	Printed	Expense	<input type="checkbox"/>		
8601	06/19/2025	WARD, WILLIAM	\$386.60	2594	Printed	Expense	<input type="checkbox"/>		
8602	06/19/2025	WOODLAND, HEATHER	\$75.00	2594	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$132,380.38

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2593

Voucher Date: 06/13/2025

Prepared By: Tori Aragon

Printed: 06/13/2025 10:27:39 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$1,867.53 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$289.84
243	PROFESSIONAL TECHNICAL - STATE	\$585.84
284	GEAR UP GRANT	\$931.93
290	FOOD SERVICE FUND	\$59.92
		<hr/> <hr/>
		\$1,867.53

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2593

06/13/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WALMART						
Check Group:						
GROCERIES FOR CLASSROOM LABS		1	2500367	513900127981 5/19/2025	243.519.0410.000.307.301	\$281.23
P-Card Payee: WALMART				Check #: 0		
						PO/InvoiceTotal: <u>\$281.23</u>
Check Group:						
LAB SUPPLIES FOR PLANT SCIENCE & FLORAL CLASSES		1	2501119	511500630719 4/25/2025	243.519.0410.000.301.301	\$35.58
P-Card Payee: WALMART				Check #: 0		
LAB SUPPLIES FOR PLANT SCIENCE & FLORAL CLASSES		1	2501119	512000417880 4/30/2025	243.519.0410.000.301.301	\$4.00
P-Card Payee: WALMART				Check #: 0		
						PO/InvoiceTotal: <u>\$39.58</u>
Check Group:						
GROCERIES FOR CLASSROOM LABS		1	2501332	512600740914 5/6/2025	243.519.0410.000.307.301	\$170.69
P-Card Payee: WALMART				Check #: 0		
						PO/InvoiceTotal: <u>\$170.69</u>
Check Group:						
CLASSROOM SUPPLIES		1	2501485	664225255 5/1/2025	243.519.0410.000.301.301	\$94.34
P-Card Payee: WALMART				Check #: 0		
						PO/InvoiceTotal: <u>\$94.34</u>
Check Group:						
INCENTIVES		1	2501736	00474 4/21/2025	284.621.0410.000.017.301	\$375.00
P-Card Payee: WALMART				Check #: 0		
						PO/InvoiceTotal: <u>\$375.00</u>
Check Group:						

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2593

06/13/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CACFP FOOD SUPPLIES AND LAUNDRY P-Card Payee: WALMART		1	2502214	663761107 4/24/2025	290.710.0410.000.000.000	\$59.92
Check #: 0						PO/InvoiceTotal: <u>\$59.92</u>
Check Group: GEAR UP SUPPLIES P-Card Payee: WALMART		1	2502215	04777 4/22/2025	284.621.0410.000.017.301	\$100.81
GEAR UP SUPPLIES P-Card Payee: WALMART		1	2502215	513200150998 5/12/2025	284.621.0410.000.017.301	\$336.88
GEAR UP SUPPLIES P-Card Payee: WALMART		1	2502215	55288420 5/12/2025	284.621.0410.000.017.301	\$3.72
GEAR UP SUPPLIES P-Card Payee: WALMART		1	2502215	663527915 4/21/2025	284.621.0410.000.017.301	(\$10.00)
Check #: 0						117
						PO/InvoiceTotal: <u>\$431.41</u>
Check Group: TOTES P-Card Payee: WALMART		1	2502273	512700454319 5/7/2025	100.515.0410.000.000.202	\$69.02
TOTES P-Card Payee: WALMART		1	2502273	513900488091 5/19/2025	100.515.0410.000.000.202	\$24.65
Check #: 0						PO/InvoiceTotal: <u>\$93.67</u>
Check Group: SUPPLIES FOR FAMILY ENGAGEMENT 5/8 P-Card Payee: WALMART		1	2502274	512800104553 5/8/2025	100.720.0410.000.022.102	\$196.17
Check #: 0						PO/InvoiceTotal: <u>\$196.17</u>
Check Group: SENIOR BBQ P-Card Payee: WALMART		1	2502406	513200146844 5/12/2025	284.621.0410.000.000.000	\$79.04

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2593

06/13/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$79.04
Check Group:						
COMMUNITY BBQ		1	2502407	513200147791	284.621.0410.000.000.000	\$46.48
P-Card Payee: WALMART				5/12/2025		
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$46.48
						Vendor Total: <u> </u>
						\$1,867.53
						Grand Total: <u> </u>
						\$1,867.53

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2592

Voucher Date: 06/12/2025

Prepared By:

Tori Aragon

Printed: 06/12/2025 03:40:45 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$190,603.18 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



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

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$76,746.56
243	PROFESSIONAL TECHNICAL - STATE	\$2,191.83
244	SCHOOL RESOURCE OFFICER (SRO) GRANT	\$31,050.00
246	STATE SUBSTANCE ABUSE FUND	\$265.66
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$2,935.80
253	TITLE I-C ESEA MIGRANT FUND	\$90.72
260	MEDICAID	\$49,255.22
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$2,141.50
290	FOOD SERVICE FUND	\$25,925.89
		<hr/> \$190,603.18

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/12/2025
From Check: 8491
From Voucher: 2592

To Date: 6/12/2025
To Check: 8548
To Voucher: 2592

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8491	06/12/2025	A TO B MOTOR COACH, LLC	\$9,773.96	2592	Printed	Expense	<input type="checkbox"/>		
8492	06/12/2025	ACE HARDWARE	\$114.80	2592	Printed	Expense	<input type="checkbox"/>		
8493	06/12/2025	ALL WIRELESS COMMUNICATIONS	\$265.66	2592	Printed	Expense	<input type="checkbox"/>		
8494	06/12/2025	AMAZON/GEMB	\$591.59	2592	Printed	Expense	<input type="checkbox"/>		
8495	06/12/2025	AUTOZONE	\$8.09	2592	Printed	Expense	<input type="checkbox"/>		
8496	06/12/2025	BAILEY OIL CO., INC.	\$23,576.99	2592	Printed	Expense	<input type="checkbox"/>		
8497	06/12/2025	BEST WESTERN PLUS UNIVERSITY INN	\$1,341.00	2592	Printed	Expense	<input type="checkbox"/>		
8498	06/12/2025	BOHLMAN, LAYTON	\$140.00	2592	Printed	Expense	<input type="checkbox"/>		
8499	06/12/2025	Boyer, Sean	\$300.00	2592	Printed	Expense	<input type="checkbox"/>		
8500	06/12/2025	BROWN, MATT	\$477.00	2592	Printed	Expense	<input type="checkbox"/>		
8501	06/12/2025	BURLEY REMINDER	\$167.10	2592	Printed	Expense	<input type="checkbox"/>		
8502	06/12/2025	BUTTE IRRIGATION	\$375.00	2592	Printed	Expense	<input type="checkbox"/>		
8503	06/12/2025	CARTER, TAMARA	\$477.00	2592	Printed	Expense	<input type="checkbox"/>		
8504	06/12/2025	CATMULL PLUMBING, INC	\$1,285.00	2592	Printed	Expense	<input type="checkbox"/>		
8505	06/12/2025	CAXTON PRINTERS	\$5.25	2592	Printed	Expense	<input type="checkbox"/>		
8506	06/12/2025	CHARLIE'S PRODUCE	\$10,865.82	2592	Printed	Expense	<input type="checkbox"/>		
8507	06/12/2025	CINTAS CORP	\$146.22	2592	Printed	Expense	<input type="checkbox"/>		
8508	06/12/2025	COOK, LAREE	\$360.80	2592	Printed	Expense	<input type="checkbox"/>		
8509	06/12/2025	COWGILL, SOPHIE	\$140.00	2592	Printed	Expense	<input type="checkbox"/>		
8510	06/12/2025	DEAN DAIRY COPROPRATE, LLC	\$14,121.13	2592	Printed	Expense	<input type="checkbox"/>		
8511	06/12/2025	ELECTRICAL WHOLESALE SUPPLY CO, INC.	\$24.90	2592	Printed	Expense	<input type="checkbox"/>		
8512	06/12/2025	EQ COUNSELING LLC	\$828.00	2592	Printed	Expense	<input type="checkbox"/>		
8513	06/12/2025	EQ THERAPY FOR KIDS, LLC	\$32,549.62	2592	Printed	Expense	<input type="checkbox"/>		

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/12/2025
From Check: 8491
From Voucher: 2592

To Date: 6/12/2025
To Check: 8548
To Voucher: 2592

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8514	06/12/2025	FOLLETT CONTENT SOLUTIONS, LLC	\$313.55	2592	Printed	Expense	<input type="checkbox"/>		
8515	06/12/2025	GEM STATE PAPER CO, INC.	\$23,392.30	2592	Printed	Expense	<input type="checkbox"/>		
8516	06/12/2025	HAUNS HARDWARE	\$59.07	2592	Printed	Expense	<input type="checkbox"/>		
8517	06/12/2025	IASA	\$6,361.00	2592	Printed	Expense	<input type="checkbox"/>		
8518	06/12/2025	IDAHO DIGITAL LEARNING ACADEMY	\$1,200.00	2592	Printed	Expense	<input type="checkbox"/>		
8519	06/12/2025	JACKSON GROUP PETERBILT	\$667.09	2592	Printed	Expense	<input type="checkbox"/>		
8520	06/12/2025	KIDD, KIMBERLEY	\$256.20	2592	Printed	Expense	<input type="checkbox"/>		
8521	06/12/2025	MAGIC VALLEY TIRE RUPERT	\$612.00	2592	Printed	Expense	<input type="checkbox"/>		
8522	06/12/2025	MAUGHAN, DONNA	\$477.00	2592	Printed	Expense	<input type="checkbox"/>		
8523	06/12/2025	MCLEAN, WENDY	\$140.00	2592	Printed	Expense	<input type="checkbox"/>		
8524	06/12/2025	MINIDOKA COUNTY AUDITOR	\$16,050.00	2592	Printed	Expense	<input type="checkbox"/>		
8525	06/12/2025	MINIDOKA MEMORIAL HOSPITAL	\$105.00	2592	Printed	Expense	<input type="checkbox"/>		
8526	06/12/2025	MORGAN DOOR CO	\$125.00	2592	Printed	Expense	<input type="checkbox"/>		
8527	06/12/2025	NU VU GLASS, INC.	\$2,352.29	2592	Printed	Expense	<input type="checkbox"/>		
8528	06/12/2025	PRIMARY THERAPY SOURCE	\$15,877.60	2592	Printed	Expense	<input type="checkbox"/>		
8529	06/12/2025	RAMSEY HEATING & ELECTRIC, INC	\$170.00	2592	Printed	Expense	<input type="checkbox"/>		
8530	06/12/2025	REYNOLDS, TAYLOR	\$140.00	2592	Printed	Expense	<input type="checkbox"/>		
8531	06/12/2025	RUPERT LUMBER & PAINT	\$1,751.45	2592	Printed	Expense	<input type="checkbox"/>		
8532	06/12/2025	RUPERT, CITY OF	\$15,000.00	2592	Printed	Expense	<input type="checkbox"/>		
8533	06/12/2025	SCHOWS, INC	\$5.39	2592	Printed	Expense	<input type="checkbox"/>		
8534	06/12/2025	SHIFFLER EQUIPMENT SALES	\$196.72	2592	Printed	Expense	<input type="checkbox"/>		
8535	06/12/2025	SHOWKASE PLACE, INC.	\$690.00	2592	Printed	Expense	<input type="checkbox"/>		

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 6/12/2025
From Check: 8491
From Voucher: 2592

To Date: 6/12/2025
To Check: 8548
To Voucher: 2592

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8536	06/12/2025	SMITH, CLYNTON	\$477.00	2592	Printed	Expense	<input type="checkbox"/>		
8537	06/12/2025	SPRINKLER SHOP,INC	\$30.49	2592	Printed	Expense	<input type="checkbox"/>		
8538	06/12/2025	STANDARD PLUMBING CO	\$2,887.41	2592	Printed	Expense	<input type="checkbox"/>		
8539	06/12/2025	STAPELMAN, JESSICA	\$140.00	2592	Printed	Expense	<input type="checkbox"/>		
8540	06/12/2025	STAPLES ADVANTAGE	\$195.82	2592	Printed	Expense	<input type="checkbox"/>		
8541	06/12/2025	STOTZ EQUIPMENT	\$73.07	2592	Printed	Expense	<input type="checkbox"/>		
8542	06/12/2025	TRENKLE, BRADY	\$744.80	2592	Printed	Expense	<input type="checkbox"/>		
8543	06/12/2025	TYLER TECHNOLOGIES, INC.	\$1,000.00	2592	Printed	Expense	<input type="checkbox"/>		
8544	06/12/2025	UNIVERSITY OF IDAHO	\$150.00	2592	Printed	Expense	<input type="checkbox"/>		
8545	06/12/2025	VAN EVERY, EMMA	\$477.00	2592	Printed	Expense	<input type="checkbox"/>		
8546	06/12/2025	WARD, WHITNEY	\$190.00	2592	Printed	Expense	<input type="checkbox"/>		
8547	06/12/2025	WESTERN RECORDS DESTRUCTION	\$282.00	2592	Printed	Expense	<input type="checkbox"/>		
8548	06/12/2025	WIENHOFF DRUG TESTING	\$79.00	2592	Printed	Expense	<input type="checkbox"/>		

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Total Amount: \$190,603.18

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2591

Voucher Date: 06/12/2025

Prepared By:

Tori Aragon

Printed: 06/12/2025 03:19:12 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$125.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$125.00
		\$125.00

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2591

06/12/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PITNEY BOWES/RESERVE ACCT						
Check Group:						
MINICO REFILL		1	2500020	DEPOSIT 6/3 6/3/2025	100.655.0350.000.000.000	\$125.00
P-Card Payee: PITNEY BOWES/RESERVE ACCT						

Check #: 0

PO/InvoiceTotal:	<u>\$125.00</u>
Vendor Total:	<u>\$125.00</u>
Grand Total:	\$125.00

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2590

Voucher Date: 06/10/2025

Prepared By: Tori Aragon

Printed: 06/10/2025 08:39:51 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$2,083.33 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$2,083.33
		<hr/>
		\$2,083.33

MINIDOKA COUNTY SCHOOL DISTRICT #331

Voucher Detail Listing

Voucher Batch Number: 2590

06/10/2025

Fiscal Year: 2024-2025

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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SPARTAN LAW, P.C.

Check Group:

LEGAL COUNCIL FEES

1 2502142

PMNT3
6/10/2025

100.631.0310.000.000.000

\$2,083.33

P-Card Payee: SPARTAN LAW, P.C.

Check #: 0

PO/InvoiceTotal: \$2,083.33

Vendor Total: \$2,083.33

Grand Total: \$2,083.33

End of Report

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MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2610

Voucher Date: 07/09/2025

Prepared By: Tori Aragon

Printed: 07/09/2025 03:04:14 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$51,683.01 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$50,728.61
284	GEAR UP GRANT	\$954.40
		<u>\$51,683.01</u>

New York

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 7/9/2025

To Date: 7/9/2025

From Check: 8657

To Check: 8669

From Voucher: 2610

To Voucher: 2610

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8657	07/09/2025	GREENWALT, JOSHUA J.	\$190.00	2610	Printed	Expense	<input type="checkbox"/>		
8658	07/09/2025	HEPWORTH, HEATHER	\$190.00	2610	Printed	Expense	<input type="checkbox"/>		
8659	07/09/2025	IASA	\$15,936.00	2610	Printed	Expense	<input type="checkbox"/>		
8660	07/09/2025	IDAHO SCHOOL BOARDS ASSN	\$9,972.83	2610	Printed	Expense	<input type="checkbox"/>		
8661	07/09/2025	JOHNSON, ASHLEY	\$421.00	2610	Printed	Expense	<input type="checkbox"/>		
8662	07/09/2025	MARTINEZ, GABRIELLE	\$205.70	2610	Printed	Expense	<input type="checkbox"/>		
8663	07/09/2025	MERCADO, BRAYLYN	\$271.50	2610	Printed	Expense	<input type="checkbox"/>		
8664	07/09/2025	MIDNIGHT MECHANICS, INC	\$825.00	2610	Printed	Expense	<input type="checkbox"/>		
8665	07/09/2025	PAUL, CITY OF	\$1,584.70	2610	Printed	Expense	<input type="checkbox"/>		
8666	07/09/2025	PROJECT MUTUAL TELEPHONE	\$21,188.08	2610	Printed	Expense	<input type="checkbox"/>		
8667	07/09/2025	STUTZMAN, DANELLE	\$421.00	2610	Printed	Expense	<input type="checkbox"/>		
8668	07/09/2025	VANEVERY, BRENT	\$271.50	2610	Printed	Expense	<input type="checkbox"/>		
8669	07/09/2025	VANEVERY, EMMA	\$205.70	2610	Printed	Expense	<input type="checkbox"/>		

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Total Amount: \$51,683.01

End of Report

MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2611

Voucher Date: 07/17/2025

Prepared By: Tori Aragon

Printed: 07/17/2025 03:58:49 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$84,834.84 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

RUSS SUCHAN Chair

MARY ANDERSON Vice Chair

JUAN PEREZ Board Member

JACOB CLARIDGE Board Member

RICK KENT Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$75,019.76
246	STATE SUBSTANCE ABUSE FUND	\$9,531.66
284	GEAR UP GRANT	\$283.42
		<hr/> <hr/>
		\$84,834.84

new year

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: Accounts Payable 94005043

From Date: 7/17/2025
From Check: 8699
From Voucher: 2611

To Date: 7/17/2025
To Check: 8717
To Voucher: 2611

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
8699	07/17/2025	ALL WIRELESS COMMUNICATIONS	\$265.66	2611	Printed	Expense	<input type="checkbox"/>		
8700	07/17/2025	BARFUSS, K. ROYCE	\$316.00	2611	Printed	Expense	<input type="checkbox"/>		
8701	07/17/2025	BELL, BRITTON	\$30.00	2611	Printed	Expense	<input type="checkbox"/>		
8702	07/17/2025	Boyer, Sean	\$165.00	2611	Printed	Expense	<input type="checkbox"/>		
8703	07/17/2025	BUSRIGHT	\$47,000.00	2611	Printed	Expense	<input type="checkbox"/>		
8704	07/17/2025	IASA	\$705.00	2611	Printed	Expense	<input type="checkbox"/>		
8705	07/17/2025	JARVIS, RICHARD	\$275.00	2611	Printed	Expense	<input type="checkbox"/>		
8706	07/17/2025	JOBE, ASHLEY	\$316.00	2611	Printed	Expense	<input type="checkbox"/>		
8707	07/17/2025	MAGIC VALLEY TIRE PAUL	\$717.76	2611	Printed	Expense	<input type="checkbox"/>		
8708	07/17/2025	MARTINEZ, GABRIELLE	\$80.00	2611	Printed	Expense	<input type="checkbox"/>		
8709	07/17/2025	MARTSCH, CARRIE	\$427.30	2611	Printed	Expense	<input type="checkbox"/>		
8710	07/17/2025	MERCADO, BRAYLYN	\$203.42	2611	Printed	Expense	<input type="checkbox"/>		
8711	07/17/2025	NANCY'S RUPERT FLORAL	\$179.90	2611	Printed	Expense	<input type="checkbox"/>		
8712	07/17/2025	RAPTOR TECHNOLOGIES LLC	\$8,590.00	2611	Printed	Expense	<input type="checkbox"/>		
8713	07/17/2025	RED ROVER	\$24,222.00	2611	Printed	Expense	<input type="checkbox"/>		
8714	07/17/2025	SCHMIDT, NILS	\$316.00	2611	Printed	Expense	<input type="checkbox"/>		
8715	07/17/2025	STARS FERRY BUILDING SUP	\$33.80	2611	Printed	Expense	<input type="checkbox"/>		
8716	07/17/2025	STATE DEPARTMENT OF EDUCATION	\$676.00	2611	Printed	Expense	<input type="checkbox"/>		
8717	07/17/2025	STONE, JIMMIE	\$316.00	2611	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$84,834.84						
End of Report									

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MINIDOKA COUNTY SCHOOL DISTRICT #331

Board Report

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2024-2025

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.000.0100.000.000.000	SALARIES	\$20,319,508.49	\$0.00	\$17,621,399.20	\$2,698,109.29	\$2,969,991.16	(\$271,881.87)	-1.34%
	OBJECT: SALARIES - 0100	\$20,319,508.49	\$0.00	\$17,621,399.20	\$2,698,109.29	\$2,969,991.16	(\$271,881.87)	-1.34%
100.000.0200.000.000.000	BENEFITS	\$9,391,848.48	\$0.00	\$7,637,231.25	\$1,754,617.23	\$1,276,722.53	\$477,894.70	5.09%
	OBJECT: BENEFITS - 0200	\$9,391,848.48	\$0.00	\$7,637,231.25	\$1,754,617.23	\$1,276,722.53	\$477,894.70	5.09%
100.000.0300.000.000.000	PURCHASED SERVICES	\$2,429,748.01	\$0.00	\$1,944,684.86	\$485,063.15	\$134,397.89	\$350,665.26	14.43%
	OBJECT: PURCHASED SERVICES - 0300	\$2,429,748.01	\$0.00	\$1,944,684.86	\$485,063.15	\$134,397.89	\$350,665.26	14.43%
100.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,745,095.10	\$0.00	\$2,341,243.86	(\$596,148.76)	\$60,883.02	(\$657,031.78)	-37.65%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,745,095.10	\$0.00	\$2,341,243.86	(\$596,148.76)	\$60,883.02	(\$657,031.78)	-37.65%
100.000.0500.000.000.000	CAPITAL OBJECTS	\$5,213,304.80	\$0.00	\$4,659,323.12	\$553,981.68	\$151,210.10	\$402,771.58	7.73%
	OBJECT: CAPITAL OBJECTS - 0500	\$5,213,304.80	\$0.00	\$4,659,323.12	\$553,981.68	\$151,210.10	\$402,771.58	7.73%
100.000.0700.000.000.000	INSURANCE & JUDGEMENTS	\$409,500.00	\$0.00	\$7,856.45	\$401,643.55	\$0.00	\$401,643.55	98.08%
	OBJECT: INSURANCE & JUDGEMENTS - 0700	\$409,500.00	\$0.00	\$7,856.45	\$401,643.55	\$0.00	\$401,643.55	98.08%
100.000.0800.000.000.000	TRANSFERS/CONTINGENCY	\$324,869.82	\$0.00	\$44,560.96	\$280,308.86	\$0.00	\$280,308.86	86.28%
	OBJECT: TRANSFERS/CONTINGENCY - 0800	\$324,869.82	\$0.00	\$44,560.96	\$280,308.86	\$0.00	\$280,308.86	86.28%
	FUND: GENERAL FUND - 100	\$39,833,874.70	\$0.00	\$34,256,299.70	\$5,577,575.00	\$4,593,204.70	\$984,370.30	2.47%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
238.000.0400.000.000.000	SUPPLIES & MATERIALS	\$3,384.00	\$0.00	\$611.03	\$2,772.97	\$856.92	\$1,916.05	56.62%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$3,384.00	\$0.00	\$611.03	\$2,772.97	\$856.92	\$1,916.05	56.62%
	FUND: STUDENT ACTIVITY FUNDS - 238	\$3,384.00	\$0.00	\$611.03	\$2,772.97	\$856.92	\$1,916.05	56.62%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
241.000.0100.000.000.000	SALARIES	\$30,000.00	\$0.00	\$16,800.00	\$13,200.00	\$0.00	\$13,200.00	44.00%
	OBJECT: SALARIES - 0100	\$30,000.00	\$0.00	\$16,800.00	\$13,200.00	\$0.00	\$13,200.00	44.00%
241.000.0200.000.000.000	BENEFITS	\$4,000.00	\$0.00	\$1,285.21	\$2,714.79	\$0.00	\$2,714.79	67.87%
	OBJECT: BENEFITS - 0200	\$4,000.00	\$0.00	\$1,285.21	\$2,714.79	\$0.00	\$2,714.79	67.87%
241.000.0300.000.000.000	PURCHASED SERVICES	\$2,000.00	\$0.00	\$3,907.81	(\$1,907.81)	\$0.00	(\$1,907.81)	-95.39%
	OBJECT: PURCHASED SERVICES - 0300	\$2,000.00	\$0.00	\$3,907.81	(\$1,907.81)	\$0.00	(\$1,907.81)	-95.39%
241.000.0400.000.000.000	SUPPLIES & MATERIALS	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
	FUND: DRIVER EDUCATION FUND - 241	\$40,000.00	\$0.00	\$21,993.02	\$18,006.98	\$0.00	\$18,006.98	45.02%

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
242.000.0400.000.000.000	SUPPLIES & MATERIALS	\$0.00	\$0.00	\$4,578.00	(\$4,578.00)	\$4,608.24	(\$9,186.24)	0.00%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$0.00	\$0.00	\$4,578.00	(\$4,578.00)	\$4,608.24	(\$9,186.24)	0.00%
242.000.0500.000.000.000	CAPITAL OBJECTS	\$4,826,156.97	\$0.00	\$4,107,519.13	\$718,637.84	\$0.00	\$718,637.84	14.89%
	OBJECT: CAPITAL OBJECTS - 0500	\$4,826,156.97	\$0.00	\$4,107,519.13	\$718,637.84	\$0.00	\$718,637.84	14.89%
	FUND: Idaho Career Ready Students Grant - 242	\$4,826,156.97	\$0.00	\$4,112,097.13	\$714,059.84	\$4,608.24	\$709,451.60	14.70%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
243.000.0100.000.000.000	SALARIES	\$86,930.95	\$0.00	\$72,524.10	\$14,406.85	\$14,504.75	(\$97.90)	-0.11%
	OBJECT: SALARIES - 0100	\$86,930.95	\$0.00	\$72,524.10	\$14,406.85	\$14,504.75	(\$97.90)	-0.11%
243.000.0200.000.000.000	BENEFITS	\$18,820.55	\$0.00	\$14,963.31	\$3,857.24	\$2,985.23	\$872.01	4.63%
	OBJECT: BENEFITS - 0200	\$18,820.55	\$0.00	\$14,963.31	\$3,857.24	\$2,985.23	\$872.01	4.63%
243.000.0300.000.000.000	PURCHASED SERVICES	\$4,207.34	\$0.00	\$8,518.73	(\$4,311.39)	\$0.00	(\$4,311.39)	-102.47%
	OBJECT: PURCHASED SERVICES - 0300	\$4,207.34	\$0.00	\$8,518.73	(\$4,311.39)	\$0.00	(\$4,311.39)	-102.47%
243.000.0400.000.000.000	SUPPLIES & MATERIALS	\$152,311.12	\$0.00	\$117,010.88	\$35,300.24	\$1,695.33	\$33,604.91	22.06%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$152,311.12	\$0.00	\$117,010.88	\$35,300.24	\$1,695.33	\$33,604.91	22.06%
243.000.0500.000.000.000	CAPITAL OBJECTS	\$0.00	\$0.00	\$29,374.89	(\$29,374.89)	\$0.00	(\$29,374.89)	0.00%
	OBJECT: CAPITAL OBJECTS - 0500	\$0.00	\$0.00	\$29,374.89	(\$29,374.89)	\$0.00	(\$29,374.89)	0.00%
	FUND: PROFESSIONAL TECHNICAL - STATE - 243	\$262,269.96	\$0.00	\$242,391.91	\$19,878.05	\$19,185.31	\$692.74	0.26%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
244.000.0300.000.000.000	PURCHASED SERVICES	\$60,000.00	\$0.00	\$62,100.00	(\$2,100.00)	\$0.00	(\$2,100.00)	-3.50%
	OBJECT: PURCHASED SERVICES - 0300	\$60,000.00	\$0.00	\$62,100.00	(\$2,100.00)	\$0.00	(\$2,100.00)	-3.50%
	FUND: SCHOOL RESOURCE OFFICER (SRO) GRANT - 244	\$60,000.00	\$0.00	\$62,100.00	(\$2,100.00)	\$0.00	(\$2,100.00)	-3.50%

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245.000.0400.000.000.000	SUPPLIES & MATERIALS	\$100,000.00	\$0.00	\$88,456.05	\$11,543.95	\$0.00	\$11,543.95	11.54%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$100,000.00	\$0.00	\$88,456.05	\$11,543.95	\$0.00	\$11,543.95	11.54%
245.000.0500.000.000.000	CAPITAL OBJECTS	\$300,000.00	\$0.00	\$42,517.35	\$257,482.65	\$0.00	\$257,482.65	85.83%
	OBJECT: CAPITAL OBJECTS - 0500	\$300,000.00	\$0.00	\$42,517.35	\$257,482.65	\$0.00	\$257,482.65	85.83%
	FUND: PUBLIC SCHOOL TECHNOLOGY FUND - 245	\$400,000.00	\$0.00	\$130,973.40	\$269,026.60	\$0.00	\$269,026.60	67.26%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
246.000.0300.000.000.000	PURCHASED SERVICES	\$15,000.00	\$0.00	\$6,412.21	\$8,587.79	\$0.00	\$8,587.79	57.25%
	OBJECT: PURCHASED SERVICES - 0300	\$15,000.00	\$0.00	\$6,412.21	\$8,587.79	\$0.00	\$8,587.79	57.25%
246.000.0400.000.000.000	SUPPLIES & MATERIALS	\$94,750.01	\$0.00	\$41,040.81	\$53,709.20	\$0.00	\$53,709.20	56.69%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$94,750.01	\$0.00	\$41,040.81	\$53,709.20	\$0.00	\$53,709.20	56.69%
	FUND: STATE SUBSTANCE ABUSE FUND - 246	\$109,750.01	\$0.00	\$47,453.02	\$62,296.99	\$0.00	\$62,296.99	56.76%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
251.000.0100.000.000.000	SALARIES	\$727,404.16	\$0.00	\$608,252.52	\$119,151.64	\$88,696.35	\$30,455.29	4.19%
	OBJECT: SALARIES - 0100	\$727,404.16	\$0.00	\$608,252.52	\$119,151.64	\$88,696.35	\$30,455.29	4.19%
251.000.0200.000.000.000	BENEFITS	\$415,578.65	\$0.00	\$272,500.42	\$143,078.23	\$42,153.78	\$100,924.45	24.29%
	OBJECT: BENEFITS - 0200	\$415,578.65	\$0.00	\$272,500.42	\$143,078.23	\$42,153.78	\$100,924.45	24.29%
251.000.0300.000.000.000	PURCHASED SERVICES	\$85,828.71	\$0.00	\$57,181.90	\$28,646.81	\$8,394.02	\$20,252.79	23.60%
	OBJECT: PURCHASED SERVICES - 0300	\$85,828.71	\$0.00	\$57,181.90	\$28,646.81	\$8,394.02	\$20,252.79	23.60%
251.000.0400.000.000.000	SUPPLIES & MATERIALS	\$62,210.00	\$0.00	\$36,290.21	\$25,919.79	\$0.00	\$25,919.79	41.66%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$62,210.00	\$0.00	\$36,290.21	\$25,919.79	\$0.00	\$25,919.79	41.66%
251.000.0500.000.000.000	CAPITAL OBJECTS	\$20,199.00	\$0.00	\$20,199.12	(\$0.12)	\$0.00	(\$0.12)	0.00%
	OBJECT: CAPITAL OBJECTS - 0500	\$20,199.00	\$0.00	\$20,199.12	(\$0.12)	\$0.00	(\$0.12)	0.00%
	FUND: TITLE I-A ESEA-IMPROVING BASIC PROGRAMS - 251	\$1,311,220.52	\$0.00	\$994,424.17	\$316,796.35	\$139,244.15	\$177,552.20	13.54%

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253.000.0100.000.000.000	SALARIES	\$253,795.00	\$0.00	\$149,411.31	\$104,383.69	\$97,842.84	\$6,540.85	2.58%
	OBJECT: SALARIES - 0100	\$253,795.00	\$0.00	\$149,411.31	\$104,383.69	\$97,842.84	\$6,540.85	2.58%
253.000.0200.000.000.000	BENEFITS	\$127,191.00	\$0.00	\$85,537.25	\$41,653.75	\$18,012.68	\$23,641.07	18.59%
	OBJECT: BENEFITS - 0200	\$127,191.00	\$0.00	\$85,537.25	\$41,653.75	\$18,012.68	\$23,641.07	18.59%
253.000.0300.000.000.000	PURCHASED SERVICES	\$22,657.00	\$0.00	\$15,717.19	\$6,939.81	\$0.00	\$6,939.81	30.63%
	OBJECT: PURCHASED SERVICES - 0300	\$22,657.00	\$0.00	\$15,717.19	\$6,939.81	\$0.00	\$6,939.81	30.63%
253.000.0400.000.000.000	SUPPLIES & MATERIALS	\$18,804.00	\$0.00	\$6,624.40	\$12,179.60	\$3,255.17	\$8,924.43	47.46%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$18,804.00	\$0.00	\$6,624.40	\$12,179.60	\$3,255.17	\$8,924.43	47.46%
	FUND: TITLE I-C ESEA MIGRANT FUND - 253	\$422,447.00	\$0.00	\$257,290.15	\$165,156.85	\$119,110.69	\$46,046.16	10.90%

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257.000.0100.000.000.000	SALARIES	\$712,920.00	\$0.00	\$568,598.17	\$144,321.83	\$93,313.54	\$51,008.29	7.15%
	OBJECT: SALARIES - 0100	\$712,920.00	\$0.00	\$568,598.17	\$144,321.83	\$93,313.54	\$51,008.29	7.15%
257.000.0200.000.000.000	BENEFITS	\$505,603.00	\$0.00	\$350,074.73	\$155,528.27	\$63,648.61	\$91,879.66	18.17%
	OBJECT: BENEFITS - 0200	\$505,603.00	\$0.00	\$350,074.73	\$155,528.27	\$63,648.61	\$91,879.66	18.17%
257.000.0300.000.000.000	PURCHASED SERVICES	\$12,000.00	\$0.00	\$6,455.46	\$5,544.54	\$301.20	\$5,243.34	43.69%
	OBJECT: PURCHASED SERVICES - 0300	\$12,000.00	\$0.00	\$6,455.46	\$5,544.54	\$301.20	\$5,243.34	43.69%
257.000.0400.000.000.000	SUPPLIES & MATERIALS	\$25,198.00	\$0.00	\$11,335.16	\$13,862.84	\$0.00	\$13,862.84	55.02%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$25,198.00	\$0.00	\$11,335.16	\$13,862.84	\$0.00	\$13,862.84	55.02%
	FUND: TITLE VI-B IDEA SPECIAL ED FUND - 257	\$1,255,721.00	\$0.00	\$936,463.52	\$319,257.48	\$157,263.35	\$161,994.13	12.90%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
258.000.0100.000.000.000	SALARIES	\$29,993.00	\$0.00	\$25,180.88	\$4,812.12	\$3,886.61	\$925.51	3.09%
	OBJECT: SALARIES - 0100	\$29,993.00	\$0.00	\$25,180.88	\$4,812.12	\$3,886.61	\$925.51	3.09%
258.000.0200.000.000.000	BENEFITS	\$24,392.00	\$0.00	\$18,122.25	\$6,269.75	\$3,453.77	\$2,815.98	11.54%
	OBJECT: BENEFITS - 0200	\$24,392.00	\$0.00	\$18,122.25	\$6,269.75	\$3,453.77	\$2,815.98	11.54%
258.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,760.00	\$0.00	\$59.31	\$1,700.69	\$0.00	\$1,700.69	96.63%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,760.00	\$0.00	\$59.31	\$1,700.69	\$0.00	\$1,700.69	96.63%
	FUND: TITLE VI-B IDEA PRESCHOOL FUND - 258	\$56,145.00	\$0.00	\$43,362.44	\$12,782.56	\$7,340.38	\$5,442.18	9.69%

MINIDOKA COUNTY SCHOOL DISTRICT #331

Board Report

From Date: 7/1/2025

To Date: 7/31/2025

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- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
260.000.0100.000.000.000	SALARIES	\$202,737.00	\$0.00	\$54,974.31	\$147,762.69	\$9,645.46	\$138,117.23	68.13%
	OBJECT: SALARIES - 0100	\$202,737.00	\$0.00	\$54,974.31	\$147,762.69	\$9,645.46	\$138,117.23	68.13%
260.000.0200.000.000.000	BENEFITS	\$153,839.00	\$0.00	\$38,156.48	\$115,682.52	\$7,197.66	\$108,484.86	70.52%
	OBJECT: BENEFITS - 0200	\$153,839.00	\$0.00	\$38,156.48	\$115,682.52	\$7,197.66	\$108,484.86	70.52%
260.000.0300.000.000.000	PURCHASED SERVICES	\$391,736.00	\$0.00	\$348,195.08	\$43,540.92	\$0.00	\$43,540.92	11.11%
	OBJECT: PURCHASED SERVICES - 0300	\$391,736.00	\$0.00	\$348,195.08	\$43,540.92	\$0.00	\$43,540.92	11.11%
260.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,688.00	\$0.00	\$15.47	\$1,672.53	\$0.00	\$1,672.53	99.08%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,688.00	\$0.00	\$15.47	\$1,672.53	\$0.00	\$1,672.53	99.08%
	FUND: MEDICAID - 260	\$750,000.00	\$0.00	\$441,341.34	\$308,658.66	\$16,843.12	\$291,815.54	38.91%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
261.000.0100.000.000.000	SALARIES	\$54,250.00	\$0.00	\$43,541.68	\$10,708.32	\$6,708.32	\$4,000.00	7.37%
	OBJECT: SALARIES - 0100	\$54,250.00	\$0.00	\$43,541.68	\$10,708.32	\$6,708.32	\$4,000.00	7.37%
261.000.0200.000.000.000	BENEFITS	\$20,249.00	\$0.00	\$14,646.20	\$5,602.80	\$2,871.36	\$2,731.44	13.49%
	OBJECT: BENEFITS - 0200	\$20,249.00	\$0.00	\$14,646.20	\$5,602.80	\$2,871.36	\$2,731.44	13.49%
261.000.0300.000.000.000	PURCHASED SERVICES	\$5,962.00	\$0.00	\$4,827.00	\$1,135.00	\$0.00	\$1,135.00	19.04%
	OBJECT: PURCHASED SERVICES - 0300	\$5,962.00	\$0.00	\$4,827.00	\$1,135.00	\$0.00	\$1,135.00	19.04%
261.000.0400.000.000.000	SUPPLIES & MATERIALS	\$5,768.00	\$0.00	\$3,186.35	\$2,581.65	\$0.00	\$2,581.65	44.76%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$5,768.00	\$0.00	\$3,186.35	\$2,581.65	\$0.00	\$2,581.65	44.76%
	FUND: TITLE IV ESSA - STUDENT SUPPORT & ACADEMIC - 261	\$86,229.00	\$0.00	\$66,201.23	\$20,027.77	\$9,579.68	\$10,448.09	12.12%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
263.000.0100.000.000.000	SALARIES	\$2,637.00	\$0.00	\$2,637.00	\$0.00	\$0.00	\$0.00	0.00%
	OBJECT: SALARIES - 0100	\$2,637.00	\$0.00	\$2,637.00	\$0.00	\$0.00	\$0.00	0.00%
263.000.0200.000.000.000	BENEFITS	\$558.00	\$0.00	\$507.17	\$50.83	\$0.00	\$50.83	9.11%
	OBJECT: BENEFITS - 0200	\$558.00	\$0.00	\$507.17	\$50.83	\$0.00	\$50.83	9.11%
263.000.0300.000.000.000	PURCHASED SERVICES	\$5,900.00	\$0.00	\$5,820.62	\$79.38	\$946.06	(\$866.68)	-14.69%
	OBJECT: PURCHASED SERVICES - 0300	\$5,900.00	\$0.00	\$5,820.62	\$79.38	\$946.06	(\$866.68)	-14.69%
263.000.0400.000.000.000	SUPPLIES & MATERIALS	\$59,590.26	(\$101.75)	\$48,483.53	\$11,106.73	\$101.75	\$11,004.98	18.47%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$59,590.26	(\$101.75)	\$48,483.53	\$11,106.73	\$101.75	\$11,004.98	18.47%
263.000.0500.000.000.000	CAPITAL OBJECTS	\$0.00	\$0.00	\$9,471.00	(\$9,471.00)	\$0.00	(\$9,471.00)	0.00%
	OBJECT: CAPITAL OBJECTS - 0500	\$0.00	\$0.00	\$9,471.00	(\$9,471.00)	\$0.00	(\$9,471.00)	0.00%
	FUND: PERKINS III PROFESSIONAL TECHNICAL ACT - 263	\$68,685.26	(\$101.75)	\$66,919.32	\$1,765.94	\$1,047.81	\$718.13	1.05%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
265.000.0100.000.000.000	SALARIES	\$0.00	\$0.00	\$7,986.18	(\$7,986.18)	\$0.00	(\$7,986.18)	0.00%
	OBJECT: SALARIES - 0100	\$0.00	\$0.00	\$7,986.18	(\$7,986.18)	\$0.00	(\$7,986.18)	0.00%
265.000.0200.000.000.000	BENEFITS	\$0.00	\$0.00	\$1,675.57	(\$1,675.57)	\$0.00	(\$1,675.57)	0.00%
	OBJECT: BENEFITS - 0200	\$0.00	\$0.00	\$1,675.57	(\$1,675.57)	\$0.00	(\$1,675.57)	0.00%
265.000.0400.000.000.000	SUPPLIES & MATERIALS	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
	FUND: IDEA MINI-GRANTS - 265	\$7,500.00	\$0.00	\$9,661.75	(\$2,161.75)	\$0.00	(\$2,161.75)	-28.82%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
270.000.0100.000.000.000	SALARIES	\$33,925.00	\$0.00	\$30,268.62	\$3,656.38	\$6,037.44	(\$2,381.06)	-7.02%
	OBJECT: SALARIES - 0100	\$33,925.00	\$0.00	\$30,268.62	\$3,656.38	\$6,037.44	(\$2,381.06)	-7.02%
270.000.0200.000.000.000	BENEFITS	\$17,606.00	\$0.00	\$17,467.20	\$138.80	\$2,919.48	(\$2,780.68)	-15.79%
	OBJECT: BENEFITS - 0200	\$17,606.00	\$0.00	\$17,467.20	\$138.80	\$2,919.48	(\$2,780.68)	-15.79%
270.000.0300.000.000.000	PURCHASED SERVICES	\$2,300.00	\$0.00	\$1,543.80	\$756.20	\$0.00	\$756.20	32.88%
	OBJECT: PURCHASED SERVICES - 0300	\$2,300.00	\$0.00	\$1,543.80	\$756.20	\$0.00	\$756.20	32.88%
270.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,326.00	\$0.00	\$535.50	\$790.50	\$0.00	\$790.50	59.62%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,326.00	\$0.00	\$535.50	\$790.50	\$0.00	\$790.50	59.62%
	FUND: TITLE III ESEA FED LEP - 270	\$55,157.00	\$0.00	\$49,815.12	\$5,341.88	\$8,956.92	(\$3,615.04)	-6.55%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
271.000.0100.000.000.000	SALARIES	\$125,158.00	\$0.00	\$100,864.99	\$24,293.01	\$19,693.00	\$4,600.01	3.68%
	OBJECT: SALARIES - 0100	\$125,158.00	\$0.00	\$100,864.99	\$24,293.01	\$19,693.00	\$4,600.01	3.68%
271.000.0200.000.000.000	BENEFITS	\$53,179.00	\$0.00	\$41,792.68	\$11,386.32	\$8,328.20	\$3,058.12	5.75%
	OBJECT: BENEFITS - 0200	\$53,179.00	\$0.00	\$41,792.68	\$11,386.32	\$8,328.20	\$3,058.12	5.75%
271.000.0300.000.000.000	PURCHASED SERVICES	\$10,547.00	\$0.00	\$10,546.73	\$0.27	\$0.00	\$0.27	0.00%
	OBJECT: PURCHASED SERVICES - 0300	\$10,547.00	\$0.00	\$10,546.73	\$0.27	\$0.00	\$0.27	0.00%
271.000.0400.000.000.000	SUPPLIES & MATERIALS	\$542.00	\$0.00	\$196.60	\$345.40	\$0.00	\$345.40	63.73%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$542.00	\$0.00	\$196.60	\$345.40	\$0.00	\$345.40	63.73%
	FUND: TITLE II-A ESEA IMPROVING TEACHER QUALITY - 271	\$189,426.00	\$0.00	\$153,401.00	\$36,025.00	\$28,021.20	\$8,003.80	4.23%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
274.000.0100.000.000.000	SALARIES	\$18,508.00	\$0.00	\$22,403.76	(\$3,895.76)	\$3,485.24	(\$7,381.00)	-39.88%
	OBJECT: SALARIES - 0100	\$18,508.00	\$0.00	\$22,403.76	(\$3,895.76)	\$3,485.24	(\$7,381.00)	-39.88%
274.000.0200.000.000.000	BENEFITS	\$22,458.00	\$0.00	\$14,879.42	\$7,578.58	\$2,770.18	\$4,808.40	21.41%
	OBJECT: BENEFITS - 0200	\$22,458.00	\$0.00	\$14,879.42	\$7,578.58	\$2,770.18	\$4,808.40	21.41%
274.000.0300.000.000.000	PURCHASED SERVICES	\$12,044.00	\$0.00	\$21,779.35	(\$9,735.35)	\$0.00	(\$9,735.35)	-80.83%
	OBJECT: PURCHASED SERVICES - 0300	\$12,044.00	\$0.00	\$21,779.35	(\$9,735.35)	\$0.00	(\$9,735.35)	-80.83%
274.000.0400.000.000.000	SUPPLIES & MATERIALS	\$18,020.00	\$0.00	\$5,603.07	\$12,416.93	\$0.00	\$12,416.93	68.91%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$18,020.00	\$0.00	\$5,603.07	\$12,416.93	\$0.00	\$12,416.93	68.91%
	FUND: Stronger Connections Grant - 274	\$71,030.00	\$0.00	\$64,665.60	\$6,364.40	\$6,255.42	\$108.98	0.15%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
284.000.0100.000.000.000	SALARIES	\$37,030.00	\$0.00	\$24,831.90	\$12,198.10	\$4,752.00	\$7,446.10	20.11%
	OBJECT: SALARIES - 0100	\$37,030.00	\$0.00	\$24,831.90	\$12,198.10	\$4,752.00	\$7,446.10	20.11%
284.000.0200.000.000.000	BENEFITS	\$9,000.00	\$0.00	\$4,939.23	\$4,060.77	\$941.00	\$3,119.77	34.66%
	OBJECT: BENEFITS - 0200	\$9,000.00	\$0.00	\$4,939.23	\$4,060.77	\$941.00	\$3,119.77	34.66%
284.000.0300.000.000.000	PURCHASED SERVICES	\$29,900.00	\$0.00	\$7,838.22	\$22,061.78	\$8,203.88	\$13,857.90	46.35%
	OBJECT: PURCHASED SERVICES - 0300	\$29,900.00	\$0.00	\$7,838.22	\$22,061.78	\$8,203.88	\$13,857.90	46.35%
284.000.0400.000.000.000	SUPPLIES & MATERIALS	\$46,763.00	\$0.00	\$36,093.76	\$10,669.24	\$0.00	\$10,669.24	22.82%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$46,763.00	\$0.00	\$36,093.76	\$10,669.24	\$0.00	\$10,669.24	22.82%
	FUND: GEAR UP GRANT - 284	\$122,693.00	\$0.00	\$73,703.11	\$48,989.89	\$13,896.88	\$35,093.01	28.60%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
287.000.0300.000.000.000	PURCHASED SERVICES	\$4,375.45	\$0.00	\$2,793.28	\$1,582.17	\$0.00	\$1,582.17	36.16%
	OBJECT: PURCHASED SERVICES - 0300	\$4,375.45	\$0.00	\$2,793.28	\$1,582.17	\$0.00	\$1,582.17	36.16%
287.000.0400.000.000.000	SUPPLIES & MATERIALS	\$14,939.57	\$0.00	\$10,421.74	\$4,517.83	\$0.00	\$4,517.83	30.24%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$14,939.57	\$0.00	\$10,421.74	\$4,517.83	\$0.00	\$4,517.83	30.24%
	FUND: ARPA HOMELESS GRANT - 287	\$19,315.02	\$0.00	\$13,215.02	\$6,100.00	\$0.00	\$6,100.00	31.58%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
290.000.0100.000.000.000	SALARIES	\$853,212.31	\$0.00	\$692,459.54	\$160,752.77	\$142,383.57	\$18,369.20	2.15%
	OBJECT: SALARIES - 0100	\$853,212.31	\$0.00	\$692,459.54	\$160,752.77	\$142,383.57	\$18,369.20	2.15%
290.000.0200.000.000.000	BENEFITS	\$580,650.00	\$0.00	\$444,913.94	\$135,736.06	\$80,652.73	\$55,083.33	9.49%
	OBJECT: BENEFITS - 0200	\$580,650.00	\$0.00	\$444,913.94	\$135,736.06	\$80,652.73	\$55,083.33	9.49%
290.000.0300.000.000.000	PURCHASED SERVICES	\$56,428.17	\$0.00	\$49,431.94	\$6,996.23	\$6,000.00	\$996.23	1.77%
	OBJECT: PURCHASED SERVICES - 0300	\$56,428.17	\$0.00	\$49,431.94	\$6,996.23	\$6,000.00	\$996.23	1.77%
290.000.0400.000.000.000	SUPPLIES & MATERIALS	\$1,155,230.68	\$0.00	\$1,098,071.30	\$57,159.38	\$33,882.10	\$23,277.28	2.01%
	OBJECT: SUPPLIES & MATERIALS - 0400	\$1,155,230.68	\$0.00	\$1,098,071.30	\$57,159.38	\$33,882.10	\$23,277.28	2.01%
290.000.0500.000.000.000	CAPITAL OBJECTS	\$4,487.15	\$0.00	\$4,487.15	\$0.00	\$0.00	\$0.00	0.00%
	OBJECT: CAPITAL OBJECTS - 0500	\$4,487.15	\$0.00	\$4,487.15	\$0.00	\$0.00	\$0.00	0.00%
	FUND: FOOD SERVICE FUND - 290	\$2,650,008.31	\$0.00	\$2,289,363.87	\$360,644.44	\$262,918.40	\$97,726.04	3.69%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
310.000.0300.000.000.000	PURCHASED SERVICES	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00%
	OBJECT: PURCHASED SERVICES - 0300	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00%
310.000.0600.000.000.000	DEBT RETIREMENT	\$1,927,000.00	\$0.00	\$1,917,477.71	\$9,522.29	\$0.00	\$9,522.29	0.49%
	OBJECT: DEBT RETIREMENT - 0600	\$1,927,000.00	\$0.00	\$1,917,477.71	\$9,522.29	\$0.00	\$9,522.29	0.49%
	FUND: DEBT SERVICE FUND - 310	\$1,927,000.00	\$0.00	\$1,918,477.71	\$8,522.29	\$0.00	\$8,522.29	0.44%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
710.000.0300.000.000.000	PURCHASED SERVICES	\$0.00	\$0.00	\$25,500.00	(\$25,500.00)	\$0.00	(\$25,500.00)	0.00%
	OBJECT: PURCHASED SERVICES - 0300	\$0.00	\$0.00	\$25,500.00	(\$25,500.00)	\$0.00	(\$25,500.00)	0.00%
	FUND: CLARENCE BIRRER SCHOLARSHIP TRUST FUND - 710	\$0.00	\$0.00	\$25,500.00	(\$25,500.00)	\$0.00	(\$25,500.00)	0.00%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
Grand Total:		\$54,632,432.75	(\$101.75)	\$46,345,812.30	\$8,286,620.45	\$5,401,946.00	\$2,884,674.45	5.28%

End of Report



MINIDOKA COUNTY SCHOOL DISTRICT

DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

BUILDING: Transportation

TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	Mazda Protege	Vin# JM1BT2221Y008480		0	Dispose
2	Chewy Impala	2G1WFS2E859093604		0	Dispose
3	Suzuki Forenza	KL5JD56Z28K867708			Dispose
4	3/4 Ford pickup (1991)	1FTHF26G6MA25061			Dispose
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

SIGNATURE Coleen M Jones
(Building Principal)

SIGNATURE _____
(Removal From Building - Maintenance Work Order)

DATE 6/23/25

SIGNATURE [Signature]
VALUE AUTHORIZATION (Maintenance/Technology/Curriculum Supervisor)

DATE

SIGNATURE _____
* REQUIRES BOARD APPROVAL (Board Authorization)

DATE

July 2025

Regular Board Meeting

Personnel Recommendation/Requests for Board Consideration

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

Certified

Transfer

Espinoza, Julie	Transfer from Newcomer Teacher at Paul Elementary to ESL Teacher Mount Harrison HS
Nelson, Conny	Transfer from PE Teacher to Advance Opportunity Adviser at Minico HS

New Hires

Branson, Christina	SPED Teacher ~ West Minico MS
Brown, Kala	Middle School Home Ec. Teacher ~ East MS
McKenzie, Tammy	Elective Teacher ~ Minico High School

Classified

Transfers

Anderson, Chad	Transfer from Warehouse Manager at Child Nutrition to Bus Driver at Transportation.
Andrew, Tristen	Transfer from Paraeducator at West MS to Music Prep Provider at Paul Elementary.
Biggens, Frank	Transfer from Grounds Custodian to Roving Custodian ~ Maintenance
Casillas, Yuri	Transfer from Migrant Liaison at DSC to ELA Para at Rupert Elementary
Mercado, Braylyn	Transfer from Gear Up Coordinator Minico HS to IDLA Instructional Specialist Paraeducator~ Minico HS
Wilson, Jerry	Transfer from Roving Custodian to Head Custodian at Heyburn Elementary ~ Maintenance

New Hires

Bean, Cristina	Bus Driver ~ Transportation
Gevorkyan, Gnel	Rover Custodian~ Maintenance
Strauch, Michael	Grounds / Custodian ~ Maintenance
Wells, David	Custodian (MHS) ~ Maintenance

July 2025

Regular Board Meeting

Personnel Recommendation/Requests for Board Consideration

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

Athletics & Activities

New Hires

Carrillo, Jorge	Boys Basketball Coach ~ West Minico MS
Castro, Jenay	Girls Wrestling Coach ~ East Minico MS
Lopez, Amy	Dance Coach ~ East Minico MS

Resignation(s)

Austin, Brooke	SPED Paraeducator ~ Rupert Elementary
Avila, Jada	3 rd Grade Teacher ~ Heyburn Elementary
Davis, Christopher	Extended Summer School Para~ Special Services
Garrett, Shylo	5 th Grade Teacher ~ Rupert Elementary
Hitt, Becky	SPED Teacher~ Rupert Elementary

Retirement

Cooper, Janet	PE Teacher ~ East Middle School
Munoz, Sylvia	Bus Driver ~ Transportation
Valle, Socorro	Custodian ~ Maintenance

Minidoka County School District

IT Department

Board Report - June 2025

• Forms and Processes being worked on:

- **Onboarding/Exiting Employee & Student Processes and Procedures – Working with HR and appropriate stakeholder on this – This will continue into the Summer to make sure everything is in order**
- **Student Fines and Fees**
 - **This has been updated**
 - **New model of devices ordered and will be getting ready soon**

• New devices:

- **Working on old device decommission**
- **New student devices ordered**

• Adobe Pro Licenses:

- **The state is loading the licensing into our portal for any and all staff, students, or users in the district.**

• Ticket Status 6/12-7/11:

- **31/47 Closed/Open (Analytics Attached)**

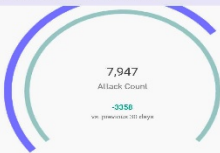
• Abnormal Email Security:

- **Phishing Software for the district due to how bad it got for phishing emails.**
- **Implemented July 1st**
- **In the last 45 days of it being in view mode there were 17,318 email attacks**
- **In the last 30 days (Analytics Attached), 7,947 attacks which is an overall decrease of 3,358 attacks from the previous 30 days. Which is probably lower due to having no students and most of the staff off not utilizing their emails as much.**

Attack Overview

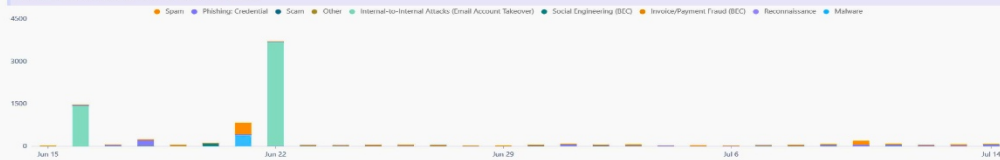
Attacks Stopped

Abnormal has detected 7947 attacks that reached your organization in the selected 30 days, down 3358 from the previous 30-day period.



Attack Frequency

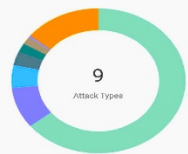
Over the selected 30 days, Abnormal detected an average of 264 attacks per day, with a low of 22 attacks on Jun 15 and a high of 3730 attacks on Jun 22. The most common attack type daily was Internal to Internal Attacks (Email Account Takeover) (an average of 170 per day), while the least common was Invoice/Payment Fraud (BEC) (an average of 0.7 per day).



Attack Deep Dive

Trending Attacks

Over the entire 30 day period, Abnormal detected Internal to Internal Attacks (Email Account Takeover) as the most common attack type for your organization. For reference, the most common attack type in the previous 30 day period was Internal to Internal Attacks (Email Account Takeover).



Attack Types	Attack Count	vs. Previous Period
Internal-to-Internal Attacks (Email Account Takeover) Attacker compromises an employee account and delivers other internal employee fake invoices, credential phishing, and other malicious content.	5110 (64%)	-837 -19%
Phishing: Credential Attacker tricks victims into giving away their online credentials to unauthorized parties.	718 (9%)	+407 +127%
Malware Attacker attempts to deliver malicious payload.	410 (5%)	+389 +1652%
Scam Advance fee fraud and similar scams.	240 (3%)	+55 +33%
Social Engineering (BEC) Attacker impersonates employee to establish rapport with victim recipient and convince victim to engage in actions such as changing direct deposit information, paying fake invoices, buying gift cards, or performing another task.	167 (2%)	+136 +439%
Other Non-categorized attacks.	127 (2%)	+17 +15%
Reconnaissance Unusual characters/Lack of subject or message content. Common signal of when attackers attempt to verify deliverable recipient email address in order to follow up with future phishing messages.	36 (0%)	+15 +71%
Invoice/Payment Fraud (BEC) Attacker impersonates a vendor, partner or well known brand and asks recipient for fake invoice/payment.	21 (0%)	+2 +11%
Spam Unintended and unsolicited communications.	1118 (14%)	+459 +70%

Attack Vector Breakdown

Over the selected 30 days, Abnormal found that 1 link was the most prevalent vector of attack against your organization.



Attacker Details

Attacker Strategy Breakdown

Abnormal found that, in the selected 30 days, attackers tried to convert fraud most often via Internal Compromised Email Account, Unknown Sender, and Name Impersonation. Click on each strategy to see example emails stopped by Abnormal.



Attack Strategies	Attack Count
Internal Compromised Email Account Sent from another employee account of the same organization, without triggering alerts and with no unusual authentication.	5110 (64%)
Unknown Sender Sent from a never before seen sender, including fake employees/partners or real emails from unknown organizations.	2913 (29%)
Name Impersonation Uses sender name and/or email address to impersonate a party.	766 (10%)
Spoofed Email Sender address uses a forged domain; this usually results in unusual or failing authentication statuses.	41 (1%)
COVID-19 Related Attack Employs the context of COVID-19 as an attack strategy.	16 (0%)

Attacker Origin

For attacks detected by Abnormal in the selected 30 days, the highest number (7375 attacks) originated in United States of America, Ukraine (77 attacks), and Ireland (48 attacks).



Americas	7411
Europe	218
Asia	203
Africa	16
Oceania	2

Sender Impersonation Breakdown

The top three entities most impersonated over the last 30 days are Employee (other), None / Others, and Brand.

Employee (other)	5999
None / Others	2320
Brand	249
VPN	104
Unknown Partner	53
Known Partners	4

Most Impersonated Entities

Over the selected 30 days, the employees most commonly impersonated in email attacks are Heather Heworth, Barbara Gallegos, and John Koutos. Click on each name to see example emails stopped by Abnormal.

Entity Name	Attack Count	vs. Previous Period
Heather Heworth	95	+95 -
Barbara Gallegos	9	+6 +200%
John Koutos	8	+7 +700%
Gary Mittelsteadt	8	+5 +167%
Dorcas Cameron	5	+3 +150%
Rebecca Staker	5	+2 +67%
Scott Heine	4	+1 +33%
Lara Barboza	4	+1 +33%
Krysta Haugeberg	4	+4 -
Gregory Dumont	4	+1 +83%
Ellen Austin	4	+1 +33%

Affected Employees

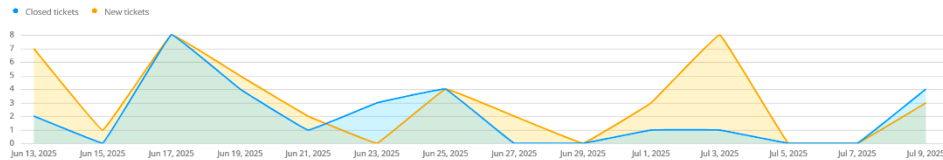
Recipient Employees Breakdown

The VIPs who received the most email attacks over the selected 30 days are Angela Davidson, Sean Boyer, and Dyanis Blood. Click their names to view specific attacks received by these individuals to help you determine whether extra training and monitoring efforts may be needed.

Name	Job Title	Attack Count	vs. Previous Period	Attack Types
Angela Davidson		69	+37 +116%	
Sean Boyer	Director of Information Technology	60	+36 +141%	
Dyanis Blood		63	+54 +117%	
Danielle Stutzman		30	+20 +200%	
Ellen Austin		28	+20 +250%	
Veronica Granillo		10	+7 +84%	
Katie Rogers		16	+9 +125%	
Heather Heworth		15	+8 +114%	
Ashley Johnson		13	+9 +225%	
Jeanne Douson		11	+8 +267%	
Gregory Dumont		11	+5 +83%	

Explore ticket analytics filtered only by your permission level

Ticket Resolution Over Time (closed tickets vs. newly submitted)



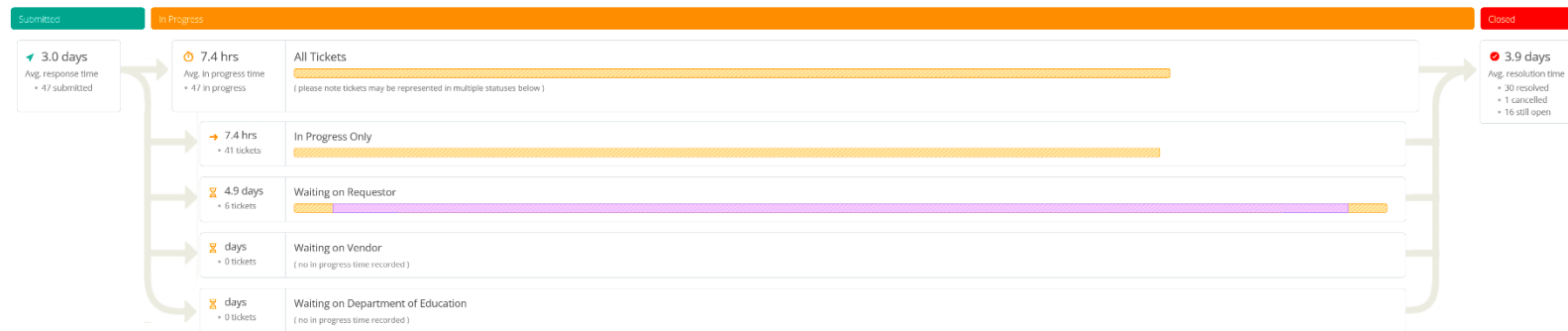
1.9 days
Response time (avg.)
for all ticket statuses

31
Tickets now closed
out of 47 submitted

2.1 days
Resolution time (avg.)

16
Tickets still open
3 waiting on requestor

Ticket Pipeline Analysis (shows time spent in each status, along with ticket routing for all workflows)



Top Models (sorted by total tickets)



0 minutes
Avg. time logged per ticket

Tickets by Priority



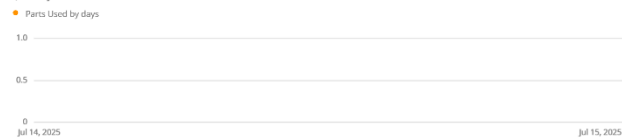
Tickets Submitted For



Total tickets

% Parts Used

Quantity Parts Used



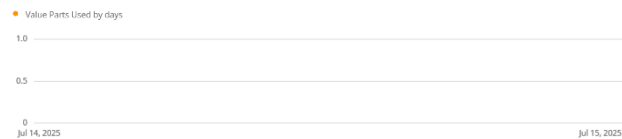
Top 10 Parts Used



% Value Parts Used



Value Parts Used



Top Issue Categories (sorted by total tickets)



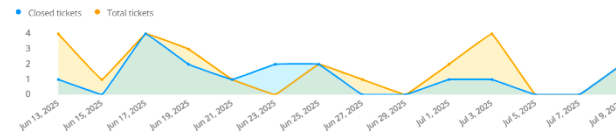
SLA Response Time



SLA Resolution Time



Total Tickets Over Time



Response Time



Resolution Time



Minidoka County School District
Monthly Maintenance Report
July 9, 2025

June – 97 New Requests
334 Work in Progress
83 Complete

July – 51 New Requests
325 Work in Progress
60 Complete

Maintenance Department Updates

Current Projects

Hail damage throughout the District

1. Minico – HVAC at the Minico is 92% Waiting for the unit for the Multi.
2. Heyburn – Coil replacement – need to order coils. Anticipated completion by July.
3. Minico – Boiler roof – To be completed in September.

Ag Building

The job is 95% complete.



Minico

HVAC Phase #2 – Received the quote.

Minidoka County School District
Monthly Maintenance Report
July 9, 2025

Levy Projects

Mt. Harrison

Lighting upgrade complete.

Windows consulting with the Architect.

Minico

HVAC – Researching.

Outside steps – installing cement.

East

2 Compartment sink – Here. Installing soon.

Heyburn

Ada Bathroom – Catmull’s is complete and Pro Marble will install soon.

Nutrition

Fencing is complete.

Multiple Schools

Potholes is 95% complete.

DSC

Drainage and paving complete.

Poulsen VanLeuven & Catmull PA

Certified Public Accountants

*Members of the American Institute of CPA's
and the Idaho Society of CPA's*
Jeffrey D. Poulsen, CPA
Darren B. VanLeuven, CPA
Jacob H. Catmull, CPA

July 1, 2025

To Superintendent and Board of Trustees
Minidoka School District #331
Rupert, Idaho

We are pleased to confirm our understanding of the services we are to provide for Minidoka Joint School District #331 for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Minidoka Joint School District #331 as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards.
- 2) Combining nonmajor fund financial statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood

that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- School level compliance with District financial policies and procedures
- Management's override of controls
- Turnover of personnel in the business office

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to

maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations,

contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its

form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Minidoka Joint School District #331 in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Poulsen, VanLeuven & Catmull PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Idaho Legislative Services and the Idaho State Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Poulsen, VanLeuven & Catmull PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Idaho. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jacob Catmull is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately July 6, 2025.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Superintendent of Minidoka Joint School District #331. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Minidoka Joint School District #331 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Poulsen VanLewen & Catmull

RESPONSE:

This letter correctly sets forth the understanding of Minidoka Joint School District #331.

Management signature: _____

Title: _____

Date: _____

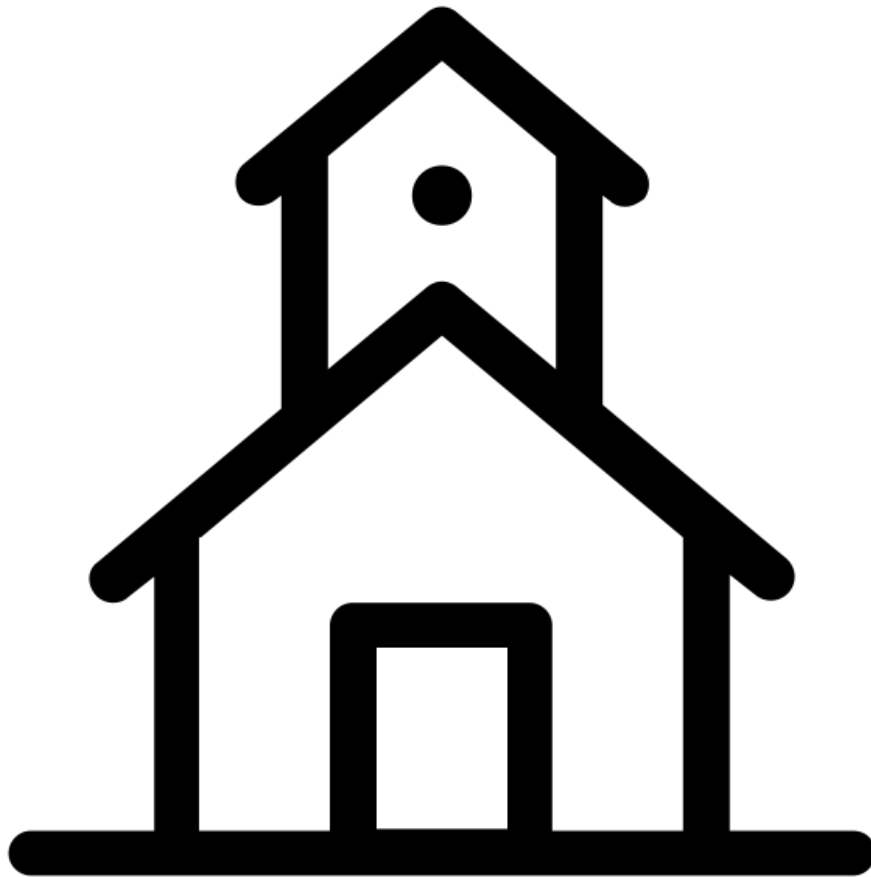
Governance signature: _____

Title: _____

Date: _____

STUDENT HANDBOOK

2025-2026



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 is excited to welcome you to a new school year! Our mission is to partner with students, staff, and families to create a safe, supportive, and engaging learning environment where every child can thrive academically, socially, and emotionally. We build school spirit and a sense of belonging through our House System, where all students and staff are members of one of four Houses. Our Houses promote teamwork, leadership, and positive behavior as we work together toward schoolwide goals and celebrations. At Acequia, we hold high expectations for both behavior and learning. With consistent support, clear routines, and a whole lot of heart, we help every student become a kind, capable, and contributing member of our school and community.

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.

COMMUNICATION WITH FAMILIES

We value strong home-school partnerships and are committed to keeping you informed.

Communication happens through newsletters, Remind messages, phone calls, emails, and our school website and social media platforms. If you have questions or need to reach your child's teacher, email or a message through Remind is usually the best way. We're always happy to help!

DISCIPLINE & BEHAVIOR SUPPORT

At Acequia Elementary, we are committed to creating a safe, respectful, and positive school environment where all students can learn and thrive. Our school follows the PBIS (Positive Behavior Interventions and Supports) framework, which focuses on preventing problem behaviors, teaching expectations, and reinforcing positive choices.

We teach students what behavior is expected in all areas of the school—classrooms, hallways, playground, cafeteria, and buses. Students are recognized for showing respect, responsibility, and safety throughout the day.

When behavior challenges arise, our goal is to provide support and guidance, not just consequences. Depending on the frequency or severity of the behavior, support may include:

- Reteaching expectations
- Restorative conversations
- Parent contact
- Behavior check-ins or reflection forms
- Loss of privileges (e.g., recess)
- Referral to our PBIS team for Tier 2 or Tier 3 support

Serious behaviors such as fighting, threats, harassment, or possession of prohibited items are handled in accordance with district policy and may involve suspension or other disciplinary actions.

We work in close partnership with families to address behavior concerns. If you have questions about how we support your child's behavior, please reach out to your child's teacher or the school principal. For more information on our schoolwide behavior systems, please refer to our PBIS Handbook located on our website, monthly newsletters, or in the front office.

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.

FIELD TRIPS

Field trips are a fun and educational extension of the classroom. Permission slips will be sent home in advance, and students are expected to follow all school behavior expectations while off campus. All students will travel with their class using district transportation unless otherwise approved by the principal.

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.

FOOD SERVICE & MEAL CHARGES

At Acequia Elementary, we are committed to making sure every child receives a nutritious meal each day. No student will ever be denied a meal, regardless of account balance. All students receive the same meal options, and we work hard to ensure this process is respectful and private.

Meal Account Guidelines:

- Families are responsible for keeping meal accounts current.
- If a student's account balance drops below \$0.00, a notice will be sent home.
- When the balance reaches -\$20.00, kitchen staff will begin contacting families by phone.
- Deeply negative balances may be referred to the building secretary or school administration for follow-up.
- At the end of the school year, unpaid charges will be converted to student fines, and unrecovered losses will be covered by general funds.
- If not resolved, delinquent accounts may be turned over to collections, per district policy.

We strongly encourage all households to complete a Free & Reduced Meal Application each school year, even if you believe you may not qualify. Doing so can benefit both your family and our school's overall funding.

For more details, please refer to District Policy #844.00, or contact the school office with any questions about your child's meal balance.

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.

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.

PARENT INVOLVEMENT OPPORTUNITIES

We love having parents involved in our school community! Whether it's volunteering in a classroom, helping at events, joining the PTO, or supporting a school-wide project, your time and support make a big difference. Be sure to watch for opportunities in newsletters and on our school website—we welcome and appreciate your involvement!

PLAYGROUND RULES AND CONSEQUENCES

At Acequia Elementary, we want the playground to be a place where everyone feels safe, included, and has fun! Our expectations are based on being Safe, Kind, and Responsible in all that we do.

Be Safe:

- Use playground equipment the right way (e.g., swings, slides, tires).
- Keep hands, feet, and objects to yourself—no pushing, tackling, or rough play.
- Stay in the playground area and always ask permission before leaving.

Be Kind:

- Include others and take turns.
- Use kind words and actions—no teasing, name-calling, or inappropriate language.
- Solve problems peacefully and ask an adult for help if needed.

Be Responsible:

- Follow directions from the adult on duty.
- Line up quickly when the whistle blows.
- Take care of playground equipment and help keep our space clean.

If a student has difficulty meeting expectations, they may receive a reminder, a time-out, or a loss of recess privileges. Repeated unsafe or unkind behavior will be addressed with additional support and communication with families.

We are proud of the way our Eagles play with heart, include others, and look out for one another!

PTO ORGANIZATION (PARENT TEACHER ORGANIZATION)

Acequia Elementary School is fortunate to have a wonderful PTO program that helps to bring school and community together. Please be sure to refer to our monthly newsletters and the school website for meeting times and sign-ups.

The PTO also organizes and assists with other numerous activities throughout the year that support our school. Please contact PTO board members if you would like to volunteer.

SCHOOL-WIDE EXPECTATIONS

At Acequia Elementary, we believe in being Respectful, Responsible, and Safe in all areas of our school. These three words guide our behavior expectations and are taught and reinforced regularly. Whether in the classroom, hallway, cafeteria, or playground, students are expected to follow these

expectations to help create a positive and consistent learning environment. Look for posters around the school and talk with your child about what these words mean in different settings!

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.

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 (prescription or non-prescription) will be given to students except in cases where failure to take prescribed medication would jeopardize the child's health or ability to learn. In these cases, the following procedures must be followed:

- Parents must provide the medication to the school in its original container, clearly labeled with: the student's name, the name of the medication, the dosage and time to be administered and the physician's name.

A Medication Authorization Form must be completed and signed by both the physician and the parent/guardian. This form can be found in the school office or by referencing Policy #370.20 on the district website.

Students who use inhalers may leave them with the classroom teacher or the front office unless, due to the severity of the condition, they need to carry it with them during the school day.

Please contact the school office if you have questions about medication procedures or need help accessing the required form.

SPECIAL ACCOMMODATIONS

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

STUDENT SUPPORT SERVICES

Our goal is to ensure every student gets the support they need to thrive. We offer a variety of services including counseling, academic interventions, English Language support, and special education services. If you have concerns about your child's learning, behavior, or emotional well-being, please reach out to your child's teacher or the principal. Together, we'll find the best support for your child.

TECHNOLOGY & DEVICES

Students at Acequia use technology to support learning in meaningful ways. All students and parents must sign an Internet/Device Agreement each year. Devices are to be used for school purposes only, and students are expected to be responsible digital citizens.

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.

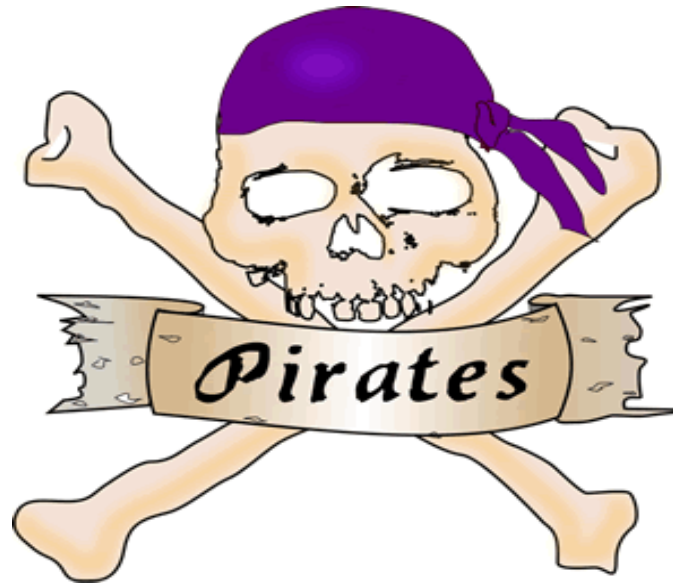
Thank you for following the guidelines to provide a fun and safe education for all at Acequia Elementary. If you have any questions, please contact the school.

Heather Hepworth

PRINCIPAL, ACEQUIA ELEMENTARY

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

East Minico Middle School Student Handbook



2024-25

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

BUILDING HOURS

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

ATTENDANCE

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

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

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

Definitions: Excused absences/tardies will include:

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

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

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

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

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

Unexcused absences (or Parent Confirmed) may include:

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

Truancy – Attendance

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

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

CREDIT REQUIREMENTS

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

GRADING

The following grading scale will be used:

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

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). The 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

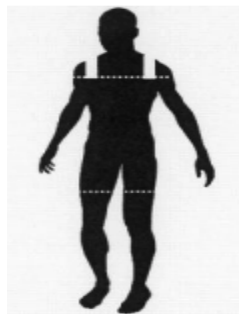
Students are expected to do their own work. Students who are caught cheating in their classes will receive a zero on that assignment/test as well as be given a 60-minute detention. Any student allowing another student to cheat will receive the same consequence. If the problem persists, the student will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

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). In areas where direct supervision is not possible (i.e. restrooms, locker rooms), students will make every effort to conduct themselves in a safe, respectful manner and exit the unsupervised area as soon as possible.

HALLWAY/COMMONS ETIQUETTE

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

BULLYING/HARASSMENT/INTIMIDATION/AGGRESSIVE BEHAVIOR/FIGHTING

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

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

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

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

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

Fighting is defined as when two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Consequences for fighting will include automatic suspension and involvement of law enforcement. First offenders will be given a restorative option in place of law enforcement measures. The restorative alternative can be found at www.tinyurl.com/emsrestorative.

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

- physical abuse
- verbal abuse
- psychological abuse
- intentional gestures or any intentional written, verbal or physical acts or threats against another that causes harm, damage to property, fear of harm or fear of damage to property
- inappropriate touching (petting)
- implied sexual favors
- suggested sexual activity
- verbal harassment, or
- abuse that is gender-oriented

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

LOCKERS

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

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

VISITORS

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

STUDENT USE OF ELECTRONIC DEVICES:

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

Students need to know that:

- **Devices must be kept out of sight, turned off, or silenced, and may not be used during instructional time without teacher approval.**
- The school will not take responsibility for damage to or the loss of any device.
- **The use of devices for communication and/or entertainment during instructional time is prohibited** in all District schools, without teacher approval. Any use of electronic devices which involves bullying, intimidation, threats, sexting or other like activity while at school is prohibited. If a student violates this policy, the devices will be confiscated and given to the principal. Only the student's parent or guardian may pick up the device with the student present. Prior to receiving the device, the student shall sign that he or she has read District Policy 360.00 and understands the consequences of future violations. Further violations will be at the discretion of administration.
- **Students are not to take any pictures of other students or staff without permission of the person in the photograph. This includes all videos and photos including Snapchat.** Violations of this rule may include detention, confiscation of cell phones, and/or suspension. Repeated or extreme offenses may result in a recommendation for expulsion. *except in official capacity as a yearbook or newsletter photographer.
- Consequences for electronic devices taken from a student include the following:
 - 1- phone will be returned at the end of the period at the discretion of the teacher and/or administrator.

- 2- phone will be returned at the end of the day at the discretion of the administrator.
- 3- phone will be returned to a parent or guardian only
- 4- may result in suspension.
- Students refusing to surrender an electronic device to administration will be sent home.

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

STUDENT-ASSIGNED DEVICES

Each student will be assigned a device for the 2025-26 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. Food delivered to the school without approval will be held in the office until the end of the day. Water bottles will be allowed in classrooms at the teacher's discretion.

SCHOOL PHONE

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

STUDENT DISPLAYS OF AFFECTION

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

1st Offense: Warning

2nd Offense: 60-minute detention

3rd Offense: 1 day of ISS

4th Offense: Further disciplinary action as determined by administration

INAPPROPRIATE ITEMS FOR SCHOOL

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

INTERNET POLICY FOR STUDENTS

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

THEFT OR DESTRUCTION OF SCHOOL PROPERTY

Any student who steals or defaces the personal property of the school or another person while in school or at a school activity, shall make full restitution to the owner of the property. The student will receive up to 5 days' suspension and the incident may be referred to law enforcement. Any further violation will be grounds for expulsion from school.

ZERO TOLERANCE OFFENSES

When any of the offenses below occur, law enforcement may be contacted, in addition to disciplinary considerations following district policy.

- Possession, use, or sale of illegal drugs on school grounds
- Possession of deadly weapons of all kinds
- An act involving the use or possession of a deadly weapon
- Possession of explosives, ammunition, or other flammable devices (including fireworks/firecrackers)
- An assault or battery of a sexual nature
- Battery on school employees
- Threats of violence toward teachers, other school employees, or students
- Threats of serious injury to students
- Any act that did, or could reasonably have resulted in serious bodily injury to another
- Damage or threats of serious damage to school/staff property
- Theft of school property/personal property

GANG ACTIVITY

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

DRUGS, ALCOHOL, TOBACCO, AND VAPING

East Minico Middle School is a drug, alcohol, tobacco, and vapor-free zone. Students attending school will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia on school premises. Students are in violation when:

- He or she is on school premises, demonstrating behavior that creates a reasonable suspicion that he or she may be illegally under the influence of drugs;
- He or she admits to using, possessing, selling, buying, or distributing drugs on school premises;
- He or she is found to use, possess, sell, buy, or distribute drugs, or related paraphernalia on school premises;
- He or she is found to possess drugs, or related paraphernalia, or to have such substances on his or her person, or in his or her locker, vehicle, or other property on school premises;
- He or she is found to knowingly attempt to use, sell, buy, or distribute drugs or related paraphernalia on school premises;
- He or she is found to knowingly be present when drugs or related paraphernalia are being used, sold, bought, or distributed on school premises

CONSEQUENCES FOR DRUGS, ALCOHOL, TOBACCO, AND VAPING

Suspension/Expulsion: Suspension for the first offense of this policy will be for three to five **(3-5) days** unless extraordinary circumstances exist. The time period for suspension for the second or third offense will be determined at the discretion of the principal. The principal will determine whether or not the suspension will be served in or out of school. A referral to the DDRC (District Discipline Review Committee) to consider denial of attendance may also be made at the discretion of the principal. If deemed appropriate by the superintendent or the DDRC, the superintendent may request that the school board expel a student who has violated this policy for a second or third offense.

- **Referral to Law Enforcement:** If the incident involves using or being under the influence of alcohol or controlled substances, the student will be referred to the local law enforcement agency. In all other situations, referral to law enforcement will be at the discretion of the building principal or designee.
- **Search and Seizure:** A student's person (including purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of drugs or drug paraphernalia. Any evidence that a student has violated the law and this policy may be seized by the principal or designee. Lockers and desks are school property and remain at all times under the control of the school. Authorized school officials may open and inspect lockers and desks when there is reasonable suspicion. Searches may be conducted without a search warrant, and will adhere to school board policy 340.40.

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.

RESTROOMS/LOCKER ROOMS

Students have the right to privacy and safety while using the restroom and locker room facilities at East Minico. Students who enter the restroom are expected to use the toilet and sinks appropriately, then exit promptly. Any additional activity in the restroom will be considered inappropriate and unnecessary, and may result in school disciplinary action. Students using the locker room should change into their exercise clothes promptly, use toilet and sinks appropriately, and exit as quickly as possible. Any additional activity will be considered inappropriate and may result in school disciplinary action. Students entering the locker room during a time period that they do not have permission to enter will automatically receive detention, and may be suspended for truancy.

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	12:45

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	12:45

Bell Schedule D - Assembly		
Period	Begin	End
1st	7:50	8:52
2nd	8:56	9:48
3rd	9:52	10:44
Lunch A	10:44	11:10
4th A	10:48	11:40
Lunch B	11:40	12:06
4th B	11:14	12:06
5th	12:10	1:02
6th	1:06	1:58
Advisory	2:02	2:30
Assembly	2:30	3:45



Heyburn Elementary School

Handbook



Home of the Cougars

Principal, Mrs. Danelle Stutzman

Vice-Principal, Mr. Cory Kniep

1151 7th Street

Heyburn, ID 83336

Phone: (208) 679-2400

Fax: (208) 679-5877



Heyburn Elementary Handbook

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

SCHOOL HOURS

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

SCHOOL DISMISSAL

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

SCHOOL CLOSURES

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

KINDERGARTEN

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

TRANSPORTATION

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

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

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

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

ATTENDANCE

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

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

ABSENCES

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

BIRTHDAY PARTIES

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

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

CALENDAR

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

CALENDAR

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

CELL PHONES, ELECTRONICS, TOYS, ETC.

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

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

CONFERENCES

Regular communication with your child's teacher about your child's progress is an important element of student success. We encourage our parents to contact their child's teacher any time ~~there~~ 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.



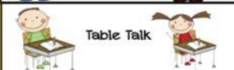


SCHOOLWIDE BEHAVIOR EXPECTATIONS AT HEYBURN

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

Voice Levels	
4	Outside 
3	Strong Speaker 
2	Table Talk 
1	Whisper 
0	No Talking 

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

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

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

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

Heyburn Elementary School- Behavior Expectation Matrix

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

SCHOOL-WIDE PROGRAMS

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

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

These are supplemented with support programs.

SPECIAL SERVICES

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

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

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

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

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

SPIRIT DAY

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

TELEPHONE

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

WITHDRAWING STUDENTS

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

VISITORS / VOLUNTEERS

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

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

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

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



Parent/Student Signature Page

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

Parent/Padre _____ Date/ Fecha: _____

Student/Estudiante _____ Date/Fecha: _____

I have read and understand the student handbook for Heyburn Elementary. (He 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 expectativas 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 2025 - 2026

Commented [1]: Red highlights mean we could delete
Yellow highlights mean added or changed
Purple highlights mean we need to change/edit

Minico High School

292 West, 100 South

Rupert, Idaho 83350

Fax # (208)436-3266

Principal:	Mrs. Kimberley Kidd	436-4721 ext. 3100
Assistant Principal:	Mrs. Kailee Hansen	436-4721 ext. 3003
Assistant Principal:	Mr. Terry Merrill	436-4721 ext. 3006
Athletic Director:	Mr. Brady Trenkle	436-4721 ext. 3007
Attendance:	Mrs. Jessica Grimsman	436-4721 ext. 3002
Receptionist:	Mrs. Brandi Perez	436-4721 ext. 3005
Financial Secretary:	Mrs. Kris Christensen	436-4721 ext. 3004
Registrar:	Mrs. Dawna Reddington	436-4721 ext. 3008
School Resource Officer:	Mr. Bob Higen	436-4721 ext. 3163

Counselors:

Mrs. Nikki Sayer	A-G	436-4721 ext. 3149
Mr. Kent Chandler	H-O	436-4721 ext. 3150
Ms. Mikea Alexander	P-Z	436-4721 ext. 3151

Message from the Principal.

Welcome back, Spartans! It's a brand-new school year at Minico, and we're thrilled to have you here. Whether you're stepping onto Minico's campus for the first time or returning for your

final year, this is your opportunity to shine.

As Minico Spartans, we lead by being #SpartanStrong—ready to face challenges, grow together, and celebrate every success along the way. Get involved, set a high standard for learning and take advantage of the high school experience.

This year let's carry that Spartan spirit into everything we do, while remembering the key characteristics of a Spartan, which are:

Self-Accountable

Tough

Resilient

Optimistic

Noble

Genuine

Take pride in being part of Minico High School. We are glad you are here.

Have a terrific school year and remember...

WE ARE MINICO, stay #SpartanStrong!!

Mrs. Kidd

Principal

Minico High School

District Mission Statement

The Minidoka School District is dedicated to fostering each student's academic, emotional and social growth through excellence, respect and shared responsibility.

District Vision

Empowering Students for Success

Minico High School Mission Statement

Learn from yesterday, succeed today, excel tomorrow.

Minico High School Motto 2025-2026

We are Minico! Be #SpartanStrong!

Minico FIGHT SONG

Come on and fight, Spartans fight.
Come on and let's win this game.
Let's go on to victory,
Let's fight 'em fair and play 'em square.
So fight, Spartan's, fight!
Come on and let's win this game.
Just one more score, and then the
game is ours. Let's win this game!
M - I - N - I - C - O

FIGHT SONG (historical version)

Oh, when those mighty Spartans fall in line,
We're going to score every time.
Let's go on to victory, And we will yell, yell, yell, for Minico,
Our Alma Mater. We will sing our praises high
And when they go, go, go for another score,
We will cheer, cheer, cheer, them all the more.
For we are Spartans of the red and gold,
Red and gold, fight team fight!

SPARTAN STRONG

Minico High School has adopted a theme to promote positive decision-making and help students develop healthy relationships. The theme identifies six areas to assist students in building positive, lifetime behaviors and attributes.

A SPARTAN IS

SELF-ACCOUNTABLE

TOUGH

RESILIENT

OPTIMISTIC

NOBLE

GENUINE

#SPARTANSTRONG



**Daily Bell Schedule
MONDAY - THURSDAY**

FIRST BELL	7:50 A.M.
1st PERIOD	7:55 A.M. – 9:05A.M. (First 12 minutes for homeroom/announcements)
2nd PERIOD	9:09A.M. – 10:07 A.M.
3rd PERIOD	10:11 A.M. – 11:09 A.M.

1st LUNCH (9-10)	11:13 A.M. – 11:43 A.M.
4th PERIOD CLASSES (11-12)	11:13 A.M. – 12:10 A.M.
2nd LUNCH (11-12)	12:14 A.M. – 12:44 P.M.
4th PERIOD CLASSES (9-10)	11:47 A.M. – 12:44 P.M.

5th PERIOD	12:48 P.M. – 1:46 P.M.
6th PERIOD	1:50 P.M. – 2:48 P.M.
7th PERIOD	2:52 P.M. – 3:50 P.M.

FEES

Activity Card..... \$40.00

Annual \$50.00**

Parking.....\$10-\$50 (see **Parking** on page 29)

Class activity/project fees.....refer to MHS website to access the “Course Catalog” for class fees.

Class fees must be paid prior to the fifth (5th) school day of the semester. Failure to pay the fee may result in a mandated class change.

Annuals **will not be available for purchase after the first semester (December)

ACTIVITY CARD

All students involved in any extra-curricular activities are required to purchase an activity card. At registration time, we encourage all students to purchase an activity card (\$40.00) which entitles them to attend all activities and assemblies sponsored by the student body. The fee includes all home events, as well as national school assemblies held during the school year. This fee does not cover specified dances during the school year. Students who do not buy an activity card will have to pay the regular admission fee to all activities.

SAFETY

VISITORS

All visitors will please check in to the main office through the large set of doors near the Southwest side of campus. Visitors will present their driver's license and be assigned a visitors pass.

MESSAGE/GIFT/FOOD DELIVERY

Students will not have food/drinks, flowers, plants, or other gift deliveries brought to individual classrooms. Students will be notified at noon or at the end of the day if such items are waiting for them in the main office. **Balloons are not allowed at school or graduation.**

SAFETY DRILLS/EVACUATIONS

Each month Minico High School will practice an evacuation from the building in the form of a fire drill. Students will also be involved in at least one other practice evacuation as well as be involved in a practice "Lockdown" and several "Hall Check" drills throughout the year. During any practice or safety drill, students are expected to go to their assigned area with their teacher, 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 to escape to safety. It is important that parents communicate with their student(s) regarding the protocols and expectations with such an occasion.

ALL STUDENTS PROHIBITED FROM WALKING ACROSS HWY 25

Students are PROHIBITED from crossing Idaho State Highway 25 from Minico High School during school hours. Once students arrive on school grounds they cannot walk across the highway for any purpose. Also, at the end of the school day a student cannot leave the school grounds by walking across Idaho State Highway 25 without expressed consent from parents and has received administration approval. Supervised and approved activities are exempt.

INTERNET USE

Individual users of the Internet have the ultimate responsibility to use Internet resources appropriately. Students accessing any computers at the high school must sign a district Internet Usage Agreement and follow rules specifically outlined in the student handbook. Violation of network security or any school/district rules may result in the following disciplinary actions:

- Students may lose all access to computers in the district for one calendar year from the date of the infraction.
- If enrolled in a computer class, the student may receive a failing grade in that class.
- Students may be subject to school disciplinary action.

ENROLLMENT, ACADEMICS, and GRADUATION

ENROLLMENT REQUIREMENTS (including Dual Enrollment and Open Enrollment)

Minico High School is a four-year high school. Full time students at Minico are expected to have a full schedule and be in attendance for a minimum of ninety percent (90%) of each class Pg 7.

Definition of a full time student:

The student must be enrolled in 5 credit courses to accumulate the minimum number of credit hours required by the school for that academic year.

All students who enroll at Minico High School, including dual enrollments, shall be subject to all the same policies, regulations and school rules. All students must present proof of immunization before being enrolled. Legal guardianship must also be shown if they do not reside with their parent(s). Students may be required to provide proof of residence if there is a question of resident status. Students who reside outside of District 331 must provide their own transportation and complete an open enrollment form, which must then be approved by the Board of Trustees. With permission from the administration, students who withdraw from a school may re-enroll during a school year.

Dual enrollment requirements are found in Minidoka County School District # 331 Policy NO: 304.00

OPEN ENROLLMENT

Minidoka County School District requires that prior to consideration of a request for transfer when residing outside of our school district's boundaries, an Open Enrollment Application must be submitted to Minico High School by the student's parent/guardian or appropriate designee. Applications may be denied.

Work-based Credit/Schedules (See Guidance Counselor for details)

All students are expected to have a full schedule that must be completed within the first two days of the semester. Juniors and Seniors seeking work-based credit hours must obtain parental consent. In addition to parental consent, Juniors are required to attend five consecutive on-campus classes during the semester. This policy ensures that students meet their academic responsibilities while also accommodating those who seek work-based learning opportunities.

Furthermore, such students with a five or six period schedule cannot loiter on campus during their work-release time except during any reasonable time before/after scheduled classes or when participating in an approved school activity. Failure to comply with the work-based expectations and guidelines may jeopardize further opportunities for work-based credits.

Guidelines By Content /Subject Area

Students will need to meet the following diploma requirements:
Secondary Language Arts and Communication- Nine (9) credits are required. Eight (8) credits of instruction in Language Arts. Each year of Language Arts shall consist of language study, composition, and literature and be aligned to the Idaho Content Standards for the appropriate grade level. One (1) credit of instruction in communications consisting of oral communication and

7

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; Juniors will take two (2) credits of Algebra II or courses that meet the Idaho Algebra II Content Standards as approved by the State Department of Education. If a Junior does not test proficient on the Mathematics ISAT, they will be required to take two math classes their Senior Year. Seniors will receive elective credits for their two assigned math courses unless those classes are needed for graduation requirements. We strongly encourage all students to prepare well for the ISAT.

Science- Six (6) credits will be required. Secondary sciences include instruction in the following areas: biology, physical science or chemistry, and earth, space, environment, or approved applied science. Four (4) credits of these courses must be laboratory based.

Social Studies- Seven (7) credits are required, including government (two (2) credits), United States history (four (4) credits), and economics (one (1) credit). Courses such as geography, sociology, psychology, and world history may be offered as electives, but are not to be counted as a social studies requirement.

Humanities- Two (2) credits are required. Humanities courses include instruction in visual arts, music, theatre, dance, or world language aligned to the Idaho content standards for those subjects. Other courses such as literature, history, philosophy, architecture, or comparative world religions may satisfy the humanities standards if the course is aligned to the Idaho Interdisciplinary Humanities Content Standards.

Health/Wellness- One (1) credit is required. Courses must be aligned to the Idaho Health Content Standards.

Content Standards- Each student shall meet locally established subject area standards (using state content standards as minimum requirements) demonstrated through various methods of accountability including examinations, essays, projects, or other measures.

College Entrance Examination- A student wanting to be considered for Valedictorian/Salutatorian must take the SAT examination. Students must take and pass a Civics Exam in accordance with Idaho State Department of Education requirements

Senior Project-A student must complete a senior project by the end of grade twelve (12). The project must include a written report and an oral presentation. Additional requirements for a senior project are at the discretion of the school district.

Commented [2]: Is it still the oral presentation?

Middle School- If a student completes any required high school course with a grade of C or higher before entering grade nine (9), and if that course meets the same standards that are required in high school, then the student has met the high school content area requirement for such course. However,

the student must complete the required number of credits in all high school core subjects, as identified herein, in addition to the courses completed in middle school.

Special Education Students- A student who is eligible for special education services under the Individuals with Disabilities Education Improvement Act (IDEA) must also meet the graduation requirements, with the assistance and guidance of the student's Individualized Education Program (IEP) team.

Foreign Exchange Students- Foreign exchange students may be eligible for graduation by completing a comparable program as approved by the school district.

Minico High School Diploma

English	8
Algebra I A and B (9 th grade)	2
Geometry A and B (10 th)	2
Algebra II A and B or equivalent (11 th)	2
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
² Senior Math Class (12 th) 2 elective credits	

Totals	48
--------	----

Additional Guidelines

If students do not test proficient on the Mathematics ISAT their Junior year, they will be required to take a math class each semester of their Senior year.

Digital Literacy is a state requirement with guidelines yet to be determined- beginning with the class of 2028.

Taking Fine Arts classes, Practical Arts classes, or Performing Arts classes may satisfy the Humanities requirement.

Computer Technology credit may be earned anytime during high school.

School-To-Work credits will be accepted as elective credits (11th and 12th grade only). Only four (4) school-to-work credits are allowed for elective credit towards graduation.

P.E. Credits will only be earned through participation in physical education classes.

CLASS CHANGES

A student/parent may request a change of classes within the **first week** of classes. Changes will be left to the discretion of the counselor or administrator based on class sizes, and if the changes jeopardize the student’s educational progress, the counselor or administrator may need to discuss the issues with the student and/or parent.

If parent(s) are requesting a teacher change, a meeting with an administrator is necessary before the request may be granted.

STUDENT AIDES

Only Junior and Senior students may be a teacher aide one time per semester. All other circumstances must be approved by the administration.

GRADING PROCEDURES

The Idaho Department of Education authorizes individual high schools to grant credit for each subject a student takes and passes in the public schools. At Minico High School, credit will be granted on a semester basis. This means that the grade a student earns at the end of each-semester will be placed in his/her permanent record.

LATE WORK: Late work acceptance dates will be set at the end of each semester and after each Parent Teacher Conference. Students will be notified of late work acceptance dates in advance.

Teachers will have discretion on assignments, projects, tests, and quizzes that could be accepted as late work.

***Spartan Spoils rewards are also used at teacher discretion.

Grading Scale

Percentage	Letter Grade	GPA Rating
93 - 100%	A	4.0
90 - 92%	A-	3.67
87 - 89%	B+	3.33
83 - 86%	B	3.00
80 - 82%	B-	2.67
77 - 79%	C+	2.33
73 - 76%	C	2.00
70 - 72%	C-	1.67
67 - 69%	D+	1.33
63 - 66%	D	1.00
60 - 62%	D-	1.00
Below 59%	F	0.00
Pass/Fail	P/F	-----

Transfer of Students Grades

Students transferring into Minico High School will receive the equivalent grade from their previous school that had a different grading scale. Students with weighted grades shall receive a one-grade increase from the listed grade if this does not exceed the weighing given by the previous school. EXAMPLE: A student transfers into Minico from a school that gives a 20% (two grade) increase. This student shall receive a one grade increase. A student transfers in from a school that gives a 5% increase. The student shall receive a 5% increase. At no time shall the student receive more than a 4.0 for a credit.

Zeros and Failing Grades

When receiving a zero on an assignment, a student should consult with the teacher immediately to rectify the problem. Waiting for weeks/months to "fix" the grade after it is posted is an unfair and unreasonable request to be made to the teacher.

If a student is failing at midterm, the parents shall be contacted by telephone, in writing, electronically or personal visit by the teacher (**POLICY NO: 580.00**).

GRADUATION REQUIREMENTS & DIPLOMAS (Policy # 280.00)

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 be enrolled as a full time student (5 classes) at MHS during their final semester of high school*, must meet the attendance policies, and they must pass all of their senior year classes** in order to participate in MHS's graduation commencement.

***Early Graduation/Early Completers**

In order to graduate early, a student must comply with the district's policy ***Early High School Graduation #280.00***. Students desiring to finish their courses early (at the end of semester one of their senior year) and graduate must meet with their counselor and parent together during the prior year of the intended graduation date to ensure a plan for accomplishment. **Students and parents should be aware that any additional earned credits such as home school, on-line, or college credits may unknowingly impact a student's graduation progress and the student's athletic/activity years of participation eligibility.**

COMMENCEMENT EXERCISES PARTICIPATION POLICY

Students who have met the necessary academic and attendance requirements required for graduation and do not owe a fine are eligible to participate in commencement exercises. Students who have not completed all graduation requirements for the current school year will be allowed to participate in the commencement exercises of the following year provided they meet all the requirements for graduation at that time and they have filed a graduation request on or before November 1 of the school year in which they intend to participate in the commencement exercises.

GRADUATION DRESS CODE

Students proper dress attire. (No Levi's or flip flops.)

NO sunglasses (depending on the location of the commencement) .

NO additional decorations to cap or gown.

NO party items (silly string, beach balls, water guns, firecrackers, etc).

All other school rules will be in effect.

SELECTION OF VALEDICTORIAN & SALUTATORIAN

The following requirements shall be considered in the selection of Valedictorian and Salutatorian:

Must be in that year's graduating cohort.

Complete all requirements of the Diploma.

Complete a minimum of 15 credits of honors or dual credit courses.

Early graduates will not be in consideration for Valedictorian and Salutatorian.

The student with the highest overall GPA in grades nine through twelve, including the final term of the senior year will be eligible for Valedictorian. If more than one student meets the criteria, valedictorian and salutatorian will be determined by the highest SAT score taken on or before the March National SAT Test date of graduation year.

Grades will be pulled after the completion of the first nine weeks of the second semester. These grades will determine placement of Valedictorian, Salutatorian and the top ten scholars.

In the event a grade is disputed, that issue shall be resolved by the end of the term the course is taken.

Students being considered for Valedictorian or Salutatorian must have attended Minico High School full time for their entire senior year.

Students being considered for Valedictorian or Salutatorian shall not have repeated any classes.

Graduates with a cumulative GPA of 3.75 or higher will be recognized at graduation with a Minico honor cord that will be collected prior to receiving their diploma. *Students may purchase their own honor cord if they wish to keep it.

LIBRARY SERVICES

The library/media center opens at 7:45 a.m. and remains open until 3:50 p.m. Students are encouraged to use the library before school, at lunch, and after school. Students may also use the library during class time if there is room available and if they receive a pass from their instructor.

Books and most library materials are checked out for a six-week period. Magazines and periodicals can be checked out on a weekly basis. Fines are assigned for overdue materials. Binding is available for reports and other materials.

NON-RESIDENT CREDIT

Non-resident credit will be accepted as listed:

If a student has attended secondary school (grades 9-12) four years and is short 1-4 credits for graduation.

Credit will be accepted from any accredited college, university, or high school independent study course.

Credit will be accepted for a summer school and/or high school program at an accredited college, university, or high school.

Workshops and seminars approved by the State Department of Education will also be accepted.

Resident credit will be accepted upon receipt of an official transcript from the previous school. Credit will be accepted for work completed in grades 9-12.

NATIONAL HONOR SOCIETY

National Honor Society (NHS) is the front runner of organizations that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership, and service. Thousands of schools are chartered in the U. S., and the Minico Chapter is the second oldest in Idaho. Instead of fund-raising activities, NHS concentrates on public service, school, and social activities.

College admissions offices often look for National Honor Society membership as a valid indicator that the applicant will succeed at the collegiate level. Students with a cumulative GPA of 3.75 or higher are invited to join. *NHS students who have paid their fees are responsible for the purchase of their NHS Honor Cord for graduation.

COLLEGE VISITS by SENIORS /JUNIORS

Senior and Junior students with an overall GPA of 2.0 or better may take one day from school to visit the college, university, or military organization of their choice, as long as the student's grades remain with an overall GPA of 2.0. No penalty for this absence will be applied under the 90% attendance policy. Students requesting this privilege must get a **pre-excused form** from the counselor in charge of seniors. This form must be filled out, verified by the counselor, and signed by each individual teacher at least twenty-four hours in advance. The completed form must be returned to the attendance secretary **before** the student leaves school for the visit.

GUIDANCE & COUNSELING DEPARTMENT

The school counselors work with students as they make plans for the present and future. The counselors evaluate educational and vocational information and relate that information to the student's abilities and interests. They also help students to evaluate study time and techniques in the organization of school work.

Students are to discuss vocational and scholastic problems with their assigned counselor, but may talk with any of the three counselors for help dealing with personal problems. Student-counselor conferences are kept in the strictest confidence. When a student desires to see the counselor, he/she must make an appointment and secure a pass, clearing the absence with their classroom teacher in whose class will be missed **BEFORE** going to see the counselor.

Violations of this procedure will lead to the student being considered truant from classes missed while in the counseling center.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for students to withdraw from school, they must obtain a "student withdrawal" form from the attendance office. The withdrawal form, textbooks, class materials, laptop computer (along with charging cord and case), etc. must be presented to each teacher for clearance signatures. This form is to be returned to the Attendance Office for final approval. Students who withdraw from school are not to be on school grounds at any time during the school day without a visitor pass.

STUDENT ATTENDANCE REQUIREMENTS AND PROCEDURES **(refer to District Policy #320.00 for additional information)**

Students are expected to be in attendance to school, to be to their classes on time, and attentive when the bell rings. **Students (and parents) have the responsibility to check on PowerSchool and know their attendance situation.**

ABSENCE VERIFICATION PROCEDURE

Parents should notify the school of a student's absence by phone at 436-4721 Ext. 3002 or by written notice.

Students who arrive late to school or return from appointments must enter school through the attendance office to assure that his/her attendance is properly recorded.

*****Parents/Guardians have the responsibility to regularly check that their phone number is up to date in PowerSchool to ensure they are receiving calls related to student attendance.**

STUDENT ABSENCES/ATTENDANCE

All students will be required to be in attendance in each class no less than 90% of the total days each semester. Currently, students who miss more than **seven (7)** days of any class per semester will be in jeopardy of failing to receive credit for the class.

ABSENCES

***All absences will count against the 90% attendance requirement** (see exceptions below). Students who leave the area with migrant parents or due to legal requirements and plan to return to MHS are expected to meet with and give administration at least a one-week notice prior to departure in order to make arrangements/plans for alternative work/grades and advancement.

Unexcused absences (A) include those absences which are not verified by a parent/guardian or by an administrator, and they are used to determine **Habitual Truancy**.

EXCEPTIONS TO ATTENDANCE REQUIREMENT

**Exceptions include absences due to attendance to school activities, attendance to funerals, visits to doctor's offices verified with a note from the doctor, court appointments, mandated/recommended stay at home orders, and other "extenuating circumstances" as described in District Policy 266.00.*

Documentation of doctor or counseling appointments, and court appointments must be emailed or faxed from the doctor's office or delivered to the school by a parent **within five (5) school days** of returning to school in order to be accepted as an excused absence. **It is the parent's responsibility to ensure doctor's notes have been received** (see Policy 320.00).

Students with excessive absences and/or who have a history of frivolous or unexcused absences in any class will not receive credit for the class, and the grade will be marked as FA (Failure due to Attendance) on their transcript. Additionally, the students may become ineligible for participation in extracurricular activities until the end of the next grading period. Any student with an FA in a core class will have to enroll in a **credit recovery** class or re-enroll in an equivalent class to receive the credit. **Students will have one summer to complete credit recovery to receive their credit and grade from an FA (Failure to Attend). After one summer, the student's grade will change to a F on their transcript.**

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.

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 three times (3) it may be considered a Habitual Truancy- see below

Habitual Truancy shall be defined as receiving three or more truanancies, or three unexcused absences, and attendance below 90%.

Students who are habitually truant, will have a parent meeting with administration as well as be assigned a Saturday School. If students do not attend Saturday School they will receive an in-school suspension. If habitually truancy continues, students 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 classroom. Because teachers are responsible to know where their students are during the class period students will follow the school and classroom rules for temporarily leaving the classroom.

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 are expected to follow the rules and protocols for

leaving the classroom. 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 backpack 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 a staff member. Students who leave class without permission or abuse or violate the hall pass/note privilege may lose their hall pass privilege or may be assigned lunch academy(s), Saturday School, and/or in-school suspension (PASS). Any student who is defiant and/or refuses to comply with their teacher, will be assigned either a Saturday School or a suspension.

LEAVING SCHOOL EARLY

If it becomes necessary for a student to leave school during school hours other than leaving for lunch time, **he/she must check out through the attendance office** and have parental/guardian permission **BEFORE** leaving school grounds. Leaving early during the last fifteen (15) minutes of class will result in a tardy. Leaving more than fifteen (15) minutes early will result in an absence. 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 ten (10) or more consecutive 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.

Commented [3]: Does this need to be changed to 16?

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, tests, 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 considered tardy if he/she comes to class and is not seated before the tardy bell rings. Students who are more than 15 minutes late to class will be considered absent. **Every third tardy will equate to an absence.** A student that walks into class late is responsible to follow up, after class, with the teacher to make sure their attendance is marked accurately. A teacher has the right to implement consequences for each tardy and/or a more severe tardy policy. **If a student leaves a class early, more than 15 minutes, they will be considered absent. If they leave less than 15 minutes early, they will be considered tardy.**

Generally, a fourth tardy in any class will result in a Lunch Academy Detention that will be assigned by the teacher. The teacher will also call the parent(s)/guardian of the student. When four additional tardies are accumulated (equaling a total of eight), the student will be assigned three days of Lunch Academy Detention.

Any subsequent tardies (nine or more in one class) will result in an additional parent contact/meeting and the student will be assigned to attend Saturday School. If the problem persists, additional consequences will be assigned, which may include suspension, and/or expulsion. **If a student accumulates more than 15 tardies collectively in a semester, the student will meet with an administrator and be assigned to Saturday School.**

Lunch Academy is a detention that is served during the student lunch period. Students will be permitted to get food from the cafeteria and then must report to the appointed room for the detention.

EXTENUATING CIRCUMSTANCES

Extenuating circumstances may be defined as one-time occurrences, absences, or needs for absences which would not normally occur on any type of regular basis. In order to be considered for extenuating circumstances, please contact the Minico High School office for conditions and guidelines.

EXCEPTION: Serious illness or accident for an extended period of time certified by a medical doctor (see HOMEBOUND).

STATE OF IDAHO DEPARTMENT OF EDUCATION "HOMEBOUND" PROGRAM

Students who are out of school for extended illness or accident may petition for HOMEBOUND status so that the days absent will not affect their credit. In order for a student to be considered for the HOMEBOUND program, they must be absent from school for ten (10) consecutive days and apply through the Special Services director (436-7415) so that a HOMEBOUND teacher can be assigned.

SEMESTER EXAMS/ATTENDANCE RULES

Students who miss all or any of the last day(s) of the semester for any excuse, with the exception of illness verified by a valid physician's statement or death in the family, or for other extenuating/exceptional circumstances approved by administration, will be responsible to take any required semester exams after they return to school. Only those students who have approved extenuating circumstances will be allowed to make up exams or take exams prior to the specified semester test dates assigned by the school administration. Students who do not meet these requirements will receive a grade of zero for each of the required exams until the student comes back to school and takes the examinations. It shall be the responsibility of the student to contact the teacher immediately upon returning to school for any/all work that needs to be made up.

If a student is failing at midterm, the parents shall be contacted by telephone, in writing, electronically or personal visit.

RECOVERING FAILED CREDITS: OPTIONS

Priority for enrollment in credit recovery classes will be given to students in their Junior and Senior years. Sophomore and Freshmen students who fail a core class will be referred to the District Summer School Program for recovery of lost credits. Minico High School students also have the following options available to complete grade level requirements: Repeat the course in person, attend Summer School, enroll in Idaho Digital Learning Academy (IDLA), enroll in IDLA credit recovery (there is a cost per credit).

STUDENT BEHAVIOR & DISCIPLINE POLICY

Students are expected to be honest in their work, to comply to school expectations and rules, to be respectful to all, and to be responsible for their efforts, actions, education...to be **#SPARTAN STRONG!**

Academic Dishonesty

Any student giving or receiving unauthorized help in any exam, quiz, written work, distributing photos of tests or projects and plagiarism of any kind will receive the minimum of a zero for that assignment. *Example of dishonesty/cheating: A student copying or giving copies of an assignment or test that defy the teacher's expectations.* This student may also be referred to the administration for further disciplinary action, including detention or suspension.

Any repeated offenders in the course of a semester grading period may receive a failing grade for that semester.

Plagiarism, Cheating and Artificial Intelligence (AI)

Minico High School students are expected to formulate and produce their own original products/work. Using research and AI are both acceptable resources for helping students to create a thoughtful and meaningful product, however, no more than 30% of the paper may be AI generated and it must be cited as such. Copying another's work, including those produced by AI, is considered cheating. Using another person's words and/or 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 or be sent to the

vice principal's office. A detention may be assigned up to one hour (two lunch academies) per teacher's discretion. All behaviors that need further discipline are to be dealt with by an administrator.

Students referred to the office for violation of school rules will receive appropriate consequences, which may include Lunch Academy Detention, Saturday School, in school or out of school suspension, community service, restitution, and /or expulsion. Any action by a student which violates any law or 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 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 may 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 out of school, 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 and may also be referred to law enforcement for other appropriate consequences.

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

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

Step one will be repeated and appropriate disciplinary action will occur.

Step 3 Offense

The student will attend a Saturday School or suspension.

Step 4 Offense

The student will be assigned two Saturday Schools or suspension. Parents will be contacted for a conference with an administrator.

Step 5 Offense

The previous steps may be repeated. Students could be assigned up to 5 days of in school or out of school suspension. Parents will need to come in for a conference. At this time the student will be put on a behavioral contract.

Step 6 Offense A student will be assigned 5 days out of school suspension and will be referred to the DDRC.

Two occurrences of a major violation and/or continuous violation of school rules in a single school year constitute grounds for possible expulsion from Minico High School.

VIOLATION OF RULES RESULTING IN SUSPENSION OR EXPULSION

Due Process will be utilized to address these serious violations, and in all cases where a crime has been committed, law enforcement will likely be involved.

POSSESSION OF WEAPONS: Minico has zero tolerance for students who bring weapons including laser pointers, to school or have in their possession at school, on the way to or from school, on school property, in school transportation vehicles, or at any school sponsored activities, weapons or other objects/substances which are a threat to the health and safety of other students, staff members or

visitors, or are a disruption to the educational process. Weapons are defined as implements capable of inflicting serious bodily damage (District Policy #952.00)

The possession of a firearm of any sort on school property is prohibited by Gun Free Schools Act. Students found in possession of a firearm on property or at any school-sponsored activity, will be immediately suspended from school for those days permitted by law and referred to the DDRC for expulsion. Students expelled under the Gun Free School Act will not be allowed to return to school for a period of 365 days from the date of expulsion.

Additionally, any person found in possession of a weapon will be referred to law enforcement personnel for appropriate action. A student who inadvertently brings a weapon to school and immediately upon arrival surrenders to a staff member may be excluded from some of the requirements of the policy.

PROHIBITION OF GANGS AND HATE GROUPS: Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin, or disability 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 & ANTISOCIAL 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 antisocial 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 bringing large quantities of money to school and should lock their valuables in a locker. Lockers are available in the school and in the locker room. **Students will need to bring their own locks and lock their lockers.** Minico High School is not responsible for lost or stolen items.

ASSAULT/BATTERY ON A SCHOOL EMPLOYEE, STUDENT, or OTHER PERSON: A student shall not threaten through actions or words, intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee, student, or any other person at the school or at any school activity.

DRUGS, ALCOHOL, AND TOBACCO USE: (District Policy 342.20) A student shall not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco (including smokeless or electronic cigarettes or look-alikes), controlled substances or related paraphernalia or over-the-counter medications (except as per Policy 370.20) on school premises.

NOTE: Idaho State law prohibits the use of tobacco on public school property. This includes students, visitors, and school personnel, whether or not school is currently in session. Minico High School complies fully with this law.

BUS CONDUCT

Proper conduct by the students is expected and contributes to the safety of the pupil transportation program. Refer to District Policy #378.20P for transportation discipline procedure.

Each passenger will maintain appropriate behavior while loading, riding, and unloading.

MISCELLANEOUS

Throwing rocks, ice, snowballs or other projectiles that might injure others or damage property may result in suspension from school.

Students are not to access the roof of any building at Minico High School. Doing so will result in appropriate discipline and possible suspension.

Under no circumstances is there to be hazing or initiation of students at Minico High School. Confirmed violations will result in suspension from school.

Students are not to bring articles to school that are deemed inappropriate for a school setting. Articles such as laser pointers, skateboards, razor scooters, water guns, lighters and/or matches, etc. are prohibited during school hours. Violations of this policy may result in loss of the article and possible suspension from school.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES (PED's) **(District Policy No. 361.00 AND 362.00)**

Refer to District Policy No. 361, 362.00 AND 362.00P for the entire policy, including special procedures for students who may be partially exempt from portions of this policy.

The Minidoka School District is dedicated to fostering each student's academic, emotional and social growth through excellence, respect and shared responsibility.

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 of personal electronic devices (PED), **including any electronic device not issued by the District that is capable of accessing the internet or sending an electronic message to another device, such as smart phones, other cell phones, earbuds, tablets, laptops, gaming systems, e-readers, and smart watches,** will be **prohibited** from 7:50 a.m. through 3:50. For the general population, ear devices are restricted to noise blocking headphones only (no blue-tooth devices allowed) and are only to be used as stated in the students IEP or other educational/health plan.

Otherwise, **PED's should not be in use or in the student's possession*, must be turned off or placed on silent mode and put away *either in a backpack, in a locker, or in a students vehicle. (see District Policy 361)**

**** 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/supervisor, sent to the office, and returned to the student's parent at the end of the day
- Repeat offenses- 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. The student will receive an appropriate consequence.
- Implicit or explicit student refusal to place the phone in the backpack, 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. 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.

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 before and after school hours. If a student is involved in an individual emergency at school, a school official will contact the student's parent(s).

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.361 and 362.00 and Minico High School expectations and policies.

PED Use During School Emergency/Lockdown Situations

During lockdown and other school emergency situations, 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 lockdown/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. Students should neither video/record other students or staff during the emergency situation nor share recorded material of the incident on social media platforms. Emergency services and/or a school representative will contact the parents of any student who has been injured or directly involved in an emergency situation

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 are 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

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alcoholic beverage at the workplace, 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 workplace, on the school district premises, or on school assignment and/or activities is absolutely prohibited. **Compliance with this policy is mandatory.**

Violation of these policies by any employee or student will be cause for disciplinary action up to and including termination or expulsion.

All employees and students in violation of this policy will be referred to local law enforcement authorities. Students' parents or guardians will be notified immediately.

Administrators and supervisors are to review this policy with employees and students annually.

STANDARD OF DRESS

As fashions change, developing a dress standard for school is challenging. Students and staff understand that certain forms of dress are appropriate for particular settings both in and out of school, but are not appropriated as attire in the general school setting i.e. a wrestling singlet is appropriate for wearing during a wrestling match/practice, but nowhere else during the school day, or a swimsuit is appropriate at the pool, but not as attire for regular school business. Therefore, boundaries of appropriateness have been set for attire at school. Minico High School students are expected to dress appropriately and to show proper attention to personal cleanliness, neatness, and conservative standards of dress and appearance for the safety and education of the student and all others in the school. In order to ensure academic excellence, ethical behavior and personal responsibility, dress will be of a nature that sets a school-wide tone of caring about personal integrity, school pride, and the courteous customs of the society in which we live. The purpose of this policy is to model and promote a safe, productive, and professional environment for students, staff and the community. This policy will apply equally and without bias based on gender, race, color, religion, national origin, disability, and/or age.

GENERAL RULES FOR ATTIRE: Clothing should always be clean, mended, suitable to body size, and in good taste.

CLOTHING: Pant/slacks are to be worn at the waist. Belts are not required, but if worn, must be in loops and are not to hang down. Pants that cannot be held up without a belt or those with holes above mid-thigh are prohibited. Bib type overalls/coveralls shall be worn in an appropriate, safe, fastened manner. Extreme tight-fitting clothing, clothing which is unduly revealing, or attire which detracts in any way from the educational mission of the school's instructional program, is unacceptable. Stretch pants (yoga pants, leggings, tights. i.e.) are discouraged. See-through fabrics, mesh, and/or fishnet fabrics alone are prohibited. Clothes must conceal undergarments at all times. Shirts must have a modest neckline and be long enough to cover the midriff (front and back). Halter tops, spaghetti straps, off-the-shoulder or low-cut tops, bare midriffs, and skirts and shorts shorter than finger-tip length are prohibited. Athletic team attire that does not meet the above criteria is to be worn only at competitions, practices, and/or for demonstrative purposes/assemblies with administrative approval.

INSIGNIA: Clothing and accessories that contain insignia are unacceptable at any time and in any form if they contain messages, writing, graffiti, and or insignia which advertise, endorse, and/or promote drugs, tobacco products, alcohol, profanity, illegal activities, racially derogatory or hate group references, Satanism, death or destruction, violence, shock-rock, sadism, gangs, racial separatism, and sexual or pornographic innuendo.

HEAD COVERINGS AND HATS: Out of courtesy, respect and for safety/identification reasons, during school hours, all head coverings including caps, visors, sweatshirt/hoodie hoods are unacceptable for all students with the exception of head coverings for medical purpose or religious observance. Under special occasions, hats may be worn with authorization by administration with specific guidelines. **See District Policy 344.00**

ACCESSORIES

- Belts must be in the belt loops and are not to be hanging from the waist.
- Accessories having studs or spikes (including metal) are prohibited.
- All pet paraphernalia is prohibited.
- Chains, including wallets which have a chain attached are prohibited.
- Jewelry, which could inflict bodily harm, used for drug paraphernalia, or construed as a weapon is prohibited.
- Shoes must be worn at all times.
- Students may be expected to remove certain jewelry deemed unsafe by the teacher during any class including Physical Education classes.
- No gang-related, profane or vulgar language, symbols or insignias etc. are to be cut into hair or tattooed or cut into skin. All offensive permanent marks must be covered.
- Bandannas are prohibited as attire in the school building.

** Violation of the dress code is subject to discipline up to suspension.

SEXUAL HARASSMENT

The Board of Trustees believes that students and employees of the Minidoka County School District #331 have the right to learn and work in an atmosphere which is conducive to the achievement of their fullest potential. Sexual harassment of students or employees whether verbal or physical and whether engaged in by employees of the District or students, is prohibited and will not be tolerated.

The School District will investigate all complaints of sexual harassment whether the complaint is formal, informal, verbal or written, and discipline any student or employee who sexually harasses a student or employee of the School District.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Any person who believes he or she has been the victim of sexual harassment should report the alleged acts immediately to an appropriate teacher, counselor, supervisor, principal or superintendent.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate showing of affection in halls, classroom, or on school grounds will not be tolerated. Examples would be prolonged hugging, kissing, extensive physical contact, etc. that would offend other people. Violation could result in detention and/or suspension from school.

DRIVING TO SCHOOL/PARKING LOT REGULATIONS

Student parking on the Minico High School campus is by "Permit Only" from **7:30 am to 3:50 pm**.

Driving to school and parking in the school's parking lot is a privilege; please treat it as such. Due to the limited number of student parking spaces as well as safety and trespassing issues, student parking will be closely monitored. Student cooperation is expected and appreciated. Student parking spaces on campus will be permitted to students who have a driver's license, complete the **Parking Permit Form**, and pay the permit fee. Each approved student will be granted a parking permit and will either park for the remainder of the school year in an assigned, numbered parking stall that matches their pass for the remainder of the school year or will park in the "Overflow Parking Lot". On special/or unforeseen occasions, such as after a heavy snowfall or parking lot construction, general parking will be the rule for the day. Students who are not assigned to a numbered parking stall will park in the general **Overflow Parking Lot** east of campus. *The school administration will determine the process for assigning parking spaces. Students without a permit will not be allowed to park anywhere on the MHS campus. The Minidoka County School District assumes no responsibility for the theft or damage to vehicles parked or driven on school grounds or to those that are towed by a certified towing company. In an effort to protect your car and other possessions, we require the following of our students:

Any student who drives and arrives at school with a motorized vehicle, will park in his/her designated parking spot and will remain parked during the remainder of school hours, except to leave during lunch period. Cruising the parking lot and/or driving to the other side of campus to attend another class is prohibited.

Students will park only between solid yellow, parallel lines in the designated student parking areas, and are prohibited from parking in any staff spaces, handicap parking spaces, bus lanes, designated fire lanes, etc.

Students are prohibited from driving passengers on the exterior of their vehicles or in the bed of a pickup/truck while on school grounds.

Students with a permit who drive oversized vehicles and those with trailers will be required to park along the side of 300 West Road between the fence and the road beyond the greenhouse near the Football bleachers.

Students will keep their parking spaces litter free, and will not paint and/or write in their assigned space. The \$50 senior parking stalls are an exception and can be painted.

No student is to be in the parking lot during any class period without permission from a member of the faculty or administration. Students found in the parking lot during class time without written or direct permission may be considered TRUANT from class and disciplined accordingly.

Students are expected to not loiter in the parking lot when the school day is completed.

Students are expected to drive courteously, carefully, and responsibly on and around school property. Inattentive, reckless, or irresponsible driving on school grounds will not be tolerated. Violations of rules concerning parking lot and driving behavior may result in the loss of privileges for a period of time. Students who blatantly park illegally or fail to comply with parking rules may be towed at the owner's expense.

Minico High School Parking Passes:

Step One: Students and parents/guardians will complete and submit the on-line *Student Parking Permit* form on the Minico High School website.

Step Two: Those who have completed the on-line form will be assigned a parking space*.

Step Three: Students will have two school days to pay for the pass and will come to the office and complete and file any paperwork, show the secretary his/her driver's license, and receive his/her parking permit.

Step Four: The parking permit must be clearly displayed, facing forward on the rear-view mirror or on the dashboard while the vehicle is parked on campus. The parking permit may be transferred to another registered vehicle. Failing to display the parking permit or parking in unauthorized areas will result in the consequences listed below.

Parking Consequences include:

1st offense: Warning/Citation

Other offenses: Citation/Towed/Loss of Parking privilege.

After three offenses, or a severe safety risk to others has occurred, the student and parent/guardian will have a hearing with administration for the possible revocation of the permit.

Parking fees and fines (to be paid at the office)

\$50.00 Senior Prime Parking Pass Fee

\$20.00 for assigned paved parking pass.

\$10.00 for overflow parking permit

\$5.00 will be assessed for a lost or stolen permit.

\$15 fine for each citation for improper parking

\$25 fine for parking in a handicapped space and/or fire lane.

Visitor Parking

All visitors parked on school grounds must report immediately to the office to check in and register themselves and may be asked to provide their vehicle information.

FOOD IN SCHOOL/LUNCH TIME EXPECTATIONS

Students are expected to help keep the hallways, outside lawns, and parking lots clean at all times.

Failure to keep hallways clean could result in loss of privilege to eat in the halls during lunch. When in the halls during lunch time, students should converse quietly as to not interrupt classes that are in session.

SEARCH & SEIZURES

While on school grounds, the administration and resource officers reserve the right to both search and seize any materials in violation of school policy. This search and seizure can include a student's personal vehicle, locker, backpack, gym bag, purse, etc.

This can be done at any time there is reason to believe a student may be in violation of school policy. No prior warning is needed. Search warrants are not necessary to perform this action in a school setting. Any violation of school policy found during any such search will be disciplined accordingly.

THEFTS/REPORTING A LOSS

Students are reminded to secure vehicles, valuables, and lockers--BOTH hallway and PE lockers. In case of theft, the school accepts no responsibility for personal articles and property brought into the building(s) or onto school grounds. Staff may assist in the recovery of such items.

Internet Policy for Students (*District Policy No. 502.97*)

Individual users of the Internet have the ultimate responsibility to use Internet resources appropriately. All Internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District. Minico requires every student and parent to sign for Internet use in accordance with *District Policy No. 502.97*.

ACTIVITY PARTICIPATION POLICY/GRADE ELIGIBILITY

Grades

A student desiring to represent Minico High School in extracurricular activities must have a cumulative GPA of 2.0 and must be passing all classes.

Grades will be checked every two weeks and students who have a grade of less than 60% in no more than two classes will be placed on a **probation plan** and will either meet the requirements of the probation plan or will become ineligible. ***

After grade checks, a student who is not passing at least five classes will have one week to reach the minimum standard of five passing classes. If the student does not meet the minimum standard, he/she will be declared ineligible for participation until the standard is met.

Activity Probation Plan***

In order to encourage students who might otherwise not be allowed to participate, and to provide incentive for improvement, students who are unable to meet the 60% requirement, in the above circumstances, and is passing at least five of seven classes, may be allowed to practice, participate, or compete under the following circumstances:

The student must meet with administration and the teacher to determine if the student can be placed on academic probation.

If approved, the student will remain on academic probation each week thereafter until a satisfactory grade report is achieved at which time, they will be declared eligible to participate until the next grade check.

A student who has an unsatisfactory grade report or is declared ineligible to participate must continue to meet weekly with the administration to discuss current grades and an improvement plan.

Failure to meet the guidelines set forth in the improvement plan set by teacher, student, and administrator will result in the student being declared ineligible to participate for the remainder of the season.

Students must attend all required practices and perform all required training activities during the probationary period. Students who have been declared ineligible for the remainder of the sport season will not be allowed to practice or participate following the declaration of ineligibility.

Activity advisors will be responsible for grade check and eligibility requirements.

Students not meeting grade requirements will not participate in activities.

All school activities will be under this policy.

Only administration may waive any requirement.

EXTRA-CURRICULAR ACTIVITIES

All students who attend extra-curricular events are expected to show the highest levels of citizenship and sportsmanship. Vulgar language toward anyone, including officials, will not be tolerated!

Any student spectator expelled from an event by the administration, law enforcement, or game official will have to meet with the athletic director to view a sportsmanship video, and may be suspended from school up to five days and may not be allowed to attend any other extra-curricular function for up to a period of six weeks.

A second violation of this sort during the course of the school year may result in expulsion from all school activities for the remainder of the school year and suspension from school for five days.

Any student who is released/quit from any organization or club because of failure to follow the sport/club rules/regulations/grade requirement may have his/her name deleted from any pictures or other recognitions.

Rules & regulations governing participation in ALL extra-curricular activities

Improper behavior (including before, during, and after the event) may result in loss of participation in school activities. Proper behavior while in competition representing the well-being and reputation of Minico High School is expected and required.

Training Rules and Substance Abuse Policies

Participation in extracurricular 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 Extra-curricular Activities Code of Conduct that each participant must read and sign prior to participation.

Attendance Rules and Regulations for Participation in Extracurricular Activities

Students must be in attendance one-half of the day of an activity or they will not be permitted to participate in that activity.

Exceptions are:

- If the student is attending a doctor's appointment during the course of the day, in which case a doctor's note must be shown to the attendance office upon return to school.
- If the student must stay home because of a serious illness in their family which has been pre-excused through the attendance office.
- A death in the family.
- Personal reasons or illnesses that are cleared by the administration in advance of missing school.
- Students who are assigned in-school suspension can compete that day if their activity takes place after the assigned detention. In-school suspension will not be scheduled around extra-curricular activities under any conditions.

Extra-Curricular Eligibility

Those students participating in any extra-curricular activity come under the jurisdiction of the Idaho High School Activities Association regulations. In addition to these requirements, the participant must meet the following regulations outlined in the Minidoka School District policy:

Students participating in any activity covered by the I.H.S.A.A. must have and maintain a 2.0 grade point average. The grades will be calculated initially from the previous semester grades for students transferring to Minico from other schools. Grade point averages figured from the previous semester grades will determine eligibility for the following semester.

No student is to take part in interscholastic athletics unless the student has completed the required **Physical Examination/Interim Questionnaire** approving participation, and a **Consent Form** is signed by the parents.

No student is to take part in interscholastic athletics/activities unless the student has athletic/activities insurance or is able to show proof that he or she is covered by a family health insurance policy. See the office staff for insurance information and insurance opportunities.

Students participating in extra-curricular activities must purchase an activity card. This includes participation in any competitive events as approved by the Idaho High School Activities Association including music, debate, cheerleading, and dance.

Although school staff may assist, any student wishing to participate in activities at the college or professional level are responsible for becoming aware of the rules, regulations, and protocols of such interests and **initiating** and completing any eligibility requirements. Visit <https://web3.ncaa.org/ecwr3/> for valuable information.

A complete copy of the Spartan Pride Athletic Handbook is located on the internet at the Minico High School home page –<http://www.minidokaschools.org/domain/342>.

Any person needing special accommodations to participate in school activities should contact Minico High School one (1) day prior to the activity at 292 West 100 South, telephone number 208-436-4721.

Any student participating in a student government position is required to be a full-time student at Minico High School must abide by the required code of conduct.

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.

MINIDOKA JR HIGH

Parent/Student Handbook
2025-2026



310 10TH STREET
RUPERT, ID 83350

208-436-4727

MINIDOKASCHOOLS.ORG

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Introduction

Letter from the Principal

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

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

Each student will have a mentor teacher all the years he/she attends MJH. This person is a point of contact who is able to discuss your child's progress.

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

Richard Jarvis

Minidoka Jr. High Principal

School Staff

Principal	Richard Jarvis
Secretary	Jennifer Gonzalez
Math/P.E.	Colton Bruns
Science/Career Tech Ed	
Language Arts/Personal Finance	Terri Bruns
Social Studies/Health	Britton Bell
Prep Provider	Lisa Squire
School Psychologist	Tiffany Bliss
Speech	JaeLee Crane

Statement of Purpose

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

District Mission Statement

Minidoka School District is dedicated to fostering each student's academic, emotional and social growth through excellence, respect and shared responsibility.

Minidoka Jr. High Vision Statement

1. I advocate for myself.
2. My peers help me grow as a student and person.
3. I learn by solving problems and doing tasks and not by sitting and listening.

Minidoka Jr. High Mission Statement

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

Admissions

Admission Guidelines

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

Registration

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

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

MINIDOKA JR HIGH STATEMENT OF COOPERATION



This parent/student contract is **required** to be signed upon registration.

1. I understand that student suspension/expulsion may be invoked in situations where district policy is violated.
2. Drugs, alcohol, e-cigarettes (vapes), tobacco, or open drink containers of any sort are not allowed. Students may be searched if there is reasonable suspicion of possession or use.
3. Compliance to the district dress code (policy D344.00) is expected. The uniform is a requirement of attendance at Minidoka Jr. High. Students attending school without the appropriate uniform will not be allowed to attend class until a uniform has been provided. For safety purposes, students will not be allowed to wear hoodies or jackets covering the uniform in the classroom. NO cargos, baggy pants, layered pants, holey or shredded pants, slides, slippers, sandals, blankets, bags, purses, or backpacks, NO red or blue layering or shoes.
4. If a student receives a bus citation, there may be a consequence of suspension from the bus and an additional consequence at school.
5. Minidoka Jr. High has a 90% attendance policy (students may miss a maximum of 7 days each semester/14 for the year). Students in violation of this policy will be offered a truancy class at “Teen Hope” OR their attendance record will be referred to truancy court. **Initial**
6. Cell phones and all distracting items will be turned in at the beginning of the day and picked up at the end of the day. If a student does not turn in his/her cell phone there will be graduated consequences. Inform the office of all cell phone changes for your student. Only **one** phone is allowed per student. **Initial**
7. In alignment with policy 340.40 if reasonable suspicion exists, students/personal items will be searched.
8. 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 (372.99P) 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.
9. Students are not allowed out of the designated areas of other schools in the district when they are riding a transfer bus.
10. If your child requires medication to be administered at school, you must sign a separate consent form. Please see the front office.
11. No items are allowed that may disrupt the learning process including but not limited to: makeup, fidget toys, etc.
12. Gang Signs, Symbols, Signals, Words, and Conduct is Prohibited.
13. Updated contact information is required during the school year. Please contact the school office with any address or phone number changes as soon as possible.
14. 8th grade students attending Minidoka Jr. High will typically transition to Mt. Harrison High School.
15. Uninsured devices will not be checked out to students.
16. Minidoka Jr. High will not enroll students who do not have accessible emergency contacts during school hours. **Initial**

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

Parent Signature _____ Student Signature _____



Does your student have a cell phone?
Students are required to hand their phones in every morning upon arrival.
They are picked up at the end of the day as they leave.

Student Name _____

What kind of phone? (i.e. Samsung/Apple) _____

Phone Description (color) _____

Other phone/technology student may have access at home? (i.e. old cell phones, ipod)

Please list _____

If your child does not have a phone, do you plan on getting them a phone throughout the year?

Yes _____ No _____

If so, please let the office or mentor teacher know.

Academics

Grading Policy

Minidoka Junior High students shall earn credit for any core class that has a grade of 60% or higher at the end of the grading period. Students earn either a pass or fail in elective classes.

Extenuating Circumstances

Any student who does not earn a grade of at least 60% during the grading period due to extenuating circumstances such as (but not limited to) frequent moves, medical concerns, homelessness, or legal issues.

Grading Alternatives for Extenuating Circumstances per District Policy 266.00 (students who have not met district required grading policy 272.00):

Students at Minidoka Junior High may earn credit with:

- Proficient or Advanced Scores on ISAT for the student's enrolled grade level at the time of ISAT Testing for Math, English, and/or 8th grade Science
- Completion of required coursework sufficient to bring a student's grade to a 60% or higher following the end of the grading period

Staff Leadership Team may determine students have earned credit based on, but not limited to, the following alternative criteria:

- Math or English
 - Proficient (blue) or advanced (green) score on STAR Test using the **State benchmark**
 - A class grade of at least 50% **AND** earning blue or green on STAR Test using the **District benchmark**
- End of Unit Assessments Scores of 60% or higher
- State ISAT Scores
- Social Studies - a class grade of at least 50% **AND** passing the United States Civics Test

Attendance (Attached District Policy 320.00)

When a student is absent for any reason, a parent or guardian must call the school for each day of absence. A student is 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, he/she will be marked absent for that period. Four missed periods 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.

Excused Absences

Excused absences will include:

- JDC
- In-School Suspension
- Funerals
- Absences with a doctor's note (All notes verifying absences for doctor, court, and counseling appointments must be emailed or faxed from the doctor's office or delivered to the school by a parent within 5 school days of returning to school in order to be accepted as an excused absence.).
- Court/Counseling with note
- Voluntary staff excused and sporting events. 252

Unexcused Absences

Unexcused absences may include:

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

Truancy

Unexcused absences or attendance below the State's 90% attendance per reporting period will constitute grounds for habitual truancy petition (any time after 14 days of absence). Attendance letters will be sent home; attendance/truancy court may be contacted.

Truancies occur when:

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

Student Health and Safety

Student Drug, Alcohol & Tobacco Use (District 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.**

Backpacks/Bags

Backpacks and bags of any kind such as grocery bags, makeup bags, and purses, are not allowed at Minidoka Jr. High. Parents/Guardians may seek previous approval from Mrs. Blood for students to bring a bag.

Freedom of Speech and Expression (See Attached District Policy 300.20)

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

Distribution and Consumption of Medication (District 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 (District 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. Minidoka Jr. High will not enroll students who do not have accessible emergency contacts during school hours on file with the school.

Harassment/Bullying (Attached District 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 (District 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.

Student Dress and Grooming (District Policy 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.

Expectations at Minidoka Jr. High are as follows:

1. Students must be wearing the required uniform upon entrance of school transportation and school grounds.
2. All students wear black, blue, or gray pants without patterns, words, logos, or any other markings. NO capris, leggings, spandex pants, shorts, or cargo pants including modified or sewn pockets are allowed. Pants will not be baggy (as determined by staff), frayed, have holes, or have any words or graphics and must be worn at the waist level (without undergarments showing) at all times. NO layering pants under pants. ONE pair of pants.
3. Uniforms are to be clean.
4. Students may not wear shoes that are predominantly red or blue. No slippers, slides or flip flops. Crocs are acceptable.
5. All uniform clothing and accessory layer clothing must be in good repair. Any part of the school uniform that is torn, faded, or altered, must be replaced.
6. Belts must be the appropriate length without excessive length hanging outside the loops. Belt buckle designs, emblems, insignias, monograms must be school appropriate. No blue or red belts, threads, or markings.
7. Accessory layering of clothing under the uniform shirt will include: a crew neck or t-shirt style in solid black, gray, or white. No words or graphics. **Hoodies are not allowed for layering purposes.**
8. No hats, bandanas, headbands, or other head coverings will be worn in the building or as an accessory.
9. No blankets
10. Students who do not comply with the Minidoka Jr. High Uniform Policy may be sent home. Repeated infractions may result in further disciplinary actions.

Polo shirts and layering shirts are available for purchase from Top Stitch Embroidery through the Minidoka Jr. High district webpage.

Student Discipline

Suspension (Out of School) (District 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:

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

Student Searches (District Policy 340.40)

Search of a student's person or possessions are limited to situations in which there is a reasonable suspicion that the student is secreting evidence of a district or school rule violation, including, but not limited to possession of weapons, controlled substances, etc. Any time a search of a student is conducted, a second adult shall be present and parents contacted.

Behavior on School Buses (District 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.

General and Miscellaneous Information

School and Business Office 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 will be placed on their assigned bus after school unless parent or guardian contact has been made with the school as early as possible. Students walking home must vacate school premises immediately and others must be picked up no later than 3:45pm.

All school business should be conducted during the regular business hours of 8:00am and 4:00pm.

Electronic Devices (District Policy 361)

Students may bring electronic devices (such as cellphones) to school, but they will be turned in each morning and picked up at the end of the day as students exit the building. Students who conceal phones or other electronic devices will receive graduated consequences. **Students are not allowed to bring any headphones to school-they will use school-issued headphones included in the registration fees.**

The district will provide each student a computer to be used at school. Students at MJH do not take their computers home unless there is an extenuating circumstance and they have paid the mandatory insurance fee. Intentional damage is not covered by insurance. Students are responsible for all fees associated with any lost or damaged devices.

Any materials unrelated to the educational process may be confiscated and returned to parents/guardians.

Internet Policy for Students (District 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" during registration. 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.

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

Student/Parent Handbook 2025-2026



Welcome TO PAUL ELEMENTARY

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

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

Student/Parent Handbook

WELCOME TO PAUL ELEMENTARY SCHOOL

Home of the Panthers!

(208) 438-2211

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

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

GENERAL INFORMATION

TITLE ONE SCHOOL

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

SCHOOL PROCEDURES

SCHOOL SAFETY & SECURITY

Periodically, our school receives a safety audit by the School Safety & Security Analyst. We have made a few changes to help keep your students as safe as possible. As in the past, parents are to report to the office to check in and sign students out. Due to Intruder Awareness, visitors will be asked to remain in the office and the child will be called to the office as needed. If the parent has a specific reason to visit a classroom such as an invitation for a student presentation or pre-arranged conference, he or she will follow the procedure for a visitor and be issued a badge. **We ask that all visitors sign in at the office and pick up a visitor's tag. To ensure our student's safety, we closely monitor traffic in the building.** We do not permit students to bring friends or relatives to spend the day with them in class, these situations are too disruptive to our educational program. Any person needing special accommodations to participate in school activities are welcome to contact Paul School one (1) day prior to the activity at (208) 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 truancies.

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

REQUEST FOR EARLY DISMISSAL

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

TARDY

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

AUTOMOBILE DROP OFF / PICK UP DIRECTIONS

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

TRANSPORTATION

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

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

CHANGE OF ADDRESS/TELEPHONE NUMBERS

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

CLASSROOM INTERRUPTIONS

When a student forgets lunch, homework, musical instruments, etc. and parents bring these items to school, it can create a disruption to the educational process. On the occasion a forgotten item needs to be brought to school, the following procedures have been developed to avoid unnecessary classroom disruptions.

All contact with students and teachers must be made through the main office, and those items should be left at the office for the child to pick up.

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

FEES

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

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

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

CITIZENSHIP EXPECTATIONS

LEARNING ENVIRONMENT

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

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

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

TECHNOLOGY AND INTERNET POLICY

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

IPADS

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

PERSONAL CELL PHONES and SMART WATCHES

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

1st offense – warning

2nd offense – citation and phone call to parents

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

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

PERSONAL ITEMS AND MONEY

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

PLAYGROUND RULES AND CONSEQUENCES

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

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

DRESS CODE

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

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

BULLYING

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

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

WEAPONS

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

Progressive Discipline Policy

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

Objectives:

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

Steps in Progressive Discipline:

1. Verbal Warning:

- **Description:** The teacher or staff member discusses the behavior with the student, explaining why it is inappropriate and how it can be corrected.
- **Purpose:** To make the student aware of the issue and provide an opportunity for immediate correction.

2. Written Warning:

- **Description:** A written notice is sent home to inform parents/guardians of the behavior. This may include a reflection activity for the student.
- **Purpose:** To formally document the behavior and involve parents/guardians in addressing it.

3. Loss of Privileges:

- **Description:** The student may lose certain privileges (e.g., recess, participation in special activities).
- **Purpose:** To reinforce the consequences of inappropriate behavior by temporarily removing enjoyable activities.

4. **Time-Out or In-School Suspension:**

- **Description:** The student is removed from the classroom environment for a designated period but remains in school under supervision.
- **Purpose:** To provide a break for the student to reflect on their behavior in a structured setting.

5. **Parent-Teacher Conference:**

- **Description:** A meeting involving the student, parents/guardians, teacher, and possibly other school staff to discuss the behavior and develop a plan for improvement.
- **Purpose:** To collaboratively create strategies to support positive behavior and address any underlying issues.

6. **Out-of-School Suspension:**

- **Description:** The student is temporarily removed from school for a specified period.
- **Purpose:** To provide a serious consequence for severe or repeated inappropriate behavior, emphasizing the need for behavior change.

7. **Expulsion:**

- **Description:** Permanent removal from the school in extreme cases of severe or repeated misconduct.
- **Purpose:** To maintain the safety and integrity of the school community when other measures have failed.

Appeals:

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

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

HEALTH & SAFETY

SCHOOL IMMUNIZATION LAW

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

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

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

GENERAL RULES FOR ALL ILLNESS

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

COMMUNICABLE DISEASES

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

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

LICE

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

SCHOOL MEDICATIONS

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

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

HEALTH ROOM

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

FIRE AND SAFETY DRILLS

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

EMERGENCY SCHOOL CLOSURES

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

SCHOOLWIDE INFORMATION

CURRICULUM

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

ASSESSMENTS REQUIRED BY THE STATE OF IDAHO

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

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

Grade 5 - Idaho Science Assessment (ISAT Science)

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

RECESS

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

HOMEWORK

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

PARENT TEACHER ORGANIZATION

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

BREAKFAST AND LUNCH

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

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

BIRTHDAY PARTIES

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

LOST AND FOUND

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

COLD WEATHER OR SNOW DAYS

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

Minidoka Communication Plan for Parents

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

BEFORE AN INCIDENT

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

Before an incident occurs, Minidoka County School District will:

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

DURING AN INCIDENT

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

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

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

RUMOR CONTROL

The School District and/or principal will:

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

AFTER AN INCIDENT

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

The School District will:

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

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

Acknowledgement of Student/Parent Handbook

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

Family Acknowledgement

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

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

Date _____

Parent Signature (or legal guardian)

Follow Us on Facebook and Instagram!



Paul Elementary



paulpanthers331

Rupert Elementary

School



Be Safe

Be Kind

Be Responsible

Be Awesome

**Student Handbook
2025-2026**

RUPERT ELEMENTARY

Student Handbook

WELCOME! *Si Gusta esta informacion en Espanol, llame a la escuela (208)436-9707.*

The staff at Rupert Elementary School would like to welcome you! We are excited to become a team with you and to have your student with us this year.

RUPERT ELEMENTARY VISION STATEMENT

At Rupert Elementary we maintain high expectations and promote academic excellence for all students.

Parents and the community are encouraged to be a part of each child's educational experience by offering their skills, talents, and resources. Our visionary school creates a learning environment that enables children to become meaningful contributors to society. In this place of learning and sharing, all feel safe to express their creativity and individuality within the standards of our school and community.

SCHOOL-WIDE CODE OF CONDUCT

- **Safety:** My actions need to be safe for myself and for others.
- **Respect:** My actions need to show respect for myself and for others.
- **Honesty:** My words and actions need to represent truth.
- **Responsibility:** My actions need to meet the expectation to take care of myself and be a dependable member of the community.
- **Courtesy:** My actions need to help make this a safe educational place where people feel welcome and accepted, and where they can do their work without disruptions.

Angela Davidson—Principal
Cory Kieip—Assistant Principal
Katie Hartley—Secretary
School phone: (208)436-9707
Fax: (208)436-1726

School starts at **7:40 A.M.**

Tardy bell rings at **7:45 A.M.**

School dismisses at **2:45 P.M.**

Lunch/Recess Schedule

1st Grade: 10:50- 11:25

2nd Grade: 11:05-11:40

3rd Grade: 11:20-11:55

4th Grade: 11:35-12:10

5th Grade: 11:50-12:25

VISITORS

The front doors of the school are locked. Please ring the doorbell on the wall in the entryway to notify the secretary of your arrival. The secretary will unlock the door for you if you need to come into the building. Upon coming into the building, we ask that all visitors sign in at the office and pick up a visitor's badge (**please set up an appointment prior with the teacher**). If it is your first time checking into the office, please have your driver's license available. To ensure our student's safety, we closely monitor traffic in and out of our building. We do not permit students to bring friends or relatives to spend the day with them in class, as these situations are too disruptive to our educational program. Any person needing special accommodations to participate in school activities are welcome to contact our school at 208-436-9707.

ILLNESS

Students should not come to school if they have a temperature of 100 degrees or more, have diarrhea, or are vomiting within the past 24 hours. If students have any contagious conditions such as chicken pox, head lice, scabies, ringworm, mumps, pink eye, HFM, etc., they will be sent home. Please call the school office to report the student's absence. If a doctor visit is made during school hours, please bring the doctor's excuse into the school.

BIRTHDAY PARTIES

Guidelines for celebrating birthdays at school:

- Food treats need to be individually wrapped and prepared commercially (no homemade treats)
- No gum or Balloons
- Check with your child's teacher to find the best time of day to bring treats
- Please pass out invitations to private parties outside of school.

COLD WEATHER OR SNOW DAYS

When the weather becomes extremely cold, we may have students stay indoors during recess time. As a school staff, we recognize the difference between uncomfortable temperatures and those that present a health hazard to our students. We have found that when students are able to go outside during recess time, the fresh air and change of environment gives them a break that helps them feel renewed when they return. **Please prepare your child for the cold temperatures of Idaho weather by dressing them properly with a heavy coat, hat, gloves, and boots. Be sure that ALL items are marked with the student's name.**

MEDICATIONS

The only medications we will dispense at school are prescription medications and over the counter medications as authorized by a physician on the school district's Authorization To Administer Medication form. All prescription medication needs to be in the original prescription bottle. Parents may, however, come to the school and administer the medication to their child.

RELEASING STUDENTS FROM SCHOOL

Please come into the school to notify us that you will be taking your child out of school so that we are aware that your student is leaving. The office will send for your child. Your child will not be released to walk home alone. We must have permission from parents to release their student to another person (this is for the protection of your child). If your child needs to go to an alternative destination, a written note or call to the school is **mandatory**. Without this notification, students will need to go home as usual. Please make all notifications to the office by 2:00. After 2:00 it is hard to guarantee your child will get the notification.

AUTOMOBILE DROP OFF / PICK UP DIRECTIONS

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

SPECIAL ACCOMMODATIONS

Any person needing special accommodations to participate in school activities

should contact Rupert Elementary one day prior to the activity at 202 18th Street, (208) 436-9707.

Practice Drills

Fire Drills(Evacuation)- Held Monthly
Relocation-Once a year
Hall Check-Sporadically
Lockdown- Sporadically

Discipline

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

School Bus Discipline

It is very important that the school is aware of what is happening on the bus and during bus loading and unloading. We are concerned for each of our students and want them to arrive home safely at the appointed time. Students who fail to follow bus rules will receive bus tickets and possible school disciplinary consequences.

APPROPRIATE DRESS

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

ATTENDANCE

Regular attendance is critical for student success and missed days are missed opportunities for instruction and learning. With this in mind, the MCSD's attendance policy states that students are expected to be in attendance at least 90% of the time. That means a student may only miss 1 day of school for every 10 days they are enrolled. The school's goal is to communicate with parents when attendance problems arise. Attendance letters are sent home when a child has exceeded the 90% attendance rule with state and district policy. Continued absences may result in a referral to truancy court. **We ask that parents not pick up their children prior to the end of the school day as this causes missed instruction and disruption for the classroom teacher.**

TARDIES: Learning activities begin at 7:45 a.m. in the classroom. All students who arrive at school after 7:50 a.m. is considered tardy and must check-in at the office. Students could also be considered Tardy if they leave school early consistently. Excessive tardiness may also be referred to attendance court. Excessive is defined as more than 10 tardies in a single semester.

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

Recess

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

requests must be in writing. Please note that children will be outside in cold snowy weather; please have them dress accordingly.

PLAYGROUND RULES

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

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

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

BUILDING RULES

- Be respectful by keeping quiet halls and assemblies.
- Use quiet voices in the restrooms, and leave restrooms clean.
- Keep litter picked up in the building and cafeteria.
- Take only your or your classroom's playground equipment, not another person's equipment.
- Be in the classroom only when there is supervision.
- Walk through the halls without skipping, running or hopping.
- Display good behavior in the classroom without disruption.

Student Use of Personal Electronic Devices

- Electronic devices must be kept in backpacks, turned off or silenced, and may not be used during school without permission.
- The school will not take responsibility for damage to or the loss of any personal electronic device.
- School authorities will not investigate lost or stolen devices.
- Students who choose to bring devices to school take sole responsibility for those devices.
- Any use of electronic devices which involves bullying, intimidation, threats, sexting, or other like activity while at school will result in investigation, possible loss of the use of the electronic device at school, and discipline up to expulsion.
- Staff members can confiscate any electronic device being misused by students. The person responsible for taking away the electronic device will turn the device over to the office where parents will be notified to pick it up.

INTERNET

Individual users of the internet have the ultimate responsibility to use internet resources appropriately. All internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of the Minidoka County School District.

PERSONAL ITEMS

Any objects that divert a student's attention from his/her schoolwork should not be at school. Children are not to bring toys, valuable jewelry, large amounts of money, Heelys with wheels, or electronic devices to school. If personal items are brought to school, they may be confiscated and can be picked up at the office by a parent or guardian. The school will not investigate lost or stolen personal items. The school is also not responsible for any lost, stolen or broken items.

CURRICULUM

The curriculum taught at Rupert Elementary is based on the district adopted curriculum which is aligned to state standards. Strong emphasis is placed on individual reading and mathematics. The curriculum promotes strong academic and technical skills. We encourage parents to become active participants by

monitoring homework, communicating with classroom teachers, and ensuring good attendance for your students. Together, we can ensure a positive and rewarding learning experience.

HOMEWORK

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

WEAPONS/DRUGS/ALCOHOL

The Minidoka County School District has very detailed and strict policies concerning the possession or use of weapons (including fake), 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 further discipline, 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 volunteering in our school and encourage everyone to spend some time helping in a classroom. Please contact the classroom teacher or the office to fill out the necessary forms to volunteer. The PTO also organizes and assists with numerous activities throughout the year that support our school. Please contact PTO board members to volunteer your services.

Acknowledgement of Student/Parent Handbook

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

----- **Please return this portion to the school/teacher** -----

Family Acknowledgement

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

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

DATE _____ PARENT SIGNATURE _____²⁷³

West Minico Middle School Student Handbook 2025-2026



MISSION STATEMENT

At West Minico, we are Warriors—committed to working hard, supporting one another, and creating a school where everyone feels safe, valued, and connected. Together, we grow, lead, and learn with purpose and pride.

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Principal's Message

Dear Students and Families,

Welcome to a new school year at West Minico Middle School! I am honored to serve as your principal and excited for the journey ahead. At West Minico, we believe that every student belongs, every student can grow, and every student matters. Together, we are building a culture of respect, responsibility, readiness, and safety — we call it *The Warrior Way*.

This handbook is a resource to help you understand our expectations, our supports, and the values that shape our school community. You'll find important information, but more importantly, I hope you feel our shared commitment to creating a school where students feel proud to be Warriors.

The Warrior Way:

- **Be Respectful** – Treat others with kindness and dignity.
- **Be Responsible** – Own your actions and choices.
- **Be Ready** – Come prepared to learn and participate.
- **Be Safe** – Make choices that protect yourself and others.
-

These values are woven into everything we do—from classrooms to hallways, online spaces to school events. Students are recognized for showing The Warrior Way through positive acknowledgments, including Warrior Way Tickets and schoolwide celebrations.

We are here to support each other, celebrate growth, and make this a place where learning is meaningful and relationships are strong. Thank you for being part of our school family. Let's make it a great year — together.

Ashley Johnson
Principal

Contact Information

Principal	Ashley Johnson	208-438-5018 ext. 4505
Assistant Principal	Tamara Carter	208-438-5018 ext. 4504
School Counselor	Tyna Reed	208-438-5018 ext. 4507
Athletic Director	David Repke	
Athletic Director	Stafford Gillette	
Secretary	Cristina Garduno	208-438-5018 ext. 4501
Financial Secretary	Michelle Killooy	208-438-5018 ext. 4506
School Resource Officer	Bob Higen	
Community School Coordinator	Karlene Ashcraft	208-438-5018 ext. 4107

ATTENDANCE

Attendance Policy – 320.00

At West Minico, we know that every day a student is present is a chance to grow. Consistent attendance builds academic success, strong relationships, and confidence. Students should be in attendance whenever school is in session, unless they are sick or have a family emergency.

If your student will be absent, please call the school office each day of the absence. Students arriving late must check in at the office before going to class. If a student needs to leave during the day, a parent or guardian must sign them out through the office.

All Minidoka County School District (MCSD) students are expected to maintain a 90% or better attendance rate each quarter or semester.

Attendance Codes

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

Parent Confirmed Absences

These are absences a parent approves but that do not meet excused absence criteria. They will count against the 90% requirement. Please contact the school in advance to discuss whether an absence can be excused. The principal will consider student academic progress and the nature of the absence when making decisions.

We are here to support families. If attendance becomes a concern, we will work together to identify solutions. Our goal is to help students be present, engaged, and successful.

Let's work together to make attendance a strength—because every day matters.

Chronic Absenteeism and Truancy

If attendance falls below 90% or if unexcused absences become a pattern, the school will reach out to families to offer support and develop a plan for improvement. Our goal is to partner with you early to prevent long-term issues.

However, in cases where chronic absenteeism or habitual truancy continues without improvement, the school may take further action. In accordance with Idaho Code 33-206 and MCSD Policy 320.00, students who violate attendance expectations may be referred to Juvenile Court. Habitual truancy may also impact a student's promotion to the next grade level.

BACKPACKS

Students are welcome to bring backpacks or bookbags to and from school. To help keep our hallways clear and our classrooms safe, students must store their backpacks in lockers or in the classroom with teacher permission during the school day. Backpacks are not allowed in the bathrooms or in the commons area during lunchtime.

BEHAVIOR ON SCHOOL BUSES

Riding the school bus is an extension of the school day, and students are expected to follow the same behavioral expectations they would in the classroom. Safe and respectful conduct is essential for everyone's safety.

Students who do not follow bus rules may be subject to disciplinary action from the transportation director, school administration, or both.

BULLYING/HARASSMENT/INTIMIDATION/ AGGRESSIVE BEHAVIOR/FIGHTING

West Minico Middle School is committed to providing a safe and respectful learning environment for all students. Behaviors such as bullying, harassment, intimidation, aggressive behavior, fighting, coercion, hazing, cyberbullying, gang activity, and discrimination are prohibited and will not be tolerated.

Bullying is defined by three key characteristics:

- Intent to cause harm
- An imbalance of power
- Repetition over time

Students who experience or witness these behaviors should report them to a staff member immediately. All reports will be taken seriously and addressed by building administration according to MCSD Policy 372.00.

Fighting is defined as mutual physical conflict between two or more individuals. Students involved in fighting may be suspended for up to 5 days. The severity of the incident may result in a referral to law enforcement and/or the District Discipline Referral Committee.

BELL SCHEDULE

First Bell	7:45
1 st Hour	7:50 - 9:00
2 nd Hour	9:04 - 10:08
3 rd Hour	10:12 - 11:16
1 st lunch	11:16 - 11:46
4 th Hour	11:50 - 12:54
4 th Hour	11:20 - 12:24
2 nd Lunch	12:24 - 12:54
5 th Hour	12:58 - 2:02
6 th Hour	2:06 - 3:10
Advisory	3:14 - 3:45

BUILDING HOURS

The school's main entrance opens at 7:20 AM, aligning with the arrival of buses. Students should not be on campus before that time unless they are part of a supervised school activity.

Students participating in after-school activities must have transportation arranged in advance. Students not involved in an activity must leave school grounds by 4:10 PM.

For safety and supervision purposes, hallways are closed during lunchtime.

CHEATING

Students are expected to demonstrate academic honesty and complete their own work. Cheating includes copying another student's work, using unauthorized resources, or allowing someone else to copy your work.

Students who are found cheating may receive a zero on the assignment or test and may not be eligible for a retake. A detention may also be assigned. Repeated incidents will be referred to the building administration for further action.

CREDIT REQUIREMENTS (School District Policy 272.00)

To be promoted to the next grade level, MCSD middle school students must earn at least 80% of the total available credits for the year (10 out of 12).

Students must earn:

- 2 credits in Math
- 2 credits in English Language Arts (ELA)
- 1 credit in Science
- 1 credit in Social Studies

A passing grade of 60% or higher (D- or better) is required to earn credit in each class.

Credit Recovery

Students who do not meet the minimum credit requirements will be given the opportunity to recover credits or complete an alternate mechanism to become eligible for promotion to the next grade level. Credit recovery options include, but are not limited to, forfeiting and elective, summer school, online or correspondence course, retake exit exam, ISAT proficiency.

DETENTION/LOSS OF PRIVILEGE

Students may receive consequences such as lunch detention, before- or after-school detention, or temporary loss of privileges when behavioral expectations are not met. These responses are determined at the discretion of the teacher or administrator. If a student is assigned a consequence, communication will be made with the parent or guardian to explain the reason and next steps. The details will be arranged between the student, staff member, and/or administration as appropriate. Ongoing behavioral concerns may result in the loss of certain school privileges, including participation in special events or extracurricular activities.

DRESS CODE (School District Policy 344.00)

The Minidoka County School District's student dress code supports equitable educational access for all students. The School Board and administration acknowledges students as individuals and students' dress should respect the District's intent and responsibility to ensure the health, safety and mental well-being of all students.

The Board and administration expect that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. The responsibility for the dress and grooming of a student rest primarily with the student and his/her parents/guardians in consultation with building administrators. Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, are obscene, lewd, indecent or offensive are prohibited.

A student's attire or grooming should not be grounds for exclusion from his/her participation in school classes or in school-related activities. If, however, the attire or grooming of a student poses a threat to the health and safety of any other person, the appropriate solution as stated in the student handbook will be followed. Administrators shall use reasonableness and have discretion to determine the appropriateness of attire. Special exceptions may be made for students with a documented health condition or disability. Below is a graphic which may be used to help determine the appropriateness of attire.



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

FINAL CONSIDERATIONS: This policy will be in effect during all school hours and at all school sponsored activities and events. Coaches and teachers, with the approval of the individual school site administration, may impose dress requirements to accommodate the special needs of participants in certain sports, classes, and activities. The administration of the individual school site or district department has the authority to set the mode of attire for "special occasion" days and activities. The administration of the individual school site or district department shall have the discretion to determine if students' attire, hair, and/or grooming is acceptable and within appropriate standards.

ELECTRONIC DEVICES

Students will receive school-issued Chromebooks at the beginning of the school year. These devices are an essential learning tool, and students are expected to bring them to school each day, charged and ready to use. Damage caused by misuse may result in disciplinary action.

The school is not responsible for any personal or school-issued electronic devices if they are lost, stolen, or broken.

Personal Electronic Devices

To support a focused and productive learning environment, the use of cell phones and other personal electronic devices (PEDs) is restricted during instructional time. Cell phones and earbuds are not allowed from the beginning of school to the end of the day.

Consequences for Violating the Cell Phone Policy:

1. **First Offense:** The cell phone will be taken to the office, where the student may pick it up at the end of the school day.
2. **Second Offense:** The cell phone will be taken to the office, and the student's parent or guardian will be required to pick it up at the end of the school day.

This policy is designed to minimize distractions and promote an environment conducive to learning. We appreciate the cooperation of students and parents in upholding these guidelines.

Students are expected to follow Minidoka School Board Policy 362.00 in regard to proper use of Personal Electronic Devices (PEDs) on campus [362.00_Student_Use_of_Personal_Electronic_Devices](#)
[362.00P_Student_Use_of_Personal_Electronic_Devices_Procedure](#)

EXTRA CURRICULAR ACTIVITIES

To participate in extracurricular activities, students must attend at least three full class periods during the school day.

For athletics, students must:

- Maintain a minimum 2.0 GPA
- Have no more than one failing grades (Fs) from the previous semester

Any student who is on academic probation will not be allowed to wear their sports uniform or go on away trips until academically cleared by the Athletic Director. Student-athletes are expected to always represent West Minico with integrity and respect. This includes showing good sportsmanship, respecting coaches, teammates, officials, and opponents.

Student behavior must reflect the highest standards of The Warrior Way. Athletes and participants are expected to be respectful to coaches, teammates, officials, opponents, spectators, and staff at all times. They must demonstrate appropriate, safe, and respectful behavior throughout the school day and during all extracurricular events. Violations of behavior expectations may result in disciplinary action, including suspension or removal from the activity. School-day behavior concerns will be addressed by administration, while issues occurring during extracurricular events will be handled by the Athletic Director and may be referred to administration if necessary.

FEES

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

FIRE AND EVACUATION DRILLS

West Minico conducts regular safety drills to ensure students and staff are prepared in the event of an emergency. These include monthly fire drills, at least one evacuation drill, one lockdown drill, and periodic hall check drills.

During any safety drill, students are expected to remain with their assigned teacher, follow directions promptly, and behave in a calm and respectful manner. These routines are essential for maintaining safety and order throughout the school year.

GRADING

The following grading scale is 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-	Below 60	F
77-79	C+		
Pass/Fail		Non- Academic Classes	

Hall Pass System – Securly

West Minico uses an electronic hall pass system called **Securly Pass** to help maintain a safe and accountable learning environment.

Students must use the Securly system to request and receive permission to leave class during instructional time (e.g., for the restroom, office, or locker). Teachers will approve passes electronically, and staff throughout the building can monitor active passes in real time.

Key Expectations:

- Students must have an active electronic pass while in the hallways during class time.
- Only one student is permitted out of a classroom at a time unless otherwise approved.
- Students are expected to go directly to and from their approved destination without lingering or visiting other locations.
- Abuse of the pass system (excessive requests, off-route behavior, etc.) may result in a loss of hallway privileges.

This system helps us support student safety, minimize disruptions, and ensure learning time is used effectively.

LOCKERS

Lockers are the property of the school and are provided for student use during the year. Students are expected to keep their lockers clean, organized, and always locked. Each student should only use the locker assigned to them and should not share their combination with others.

Food that spoils or open drink containers should not be kept in lockers. School staff may inspect lockers periodically to ensure they are being used appropriately and safely.

PROFANITY

Students are expected to always use respectful and appropriate language. Language that is vulgar, profane, threatening, harassing, abusive, discriminatory, or disruptive is not acceptable on school grounds or at school-sponsored events.

Use of inappropriate language may result in disciplinary action by an administrator or staff member.

SCENTS AND FRAGRANCES

West Minico recognizes that some students and staff have sensitivities to strong scents. To promote a safe and comfortable environment for all, students are not allowed to carry or use perfumes, aerosols, scented lotions, or other scented products at school.

Teachers and staff may regulate fragrance use in their classrooms or work areas. If a student is found with prohibited scented products, the item may be held by administration and returned to a parent or guardian upon request.

SCHEDULING POLICY

Students requesting a schedule change must either complete the schedule change request form available on the West Minico website under School Counselor or email the school counselor with their request, including the reason. Schedule change requests will be considered but are not guaranteed. Schedule changes after the fourth day of the semester will only be made if recommended by administration.

SCHOOL CAFETERIA

West Minico participates in the school breakfast and lunch program, which supports student wellness and learning. Students are expected to follow cafeteria expectations and help maintain a clean and respectful environment in the commons area.

Energy drinks or energy shots are not allowed at school. Food and drinks should only be consumed in designated areas. Eating in hallways or classrooms is not permitted unless part of a special activity planned by the teacher.

To minimize disruptions and ensure student safety, food deliveries from outside vendors (such as DoorDash, Uber Eats, or other services) are not allowed during the school day. Parents or guardians may only bring outside food for their own child. Food for groups of students will not be accepted.

If a parent brings food for their child, it may only be picked up during the student's scheduled lunchtime. Deliveries made outside of lunch hours will be held in the office until the end of the school day.

STUDENT DISPLAYS OF AFFECTION

Public displays of affection such as handholding, kissing, prolonged hugging, and cuddling are not considered appropriate in the school setting or at school-sponsored events. Students are expected to maintain respectful and professional behavior during the school day. Violations of this expectation may result in disciplinary action.

SUPERVISION OF STUDENTS

Students must be supervised by a staff member when in any area of the school building, including the gym, locker rooms, or other non-classroom spaces. Students should remain in designated areas during recess or free periods. Locker rooms are only to be accessed with staff permission.

TEXTBOOKS/LIBRARY BOOKS

Textbooks and library books are loaned to students for the school year. Students are expected to treat books with care and keep them clean and in good condition. A fine may be assessed for damaged or misused books. If a book is lost or excessively damaged, the full replacement cost will be charged to the student.

VANDALISM

Students are expected to respect school property and the belongings of others. Any student who steals, damages, or defaces school property—including posters and decorations—or enters unauthorized or locked areas, will face disciplinary action. Law enforcement may be notified when appropriate.

ZERO TOLERANCE OFFENSES

When any of the offenses below occur, law enforcement may be contacted, in addition to disciplinary consideration following district policy.

- Possession, use or sale of illegal drugs on school grounds
- Possession of deadly weapons of all kinds
- An act involving the use or possession of a deadly weapon
- Possession of explosives, ammunition, or other flammable devices (firecrackers are explosives)
- Assault or battery of a sexual nature
- Assault or battery on any school employee or other students
- Threats of violence toward administrators, teachers, other school employees, or students
- Threats of serious injury to students
- Any act that did, or could reasonably have resulted in serious bodily injury to another
- Damage or threats of serious damage to school/staff property
- Theft of school property/personal property

GANG ACTIVITY

Gang-related activity is not permitted at school or at any school-sponsored event, regardless of location. This includes, but is not limited to:

- Creating intimidation or fear
- Graffiti or tagging
- Wearing, displaying, or distributing clothing, symbols, jewelry, or gestures associated with gangs
- Flashing gang signs in photos or on campus

Violations of this policy will result in disciplinary action and may involve notification of law enforcement.

DRUGS, ALCOHOL, TOBACCO, AND VAPING

West Minico is a drug-, alcohol-, tobacco-, and vape-free campus. Students may not use, possess, distribute, buy, or sell any of these substances—including related paraphernalia—on school grounds or at school events.

If a school official has reasonable suspicion that a student may be in possession of a prohibited substance, the student's personal items (e.g., backpack or purse) may be searched.

Upon verification of a violation:

- **First Offense:** The student may be suspended for up to 5 days. Additional consequences may be recommended by the Superintendent or Board of Trustees.
- The student may face disciplinary consequences for participation in school-sponsored activities (e.g., athletics, clubs).
- **Repeated violations** will result in further disciplinary action.

Parents/guardians and law enforcement will be contacted in any confirmed case.

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 this policy. 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/Designee shall establish a procedure for:

1. Determining which students are chosen when classroom space allows the admission of some, but not all, qualified applicants;
2. Notifying parents/guardians of the possible reasons for denial or revocation;
3. Notifying parents of the action taken on the open enrollment application, including the reasons for the denial of any application;
4. Removing a student from a transfer school, including the grounds for removal, parent notification, and the appeal process; and
5. Notifying parents/guardians of the appeal process available to them in the event their student's application is denied.

Re-enrollment

Open Enrollment students do not need to re-apply to maintain their enrollment at the school in which they're enrolled; However, the parent/guardian shall notify the District of their intention to re-enroll on an annual basis no later than February 1. The District will provide a form for parents/guardians that will serve as a notice of

intent to re-enroll.

Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school.

Revocation of Open Enrollment

Open enrollment students are required to comply with all District policies. Unacceptable behaviors by a student or false or misleading information on their open enrollment application are grounds for the District to remove an open enrollment student at any time. The District may revoke a student's enrollment if one or more of the following occurs:

1. The student is chronically absent.
2. The student commits repeated, serious disciplinary infractions.
3. The student has been expelled.
4. The student is convicted or adjudicated, or their parent/guardian failed to disclose conviction or adjudication at the time of enrollment, of offenses outlined in IC 20-252A(5), or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code.
4. The number of resident students exceeds the capacity limits set this policy. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District shall offer information about other District schools that may be accepting open enrollment students.

Students under consideration of revocation who have a 504 plan or IEP may not have enrollment revoked if the

behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student’s disability.

Student Appeals

If an open enrollment application request is denied or revoked, a parent/guardian may request an administrative review by the Board. The parent/guardian must request the review within five school days of receiving the written denial notice. The Board shall consider the appeal at its next regularly scheduled meeting, and issue its decision in writing.

Student Rights and Responsibilities

All student’s rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

Preventing or Recruiting Potential Open Enrollment Students

Neither the District nor its employees will take any action to prohibit or prevent application by a student to attend school in another school district or to attend another school within the District. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

Evaluation of Policy

Annually, the Superintendent shall report to the Board the effect of this policy. The report should include the number of open enrollment requests accepted or denied by each school, the reasons for denial, and any unanticipated results of this policy.

Cross Reference:

**2240 Class Size
3080 Nonresident Student Attendance by Out of State Students**

Legal Reference:

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

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; September 18, 2023

Open Enrollment Application forms are available at any school OR on the District's website. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school. The application, together with the student's cumulative record, special education file, IEP, or other applicable documents, if any, shall be submitted to the receiving district no later than February 1 for enrollment during the following school year. The District will not admit any student prior to viewing that student's records from their previous school districts.

The District has the option of accepting a student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

No tuition shall be charged when a student from another school attendance area or other Idaho school district attends a District school as described in this procedure and the related District policy.

Application for District Students

For students who reside in the District, 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).

Application for Out-of-District Students

For students who reside outside the District boundary, the parent/guardian shall complete the Open Enrollment Application form and submit it to the principal of the school they wish to attend (receiving school).

Decision Regarding Application

Once the receiving school principal receives the application from an in-District or out-of-District parent/guardian, along with the student's file from their home district, the principal or designee makes a recommendation to approve or not approve the transfer using the criteria set forth in Policy 3010.

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

1. 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:
 - a. disciplinary record;

- b. attendance record;
- c. The disability, if applicable;
- d. The placement options, given the student's academic history;
- e. The student's disability evaluation data, if any; and/or
- f. The placement options

Applications will normally be considered on a "first-come first-serve" basis. 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 Minidoka School District 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: A school, grade, or program(s) has lack of available classroom space and/or staff, such as when the current enrollment is at or above the following capacity limits:

Grade	Class Size
K-1	15
2-3	20
4-6	26
7-12	160 students per teacher per day
Special Education classroom, Self-Contained	6
Behavior	11
Extended Resource	12
English Language Learners (ELL)	20
Alternative Schools	18

1. The student has been suspended or expelled in their home district.
2. The student has a documented history of repeated serious disciplinary infractions. This includes infractions which could be grounds for suspension or expulsion, or if the student has a conviction, or adjudication, of offenses outlined in IC 20-252A(5) or other criminal offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the time of applying for open enrollment, and failure to disclose will result in a denial of open enrollment to the student.
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, or has a conviction or adjudication of offenses outlined in IC 20-252A(5) or other criminal

offenses listed in chapter 9, 61, or 66 in Title 18, Idaho Code. Such convictions or adjudications are required to be disclosed by the student's parent/guardian at the time of applying for open enrollment, and the failure to disclose qualifies to revoke open enrollment status;

3. The student has been expelled.
4. The number of resident students exceeds the capacity limits set in this procedure. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District may offer information about other District schools that may be able to accept open enrollment students.

If a student's open enrollment is revoked, the parent/guardian may appeal the revocation to the Board within five school days.

The Board of the receiving-school must render a decision to the parent/guardian at their next regular meeting, and the Board must issue their decision in writing. The decision of the Board may be appealed to the State Board of Education.

If a student who is a resident of another district applies to this District and is accepted under the terms of this policy and fails to attend they shall be ineligible to apply again for open; enrollment in this District.

Students with Disabilities

In-district and out-of-district students with disabilities are not treated differently from students without disabilities with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice. Additionally, students applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

Legal References	Description
IC § 33-1401	Transfer of Pupils - Definitions
IC § 33-1402	Enrollment Options
IC § 33-1404	Districts to Receive Pupils
IC § 33-1409	Measuring and Reporting Capacity
IC § 33-1410	Student Appeals
IC § 33-2001	Education of Exceptional Children - Definitions
IC § 33-512	District Trustees - Governance of Schools
Cross References	
Code	Description
2240	Class Size
3080	Nonresident Student Attendance Policy

ADOPTED: September 18, 2023

REVISED:

School Age

The services of this public school district are extended to any acceptable person of school age. "School age" is defined as including all person(s) resident of the state, between the ages of five (5) and twenty-one (21) years.

For the purposes of this policy, the age of five (5) years shall be attained when the fifth anniversary of birth occurs on or before the first day of September of the school year in which the child is to enroll in kindergarten. For a child enrolling in the first grade, the age of six (6) must be reached on or before the first day of September of the school year in which the child is to enroll. Any child of the age of five (5) years who has completed a private or public out-of-state kindergarten for the required four hundred fifty (450) hours but has not reached the "school age" requirement in Idaho shall be allowed to enter the first grade.

For resident children with disabilities who qualify for special education and related services under the federal Individuals with Disabilities Education Act (IDEA) and subsequent amendments thereto, and applicable state and federal regulations, "school age" shall begin at the attainment of age three (3) and shall continue through the semester of school in which the student attains the age of twenty-one (21).

Students who are enrolled initially as "school age" and who reach the age of twenty-one (21) prior to graduation, may continue to be enrolled as long as they graduate prior to the age of twenty-two (22) upon approval from the Board of Trustees.

The Board of Trustees may exclude from school any pupils who are not of "school age".

Students who are eighteen (18) years of age or older will be deemed "students of legal age" and will have the legal capacity and responsibility to act as such. Students of legal age, like all other students, will comply with the rules established by the District and submit to the authority of teachers and other staff members as required by policy and state law.

Initial Enrollment

Immunization records or an appropriate waiver and birth certificate are required for admission to all District schools (subject to provisions of McKinney Homeless Assistance Act. Communication of the requirement for immunization records or exemptions shall comply with 386.20.

If a birth certificate is not provided upon enrollment of a student for the first time in elementary or secondary school, the District shall notify the person enrolling the student in writing that he must provide within 30 days either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the student's identity and birth date may include a passport, visa, or other governmental documentation of the child's identity. If the person enrolling a student fails to provide the information within the requested 30 days, the District shall immediately notify the local law enforcement agency of such failure and again notify the person enrolling the student, in writing,

that he has an additional ten days to comply. If any documentation or affidavit received pursuant to this section appears inaccurate or suspicious in form or content, the District shall immediately report the same to the local law enforcement agency. Local law enforcement will investigate these reports.

A student transferring schools within the District need not provide proof of identity and birth date if the student's record already contains such verified information.

Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board.

Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary Grades (K-8): Any student transferring into the District will be admitted and placed on a probationary basis for a period of two weeks.

Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-week probationary period, the student will be subject to observation by the teacher and building principal.

Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation;
2. Length of course, school day, and school year;
3. Content of applicable courses;
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or career and technical instruction);
5. An appropriate evaluation of student performance leading toward credit issuance; and
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and Board of Trustees.

Transfer from Persistently Dangerous Schools

If any school within the District is found to be persistently dangerous in accordance with federal law, students attending the school shall be permitted to transfer to another traditional or charter school within the District which is not persistently dangerous and which is meeting annual yearly progress requirements. The transfer may be either permanent or temporary and lasting until the

school of origin is no longer designated as persistently dangerous. Parents or guardians of students shall be notified that the school has been designated as persistently dangerous within ten days of being so designated. Within 20 days of receiving such notification, students may be transferred to another school within the District.

Any student who is the victim of a violent criminal offense on school grounds shall be permitted to transfer to another school within the District.

Legal Reference:	Art. IX, § 9, Idaho Constitution- Compulsory Attendance at School
	I.C. § 18-4511 School Duties—Records of Missing Child—Identification Upon Enrollment—Transfer of Student Records
	I.C. § 33-201 School Age
	I.C. § 33-209 Transfer of Student Records – Duties
	I.C. § 39-4801 Immunization required
	I.C. § 39-4802 Exemptions
	20 U.S.C. § 7912 Unsafe School Choice
	20 USC § 6313 Eligible School Attendance Areas
	42 USC § 11432 Education of Homeless Children and Youths

Cross Reference: 326.00 Homeless Education



LEGAL REFERENCE: Idaho Code § 33-201; 33-512

ADOPTED: April 16, 2012

AMENDED/REVISED: June 18, 2018; February 14, 2022

The Board recognizes the potential disruption to the learning environment caused by student Personal Electronic Devices (PED)s when not utilized for a specific educational purpose: therefore, the use of PEDs in the District shall be governed by the following procedures. PLEASE NOTE PER POLICY 361.00,STUDENT CELL PHONE USE, CELL PHONES ARE NOT ALLOWED IN SCHOOL.

Approved Uses of Personal Electronic Devices:

The District acknowledges that PEDs have a place in the education process. Each classroom instructor shall develop a set of guidelines for the appropriate use of PEDs for educational purposes in their classroom. These guidelines shall be approved by the building principal as being aligned with building level PED use guidelines prior to the beginning of each school year.

If a teacher has an expectation that PEDs are to be used for an activity in their classroom, then they must make sure that any student who does not have a PED is provided with an alternative device for that classroom activity.

~~The building administrator is responsible to develop guidelines under which PEDs may or may not be used during non-instructional times such as before school, lunch, recess or after school. Students who violate building rules regarding usage of PEDs are subject to discipline measures. These building level student PED use guidelines shall be included in the appropriate student handbooks and updated as needed.~~

Personal Electronic Devices in Elementary Schools:

~~Students may bring PEDs to school but they must be kept out of sight and must be turned off or silenced and may not be used during instructional time.~~

Personal Electronic Devices in Middle Schools:

~~Students may bring PEDs to school but they must be kept out of sight and must be turned off or silenced and may not be used during instructional time. Any use during the school day will result in consequences as listed below.~~

Personal Electronic Devices in High Schools:

~~Students may use PEDs during times other than instructional time. Any use of ECDs is prohibited during instructional time.~~

Consequences for Inappropriate Possession or Prohibited Use of PEDs

Elementary Level:

~~First—Third offenses: Classroom teachers will handle first, second, and third offenses (within the same week) within the classroom.~~

~~Additional offenses: The PED will be confiscated and given to administration. Administration will may~~

- ~~a.—notify the parent/guardian of the offense and return the PED to the student,~~
- ~~b.—hold the PED until it can be picked up by the parent/guardian,~~

~~e. hold the PED until a parent conference with the student's parent/guardian.~~

Secondary Level:

First ~~Third~~ offenses: Classroom teachers will handle first, ~~second, and third offenses~~ offense (within the same week) within the classroom. Parent will be notified and the PED returned to the student.

Additional offenses: PED will be confiscated and given to administration. Administration will:

- a. inform the student's parent/guardian of the confiscation ~~of the PED and shall document that contact in a log specific to PEDs~~
- b. hold the PED until a parent ~~conference with the student's parent/guardian~~ picks up the PED, or
- ~~c. notify the parent and return the PED to the student.~~

~~d.c.~~ Prior to receiving the PED, the student shall sign that he or she has read the policy associated with this procedure and understands the consequences for future violations. Further discipline will be at the discretion of the building administrator.

~~e.d.~~ When the building administrator returns the PED to either the parent/guardian, the recipient shall sign for receipt of the PED in a log specific to PEDs.

~~f.e.~~ If the building administrator turns the PED over to the police, the administrator shall document the release of the PED ~~in a log specific to PEDs.~~



LEGAL REFERENCE: Idaho Code §§ 18-917A, 33-506

ADOPTED: June 21, 2010

AMENDED: March 16, 2015; October 15, 2018

Immunization Requirements

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child who does not provide an immunization record to the school regarding the child’s immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by ~~the Board of Health and Welfare-Idaho Code~~ or has previously contracted the disease. The parent ~~or legal guardian~~ of the child must comply with the immunization requirements at the time of admission and before attendance for the child attends school, or submit an exemption form or provide the appropriate exemption information described under “Exemptions.”

Summary of Immunization Requirements		
Immunization Requirement	Child born after September 1, 2005	Child born after September 1, 1999 through September 1, 2005
Measles, Mumps, and Rubella (MMR)	2 doses	2 doses
Diphtheria, Tetanus, Pertussis	5 doses	5 doses
Polio	4 doses	3 doses
Hepatitis B	3 doses	3 doses
Hepatitis A	2 doses	0 doses
Varicella	2 doses	0 doses

Summary of Seventh Grade Immunization Requirements	
Immunization Requirement	Number of Doses
Diphtheria, Tetanus, Pertussis	1 dose
Meningococcal	1 dose

Summary of Twelfth Grade Immunization Requirements		
Immunization Requirement	Child admitted to 12 th grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine at 16 years of age or older, or if student has never received a dose.	Child admitted to the 12 th grade during 2020-2021 school year and each year thereafter, if student received their first dose of Meningococcal vaccine before the age of 16
Meningococcal	1 dose	1 dose

Immunization Certification

The immunization record must be signed by a physician, physician’s representative, or another licensed health care professional including an osteopath, nurse practitioner, physician’s assistant, licensed professional nurse, registered nurse, ~~and or~~ pharmacist stating the type, number, and dates of the immunizations received.

Intended Immunization Schedule

The schedule of intended immunizations statement must be provided by the parent ~~or legal guardian~~ of a child who is in the process of receiving or has been scheduled to receive the required immunizations. A form is provided by the Department of Health and Welfare or a similar one may be used provided it includes the following information:

1. Name and date of birth of child;
2. School and grade child is enrolling in and attending;
3. Types, numbers, and dates of immunizations to be administered;
4. Signature of the parent, custodian, or legal guardian; and
5. Signature of a licensed health care professional providing care to the child.

Children admitted to school and failing to continue the schedule of intended immunizations will be excluded from school until documentation of administration of the required immunizations is provided by the child’s parent, custodian, or legal guardian or exemption paperwork is submitted as follows:

Exemptions

1. ~~Any child who submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunization would endanger the life or health of the child is exempt from the immunization requirements; In accordance with Idaho law, all communication to parents/guardians regarding immunization requirements shall also describe the exemptions and make reference to 39-4802, Idaho Code. For purposes of this section, ‘communication’ includes letters, phone calls, registration packets, etc.~~

2. ~~Any child whose guardian submits a certificate signed by a physician licensed by the State Board of Medicine stating the physical condition of the child is such that all or any of the required immunizations would endanger the life or health of the child is exempt from the immunization requirements.~~
2. Any minor child whose parent ~~or guardian~~ submits a signed statement to school officials stating their objections on religious or other grounds is exempt from the immunization requirements. The parent ~~or guardian~~ can use a form provided by the District or submit a written, signed statement that the District will attach to the form.
3. A child who has laboratory proof of immunity to any of the childhood diseases listed above will not be required to be immunized for that disease.
4. A child who has had varicella (chickenpox) diagnosed by a licensed physician upon personal examination will not be required to be immunized for the disease provided they submit a signed statement from the diagnosing physician.

A child exempted under one of the above requirements may be excluded from attending school by the District in the event of a disease outbreak.

Communication of Immunization Requirements and Exemptions

In accordance with Idaho law, all communication to parents/guardians regarding immunization requirements shall also describe the exemptions and make reference to 39-4801 Idaho Code. For purposes of this section, ‘communication’ includes physical or digital letters, mails, phone calls, registration packets, etc.

Reporting

The District shall submit a report of each school’s immunization status to the State Department of Education on or before the first day of November of each year. The report shall include:

1. Inclusive dates of the reporting period;
2. Name and address of the school, District, and county;
3. Grade being reported and total number of children enrolled in the grade;
4. Name and title of the person completing the report form;
5. Number of children who ~~meet~~have had all of the required immunizations listed in the tables above;
6. Number of children ~~who do not meet~~have not had all of the required immunizations listed in the tables above, but are in the process of receiving the required immunizations; and
7. Number of children who claimed exemption to the required immunizations listed in the tables above.

LEGAL REFERENCE: I.C. § 39-4801 Immunization Required

**I.C. § 39-4802 Immunization Exemptions
I.D.A.P.A. 16.02.15 Immunization Requirements for Idaho
School Children**

ADOPTED: March 15, 2006

AMENDED: August 17, 2020; September 27, 2021; December 19, 2022

REVIEWED:

It is the policy of Minidoka County Joint School District #331, Minidoka, Cassia, Jerome and Lincoln counties, that criminal history background checks, including fingerprinting, will be required for all District employees, substitutes, student teachers, and contractors having regular, unsupervised contact with students.

Employees

All certificated and non-certificated employees, including substitute staff and individuals involved in student training such as practicums and internships shall undergo a criminal history check as required by Idaho Code Section 33-130. Students of the district who are employed as students are exempt from this requirement.

Employees are required to submit a completed ten (10) finger fingerprint card or scan to the Idaho State Department of Education no later than five (5) business days after the employees' first day of employment with the school district or unsupervised contact with students in a K-12 setting, whichever is sooner. The employee will be responsible for ½ of the cost of the criminal history check. Student teachers, substitutes and volunteers (on a regular basis) will be responsible for the full cost of the criminal history check and typically work through their respective university/college supervisors to meet this requirement.

A record of all background checks will be maintained by the Idaho State Department of Education in a data bank for all employees of this district. The district will obtain the results of each employee's background check from the Department and will review such results to determine if, based on the results, the employee should be terminated, dismissed, or subject to other personnel action.

If it is determined that an employee has been convicted of a felony crime set forth below, it will be grounds for immediate termination, dismissal or other personnel action by this district. This district will have the right to evaluate and determine whether an individual convicted of one of the crimes listed below, and having been incarcerated for that crime, will be hired.

The felony crimes include, but are not limited to:

1. The aggravated assault of a child, or the assault with intent to commit a serious felony against a child;
2. The aggravated battery of a child, or the battery with intent to commit a serious felony against a child;
3. The injury or death of a child;
4. The sexual abuse of a child under sixteen (16) years of age;
5. The ritualized abuse of a child under eighteen (18) years of age;
6. The sexual exploitation of a child;
7. Possession of photographic representations of sexual conduct involving a child;
8. Lewd conduct with a child under the age of sixteen (16);

9. Sexual battery of a minor child sixteen (16) or seventeen (17) years of age;
10. The sale or barter of a child for adoption or other purposes;
11. The murder of a child, or the voluntary manslaughter of a child;
12. The kidnapping of a child;
13. The importation or exportation of a juvenile for immoral purposes;
14. The abduction of a person under eighteen (18) years of age for prostitution;
15. The rape of a child.

Substitutes

All substitutes shall undergo a criminal history check. A substitute teacher employed by this district will not be required to undergo additional criminal history checks if he or she has obtained a criminal history check within the previous six (6) months, related to employment for another school district.

Volunteers and Contractors

All volunteers will be required to submit proof of identification, alias names, and other necessary identifying information, when applying to act as a volunteer. All contractors will be required to provide a list of all employees of the contractor, and proof of identification of those individuals, who are reasonably anticipated to be on the school premises for the purpose of carrying out the terms of the contract. Contractors and subcontractors, and their employees, will be required to submit proof of identification, alias names, and other necessary identifying information. The District shall conduct a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have authority to supervise students, unless the volunteer has been designated to supervise students by the principal or designee and the volunteer has undergone the required records check.

If the background checks reveal evidence of convictions as identified in the paragraph below or other concerns regarding past behavior, the volunteer or contractor will not be utilized.

1. Convicted of any crime against persons.
2. Found to have sexually assaulted or exploited any minor or to have physically abused any minor.
3. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.
4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the volunteer or contractor failed to disclose as required on the district application form, the volunteer or contractor will not be utilized.

Unsupervised Contact with Students

All individuals who have unsupervised contact with students, including parent and community volunteers, contractors and subcontractors as well as their employees, will be required to undergo a criminal history background check. The individual is required to submit a completed ten (10) finger fingerprint card or scan to the Idaho State Department of Education no later than (5) days after the individual’s first unsupervised contact with students in a K-12 setting. Student teachers, contractors and subcontractors will be required to pay for their criminal history checks.

Irregular Contact with Students

The building principal or designee will cross-check the names of all other individuals who have irregular contact with students, including volunteers, contractors, and subcontractors, with the State of Idaho sex offender registry no later than five (5) days following the first day that the individual is present in a K-12 setting for purposes of volunteering or fulfilling a contract. The individual will be required to provide proof of identification, alias names, and any other identifying information deemed necessary to complete the cross-check. If determined necessary by the principal or designee to ensure a safe environment for all students, any such individual may be required to undergo a criminal history check. Student teachers, contractors and subcontractors will be required to pay for their criminal history checks.

The State of Idaho sex offender registry will be reviewed at least annually thereafter for volunteers or contractors who continue to be present on the school premises. Those individuals who are on the sexual offender registry will not be allowed to volunteer and/or work as contractors, or employees of a contractor, for the district.



**LEGAL REFERENCES: Idaho Code Sections: 33-130:18-911:18-1511:33
512(15);18-1501:18-4003:18-
90518-1507:18-5610:33-202:18-
150618-4006(1):18-90718-507A:
18-6101:33-1204:18-1506A:
18-4502:18-90918-1508:18-6108**

ADOPTED: May 19, 2003

AMENDED/REVISED: July 15, 2009; May 20, 2019

Transportation

The Board of Trustees' primary concern in providing transportation services to students is the safety and protection of ~~the health of students~~ students' health.

Requirements

The District shall provide transportation to and from school for a student who:

1. Resides at least 1½ miles from the nearest appropriate school, determined by the nearest and best route from the junction of the driveway of the student's home and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be;
2. Is a student with a disability whose IEP identifies transportation as a related service; or
3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student. The Board may pay board and room reimbursements to a parent when a student resides within a non-transportation area (an area of a school district designated by the Board as impractical, by reason of scarcity of students, remoteness, or condition of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner. The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

Homeless Students

Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act and State law.

Foster Children

The Superintendent or designee shall implement the requirements for ensuring educational stability for all children in foster care. Each of these provisions must emphasize the child's best interest determination. A written guideline must provide clarity to each school and staff member governing the transportation protocol for students in foster care. This includes the facilitation of transportation to the school of origin (when in the student's best interest). Transportation will be provided, arranged, and funded for the duration of time in foster care. These procedures must ~~confirm~~ ensure the following:

1. Children in foster care who ~~needing~~ transportation to their school of origin will promptly receive that transportation in a reasonable and cost effective manner. and;
2. ~~Ensure that, if~~ If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the District will provide transportation to the school of origin if:

- a. The local child welfare agency agrees to reimburse the District for the cost of ~~such~~htis transportation;
- b. The District agrees to pay for the cost of such transportation; or
- c. The District and the local child welfare agency agree to share the cost of such transportation.

Safety

The District shall provide each new school bus driver with a school bus driver training program before allowing ~~him or her~~ them to drive a bus carrying students. The District shall provide all experienced school bus drivers with at least ten hours of refresher school bus driver training each fiscal year. ~~Such~~This training shall meet the requirements described in the *Standards for Idaho School Buses and Operations*. ~~Previous~~Documented training similar to that required by the District may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.

The Transportation Supervisor shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses, including for students with special needs.

The District shall ensure that transportation personnel have access to a library of resources to assist them in operating safe and efficient transportation services. These resources shall include:

1. Applicable federal, State, and local laws, codes, and regulations;
2. Applicable manuals and guidelines;
3. Online access to internet and other resources; and
4. Applicable trade journals and organizations' publications.

The District shall include student transportation operations in district disaster and emergency preparedness plans and shall ensure school bus drivers are provided with training on the disaster and emergency preparedness plans.

LEGAL REFERENCE **20 USC § 6312(c) Every Student Succeeds Act**
Standards for School Buses and Operations
IC § 33-1501 Transportation Authorized
IC § 33-1503 Payments when Transportation Not
Furnished
IDAPA 08.02.03.109 Special Education

Other References: **Federal Highway Safety Guideline 17**
Idaho Department of Education, Idaho's School Bus
Driver Training Classroom Curriculum

ADOPTED: Original Adoption Date Unknown

RATIFIED: September 18, 2006

AMENDED/REVISED: May 18, 2015; December 17, 2018; February 26, 2024

The Board is committed to transporting students on school buses in a safe manner. Further, the Board recognizes that accumulated emissions from school buses can be harmful to students, bus drivers, and others in the area of the idling buses. Unnecessary bus or District vehicle idling emits pollutants, wastes fuel, and wastes financial resources. Reduced idling will reduce student transportation costs and improve air quality.

The Board directs bus drivers to give consideration to engine idling during extended wait times.

District Vehicle Idling Times

1. Any bus that is equipped with an auxiliary heater shall use the heater to provide pre-heated water in the cooling system for starting cold engines as well as providing heat to the passenger compartment during cold weather without running the engine.
2. When school buses arrive at loading and unloading areas to drop off or pick up passengers, the school bus driver should turn off the bus as soon as possible to eliminate idling time and reduce harmful emissions;
3. The school bus should not be restarted until it is ready to depart;
4. School buses should not idle, on or off of school grounds, for longer than five minutes except during passenger stops and pre-trip inspections. Allowing engines to idle for more than three minutes may cause the District to lose funding for purchasing fuel. Consideration should be given to varying climate conditions.-
5. All District vehicles should follow the above guidelines as applicable.

Other References	Description
Idaho State Department of Education	<u>Standards for Idaho School Buses and Operations</u>

ADOPTED:

AMENDED/REVISED:

Bus Driver Training

- a. All new school bus drivers shall complete a prior-approved school bus training program and pass all knowledge tests contained in the SDE school bus driver classroom curriculum. Each new driver shall also be required to have ten (10) hours of practical training in a school bus with a minimum of six (6) hours of actual EFFECTIVE July 1, 2018 SISBO / Student Transportation / SDE / 70 behind the wheel training. Each new driver shall perform an emergency evacuation practical and receive a driver evaluation before being allowed to drive a school bus loaded with students. As a support to school district personnel, the SDE staff shall develop and maintain model classroom and behind-the-wheel training methods and resources (Sections 33-1508, 33-1509, and 33-1511, Idaho Code).
- b. All experienced school bus drivers shall complete at least ten (10) hours refresher school bus driver training each fiscal school year. At least three (3) hours of pre-service training shall be provided before school begins in the fall. In addition, at least three (3) in-service training sessions shall be provided during the school year utilizing, at a minimum, thirty (30) minute, topic specific and documented, training blocks.
- c. School districts/contractors shall request documentation of all previous school bus driver training and driving experience, in accordance with Federal Motor Carrier Safety Administration CDL licensing requirements. Documentation of previous training, similar to SBOE training requirements, may be used to comply with new school bus driver training hours. Regardless of any previous out of district training, all newly hired school bus drivers shall have sufficient training provided by the hiring district or contractor, along with accompanying documentation, illustrating proficient school bus driving skills. If the district/contractor is unable to obtain documentation of previous school bus driver training, the individual shall complete the training requirements for new school bus drivers. If the applicant has gaps in excess of four (4) years of ongoing school bus driving experience, the individual shall complete the training requirements for new school bus drivers.

ADOPTED: February 26, 2024**AMENDED:**

Minidoka County Joint School District # 331

Minidoka County School District ensures that instruction in passenger safety, including student participation in practical emergency evacuation drills, is an integral part of the school curriculum. Instruction should comply with state requirements and/or Federal Highway Safety Guideline 17 and with 45 CFR Part 1310, as may be applicable, and should include, but not be limited to, the following:

At least once each school semester, provide all passengers transported to and from schools in a school bus with instruction in the location and operation of all emergency exits. Also, provide supervised practical emergency exit drills to each student transported to or from schools in a school bus or school activity bus. EFFECTIVE July 1, 2018 SISBO / Student Transportation / SDE / 68.

1. Each bus route should have a written emergency evacuation plan. This plan should reflect each student's ability to evacuate or help others. Students with disabilities should participate in required evacuation drills and should only be excluded if their participation would present a health risk. Parents should be notified in advance of such barriers to their child's participation. Every effort should be made to ensure that ALL students have a reasonable understanding of the concept of an emergency and how they will exit the bus.
2. The driver and the attendant must be familiar with any equipment in the bus that would aid in an actual evacuation, (e.g., the use of all emergency exits, emergency/fire blankets, webbing cutters, etc.). It is important to enlist the help of school liaisons, parents and other personnel (e.g., physical therapists) to train and help students and staff understand emergency procedures including how to exit the bus safely without the use of their mobility devices and equipment (wheelchair, etc.). Local emergency personnel should be involved in developing the plans, especially if the students transported have complex medical conditions.
3. Before departure on each activity trip, provide all passengers transported in a school bus, instruction on the location of all emergency exits and demonstrations of their operation. Instruction should include a general review of safe riding practices, rules and procedures.
4. Limit the amount of carry-on items, especially large items such as luggage, coolers, sports/band equipment, etc., in school buses. Aisles and emergency exits in school buses must be kept clear at all times. Any item that is brought on board must be safely stowed and secured away from any aisle or emergency exit. School districts shall develop policy identifying other perceived unsafe items prohibited from being transported in the passenger compartment of a school bus, such as skis, skateboards, large instruments, etc.

The Superintendent shall ensure all students receive instruction in passenger safety and safety when walking to and from school, as part of the school curriculum. This instruction shall include student participation in practical emergency evacuation drills. For students who routinely walk to school, instruction should include the importance of adhering to their preselected route. This

instruction shall meet the requirements set out in state and federal law and administrative rules, including the following:

1. At least once during each school semester, each pupil transported from home to school in a school bus should be instructed in safe riding practices, proper loading and unloading techniques, and proper street crossing to and from school bus stops;
2. At least once during each school semester, each pupil transported from home to school in a school bus should be instructed in the location and operation of all emergency exits;
3. Prior to each departure, each pupil transported on an activity or field trip in a school bus or school-chartered bus should be instructed in:
 - A. Safe riding practices, rules, and procedures; and
 - B. The location and operation of emergency exits.

School Bus Emergency Plan

The Superintendent or their designee shall develop an emergency procedure to be followed in the event of an accident or other emergency. The District shall seek participation of local emergency personnel in developing the plan.

In the event ofWhen such an accident or other emergency occurs, the bus driver shall follow this procedurethe emergency procedures developed by the Superintendent. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six weeks of each school semester. The District shall conduct such other drills and procedures as may be necessary.

Evacuation of Bus

Each bus route shall have a written emergency evacuation plan. Each plan should reflect each student's ability to evacuate and assist others.

All bus drivers and school bus attendants shall be familiar with any equipment in the bus that would aid in an actual evacuation, which may include such equipment as the emergency exits, emergency or fire blankets, and webbing cutters.

At least once during each school semester, students should participate in supervised and timed emergency evacuation drills.

The District will make every reasonable effort to ensure all students have a reasonable understanding of the concept of an emergency and how they will exit the bus. Students with disabilities shall participate in required evacuation drills unless their participation would present a health risk. If a child's participation would present a health risk, the Superintendent or their

designee shall inform the student's parent/guardian of the barriers to participation. The District shall seek the help of school liaisons, parents/guardians, and other District personnel in training students and staff on the emergency plan, including how to exit the bus without the use of any mobility device or equipment that would be unavailable in the event of an emergency evacuation.

To allow evacuation in the event of an emergency, items belonging to those riding the bus must be safely stowed and secured away from any aisle or emergency exit. To ensure that aisles and emergency exits are kept clear at all times, the following items are prohibited in the passenger compartment of any bus used for regular or extracurricular transportation:

1. Sports equipment, large musical instruments, luggage, coolers, or any other items too large to fit on the student's lap;
2. Items with wheels or that are at risk of rolling on the floor of the bus that are not secured in the student's bag or pocket;
3. Any item prohibited on school grounds by District policy or applicable rules.

Students shall not bring any object onto the bus that does not meet these requirements. Also, students shall not bring any hazardous materials or objects or animals onto the bus, except that service animals are permitted in accordance with Policy 2375 Service Animals in School.

¶The Superintendent may issue additional rules limiting the size or number of items riders may bring with them on the bus. Any item in the passenger area of any bus shall be stowed safely and securely in a manner that does not block the aisle or any emergency exit.

Other References

Federal Highway Safety

Description

Guideline 17

Idaho State Department of Education

Standards for Idaho School Buses and

Operations

Cross References

Code

2375

Description

Service Animals in School

ADOPTED: February 26, 2024

AMENDED:

CROSS REFERENCE: sde.idaho.gov

Minidoka County Joint School District # 331

All school districts and school bus drivers must meet all operations and performance requirements in conformity with law and with rules and regulations of the Department of Law Enforcement and the SBOE (Section 33-1508, Idaho Code). The board of trustees or its designee shall be responsible for delineating in writing vehicle operations and the duties of bus drivers, which shall, at a minimum, include:

1. The driver shall ensure the safe condition of the school bus by conducting an initial and thorough daily pre-trip/post trip/child check school bus inspection. The district/contractor shall provide drivers with a pre-trip inspection form. Staff shall develop and maintain a model pre-trip/post trip inspection form using nationally recognized criteria for the school bus pre-trip inspection. Each subsequent trip shall require an additional pre-trip school bus inspection, which at a minimum shall ensure that all safety equipment is in working order, i.e. brakes, tires, all lighting systems, steering and horn. During post trip inspections, importance should be placed upon locating any sleeping students, articles left on the bus (Idaho CDL Manual, Section 10.2.6), and all defects which shall be reported by the school bus driver.
2. A school bus shall be backed only as a last resort. Buses shall not back to turn around on a public roadway, unless the local board finds there is no alternative to backing buses on certain roads. The local board then, by official action, may allow the backing of school buses on certain public roadways (Section 33-1502, Idaho Code).
3. No passenger shall be permitted to operate the school bus. EFFECTIVE July 1, 2018 SISBO / Student Transportation / SDE / 72
4. The school bus driver shall not allow guns or inflammable or explosive substances such as gasoline to be carried on a school bus. Students are to only carry objects onto the bus that can fit safely within the seat compartment, preferably on the student's lap. The student shall not carry hazardous materials, objects, or animals (with the exception to IEP and 504 Plan service animals) on the bus.
5. School bus drivers shall properly wear a seat belt whenever the bus is in motion.
6. School bus doors shall remain closed while the bus is in motion. No school bus shall start in motion before all passengers have been seated. The driver shall require each passenger on the bus to be seated in a manufacturer's school bus passenger seat. No student shall be allowed to stand while the bus is in motion.
7. School districts shall establish school bus stops in safe locations with at least one hundred (100) yards clear visibility in both directions, whenever possible, and at least forty (40) feet from intersections, whenever possible. [No motor vehicle shall block an intersection (Section 49-660, Idaho Code). No bus stop shall be established less than one and one-half (1½) miles from the

nearest appropriate school except when, in the judgment of the board of trustees, the age or health or safety of the student warrants (Sections 33-1501 and 33-1502, Idaho Code)].

~~8. All school buses shall stop to load/unload passengers at designated bus stops in accordance with the law (Section 49-915 and 49-1422, Idaho Code). Staff shall maintain model student loading/unloading training curriculum, the basis of which shall be in conformity with nationally recognized procedures (National School Transportation Specifications & Procedures). The student shall not leave or board the bus at locations other than the assigned home stop or assigned school unless arrangements for doing so have been approved by the appropriate authority. Appropriate authority and the approval process shall be defined in local district policy.~~

~~9. School bus drivers shall load and unload from the right side of the roadway. School bus drivers shall not allow students to cross roadways having more than three (3) lanes for purposes of loading or unloading and shall only load or unload students who live on the right side of such a roadway, except at locations having easily accessible traffic control signals (Section 49-1422, Idaho Code).~~

~~10. When it is necessary for the student to cross the roadway, the driver shall require the student to cross twelve (12) feet in front of the bus in accordance with the state loading/unloading training curriculum. The District endorses the joined fingers, open palm, single arm wave and eye contact with the driver for student crossing. Long steady blast of the horn is to be used as a danger signal.~~

~~11. School bus drivers shall report the license number of any vehicle which violates any law endangering school children to his/her immediate supervisor (Section 33-1509, Idaho Code).~~

~~12. Student transportation operations shall be included in the district's crises planning and related training shall be provided to school bus drivers related to district crises plans. School bus drivers shall remain vigilant and report suspicious behavior or conditions which could become harmful to students or be indicative of impending acts of terror. School bus drivers shall be provided training in homeland security awareness.~~

~~13. A driver on a school bus route shall not leave an occupied bus. In case of a breakdown EFFECTIVE July 1, 2018 SISBO / Student Transportation / SDE / 73 the driver shall request assistance via two-way communication whenever possible. Otherwise, the driver should ask a passing motorist to make contact with the district, send a school bus aide or at least two (2) responsible students to make contact with the district, or wait for help.~~

~~14. Whenever it is necessary for the school bus driver to leave an unoccupied bus or leave the driver's seat of an occupied bus, he/she should shut off the motor, curb the wheels where appropriate, set the brakes and remove the ignition key.~~

~~15. The school bus driver shall give consideration to engine idling during extended wait times. Consideration should be given to varying climate conditions. All buses equipped with an~~

auxiliary heater shall not be allowed to idle for more than three (3) to five (5) consecutive minutes (exceptions: pre-trips, passenger stops.) Heater shall be used to provide pre-heated water in the cooling system for starting cold engines as well as providing heat to the passenger compartment during cold weather without running the engine. Reduced idling will reduce student transportation costs and improve air quality. Allowing engines to idle for more than three (3) minutes may cause districts (including contracted districts) to lose funding for purchasing fuel.

16. All school and activity buses shall stop at all railroad grade crossings in accordance with the law (Sections 33-1508, 49-648 and 49-649, Idaho Code). Staff shall develop and maintain railroad grade crossing training curriculum, the basis of which shall be in conformity with nationally recognized procedures (National School Transportation Specifications & Procedures).

17. School districts shall limit on-duty and driving time of school bus drivers similar to the limitations imposed by the Federal Motor Carrier Safety Administration regulations for drivers of similar commercial motor vehicles. Drivers shall use FMCSA over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-district trips in excess of one hundred (100) miles (FMCSA Regulations, Hours of Service of Drivers).

18. At no time shall a driver exceed sixty-five (65) miles per hour or a lesser posted speed limit.

Each year, no later than the regular Board meeting in August, the Superintendent or their designee shall present their recommendation for bus routes, school safety busing zones, and non-transportation zones to the Board of Trustees. The Board shall consider student health and safety in considering the recommendations of the Superintendent or designee.

Definitions

“Safety Busing Zone” shall mean the transportation of a student who lives less than 1½ miles from school when, in the judgment of the Board, the age, health, or safety of the student warrants such action as described in: Policy 8110 Safety Busing.

“Non-Transportation Zone” shall mean an area of the District designated by the Board which is not served by District transportation because of scarcity of students or remoteness, or because the condition of roads makes it impractical to provide service.

Establishing Bus Routes

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation

- including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument
2. School bus drivers are encouraged to make recommendations about establishing or changing routes.
 3. Parents should be referred to the Superintendent or designee for any request of change in routes, stops, or schedules.
 4. At least once each year, the transportation supervisor or the District's school bus driver trainer shall evaluate each route for the purpose of assessing the safety of routes and bus stops. Documentation of the route evaluation shall be retained by the District. The District may use the State Department of Education's model evaluation procedure and forms for these evaluations.

Bus Stops

Buses should stop to load and unload passengers only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety and protection of the health of the student in mind. No bus stop shall be established within 1½ miles from the students' school except in safety busing zones.

All bus stops shall be in safe locations with at least 100 yards of clear visibility in both directions. All bus stops shall be located at a site that allows the bus to stop without blocking any intersection; whenever possible stops shall be at least 40 feet from intersections.

School bus drivers shall load and unload from the right side of the roadway. Bus stops shall be sited to ensure that students do not have to cross any road with more than three lanes to board the bus or to proceed home after exiting the bus unless the location has easily accessible traffic control signals.

School buses shall only stop to load or unload passengers at designated bus stops, as required by law.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones and shall ensure that the loading and unloading areas are supervised adequately for the size of the loading area and the number of students present to ensure close, continuous, and interactive supervision whenever students or buses are present in the loading area.

Delay in Schedule

The schedule for pickup and delivery of children shall be followed as accurately as possible. The driver is to notify the administration of a delay in schedule. The administration will notify parents/guardians on routes experiencing delays if necessary.

Responsibilities - Pupils

Pupils should recognize that safety is based on group conduct. Talk should be in conversational tones at all times. Students should not shout or talk loudly because it may distract the bus driver. Student shall not shout at passersby. Pupils should instantly obey any command or suggestions from the driver or their assistants.

A pupil may be denied transportation upon a showing of good cause as in bus rules which parents sign at registration.

Responsibilities - Parents

Parents' interest and assistance is a valued asset to the transportation program. Parents' efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus;
2. Properly prepare children for weather conditions; and
3. Encourage school bus safety at home. Teach children about safe school bus related behavior, including its importance.

Safety

The Superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills which comply with State law and Federal Highway Safety Guideline 17 for student conduct while riding on buses.

If the bus and driver are present, the driver is responsible for the safety of their passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark anywhere at other than their assigned stop unless authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

Further, the Board shall consider the criteria set out in its measuring and scoring instrument which, by this reference, is incorporated and attached to this policy.

The bus driver is responsible for the use of the warning and stop signaling systems. Failure to

use the system constitutes negligence on the part of the driver.

Inclement Weather

The Board recognizes the unpredictability of Idaho weather and resulting dangers. To achieve maximum safety for children and efficiency of operation, the Superintendent is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes, and the closing of schools in accordance with their-best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist them in making such decisions.

Legal References

Description

<u>IC § 33-1501</u>	<u>Transportation Authorized</u>
<u>IC § 33-1502</u>	<u>Bus Routes—Non-Transportation Zones</u>
<u>IC § 33-512</u>	<u>District Trustees - Governance of Schools</u>
<u>IC § 49-1422</u>	<u>Overtaking and Passing a School Bus</u>
<u>IC § 49-660</u>	<u>Stopping, Standing or Parking Prohibited in Specified Places</u>
<u>IC § 49-915</u>	<u>School Buses — Visual Signal</u>

ADOPTED: February 26, 2024

AMENDED:

CROSS REFERENCE: SDE TRANSPORTATION MANUAL www.sde.idaho.gov

POLICY TITLE:	District Owned Vehicles - Procedure	POLICY NO:
	Minidoka County Joint School District # 331	810.00P
		PAGE 1 of 5

The Board adopts this procedure to establish guidelines, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate District-owned vehicles and equipment, or personal vehicles for official district purposes.

District Vehicles and Equipment

Authorization for Use

Minidoka School District employees shall operate district-owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment;
2. Holds a valid Idaho operator’s license for each class of vehicle or piece of equipment they are approved to operate. The district may verify license status by checking motor vehicle records; and
3. Has demonstrated, to the supervisor's satisfaction, that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle/Equipment Operator

Employees operating district vehicles and equipment shall:

1. Inspect vehicles or equipment before operating to ensure the vehicle or equipment will function in a safe manner;
2. Refrain from eating, texting, or engaging in any activity which may distract an individual from safely operating a vehicle or piece of equipment;
3. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use;
4. Pull off to a safe area and stop driving to use a cell phone in a vehicle unless utilizing a hands-free device;
5. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating such vehicles or equipment;
6. Refrain from operating any such vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment;
7. Return such vehicles and equipment daily to the district facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized described in this procedure;
8. If the vehicle or piece of equipment is taken to the operator’s residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required;

9. Report any loss, redaction, or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change;
10. Report all accidents immediately to the supervisor and/or to the Risk Management Specialist so that they can be reported to the District's insurance carrier. All Commercial Driver's License (CDL) holders shall comply with federal and state laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor;
11. Use of district fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bona fide District vehicles and equipment. District materials and facilities shall not be used for personal benefit;
12. Not allow other persons to use their refueling card or request that others allow them to use refueling cards which are not assigned to them; and
13. Be evaluated in connection with their use of district vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator

Any employee involved in one or more of the following circumstances while operating district vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any district vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;
3. Use of any district vehicle or piece of equipment for illegal or unauthorized purposes;
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others;
5. Clearly negligent use of district owned vehicles or pieces of equipment.
6. Smoking, vaping or any other tobacco product is not allowed in any district owned vehicle.

Any employee ~~violating convicted of~~ any of the items listed in this section of this procedure, regardless of whether it occurred while operating a district vehicle or piece of equipment, may be permanently prohibited from operating district vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Emergency Call Out

~~In specific instances, the superintendent and/or department directors may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a district vehicle to keep at their personal residence in order to more quickly respond to emergency circumstances. Employees so designated, may be changed at any time by the Superintendent and/or department director without consultation or negotiation with the affected employee or classes of employees. When an employee is designated to have a district vehicle at their residence for emergency callout use, the vehicle shall~~

~~not be used for personal purposes.~~ The Superintendent may approve vehicles to be driven home in certain situations (i.e. on call).

Provisions Vehicle Care:

1. All school buses ~~and other district vehicles~~ will be brought to the Rupert school bus yard to be washed.
- ~~1.2.~~ Drivers shall ensure the safe condition of the school bus by conducting daily pre-trip, post trip, and child check school bus inspections. The Superintendent or their designee shall establish specific checklists for these inspections. The District or their transportation contractor shall provide drivers with a pre-trip inspection form which may be based on the State Department of Education model pre-trip and post trip inspection forms. At minimum, the pre-trip inspection shall ensure that all safety equipment; such as brakes, tires, all lighting systems, steering, and the horn; are in working order. Post trip inspections shall include an emphasis on locating any sleeping students and any articles left on the bus, and reporting any bus defects.
- ~~2.3.~~ All district vehicles (Driver's Ed, Maintenance, Food Service, Vans, district car, etc), ~~which are parked in the compound,~~ will be washed and maintained as needed. ~~on a regular basis.~~
- ~~3.4.~~ It is the responsibility of the driver of any designated van to make sure that the interior of the van is clean. Paper, bottles and debris of any kind are to be removed. The floors are to be swept, and seats and dash wiped down in preparation for the next group.
- ~~4.5.~~ Transportation employees, as assigned by the Transportation Supervisor, will wash district vehicles.
- ~~5.6.~~ Buses that travel over all paved roads will be washed in the winter months (December through February) at least two times per month.
- ~~6.7.~~ The buses that travel on non-paved roads will be washed at least two times per month but may be washed four times per month. More are permitted if necessary with prior direction or approval from the transportation supervisor/designee.
- ~~7.8.~~ Bus interiors are to be cleaned. Floors are to be kept free of paper and debris by sweeping daily or as needed. Seats are to be wiped down and cleaned as needed but not less than once per week. Dash and driver's area is to be cleaned and free from dust and debris by wiping down the dash area and sweeping around the garbage can area and seat area as often as needed, but not less than every other day. Each bus driver of each bus will have the primary responsibility of washing the outside and cleaning the interiors of his/her bus. All users of vehicles owned and maintained by the district shall adhere to the cleaning and disinfection protocols outlined by the district.
- ~~8.9.~~ School bus technicians shall have first priority in the use of the wash bay for the purpose of steam cleaning the fleet's engines. This needs to be done to comply with state law and regulations.
- ~~9.10.~~ _____ The wash bay is to be kept clean from debris and other items properly stored after each use.

10.11. Heat controls are not to be changed except by those having authority to do so as designated by the Transportation Supervisor/designee.

District-Owned Vehicles ~~Provided to Employees~~

The district ~~owns~~ vehicles ~~which certain employees are used~~ are for in-district use ~~commuting to and from work~~ and for other District-related travel. District vehicles are not to be taken home. The District vehicle may be picked up if the employee is called into work. The Superintendent may approve vehicles to be driven home in certain situations (i.e. on call).

Any mileage driven in a district-owned vehicle that is not for official district business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-4.

~~Records of mileage and use other than official district business must be recorded in a diary or log.~~ When driving a district vehicle, daily mileage will be kept in a log showing beginning and ending mileage for that day. At any time, the Superintendent may request to see the log.

Unauthorized personal use of the vehicles ~~or failure to report personal mileage and use~~ may be subject to disciplinary action up to and including termination of employment. ~~No employee, friend, associate, or family member of any employee may use a district-owned vehicle for personal use other than the minimal personal use by the employee.~~

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

Disposal of Vehicles and Equipment

~~All vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the state for disposal of surplus property. Each sales event must be approved individually by the Board. Revenue received from the sale of school buses will be placed in a separate account and used only for the purchase of school buses.~~

Accident Management Procedures

The Minidoka County School District establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving district vehicles and equipment:

1. All accidents/collisions/vandalism (herein collectively referred to as "accidents") involving district vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver's supervisor and/or any other identified district personnel. Failure to report an accident shall be cause for disciplinary action;
2. An employee involved in any accident while operating district vehicles or equipment will be required to submit to a drug and alcohol test if there is injury to property or person, due to insurance and liability. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination;

3. An accident report shall be completed within twenty-four (24) hours of any accident regardless of the amount of damage sustained to any district vehicle or equipment;
4. All accidents shall be investigated by a designated district Safety Coordinator or his or her designee;
5. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed one-thousand dollars (\$1,000) shall be reviewed by the Safety Committee.
6. The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.
 - a. The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer questions of the committee;
 - b. The committee shall inform the driver of their findings in a timely manner; and
 - c. An employee may appeal the findings and recommendations of the committee by following the appeals procedure outlined in the District Grievance Procedure
7. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:
 - a. If the accident was non-preventable, a statement to that effect shall be included in the employee's personnel file and no disciplinary action will be recommended.
 - b. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee.
8. Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who are operating district vehicles under the instructor's supervision, as part of the District Driver Education course unless a valid investigation by the district or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

Definitions

~~"Equipment" for purposes of this procedure means utility vehicles, construction and lawn equipment.~~

"Vehicle" for purposes of this procedure means buses, vans, passenger vehicles, and maintenance and delivery trucks.



**LEGAL REFERENCE: Standards for Idaho School Buses and Operations
Idaho Department of Education, Idaho's School Bus Driver
Training Classroom Curriculum**

**AMENDED: September 18, 2017; September 20, 2020; November 15,
 2021; December 18, 2023**