

**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, December 18, 2023 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. CALL TO ORDER & ROLL CALL	
2. VISITOR WELCOME, PRAYER & PLEDGE OF ALLEGIANCE	
3. AGENDA APPROVAL (Action Item)	
4. CONSENT AGENDA (Action Item)	
A. Minutes of Previous Meeting	2
B. Payment of Bills, Payroll & Treasurer's Reports, SBF & Activity Reports	14
C. Disposition of District Property/Fixed Assets	55
D. Travel Requests	58
E. Personnel	
5. STUDENT REPRESENTATIVE REPORTS	
6. GOOD NEWS - Mt. Harrison High School	62
7. PATRON COMMENTS (Vickie Vandever)	85
8. DISCUSSION ITEMS	
A. Administrator/Department/Committee Reports	87
B. Superintendent Report	
C. School Nutrition Information- Katie Rogers	95
D. Possibility of Moving the Date of January Board Meeting	
E. Preview of Next Year's Board Dates	107
F. Policy Discussion	108
1. Policy 320.00 Attendance	111
9. BUSINESS (Action Items)	
A. Approval of E-rate Consultant	
B. School Nutrition Provision 2	
C. Possible Motion to Move Date of January Board Meeting	
D. New/Amended/Deleted Policies	
1. Policy 320.00 Attendance (First Reading)	
2. Policy 360.00A Electronic Services for Students (First Reading)	114
3. Policy 362.00 Student Use of Personal Electronic Devices (First Reading)	124
4. Policy 370.20 Administering Medication (First Reading)	126
5. Policy 380.05 Student Permanent Records (First Reading)	135
6. Policy 380.20/380.20F Disclosure of Directory Information and Form (First Reading)	141
7. Policy R383.00P Efforts to Notify Parent/Guardian of Changes in Student Health or Well-being Procedure and Form (Third Reading)	145
8. RPolicy 428.000 Sex Offenders (First Reading)	148
9. Policy R440.00 Parental Rights (First Reading)	155
10. Policy 542.20 Personnel Files (First Reading)	160
11. RPolicy 750.50 Procurement of Goods and Services for School Meal Programs (First Reading)	163
12. Policy 810.00 District Owned Vehicles (First Reading)	164
13. Policy 844.00 Meal Charges (First Reading)	169
10. 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 10<sup>th</sup> St., Rupert, Id. (208) 436-4727



**November 2023**  
**Regular Board Meeting Addendum- Stipends**  
**Personnel Recommendation/Requests for Board Consideration**

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

**Stipend(s), 2023-2024**

The following have been recommended by Maggi Spagnolo for credit recovery. These are paid from ESSR funds in the amount of \$720 each for 24 hours of work (16 days at 1.5 hours/day after school)

Zelma Woodward  
Amber Thompson  
Candi Hurst  
Sarah Pelayo  
Angela Schneider  
Scott Heins

Sherry Bingham is recommending a stipend for Compensatory Services in the amount of \$375 to Lindsey Smith. This is paid out of SpED account 257.

Maggi Spagnolo is recommending a stipend for Badging training in the amount of \$343.86 to David Repke. This stipend is reimbursed to the district by Boise State.

Angela Davidson is recommending the following people for a \$1000 each stipend. This stipend is being paid by the Stronger Connections Grant.

Courtney White  
Minerva Gonzales  
Emily Kohler  
Cruz Chacon  
Tamara Carter  
Angela Davidson

# MCSD #331 Board of Trustees

## Board Meeting Minutes

### November 20, 2023

The regular board meeting held at the District Service Center, 310 10<sup>th</sup> St., Rupert, Idaho was called to order by Chair Heins, at 5:02 p.m.

#### **Board Members Present**

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

#### **Agenda Review**

There were some questions on travel, so a motion will be made at the 7:00 meeting to amend the agenda for travel to be discussed and also the item of a bus bid to be pulled due to a clerical error.

#### **Executive Session**

A motion to move into Executive Session for the purpose of Idaho Code 74-206 (1) (a) personnel and (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; (f) legal counsel was made by Vice Chair Suchan, seconded by Trustee Claridge. Motion carried.

A recess was called for Executive Session

#### **Business**

A motion to uphold the DDRC's recommendation of expulsion for student 11-20-23-1 until July 15, 2024 at which time the Board will review the decision and possibly allow the student to re-enroll in the fall of 2024 was made by Trustee Andersen, seconded by Trustee Perez. Motion carried. Vote: Trustee Claridge – yes; Trustee Andersen – yes; Trustee Perez – yes; Vice Chair Suchan – yes; Chair Heins – yes.

A motion to extend the suspension of student 11-20-23-2 by five additional days was made by Trustee Perez, seconded by Trustee Andersen. Motion carried.

#### **Executive Session**

The Board returned to Executive Session at 6:00 p.m.

A declaration was made that Executive Session was completed.

#### **Adjournment**

A motion for adjournment was made by Trustee Andersen, seconded by Trustee Perez. Motion carried.

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Bonnie Heins, Chair of School Board

Attest: December 18, 2023 kt

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Kerri Tibbitts, Board Clerk

# **MCSD #331 Board of Trustees**

## **Regular Board Meeting Minutes**

### **November 20, 2023 DRAFT**

#### **Board Members Present**

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

#### **Call to Order & Roll Call**

#### **Prayer, Pledge of Allegiance and Welcome to Meeting**

Prayer was given Reed Cotten and the pledge led by Cameron Jackson.

#### **Agenda Approval (Action Item)**

A motion to amend the original agenda to pull travel from the Consent Agenda was made by Vice Chair Suchan, seconded by Trustee Claridge. Motion carried. A motion to remove the item Bus Bid due to a clerical error was made by Vice Chair Suchan, seconded by Trustee Andersen. Motion carried

**Consent Agenda (action item)** A motion to approve all items with the exception of Travel being removed is adopted by unanimous consent.

Minutes of previous board minutes

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

Bills and Payroll was Approved

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

Accounts Payable: \$557,354.52

Payroll: \$3,098,475.06

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

Travel Requests

Approval of Personnel

#### **Student Representative Reports:**

Minico: Italy Jensen reported all of the events that will take place in December at Minico. FFA attended Nationals with two of our students received their American Degree.

Mt. Harrison: They held their Veteran’s dinner and had around 80 people attend. The Harvest Festival will be held, and the greenhouse now has water.

#### **Good News:**

Veronica Granillo shared the names of students who received scholarships at the Hispanic Youth Leadership Summit.

Greg Durrant and Dustin Heath informed the Board of the changes they are making during the week for advisory at East Minico. On Monday – 30 minutes practicing math skills; Tuesday teachers meeting with each student in their advisory class; Wednesday – Second Step program; Thursday – Community Circles. They feel with these changes staff is able to understand the character of students as well as helping with academics.

## **Patron Comments:**

A resolution was sent to board members in regards to the 250 celebration of the constitution.

## **Discussion**

*Administrator/Department/Committee Reports:* Trustee Perez when looking at the parent/teacher conference report hopes there is a way schools can get more participation from parents. Vice Chair Suchan stated his appreciation to the department heads for submitting informative reports each month. Vice Chair Suchan thanked Coleen Jones, Transportation Supervisor, for information on diesel vs gas buses. Chair Heins asked on the maintenance report why Convergent has not completed everything as planned. Cameron Jackson stated there have been a few glitches, and there are two more left to install.

MCEA: Brandi Milliron and Nicole Toner shared with the Board the Center for Teaching and Learning is providing a mentorship with our District for the mentoring of new teachers. They are looking to help teachers who have taught less than five years. The mentors from our district will be Tina Williams (retired), Maren Oppelt (Minico) and Maria Fassett (retired).

### *Policy Discussion:*

No discussion was held.

*Superintendent Report:* Mr. Larsen stated the CIP plan has to be forefront in the District's mind.

*BusRight Presentation:* Carrie Martsch shared the program they are using for routing and tracking buses and stops. It is important to have parent emails for the app can be shared.

## **Business**

*Travel:* The Board asked for clarification on the cheer travel dated December of 2024. It was a clerical error and should have been 2023. The Board is concerned over there not being enough subs to cover staff when they attend conferences. East and West Minico have plans to cover their staff when attending the conference in February. Daryl Kent reminded staff to follow the travel policy and get the requests in by the time stated in policy. A motion to approve travel as presented with the Minico Cheer being corrected to 2023 was made by Vice Chair Suchan, seconded by Trustee Claridge. Motion carried.

*West Fundraiser Request:* A motion to approve the West Minico fundraiser for dance, student council and publications was made by Trustee Perez, seconded by Trustee Andersen. Motion carried.

*Appointment of Assistant Board Treasurer:* A motion to nominate Trustee Jake Claridge as Assistant Board Treasurer was made by Trustee Perez, seconded by Trustee Andersen. Trustee Claridge accepted the nomination. Motion was made for his appointment as Assistant Treasurer by Trustee Perez, seconded by Trustee Andersen. Motion carried.

*Approval of Change in Guest Teacher Handbook:* A motion to approve the change in the guest teacher handbook was made by Vice Chair Suchan, seconded by Trustee Claridge. Motion carried.

### *New/Amended/Deleted Policies:*

1. Policy R226.00 Idaho Digital Learning Academy IDLA Classes (First Reading)
2. Policy 424.00 Public Access to District Records (First Reading)
3. Policy 426.00 Community Patron Visits at Schools (Second Reading)
4. Replacement Policy R372.50 Suicide (Second Reading) Delete Policies 372.50P1;372.50P2;372.50P3
5. Policy R340.40 Student Searches, Questioning and Arrest (Second Reading)
6. Policy R340.50 Use of Restraint and Seclusion Techniques and Form (Second Reading)
7. Policy R352.30 Student Health Physical Screenings Examinations (First Reading)

8. Policy R382.00 Student and Family Privacy Rights (Second Reading)
9. Policy R383.00P Efforts to Notify Parent/Guardian of Changes in Student Health or Well-being Procedure and Form (Second Reading)

A motion to approve policies 226.00, 424.00, 426.00 370.50, 340.40, 340.50, 352.30 and 382.00 was made by Trustee Perez, seconded by Vice Chair Suchan. Motion carried.

Policy 383.00P will be held for a third reading.

**Adjournment:**

A motion for adjournment was made by Trustee Andersen, seconded by Vice Chair Suchan. Motion carried. Adjournment was 8:38 p.m.

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Bonnie Heins, Chair of School Board

Attest: December 18, 2023

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Kerri Tibbitts, Board Clerk

# MCS D #331 Board of Trustees

## Board Meeting Minutes

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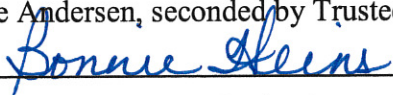
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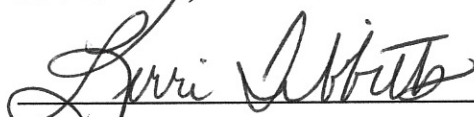
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Bonnie Heins, Chair of School Board

Attest: December 18, 2023 kt

  
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\_\_\_\_\_  
Bonnie Heins, Chair of School Board

Attest: December 18, 2023

  
\_\_\_\_\_  
Keri Tibbitts, Board Clerk

*[Faint, illegible handwriting]*

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 16

Voucher Date: 11/22/2023

Prepared By:

*Abaker*  
Printed: 11/20/2023 04:45:46 PM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$46,473.66 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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

  
\_\_\_\_\_

SPENCER LARSEN Superintendent

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$27,887.56
243	PROFESSIONAL TECHNICAL - STATE	\$0.00
250	ESSER III ARPA	\$2,076.79
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$4,051.58
253	TITLE I-C ESEA MIGRANT FUND	\$870.92
254	ESSER II CRSSA	\$0.00
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$0.00
257	TITLE VI-B IDEA SPECIAL ED FUND	\$1,486.71
258	TITLE VI-B IDEA PRESCHOOL FUND	\$642.34
259	TITLE VI- IDEA SPECIAL ED AARP	\$0.00
260	MEDICAID	\$2,802.03

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**Voucher No: 16**

**Voucher Date: 11/22/2023**

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<b>Fund</b>		<b>Amount</b>
263	PERKINS III PRFESSIONAL TECHNICAL ACT	\$0.00
270	TITLE III ESEA FED LEP	\$0.00
274	Stronger Connections Grant	\$0.00
284	GEAR UP GRANT	\$0.00
290	FOOD SERVICE FUND	\$6,655.73
		<hr/> <hr/> <b>\$46,473.66</b>

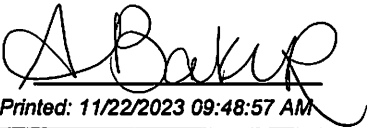
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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 17

Voucher Date: 11/22/2023

Prepared By:

  
Printed: 11/22/2023 09:48:57 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$3,282.40 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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

  
\_\_\_\_\_

\_\_\_\_\_  
SPENCER LARSEN Superintendent

\_\_\_\_\_  
BONNIE HEINS Chairman

\_\_\_\_\_  
RUSS SUCHAN Vice Chairman

\_\_\_\_\_  
JUAN PEREZ Board Member

\_\_\_\_\_  
MARY ANDERSON Board Member

\_\_\_\_\_  
JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$2,985.80
257	TITLE VI-B IDEA SPECIAL ED FUND	\$296.60
258	TITLE VI-B IDEA PRESCHOOL FUND	\$0.00
290	FOOD SERVICE FUND	\$0.00
		<hr/> <hr/>
		<b>\$3,282.40</b>

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2425

Voucher Date: 11/22/2023

Prepared By:

*A. Baker*

Printed: 11/20/2023 05:10:52 PM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$2,414,803.86 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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

  
\_\_\_\_\_

SPENCER LARSEN Superintendent

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$2,005,032.40
243	PROFESSIONAL TECHNICAL - STATE	\$9,460.83
250	ESSER III ARPA	\$149,014.17
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$65,513.48
253	TITLE I-C ESEA MIGRANT FUND	\$19,069.15
254	ESSER II CRSSA	\$10,385.40
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$5,540.17
257	TITLE VI-B IDEA SPECIAL ED FUND	\$53,269.97
258	TITLE VI-B IDEA PRESCHOOL FUND	\$1,483.45
259	TITLE VI- IDEA SPECIAL ED AARP	\$4,936.73
260	MEDICAID	\$13,096.10

Voucher No: 2425

Voucher Date: 11/22/2023

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<b>Fund</b>		<b>Amount</b>
263	PERKINS III PRFESSIONAL TECHNICAL ACT	\$367.21
270	TITLE III ESEA FED LEP	\$3,345.92
274	Stronger Connections Grant	\$9,547.60
284	GEAR UP GRANT	\$2,977.41
290	FOOD SERVICE FUND	\$61,763.87
		<hr/> <hr/> <b>\$2,414,803.86</b>

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2426

Voucher Date: 11/22/2023

Prepared By:

*Abaker*  
Printed: 11/20/2023 05:09:57 PM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$512,879.03 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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

  
\_\_\_\_\_

SPENCER LARSEN Superintendent

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$401,199.24
243	PROFESSIONAL TECHNICAL - STATE	\$57.81
250	ESSER III ARPA	\$29,253.43
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$16,868.13
253	TITLE I-C ESEA MIGRANT FUND	\$6,076.88
254	ESSER II CRSSA	\$1,005.42
255	TITLE I-D ESEA NEGLECTED & DELINQUENT CHILDREN	\$1,873.14
257	TITLE VI-B IDEA SPECIAL ED FUND	\$15,239.89
258	TITLE VI-B IDEA PRESCHOOL FUND	\$732.70
259	TITLE VI- IDEA SPECIAL ED AARP	\$1,063.43
260	MEDICAID	\$6,143.07

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**Voucher No: 2426**

**Voucher Date: 11/22/2023**

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<b>Fund</b>		<b>Amount</b>
263	PERKINS III PRFESSIONAL TECHNICAL ACT	\$4.66
270	TITLE III ESEA FED LEP	\$1,734.81
274	Stronger Connections Grant	\$985.01
284	GEAR UP GRANT	\$9.15
290	FOOD SERVICE FUND	\$30,632.26
		<hr/> <hr/> <b>\$512,879.03</b>

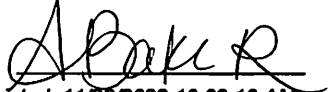
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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 2427

Voucher Date: 11/22/2023

Prepared By:

  
Printed: 11/22/2023 10:02:10 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$30,432.49 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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

  
\_\_\_\_\_

SPENCER LARSEN Superintendent

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$27,827.36
257	TITLE VI-B IDEA SPECIAL ED FUND	\$1,342.39
258	TITLE VI-B IDEA PRESCHOOL FUND	\$293.89
290	FOOD SERVICE FUND	\$968.85
		<hr/> <hr/>
		\$30,432.49

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

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

From Date: 11/30/2023  
From Check: 118703  
From Voucher: 13857

To Date: 11/30/2023  
To Check: 118703  
To Voucher: 13857

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118703	11/30/2023	PEREZ, MARY	\$565.71	13857	Printed	Manual	<input type="checkbox"/>		
Total Amount:			\$565.71						
End of Report									

Missed pay for sub days on Nov check ab  
11-30

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

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

From Date: 12/13/2023

To Date: 12/13/2023

From Check: 118704

To Check: 118704

From Voucher: 13858

To Voucher: 13858

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118704	12/13/2023	GRANILLO, RICKY	\$211.03	13858	Printed	Manual	<input type="checkbox"/>		
Total Amount:			\$211.03						
End of Report									

File Edit View Help

Sort Ascending Filter excluding selection Remove Filter and Sort Find Sum Column  
 Sort Descending Filter for Filter for Requery  
 Filter by Selection Undo Last Filter Sort and Filter Find Sum Columns Records Export Grid Layout

Minidoka\_2024 Process Payroll Employee Time Card Entry Employee Positions and Pay Check Manager Employee Deductions and Benefits Employee Maintenance Payroll Journal

Filter Criteria  
 Employee: GRANILLO, RICKY

Pay Cycle: Monthly Pay P Pay Period: 6 Start: 12/01/23 End: 12/31/23 Pay: 12/22/23

Show Detail  Show Zero Pay

Apply Selection  
 Clear Selection

Employee Pay Journal

Regular	Other	O/T Hrs	Gross	Overtime	Description	Account	Position	DAC	Position Ty
0	0	0	\$449.87	\$0.00	CLASS-FS DELIVERY	100.651.0125.120.000.001	CLASS-FS DELIVERY	FOOD SERVICE	FULL TIME

Regular Hrs: 0.00 Other Hrs: 0.00 OT Hrs: 0.00 Total Regul: \$449.87 Total Overtime: \$0.00

Employee Deduction Journal

Deduction	Amount	Match	Wage Basis	Deduction Type
101 FEDERAL WITHHOLDING INCOME TAX	\$0.00	\$0.00	\$333.78	Federal Income Tax
102 FICA - SOC SEC	\$22.57	\$22.57	\$363.97	FICA - Social Security
103 STATE INCOME TAX	\$0.00	\$0.00	\$333.78	State Tax - Idaho
104 FICA - MEDICARE	\$5.28	\$5.28	\$363.97	FICA - Medicare
105 RETIREMENT	\$30.19	\$50.30	\$449.87	Retirement - Idaho
106 SICK LEAVE RETIREMENT	\$0.00	\$0.00	\$449.87	Retirement - Idaho
121 DIRECT DEPOSIT SUREPAY	\$211.03	\$0.00	\$0.00	Direct Deposit Net
204 BLUE CROSS HSA PREM	\$0.00	\$675.60	\$449.87	Deduction - Section 125
206 HSA AMERICAN FIDELITY	\$20.00	\$238.35	\$449.87	Deduction - Section 125
221 VISION SERVICE PLAN	\$0.00	\$6.19	\$449.87	Deduction - Regular
402 AMERICAN FIDELITY	\$94.90	\$0.00	\$449.87	Deduction - Regular

Total Amount: \$449.87 Total Match: \$1,008.12 Net Pay: \$211.03

Final pay \$211.03  
 Manual check  
 Ricky Granillo

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 12/13/2023

**To Date:** 12/13/2023

**From Check:** 118707

**To Check:** 118707

**From Voucher:** 13861

**To Voucher:** 13861

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118707	12/13/2023	SAINSBURY, KATHLEEN	\$76.13	13861	Printed	Manual	<input type="checkbox"/>		

Total Amount: \$76.13

End of Report

File Edit View Help

Sort Ascending Filter excluding selection Remove Filter and Sort Find Sum Column

Sort Descending Filter for Filter for Query

Filter by Selection Undo Last Filter Sort and Filter Find Sum Columns Records Export Grid Layout

Minidoka\_2024 Process Payroll Employee Time Card Entry Employee Positions and Pay Check Manager Employee Deductions and Benefits Employee Maintenance Payroll Journal

Filter Criteria

Employee: SAINSBURY, KATHLEEN

Pay Cycle: Monthly Pay P Pay Period: 6 Start: 12/01/23 End: 12/31/23 Pay: 12/22/23

Show Detail  Show Zero Pay

Apply Selection

Clear Selection

Employee Pay Journal

Regular	Other	O/T Hrs	Gross	Overtime	Description	Account	Position	DAC	Position Typ
0	0	0	\$88.90	\$0.00	CLASS-CUSTODIAN	100.661.0135.120.000.000	CLASS-CUSTODIAN	MAINTENANCE DE	FULL TIME

Regular Hrs: 0.00 Other Hrs: 0.00 OT Hrs: 0.00 Total Regul: \$88.90 Total Overtime: \$0.00

Employee Deduction Journal

Deduction	Amount	Match	Wage Basis	Deduction Type
101 FEDERAL WITHHOLDING INCOME TAX	\$0.00	\$0.00	\$82.93	Federal Income Tax
102 FICA - SOC SEC	\$5.51	\$5.51	\$88.90	FICA - Social Security
103 STATE INCOME TAX	\$0.00	\$0.00	\$82.93	State Tax - Idaho
104 FICA - MEDICARE	\$1.29	\$1.29	\$88.90	FICA - Medicare
105 RETIREMENT	\$5.97	\$9.94	\$88.90	Retirement - Idaho
106 SICK LEAVE RETIREMENT	\$0.00	\$0.00	\$88.90	Retirement - Idaho
121 DIRECT DEPOSIT SUREPAY	\$76.13	\$0.00	\$0.00	Direct Deposit Net
420 CRIM HST/BACKGROUND CK FEE	\$0.00	\$0.00	\$88.90	Deduction - Regular
COBRA FEE	\$0.00	\$0.68	\$88.90	Deduction - Regular
SIF 910100 Maintenance & Lunch	\$0.00	\$0.00	\$88.90	Workers Compensation
UNEMPLOYMENT	\$0.00	\$0.00	\$82.93	Unemployment Tax

Total Amount: \$88.90 Total Match: \$17.42 Net Pay: \$76.13

Final pay \$76.13  
Manual checks

Kathleen Sainsbury

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

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

From Date: 12/13/2023

To Date: 12/13/2023

From Check: 118706

To Check: 118706

From Voucher: 13860

To Voucher: 13860

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118706	12/13/2023	BREEZEE, LORALEI	\$4,223.19	13860	Printed	Manual	<input type="checkbox"/>		
Total Amount:			\$4,223.19						
End of Report									

File Edit View Help

Sort Ascending Filter excluding selection Remove Filter and Sort Find Sum Column

Sort Descending Filter for Filter for Query

Filter by Selection Filter by Selection Filter by Selection

Records Export Grid Layout

Minidoka\_2024 Process Payroll Employee Time Card Entry Employee Positions and Pay Check Manager Employee Deductions and Benefits Employee Maintenance Payroll Journal

Filter Criteria:

Employee: BREEZEE, LORALEI RAQUEL

Pay Cycle: Monthly Pay P Pay Period: 6 Start: 12/01/23 End: 12/31/23 Pay: 12/22/23

Show Detail Show Zero Pay

Apply Selection

Clear Selection

Employee Pay Journal

Regular	Other	O/T Hrs	Gross	Overtime	Description	Account	Position	DAC	Position Ty
0	0	0	\$5,696.06	\$0.00	TEACH ELEM	100.512.0110.000.021.102	CERT-TEACH ELEM	HEYBURN ELEMEN	FULL TIME

Regular Hrs.: 0.00 Other Hrs.: 0.00 OT Hrs.: 0.00 Total Regul: \$5,696.06 Total Overtime: \$0.00

Employee Deduction Journal

Deduction	Amount	Match	Wage Basis	Deduction Type
101 FEDERAL WITHHOLDING INCOME TAX	\$396.08	\$0.00	\$5,252.02	Federal Income Tax
102 FICA - SOC SEC	\$353.16	\$353.16	\$5,696.06	FICA - Social Security
103 STATE INCOME TAX	\$197.00	\$0.00	\$5,252.02	State Tax - Idaho
104 FICA - MEDICARE	\$82.59	\$82.59	\$5,696.06	FICA - Medicare
105 RETIREMENT	\$434.04	\$722.83	\$5,696.06	Retirement - Idaho
106 SICK LEAVE RETIREMENT	\$0.00	\$0.00	\$5,696.06	Retirement - Idaho
121 DIRECT DEPOSIT SUREPAY	\$4,223.19	\$0.00	\$0.00	Direct Deposit Net
350 PERSI 401 K	\$10.00	\$0.00	\$5,696.06	Retirement - Idaho
COBRA FEE	\$0.00	\$0.68	\$5,696.06	Deduction - Regular
SIF 886800 Teachers, Aides, Clerical	\$0.00	\$0.00	\$5,696.06	Workers Compensation
UNEMPLOYMENT	\$0.00	\$0.00	\$5,262.02	Unemployment Tax

Total Amount: \$5,696.06 Total Match: \$1,159.26 Net Pay: \$4,223.19

Final Pay \$4223.19  
Manual checks

Loralei Breezee

MINIDOKA COUNTY SCHOOL DISTRICT #331

Check Listing

Fiscal Year: 2023-2024

Criteria:

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

From Date: 12/13/2023

To Date: 12/13/2023

From Check: 118705

To Check: 118705

From Voucher: 13859

To Voucher: 13859

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
118705	12/13/2023	SMITH, ROBERTA	\$2,000.20	13859	Printed	Manual	<input type="checkbox"/>		
Total Amount:			\$2,000.20						
End of Report									

File Edit View Help

Sort Ascending Filter excluding selection Remove Filter and Sort Find Sum Column

Sort Descending Filter for Filter for Query

Filter by Selection Undo Last Filter Sort and Filter Find Sum Columns Records Export Grid Layout

Minidoka\_2024 Process Payroll Employee Time Card Entry Employee Positions and Pay Check Manager Employee Deductions and Benefits Employee Maintenance Payroll Journal

Filter Criteria

Employee: SMITH, ROBERTA RAYLEEN

Pay Cycle: Monthly Pay P Pay Period: 6 Start: 12/01/23 End: 12/31/23 Pay: 12/22/23

Show Detail Show Zero Pay

Apply Selection

Clear Selection

Employee Pay Journal

Regular	Other	O/T Hrs	Gross	Overtime	Description	Account	Position	DAC	Position Typ
0	0	0	\$2,645.96	\$0.00	FS MGR SEC	290.710.0150.000.000.201	CLASS-FS MANAGE	FOOD SERVICE	FULL TIME

Regular Hrs: 0.00 Other Hrs: 0.00 O/T Hrs: 0.00 Total Regul: \$2,645.96 Total Overtime: \$0.00

Employee Deduction Journal

Deduction	Amount	Match	Wage Basis	Deduction Type
101 FEDERAL WITHHOLDING INCOME TAX	\$55.06	\$0.00	\$2,358.98	Federal Income Tax
102 FICA - SOC SEC	\$157.26	\$157.26	\$2,536.52	FICA - Social Security
103 STATE INCOME TAX	\$87.00	\$0.00	\$2,358.98	State Tax - Idaho
104 FICA - MEDICARE	\$36.78	\$36.78	\$2,536.52	FICA - Medicare
105 RETIREMENT	\$177.54	\$295.82	\$2,645.96	Retirement - Idaho
106 SICK LEAVE RETIREMENT	\$0.00	\$0.00	\$2,645.96	Retirement - Idaho
121 DIRECT DEPOSIT SUREPAY	\$2,000.20	\$0.00	\$0.00	Direct Deposit Net
204 BLUE CROSS HSA PREM	\$0.00	\$675.60	\$2,645.96	Deduction - Section 125
206 HSA AMERICAN FIDELITY	\$81.22	\$238.35	\$2,645.96	Deduction - Section 125
221 VISION SERVICE PLAN	\$0.00	\$6.19	\$2,645.96	Deduction - Regular
402 AMERICAN FIDELITY	\$22.68	\$0.00	\$2,645.96	Deduction - Regular

Total Amount: \$2,645.96 Total Match: \$1,465.82 Net Pay: \$2,000.20

Final Pay  
Manual checks \$2000.20

Roberta Smith

**MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER**

Voucher No: 7125

Voucher Date: 10/18/2023

Prepared By:

*Eric Van Every*

Printed: 12/01/2023 11:07:28 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$847.75 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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

*[Signature]*

SPENCER LARSEN Superintendent

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund	Amount
100 GENERAL FUND	\$847.75
	<b>\$847.75</b>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

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**Non-Check Batch Listing**

Fiscal Year: 2023-2024

Criteria:

Bank Account:

**From Date:**  
**From Voucher: 7125**

**To Date:**  
**To Voucher: 7125**

**Account:** 6-94005043

10/18/2023	D.L. EVANS BANK	\$504.95	7125	Posted to G/L AP	<input type="checkbox"/>
10/18/2023	D.L. EVANS BANK	\$342.80	7125	Posted to G/L AP	<input type="checkbox"/>

Total for Fund:                    2                    Total Amount:                    \$847.75

Total Amount:                    \$847.75

**End of Report**

# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7126

Voucher Date: 11/06/2023

Prepared By:

*Eric VanEvery*

Printed: 12/01/2023 11:09:40 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$10,255.38 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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



SPENCER LARSEN Superintendent

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$4,351.84
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$5,903.54
		<b>\$10,255.38</b>

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Non-Check Batch Listing**

Fiscal Year: 2023-2024

Criteria:

Bank Account:

From Date:  
From Voucher: 7126

To Date:  
To Voucher: 7126

Account: 6-94005043

11/06/2023	D.L. EVANS BANK	\$1,087.96	7126	Posted to G/L AP	<input type="checkbox"/>
11/06/2023	D.L. EVANS BANK	\$1,087.96	7126	Posted to G/L AP	<input type="checkbox"/>
11/06/2023	D.L. EVANS BANK	\$1,087.96	7126	Posted to G/L AP	<input type="checkbox"/>
11/06/2023	D.L. EVANS BANK	\$1,087.96	7126	Posted to G/L AP	<input type="checkbox"/>
11/06/2023	D.L. EVANS BANK	\$729.24	7126	Posted to G/L AP	<input type="checkbox"/>
11/06/2023	D.L. EVANS BANK	\$1,034.86	7126	Posted to G/L AP	<input type="checkbox"/>
11/06/2023	D.L. EVANS BANK	\$1,034.86	7126	Posted to G/L AP	<input type="checkbox"/>
11/06/2023	D.L. EVANS BANK	\$1,034.86	7126	Posted to G/L AP	<input type="checkbox"/>
11/06/2023	D.L. EVANS BANK	\$1,034.86	7126	Posted to G/L AP	<input type="checkbox"/>
11/06/2023	D.L. EVANS BANK	\$1,034.86	7126	Posted to G/L AP	<input type="checkbox"/>

Total for Fund:	10	Total Amount:	<u>\$10,255.38</u>
		Total Amount:	<u>\$10,255.38</u>

End of Report

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7121

Voucher Date: 11/17/2023

Prepared By: Eric VanEvery

Printed: 11/17/2023 07:05:05 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$256,299.20 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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

  
\_\_\_\_\_

\_\_\_\_\_  
SPENCER LARSEN Superintendent

\_\_\_\_\_  
BONNIE HEINS Chairman

\_\_\_\_\_  
RUSS SUCHAN Vice Chairman

\_\_\_\_\_  
JUAN PEREZ Board Member

\_\_\_\_\_  
MARY ANDERSON Board Member

\_\_\_\_\_  
JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$206,568.57
245	PUBLIC SCHOOL TECHNOLOGY FUND	\$35,608.32
246	STATE SUBSTANCE ABUSE FUND	\$253.00
257	TITLE VI-B IDEA SPECIAL ED FUND	\$129.00
260	MEDICAID	\$5,827.40
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$2,860.80
274	Stronger Connections Grant	\$1,761.39
284	GEAR UP GRANT	\$391.72
290	FOOD SERVICE FUND	\$2,899.00
		<hr/> <hr/>
		\$256,299.20

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 11/17/2023

**To Date:** 11/17/2023

**From Check:** 68657

**To Check:** 68712

**From Voucher:** 7121

**To Voucher:** 7121

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68657	11/17/2023	ACE HARDWARE	\$58.20	7121	Printed	Expense	<input type="checkbox"/>		
68659	11/17/2023	AIRGAS INTERMOUNTAIN,INC	\$473.47	7121	Printed	Expense	<input type="checkbox"/>		
68660	11/17/2023	ALL WIRELESS COMMUNICATIONS	\$253.00	7121	Printed	Expense	<input type="checkbox"/>		
68661	11/17/2023	ALLEN, CRYSTAL	\$75.00	7121	Printed	Expense	<input type="checkbox"/>		
68662	11/17/2023	ALVES, BRANDON	\$92.42	7121	Printed	Expense	<input type="checkbox"/>		
68663	11/17/2023	AMAZON/GEMB	\$4,042.27	7121	Printed	Expense	<input type="checkbox"/>		36
68664	11/17/2023	ANDERSON, KERRY	\$75.00	7121	Printed	Expense	<input type="checkbox"/>		
68665	11/17/2023	ANIXTER INC	\$498.69	7121	Printed	Expense	<input type="checkbox"/>		
68666	11/17/2023	AUTOZONE	\$74.99	7121	Printed	Expense	<input type="checkbox"/>		
68667	11/17/2023	BAILEY OIL CO., INC.	\$9,864.32	7121	Printed	Expense	<input type="checkbox"/>		
68668	11/17/2023	BARCLAY MECHANICAL	\$79.05	7121	Printed	Expense	<input type="checkbox"/>		
68669	11/17/2023	BEAR NECESSITIES PORTABLE RESTROOM	\$109.40	7121	Printed	Expense	<input type="checkbox"/>		
68670	11/17/2023	BINGHAM, ANDREA	\$72.83	7121	Printed	Expense	<input type="checkbox"/>		
68671	11/17/2023	BIRCH, COURTNEY	\$97.86	7121	Printed	Expense	<input type="checkbox"/>		
68672	11/17/2023	BRYSON SALES & SERVICE, INC	\$784.60	7121	Printed	Expense	<input type="checkbox"/>		
68673	11/17/2023	CARAHSOFT TECHNOLOGY CORP	\$35,608.32	7121	Printed	Expense	<input type="checkbox"/>		
68674	11/17/2023	CHEMAQUA	\$7,170.41	7121	Printed	Expense	<input type="checkbox"/>		
68675	11/17/2023	CHRISTIANSEN, JUANITA	\$180.00	7121	Printed	Expense	<input type="checkbox"/>		
68676	11/17/2023	CINTAS CORP	\$203.30	7121	Printed	Expense	<input type="checkbox"/>		
68677	11/17/2023	COGNIA INC	\$1,200.00	7121	Printed	Expense	<input type="checkbox"/>		
68678	11/17/2023	CONRAD & BISCHOFF, LLC	\$535.70	7121	Printed	Expense	<input type="checkbox"/>		
68679	11/17/2023	CONTINENTAL ATHLETIC SUPPLY	\$8,603.02	7121	Printed	Expense	<input type="checkbox"/>		
68680	11/17/2023	EQ COUNSELING LLC	\$2,808.00	7121	Printed	Expense	<input type="checkbox"/>		

## MINIDOKA COUNTY SCHOOL DISTRICT #331

### Check Listing

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 11/17/2023

**To Date:** 11/17/2023

**From Check:** 68657

**To Check:** 68712

**From Voucher:** 7121

**To Voucher:** 7121

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68681	11/17/2023	ETHERINGTON, JESSICA	\$75.00	7121	Printed	Expense	<input type="checkbox"/>		
68682	11/17/2023	FAIRCHILD, JOE	\$93.19	7121	Printed	Expense	<input type="checkbox"/>		
68683	11/17/2023	FARWEST STEEL CORPORATION	\$1,009.40	7121	Printed	Expense	<input type="checkbox"/>		
68684	11/17/2023	GARY D JONES CONSTRUCTION, INC	\$160,713.61	7121	Printed	Expense	<input type="checkbox"/>		
68685	11/17/2023	HEARTLAND PAYMENT SYSTEMS-NUTRIKIDS	\$2,899.00	7121	Printed	Expense	<input type="checkbox"/>		
68686	11/17/2023	JACKSON GROUP PETERBILT	\$1,150.12	7121	Printed	Expense	<input type="checkbox"/>		
68687	11/17/2023	K & R RENT-ALL, INC	\$314.38	7121	Printed	Expense	<input type="checkbox"/>		
68688	11/17/2023	KIDD, KIMBERLEY	\$343.22	7121	Printed	Expense	<input type="checkbox"/>		
68689	11/17/2023	KNIEP, CORY	\$60.00	7121	Printed	Expense	<input type="checkbox"/>		
68690	11/17/2023	KRONOS SAASHR INC.	\$184.75	7121	Printed	Expense	<input type="checkbox"/>		
68691	11/17/2023	MAGIC VALLEY LABS, INC	\$48.00	7121	Printed	Expense	<input type="checkbox"/>		
68692	11/17/2023	MAGIC VALLEY TIRE RUPERT	\$2,987.84	7121	Printed	Expense	<input type="checkbox"/>		
68693	11/17/2023	MCLEAN, JAIMIE	\$75.00	7121	Printed	Expense	<input type="checkbox"/>		
68694	11/17/2023	MILES CONSTRUCTION	\$850.00	7121	Printed	Expense	<input type="checkbox"/>		
68695	11/17/2023	MINICO HIGH SCHOOL	\$60.00	7121	Printed	Expense	<input type="checkbox"/>		
68696	11/17/2023	MINIDOKA COUNTY EXTENSION OFFICE	\$39.00	7121	Printed	Expense	<input type="checkbox"/>		
68697	11/17/2023	NANCY'S RUPERT FLORAL	\$80.00	7121	Printed	Expense	<input type="checkbox"/>		
68698	11/17/2023	NATIONAL ASSOC SCHOOL NURSES	\$498.00	7121	Printed	Expense	<input type="checkbox"/>		
68699	11/17/2023	NU VU GLASS, INC.	\$420.00	7121	Printed	Expense	<input type="checkbox"/>		
68700	11/17/2023	PRIMARY THERAPY SOURCE	\$4,243.40	7121	Printed	Expense	<input type="checkbox"/>		
68701	11/17/2023	RAMSEY HEATING & ELECTRIC, INC	\$650.00	7121	Printed	Expense	<input type="checkbox"/>		

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 11/17/2023

**To Date:** 11/17/2023

**From Check:** 68657

**To Check:** 68712

**From Voucher:** 7121

**To Voucher:** 7121

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68702	11/17/2023	RIDLEY'S FOOD & DRUG	\$136.49	7121	Printed	Expense	<input type="checkbox"/>		
68703	11/17/2023	SCHOWS, INC	\$649.17	7121	Printed	Expense	<input type="checkbox"/>		
68704	11/17/2023	SNAKE RIVER BOWL	\$33.00	7121	Printed	Expense	<input type="checkbox"/>		
68705	11/17/2023	STANDARD PLUMBING CO	\$1,013.78	7121	Printed	Expense	<input type="checkbox"/>		
68706	11/17/2023	STARFALL EDUCATION FOUNDATION	\$355.00	7121	Printed	Expense	<input type="checkbox"/>		
68707	11/17/2023	STOTZ EQUIPMENT	\$311.35	7121	Printed	Expense	<input type="checkbox"/>		
68708	11/17/2023	TRENKLE, BRADY	\$497.80	7121	Printed	Expense	<input type="checkbox"/>		
68709	11/17/2023	TURNER PLLC, TRAVIS L	\$450.00	7121	Printed	Expense	<input type="checkbox"/>		
68710	11/17/2023	USI, INC	\$1,894.76	7121	Printed	Expense	<input type="checkbox"/>		
68711	11/17/2023	Waite, Jennifer	\$38.52	7121	Printed	Expense	<input type="checkbox"/>		
68712	11/17/2023	WALMART	\$331.72	7121	Printed	Expense	<input type="checkbox"/>		
68658	11/17/2023	AG ELECTRIC, LLC	\$833.85	7121	Printed	Expense	<input type="checkbox"/>		

38

Total Amount: \$256,299.20

**End of Report**

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7122

Voucher Date: 11/22/2023

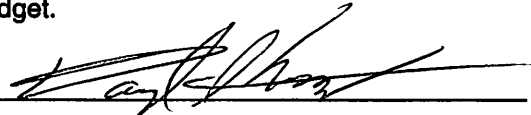
Prepared By: Eric VanEvery

Printed: 11/22/2023 07:30:15 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$24,514.73 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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

  
\_\_\_\_\_

\_\_\_\_\_  
SPENCER LARSEN Superintendent

\_\_\_\_\_  
BONNIE HEINS Chairman

\_\_\_\_\_  
RUSS SUCHAN Vice Chairman

\_\_\_\_\_  
JUAN PEREZ Board Member

\_\_\_\_\_  
MARY ANDERSON Board Member

\_\_\_\_\_  
JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

---

Fund		Amount
100	GENERAL FUND	\$19,393.25
241	DRIVER EDUCATION FUND	\$525.00
243	PROFESSIONAL TECHNICAL - STATE	\$617.88
246	STATE SUBSTANCE ABUSE FUND	\$2,331.87
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$677.50
263	PERKINS III PRFESSIONAL TECHNICAL ACT	\$905.30
290	FOOD SERVICE FUND	\$63.93
		<hr/>
		<b>\$24,514.73</b>

## MINIDOKA COUNTY SCHOOL DISTRICT #331

### Check Listing

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 11/22/2023

**To Date:** 11/22/2023

**From Check:** 68713

**To Check:** 68731

**From Voucher:** 7122

**To Voucher:** 7122

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68713	11/22/2023	ACE HARDWARE	\$8.53	7122	Printed	Expense	<input type="checkbox"/>		
68714	11/22/2023	AIRGAS INTERMOUNTAIN,INC	\$8,917.53	7122	Printed	Expense	<input type="checkbox"/>		
68715	11/22/2023	AMAZON/GEMB	\$1,770.11	7122	Printed	Expense	<input type="checkbox"/>		
68716	11/22/2023	BRYSON SALES & SERVICE, INC	\$100.08	7122	Printed	Expense	<input type="checkbox"/>		
68717	11/22/2023	BUSINESS PROFESSIONALS OF AMERICA-NATION	\$75.00	7122	Printed	Expense	<input type="checkbox"/>		
68718	11/22/2023	CAXTON PRINTERS	\$186.10	7122	Printed	Expense	<input type="checkbox"/>		40
68719	11/22/2023	CDW GOVERNMENT, INC.	\$4,160.00	7122	Printed	Expense	<input type="checkbox"/>		
68720	11/22/2023	CLARIDGE, JAKE	\$177.49	7122	Printed	Expense	<input type="checkbox"/>		
68721	11/22/2023	COOLSYS COMMERICAL & INDUSTRIAL SOULTION	\$585.00	7122	Printed	Expense	<input type="checkbox"/>		
68722	11/22/2023	ENSIGN WHOLESALE FLORAL	\$905.30	7122	Printed	Expense	<input type="checkbox"/>		
68723	11/22/2023	EVANS, ELISSA	\$75.98	7122	Printed	Expense	<input type="checkbox"/>		
68724	11/22/2023	HEPWORTH, HEATHER	\$75.98	7122	Printed	Expense	<input type="checkbox"/>		
68725	11/22/2023	IDAHO DIGITAL LEARNING ACADEMY	\$1,500.00	7122	Printed	Expense	<input type="checkbox"/>		
68726	11/22/2023	LARSEN, SPENCER	\$243.66	7122	Printed	Expense	<input type="checkbox"/>		
68727	11/22/2023	POWERSCHOOL GROUP LLC	\$2,354.94	7122	Printed	Expense	<input type="checkbox"/>		
68728	11/22/2023	PRINTED SOLID INC.	\$1,299.00	7122	Printed	Expense	<input type="checkbox"/>		
68729	11/22/2023	SCENARIO LEARNING, LLC	\$1,641.75	7122	Printed	Expense	<input type="checkbox"/>		
68730	11/22/2023	STUTZMAN, DANELLE	\$75.98	7122	Printed	Expense	<input type="checkbox"/>		
68731	11/22/2023	TIMES NEWS-LEE PUBLICATIONS	\$362.30	7122	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$24,514.73

End of Report

**MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER**

Voucher No: 7123

Voucher Date: 11/29/2023

Prepared By:

*Eric VanEvery*

Printed: 11/29/2023 09:36:38 AM

MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$10,542.29 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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

  
\_\_\_\_\_

SPENCER LARSEN Superintendent

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

Fund		Amount
100	GENERAL FUND	\$5,125.74
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$1,477.74
253	TITLE I-C ESEA MIGRANT FUND	\$1,331.23
258	TITLE VI-B IDEA PRESCHOOL FUND	\$10.98
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$357.97
274	Stronger Connections Grant	\$140.58
284	GEAR UP GRANT	\$2,000.00
290	FOOD SERVICE FUND	\$98.05
		<b>\$10,542.29</b>

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7124

Voucher Date: 11/30/2023

Prepared By: Eric VanEvery

Printed: 12/01/2023 06:52:47 AM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$30,024.41 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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

  
\_\_\_\_\_

\_\_\_\_\_  
SPENCER LARSEN Superintendent

\_\_\_\_\_  
BONNIE HEINS Chairman

\_\_\_\_\_  
RUSS SUCHAN Vice Chairman

\_\_\_\_\_  
JUAN PEREZ Board Member

\_\_\_\_\_  
MARY ANDERSON Board Member

\_\_\_\_\_  
JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$19,137.36
243	PROFESSIONAL TECHNICAL - STATE	\$175.00
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$2,615.14
253	TITLE I-C ESEA MIGRANT FUND	\$180.84
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$3,819.00
271	TITLE II-A ESEA IMPROVING TEACHER QUALITY	\$85.00
284	GEAR UP GRANT	\$480.00
290	FOOD SERVICE FUND	\$3,532.07
		<hr/> <hr/>
		\$30,024.41

## MINIDOKA COUNTY SCHOOL DISTRICT #331

### Check Listing

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 11/30/2023

**To Date:** 11/30/2023

**From Check:** 68732

**To Check:** 68766

**From Voucher:** 7124

**To Voucher:** 7124

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68732	11/30/2023	ACE HARDWARE	\$271.66	7124	Printed	Expense	<input type="checkbox"/>		
68733	11/30/2023	ANDERSON, KAYLEN	\$75.00	7124	Printed	Expense	<input type="checkbox"/>		
68734	11/30/2023	APPLE, INC	\$3,732.00	7124	Printed	Expense	<input type="checkbox"/>		
68735	11/30/2023	ARCTIC REFRIGERATION & HEATING, INC.	\$602.75	7124	Printed	Expense	<input type="checkbox"/>		
68736	11/30/2023	BLICK ART MATERIALS	\$594.94	7124	Printed	Expense	<input type="checkbox"/>		
68737	11/30/2023	BS & R EQUIPMENT, INC.	\$322.05	7124	Printed	Expense	<input type="checkbox"/>		43
68738	11/30/2023	C-A-L STORES - BURLEY	\$649.99	7124	Printed	Expense	<input type="checkbox"/>		
68739	11/30/2023	CAMEO SPECIAL EVENTS & PARTY RENTALS	\$480.00	7124	Printed	Expense	<input type="checkbox"/>		
68740	11/30/2023	CATMULL PLUMBING, INC	\$9,000.00	7124	Printed	Expense	<input type="checkbox"/>		
68741	11/30/2023	CHRISTENSEN, TYNA	\$93.60	7124	Printed	Expense	<input type="checkbox"/>		
68742	11/30/2023	COLUMBIA ELECTRIC SUPPLY	\$12.70	7124	Printed	Expense	<input type="checkbox"/>		
68743	11/30/2023	CONSOLIDATED ELECTRIC DIST.INC	\$254.80	7124	Printed	Expense	<input type="checkbox"/>		
68744	11/30/2023	CONVERGINT TECHNOLOGIES LLC	\$2,092.50	7124	Printed	Expense	<input type="checkbox"/>		
68745	11/30/2023	ENSIGN WHOLESALE FLORAL	\$87.00	7124	Printed	Expense	<input type="checkbox"/>		
68746	11/30/2023	FIX IT RIGHT PARTS AND REPAIR, LLC	\$26.53	7124	Printed	Expense	<input type="checkbox"/>		
68747	11/30/2023	GEM STATE PAPER CO, INC.	\$445.35	7124	Printed	Expense	<input type="checkbox"/>		
68748	11/30/2023	GRANILLO, VERONICA	\$180.84	7124	Printed	Expense	<input type="checkbox"/>		
68749	11/30/2023	HAUNS HARDWARE	\$744.43	7124	Printed	Expense	<input type="checkbox"/>		
68750	11/30/2023	K & R RENT-ALL, INC	\$263.64	7124	Printed	Expense	<input type="checkbox"/>		
68751	11/30/2023	KELLY'S BEARING SUPPLY	\$30.90	7124	Printed	Expense	<input type="checkbox"/>		
68752	11/30/2023	KRISTA J SAGERS	\$234.54	7124	Printed	Expense	<input type="checkbox"/>		

## MINIDOKA COUNTY SCHOOL DISTRICT #331

### Check Listing

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 11/30/2023

**To Date:** 11/30/2023

**From Check:** 68732

**To Check:** 68766

**From Voucher:** 7124

**To Voucher:** 7124

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68753	11/30/2023	MINIDOKA COUNTY TAX COLLECTOR	\$1,155.00	7124	Printed	Expense	<input type="checkbox"/>		
68754	11/30/2023	NEWMAN, G. ROBERT	\$983.00	7124	Printed	Expense	<input type="checkbox"/>		
68755	11/30/2023	NU VU GLASS, INC.	\$581.05	7124	Printed	Expense	<input type="checkbox"/>		
68756	11/30/2023	REPKE, DAVID	\$61.57	7124	Printed	Expense	<input type="checkbox"/>		
68757	11/30/2023	RIDLEY'S FOOD & DRUG	\$10.02	7124	Printed	Expense	<input type="checkbox"/>		
68758	11/30/2023	RUSH TRUCK CENTERS	\$93.80	7124	Printed	Expense	<input type="checkbox"/>		44
68759	11/30/2023	SAFETY-KLEEN	\$350.00	7124	Printed	Expense	<input type="checkbox"/>		
68760	11/30/2023	SCANNING PENS	\$2,287.00	7124	Printed	Expense	<input type="checkbox"/>		
68761	11/30/2023	SCHOWS, INC	\$279.57	7124	Printed	Expense	<input type="checkbox"/>		
68762	11/30/2023	SOUTH CENTRAL PUBLIC HEALTH DEPARTMENT	\$3,200.00	7124	Printed	Expense	<input type="checkbox"/>		
68763	11/30/2023	SPAGNOLO, MAGGI	\$85.00	7124	Printed	Expense	<input type="checkbox"/>		
68764	11/30/2023	STANDARD PLUMBING CO	\$81.13	7124	Printed	Expense	<input type="checkbox"/>		
68765	11/30/2023	TACOMA SCREW PRODUCTS INC	\$102.05	7124	Printed	Expense	<input type="checkbox"/>		
68766	11/30/2023	VICKI'S COUNTRY GARDEN	\$560.00	7124	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$30,024.41

End of Report

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7127

Voucher Date: 12/05/2023


Prepared By: Eric VanEerck

Printed: 12/05/2023 04:12:19 PM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$108,216.62 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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



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SPENCER LARSEN Superintendent

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

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Fund		Amount
100	GENERAL FUND	\$89,191.85
243	PROFESSIONAL TECHNICAL - STATE	\$384.67
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$444.56
257	TITLE VI-B IDEA SPECIAL ED FUND	\$225.66
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$89.61
284	GEAR UP GRANT	\$1,398.00
290	FOOD SERVICE FUND	\$16,482.27
		<hr/>
		\$108,216.62

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 12/5/2023  
**From Check:** 68767  
**From Voucher:** 7127

**To Date:** 12/5/2023  
**To Check:** 68794  
**To Voucher:** 7127

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68767	12/05/2023	A TO B MOTOR COACH, LLC	\$1,398.00	7127	Printed	Expense	<input type="checkbox"/>		
68768	12/05/2023	AMAZON/GEMB	\$339.90	7127	Printed	Expense	<input type="checkbox"/>		
68769	12/05/2023	BALL, CHELSEY	\$205.48	7127	Printed	Expense	<input type="checkbox"/>		
68770	12/05/2023	CINTAS CORP	\$101.65	7127	Printed	Expense	<input type="checkbox"/>		
68771	12/05/2023	DMTI, INC	\$5,000.00	7127	Printed	Expense	<input type="checkbox"/>		
68772	12/05/2023	ELECTRIC MOTOR REWIND,INC	\$127.13	7127	Printed	Expense	<input type="checkbox"/>		46
68773	12/05/2023	ERICA VALDEZ, ISNA	\$60.00	7127	Printed	Expense	<input type="checkbox"/>		
68774	12/05/2023	GOOD SOURCE SOLUTIONS, INC	\$15,570.45	7127	Printed	Expense	<input type="checkbox"/>		
68775	12/05/2023	HANDY WHOLESALE	\$3,508.40	7127	Printed	Expense	<input type="checkbox"/>		
68776	12/05/2023	HEYBURN, CITY OF	\$3,512.96	7127	Printed	Expense	<input type="checkbox"/>		
68777	12/05/2023	HOTEL 43	\$2,646.00	7127	Printed	Expense	<input type="checkbox"/>		
68778	12/05/2023	IDAHO DIVISION OF VOCATIONAL REHAB	\$2,998.35	7127	Printed	Expense	<input type="checkbox"/>		
68779	12/05/2023	INTERMOUNTAIN GAS CO.	\$15,263.47	7127	Printed	Expense	<input type="checkbox"/>		
68780	12/05/2023	JACKSON GROUP PETERBILT	\$619.92	7127	Printed	Expense	<input type="checkbox"/>		
68781	12/05/2023	JOHNSON, JAYNA	\$173.77	7127	Printed	Expense	<input type="checkbox"/>		
68782	12/05/2023	LARRY'S ELECTRIC AND HEATING	\$3,262.50	7127	Printed	Expense	<input type="checkbox"/>		
68783	12/05/2023	MAGIC VALLEY CARPET	\$775.54	7127	Printed	Expense	<input type="checkbox"/>		
68784	12/05/2023	MAGIC VALLEY TIRE PAUL	\$87.98	7127	Printed	Expense	<input type="checkbox"/>		
68785	12/05/2023	MIKEY'S REFRIGERATION INC	\$637.25	7127	Printed	Expense	<input type="checkbox"/>		
68786	12/05/2023	PAUL, CITY OF	\$1,210.00	7127	Printed	Expense	<input type="checkbox"/>		
68787	12/05/2023	PITNEY BOWES/RESERVE ACCT	\$465.18	7127	Printed	Expense	<input type="checkbox"/>		
68788	12/05/2023	PROJECT MUTUAL TELEPHONE	\$16,860.42	7127	Printed	Expense	<input type="checkbox"/>		
68789	12/05/2023	RUPERT, CITY OF	\$11,882.97	7127	Printed	Expense	<input type="checkbox"/>		

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 12/5/2023

**To Date:** 12/5/2023

**From Check:** 68767

**To Check:** 68794

**From Voucher:** 7127

**To Voucher:** 7127

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68790	12/05/2023	STANDARD PLUMBING CO	\$413.02	7127	Printed	Expense	<input type="checkbox"/>		
68791	12/05/2023	TOTAL WASTE MANAGEMENT	\$1,889.73	7127	Printed	Expense	<input type="checkbox"/>		
68792	12/05/2023	UNITED ELECTRIC COOP	\$16,432.53	7127	Printed	Expense	<input type="checkbox"/>		
68793	12/05/2023	VERIZON	\$2,148.34	7127	Printed	Expense	<input type="checkbox"/>		
68794	12/05/2023	WALMART	\$625.68	7127	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$108,216.62

**End of Report**

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# MINIDOKA COUNTY SCHOOL DISTRICT #331 VOUCHER

Voucher No: 7128

Voucher Date: 12/15/2023

Prepared By:

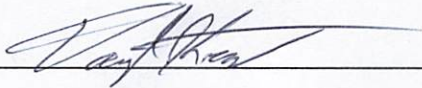
*Eric VanEvery*

Printed: 12/15/2023 12:22:14 PM

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MINIDOKA COUNTY SCHOOL DISTRICT #331 is hereby authorized to draw warrants against MINIDOKA COUNTY SCHOOL DISTRICT #331 funds for the sum of \$116,654.14 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

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

  
\_\_\_\_\_

SPENCER LARSEN Superintendent

BONNIE HEINS Chairman

RUSS SUCHAN Vice Chairman

JUAN PEREZ Board Member

MARY ANDERSON Board Member

JACOB CLARIDGE Board Member

MINIDOKA COUNTY SCHOOL DISTRICT #331

*Total on backside*

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Fund		Amount
100	GENERAL FUND	\$62,915.73
241	DRIVER EDUCATION FUND	\$35.98
243	PROFESSIONAL TECHNICAL - STATE	\$958.66
251	TITLE I-A ESEA-IMPROVING BASIC PROGRAMS	\$9.50
253	TITLE I-C ESEA MIGRANT FUND	\$19.00
257	TITLE VI-B IDEA SPECIAL ED FUND	\$355.02
258	TITLE VI-B IDEA PRESCHOOL FUND	\$47.50
260	MEDICAID	\$36,384.66
263	PERKINS III PROFESSIONAL TECHNICAL ACT	\$129.80
274	Stronger Connections Grant	\$1,178.47
284	GEAR UP GRANT	\$413.88
290	FOOD SERVICE FUND	\$14,205.94

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**Voucher No: 7128**

**Voucher Date: 12/15/2023**

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**Fund**

**Amount**

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**\$116,654.14**

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 12/15/2023

**To Date:** 12/15/2023

**From Check:** 68795

**To Check:** 68843

**From Voucher:** 7128

**To Voucher:** 7128

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68795	12/15/2023	A TO B MOTOR COACH, LLC	\$2,250.00	7128	Printed	Expense	<input type="checkbox"/>		
68796	12/15/2023	A TO B SERVICES	\$4,650.00	7128	Printed	Expense	<input type="checkbox"/>		
68797	12/15/2023	ACE HARDWARE	\$2.69	7128	Printed	Expense	<input type="checkbox"/>		
68798	12/15/2023	ALVES, BRANDON	\$76.11	7128	Printed	Expense	<input type="checkbox"/>		
68799	12/15/2023	AMAZON/GEMB	\$1,532.53	7128	Printed	Expense	<input type="checkbox"/>		
68800	12/15/2023	BINGHAM, ANDREA	\$47.09	7128	Printed	Expense	<input type="checkbox"/>		
68801	12/15/2023	BINGHAM, SHERRY	\$98.25	7128	Printed	Expense	<input type="checkbox"/>		50
68802	12/15/2023	CAXTON PRINTERS	\$326.08	7128	Printed	Expense	<input type="checkbox"/>		
68803	12/15/2023	CHARLIE'S PRODUCE	\$14,054.49	7128	Printed	Expense	<input type="checkbox"/>		
68804	12/15/2023	CINTAS CORP	\$203.30	7128	Printed	Expense	<input type="checkbox"/>		
68805	12/15/2023	CLEARWATER POWER EQUIPMENT LLC	\$537.81	7128	Printed	Expense	<input type="checkbox"/>		
68806	12/15/2023	CONRAD & BISCHOFF, LLC	\$30.13	7128	Printed	Expense	<input type="checkbox"/>		
68807	12/15/2023	CONTINENTAL ATHLETIC SUPPLY	\$2,745.36	7128	Printed	Expense	<input type="checkbox"/>		
68808	12/15/2023	CONVERGINT TECHNOLOGIES LLC	\$542.50	7128	Printed	Expense	<input type="checkbox"/>		
68809	12/15/2023	DAVIS, MARY	\$173.91	7128	Printed	Expense	<input type="checkbox"/>		
68810	12/15/2023	DIVISION OF OCCUPATIONAL & PROFESSIONAL	\$200.00	7128	Printed	Expense	<input type="checkbox"/>		
68811	12/15/2023	EQ COUNSELING LLC	\$2,268.00	7128	Printed	Expense	<input type="checkbox"/>		
68812	12/15/2023	EQ THERAPY FOR KIDS, LLC	\$31,748.46	7128	Printed	Expense	<input type="checkbox"/>		
68813	12/15/2023	FIX IT RIGHT PARTS AND REPAIR, LLC	\$148.13	7128	Printed	Expense	<input type="checkbox"/>		
68814	12/15/2023	GEM STATE PAPER CO, INC.	\$12,034.44	7128	Printed	Expense	<input type="checkbox"/>		
68815	12/15/2023	HANSEN, KAILEE	\$138.66	7128	Printed	Expense	<input type="checkbox"/>		
68816	12/15/2023	HAUNS HARDWARE	\$114.99	7128	Printed	Expense	<input type="checkbox"/>		

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 12/15/2023

**To Date:** 12/15/2023

**From Check:** 68795

**To Check:** 68843

**From Voucher:** 7128

**To Voucher:** 7128

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68817	12/15/2023	HAWLEY, TROXELL, ENNIS & HAWLEY	\$1,596.50	7128	Printed	Expense	<input type="checkbox"/>		
68818	12/15/2023	JACKSON GROUP PETERBILT	\$105.60	7128	Printed	Expense	<input type="checkbox"/>		
68819	12/15/2023	KELLY'S BEARING SUPPLY	\$37.89	7128	Printed	Expense	<input type="checkbox"/>		
68820	12/15/2023	LEGO EDUCATION	\$1,599.80	7128	Printed	Expense	<input type="checkbox"/>		
68821	12/15/2023	MAGIC VALLEY CARPET	\$95.84	7128	Printed	Expense	<input type="checkbox"/>		
68822	12/15/2023	MAGIC VALLEY GROUND WATER DIST	\$760.00	7128	Printed	Expense	<input type="checkbox"/>		
68823	12/15/2023	MAGIC VALLEY TIRE RUPERT	\$600.00	7128	Printed	Expense	<input type="checkbox"/>		
68824	12/15/2023	MINIDOKA COUNTY AUDITOR	\$7,500.00	7128	Printed	Expense	<input type="checkbox"/>		
68825	12/15/2023	MORGAN DOOR CO	\$3,712.00	7128	Printed	Expense	<input type="checkbox"/>		
68826	12/15/2023	NAPA AUTO PARTS	\$11.49	7128	Printed	Expense	<input type="checkbox"/>		
68827	12/15/2023	NEGRETE, MIGUEL	\$73.36	7128	Printed	Expense	<input type="checkbox"/>		
68828	12/15/2023	PETERSON, WENDY	\$48.15	7128	Printed	Expense	<input type="checkbox"/>		
68829	12/15/2023	PRIMARY THERAPY SOURCE	\$3,412.20	7128	Printed	Expense	<input type="checkbox"/>		
68830	12/15/2023	RAMSEY HEATING & ELECTRIC, INC	\$606.00	7128	Printed	Expense	<input type="checkbox"/>		
68831	12/15/2023	SCHINDLER ELEVATOR CORP	\$3,185.00	7128	Printed	Expense	<input type="checkbox"/>		
68832	12/15/2023	SCHOOL SPECIALTY SUPPLY	\$3,246.00	7128	Printed	Expense	<input type="checkbox"/>		
68833	12/15/2023	SCHOWS, INC	\$47.30	7128	Printed	Expense	<input type="checkbox"/>		
68834	12/15/2023	SNAKE RIVER PEST CONTROL	\$800.00	7128	Printed	Expense	<input type="checkbox"/>		
68835	12/15/2023	STANDARD PLUMBING CO	\$420.95	7128	Printed	Expense	<input type="checkbox"/>		
68836	12/15/2023	STARR COMMONWEALTH	\$1,020.00	7128	Printed	Expense	<input type="checkbox"/>		
68837	12/15/2023	STOTZ EQUIPMENT	\$375.33	7128	Printed	Expense	<input type="checkbox"/>		
68838	12/15/2023	SWENSEN'S MARKET - PAUL	\$79.49	7128	Printed	Expense	<input type="checkbox"/>		

51

**MINIDOKA COUNTY SCHOOL DISTRICT #331**

**Check Listing**

Fiscal Year: 2023-2024

**Criteria:**

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

**From Date:** 12/15/2023  
**From Check:** 68795  
**From Voucher:** 7128

**To Date:** 12/15/2023  
**To Check:** 68843  
**To Voucher:** 7128

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68839	12/15/2023	TURNER PLLC, TRAVIS L	\$100.00	7128	Printed	Expense	<input type="checkbox"/>		
68840	12/15/2023	UPS STORE	\$50.31	7128	Printed	Expense	<input type="checkbox"/>		
68841	12/15/2023	VALLEY OFFICE SYSTEMS	\$13,070.02	7128	Printed	Expense	<input type="checkbox"/>		
68842	12/15/2023	VALLEY WIDE COOP	\$60.98	7128	Printed	Expense	<input type="checkbox"/>		
68843	12/15/2023	WESTERN RECORDS DESTRUCTION	\$117.00	7128	Printed	Expense	<input type="checkbox"/>		
<b>Total Amount:</b>			<u>\$116,654.14</u>						
<b>End of Report</b>									

## MINIDOKA COUNTY SCHOOL DISTRICT #331

### Labor Summary Report

**Fiscal Year:** 2023-2024      **Pay Period:** 6      **Pay Cycle:** Monthly Pay Periods  
**Starting:** 12/01/2023      **Ending:** 12/31/2023      **Pay Date:** 12/22/2023

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
<b>Gross Pay</b>	\$1,566,374.51	\$622,755.83	\$2,189,130.34
<b><u>Employee Deductions:</u></b>			
Federal Income Tax	\$100,182.71	\$22,593.14	\$122,775.85
FICA - Social Security	\$95,565.59	\$35,636.21	\$131,201.80
FICA - Medicare	\$22,313.90	\$8,334.42	\$30,648.32
Deduction - Regular (Not Tax Exempt)	\$44,933.60	\$17,163.67	\$62,097.27
Deduction - TSA (Fed Tax Exempt)	\$3,244.00	\$450.00	\$3,694.00
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$48,772.17	\$15,983.32	\$64,755.49
Direct Deposit Deduction	\$6,950.00	\$6,978.61	\$13,928.61
State Tax - Idaho	\$42,860.00	\$9,019.00	\$51,879.00
Retirement - Idaho PERSI	\$116,395.31	\$37,123.62	\$153,518.93
Retirement - Idaho Choice 401(k) Employee	\$14,102.56	\$4,839.87	\$18,942.43
Retirement - Idaho PERSI Loan Repayment	\$0.00	\$88.60	\$88.60
<b><u>Total Employee Deductions:</u></b>	\$495,319.84	\$158,210.46	\$653,530.30
<b><u>Total Net Pay:</u></b>	\$1,071,054.67	\$464,545.37	\$1,535,600.04
<b><u>Direct Deposit:</u></b>	\$1,075,414.20	\$400,843.06	\$1,476,257.26
<b><u>Net Pay Checks:</u></b>	(\$4,359.53)	\$63,702.31	\$59,342.78
<b><u>Employer Paid Benefits:</u></b>			
FICA - Social Security	\$95,565.59	\$35,636.21	\$131,201.80
FICA - Medicare	\$22,313.90	\$8,334.42	\$30,648.32
Deduction - Regular (Not Tax Exempt)	\$92,766.97	\$89,316.39	\$182,083.36
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$193,792.53	\$111,553.33	\$305,345.86
Retirement - Idaho PERSI	\$196,303.03	\$61,848.77	\$258,151.80
<b><u>Total Employer Benefits:</u></b>	\$600,742.02	\$306,689.12	\$907,431.14
<b><u>Gross:</u></b>	\$1,566,374.51	\$622,755.83	\$2,189,130.34
<b><u>Total Payroll Expense:</u></b>	\$2,167,116.53	\$929,444.95	\$3,096,561.48
<b>Number of Employees Paid</b>	333	313	646
<b>Number of Males</b>	79	56	135

## MINIDOKA COUNTY SCHOOL DISTRICT #331

### Labor Summary Report

**Fiscal Year:** 2023-2024     
**Pay Period:** 6     
**Pay Cycle:** Monthly Pay Periods  
**Starting:** 12/01/2023     
**Ending:** 12/31/2023     
**Pay Date:** 12/22/2023

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
<b>Number of Females</b>	254	257	511

#### Payroll Balancing Data

		<b>Direct Deposit</b>	\$1,476,257.26
		<b>Employee Checks</b>	\$59,342.78
<b>Gross Pay</b>	\$2,189,130.34	<b>Total Net Pay</b>	\$1,535,600.04
		<b>EE Deductions</b>	\$653,530.30
<b>ER Contributions</b>	\$907,431.14	<b>ER Contributions</b>	\$907,431.14
<b>Total Payroll Expense</b>	\$3,096,561.48	<b>Total Payroll Expense</b>	\$3,096,561.48

End of Report



# MINIDOKA COUNTY SCHOOL DISTRICT

## DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS

**BUILDING:** District Service Center - Technology

TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	02-RCA-K-R2146-01426	Redcat access			
2	TRX-RCA-H-201120-0219	Redcat access	02-RCA-K-R2146-01426	\$ -	0
3	JCLWYQ1	Windows optiplex 790 tower	TRX-RCA-H-201120-0219	\$ -	0
4	5448716	Dell tower optiplex 700	JCLWYQ1	\$ -	0
5	5443860	Dell tower optiplex 7010	5448716	\$ -	0
6	5472415	Dell tower optiplex 7010	5443860	\$ -	0
7	5KGDFH1	Dell power connector 2724	5472415	\$ -	0
8	BYDR7F1	Dell power connector 2716	5KGDFH1	\$ -	0
9	6NHDFH1	Dell power connector 2724	BYDR7F1	\$ -	0
10	JXDR7F1	Dell power connector 2716	6NHDFH1	\$ -	0
11	8MHDFH1	Dell power connector 2724	JXDR7F1	\$ -	0
12	CN0DVFPGPE2001B400	Dell all in one	8MHDFH1	\$ -	0
13	5596277	Dell tower optiplex 7010	CN0DVFPGPE2001B4006	\$ -	0
14	CN0DVFPGPE2001BC26	Dell all in one	5596277	\$ -	0
15	C02RMA7WVH3	MacBook Pro 2015	CN0DVFPGPE2001BC266	\$ -	0
16	CNM1JC9703017BD6HCD8	XEROX PHASER 320	C02RMA7WVH3	\$ -	0
17	6SDQLL3	Dell Latitude 3310	CNM1JC9703017BD6HCD8T	\$ -	0
18	54PB003	Dell Latitude 3310	6SDQLL3	\$ -	0
19			54PB003	\$ -	0
20				\$ -	0
21				\$ -	0
<b>SIGNATURE</b>				\$ -	0
(Building Principal)					
<b>SIGNATURE</b>					<b>DATE</b>
(Removal From Building - Maintenance Work Order)					
<b>SIGNATURE</b>					<b>DATE</b>
VALUE AUTHORIZATION (Maintenance/Technology/Curriculum Supervisor)					12/5/23
<b>SIGNATURE</b>					<b>DATE</b>
* REQUIRES BOARD APPROVAL (Board Authorization)					12/13/23
<b>DELETED FROM GFA LISTING BY</b>					<b>DATE</b>



**MINIDOKA COUNTY SCHOOL DISTRICT**  
**DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS**

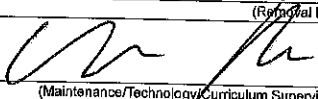
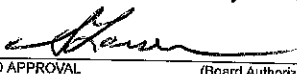
**BUILDING: District Service Center - Technology**

TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	5459287 Dell Monitors				
2	5484494 Dell Monitors	5459287	\$ -	0	
3	5463516 Dell Monitors	5484494	\$ -	0	
4	5412792 Dell Monitors	5463516	\$ -	0	
5	5484500 Dell Monitors	5412792	\$ -	0	
6	5F1T8Y1 Dell Monitors	5484500	\$ -	0	
7	F5TNL02 Dell Monitors	5F1T8Y1	\$ -	0	
8	2V48GX1 Dell Monitors	F5TNL02	\$ -	0	
9	FNNGX12 Dell Monitors	2V48GX1	\$ -	0	
10	DHQVH02 Dell Monitors	FNNGX12	\$ -	0	
11	QLF00574 Dell Monitors	DHQVH02	\$ -	0	
12	DFQSH02 Dell Monitors	QLF00574	\$ -	0	
13	5463218 Dell Monitors	DFQSH02	\$ -	0	
14	5412888 Dell Monitors	5463218	\$ -	0	
15	5762243 Dell Monitors	5412888	\$ -	0	
16	5413283 Dell Monitors	5762243	\$ -	0	
17		5413283	\$ -	0	56
18			\$ -	0	
19			\$ -	0	
20			\$ -	0	
21			\$ -	0	
<b>SIGNATURE</b>			\$ -	0	
(Building Principal)					
<b>SIGNATURE</b>					
(Removal From Building - Maintenance Work Order)					
<b>SIGNATURE</b>					
<b>VALUE AUTHORIZATION</b> (Maintenance/Technology/Curriculum Supervisor)					DATE 12/5/23
<b>SIGNATURE</b>					
* REQUIRES BOARD APPROVAL (Board Authorization)					DATE 12/13/23
<b>DELETED FROM GFA LISTING BY</b>					
					DATE



**MINIDOKA COUNTY SCHOOL DISTRICT**  
**DISPOSITION OF DISTRICT PROPERTY/FIXED ASSETS**

**BUILDING: District Service Center - Technology**

TAG NO.	ITEM DESCRIPTION	SERIAL NO.	COST	CURRENT VALUE	SURPLUS / DONATE / DISPOSE / TRANSFER
1	2DJ0SD2	Dell all in 1			
2	7J9F9Y1	Dell all in 1	2DJ0SD2	\$ -	0
3	3502B02	Dell all in 1	7J9F9Y1	\$ -	0
4	47G0582	Dell all in 1	3502B02	\$ -	0
5	HP7PB02	Dell all in 1	47G0582	\$ -	0
6	jn8III3	3310 dell latitude no image	HP7PB02	\$ -	0
7	2KGYB02	Dell all in 1	jn8III3	\$ -	0
8	QLF-00574	Dell all in 1	2KGYB02	\$ -	0
9	5375116	Dell tower optiplex 7010	QLF-00574	\$ -	0
10	3477006	dell tower	5375116	\$ -	0
11	CFVMB02	Dell all in one	3477006	\$ -	0
12	FWG4B02	Dell all in one	CFVMB02	\$ -	0
13	4DN78M2	Dell all in one	FWG4B02	\$ -	0
14	FSK9HH2	Dell all in one	4DN78M2	\$ -	0
15	1V12HJ1	Dell tower optiplex 755	FSK9HH2	\$ -	0
16	35THSW1	Dell all in one	1V12HJ1	\$ -	0
17	1V0DCP2	Dell all in one	35THSW1	\$ -	0
18	3469673	Dell tower	1V0DCP2	\$ -	0
19	3443711	Dell tower	3469673	\$ -	0
20	HW0ST52	Dell tower optiplex 7020	3443711	\$ -	0
21	HW1PT52	Dell tower optiplex 7020	HW0ST52	\$ -	0
		HW1PT52	\$ -	0	
(Building Principal)					
SIGNATURE					DATE
(Request From Building - Maintenance Work Order)					
SIGNATURE 					DATE 12/15/23
VALUE AUTHORIZATION (Maintenance/Technology/Curriculum Supervisor)					
SIGNATURE 					DATE 12/13/23
* REQUIRES BOARD APPROVAL (Board Authorization)					
DELETED FROM GFA LISTING BY					DATE







Orchestra Tour Proposal  
Meagen Andrew

Dates: March 22-March 26

Transportation with A to B:  
\$9956 total for one bus

Hotels:  
Best Western North Las Vegas (1 night)  
Holiday Inn Express San Diego SeaWorld  
Beach Area (3 nights)

Destinations:  
Abravanel Symphony Hall  
USS Midway Museum  
San Diego Symphony  
SeaWorld  
Beach  
Padres/Mariners Exhibition Game

Meals:\$175  
5 Lunches-\$15/per  
5 Dinners-\$20/per

Total cost per student:~\$800

## **General Itinerary**

### **Friday 22nd**

Abravanel Hall in Salt Lake City  
Dress Rehearsal of Concert  
Travel to Las Vegas, NV

### **Saturday 23rd**

Drive to San Diego  
USS Midway Museum  
San Diego Symphony Concert

### **Sunday 24th**

SeaWorld

### **Monday 25th**

Beach day at Mission Beach/Belmont Park  
Padres/Mariners Exhibition Game

### **Tuesday 26th**

Drive Home



Respect



Integrity



Success



Experience



Experience



Great things  
are happening at  
Mt. Harrison

# Mt Harrison's Mission To Support and Empower Success

# What We Do Really Well

- Graduate students on time
- Help students get back to Minico
- Provide an inclusive environment to help struggling students feel that they belong
- Provide opportunities for returning students to complete their high school education

Current  
Enrollment  
134



# Graduation Rate (Most Recent Data from the State's Website)

- 4-year cohort 52.8%
  - State 79.9%
  - District 82.3%
- Magic Valley High School (comparison)
  - 4-year cohort 42.8%

October  
Graduates

6

Expected  
December  
Graduates

2

Seniors-  
On Track to  
Graduate by  
May

23

Juniors-  
Projected to  
Graduate by  
(May 2024)

2

Seniors-  
Back on Track  
&  
Returning to Minico  
(January 2024)

3 + 1 Junior

# Credit Recovery

152 credits

earned so far in fall of 2023

\*41 Minico

# Online Program

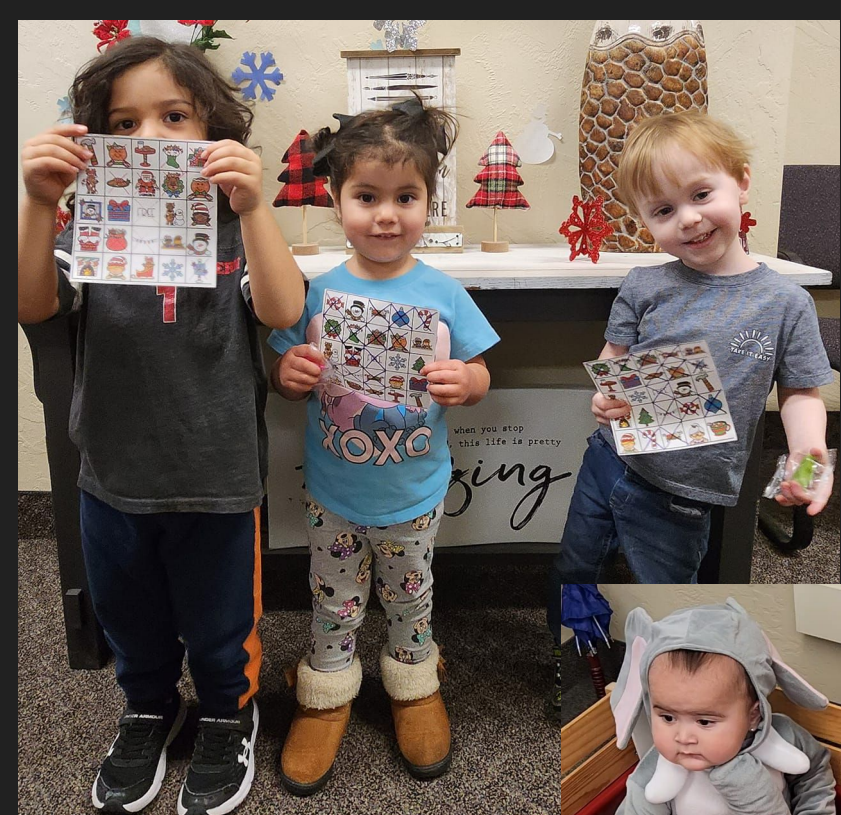
19 Students

Focus on students that  
previously dropped out and  
are unable to return to school for face-to-face instruction  
for various reasons

# Building a Culture of Learning & Respect

- Student Council
- HOPE Squad
- School Spirit Days
- BPA





\*Child Care for Students \$60/ term\*\*

\*Scholarships (4 classes/ term\*\*)

A= \$15

B= \$10

C= \$5

\*Available to any <sup>72</sup> student in the district

\*\*Term= quarter

# Student Council



**\$263 raised for  
mammograms donated  
to Minidoka Memorial**

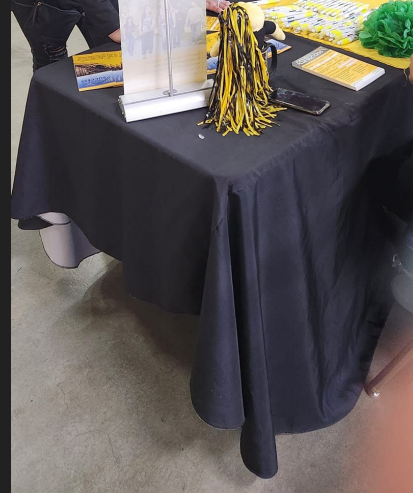
**Collected food and  
supplies for the  
Minidoka Animal  
Shelter**

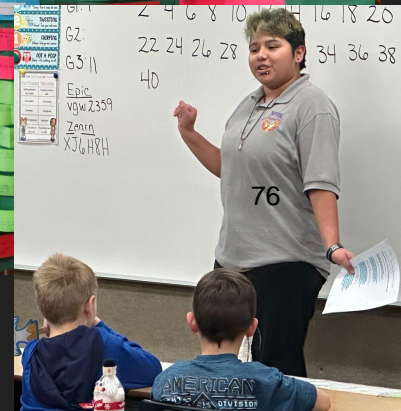
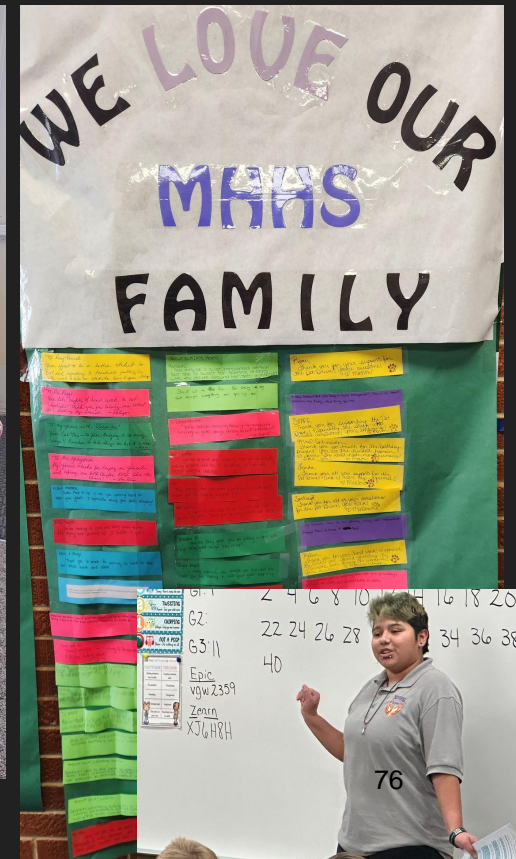
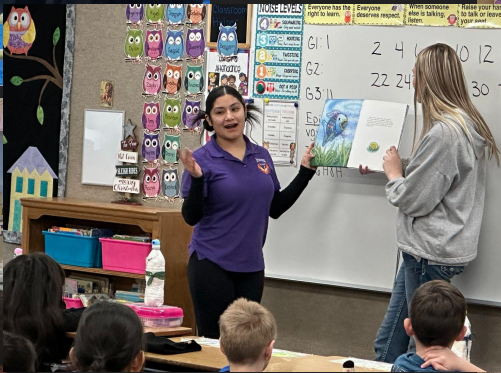
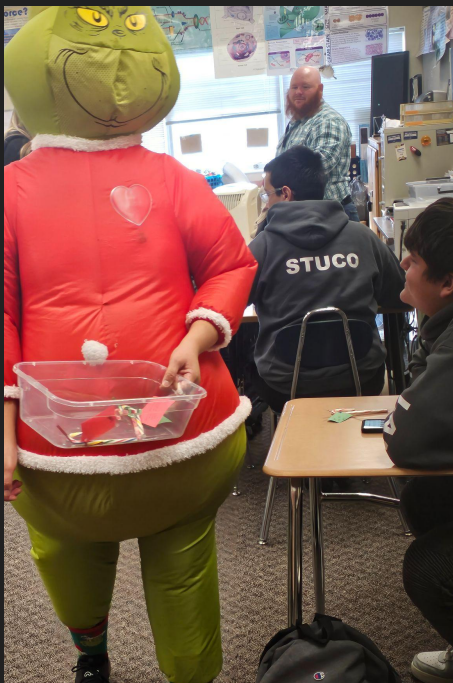
# HOPE Squad

HOPE SQUAD has been busy bringing Christmas cheer to the MHHS students and our community. We have had a Find Felix activity and tied 4 or 5 blankets for Simply Hope. We also had a Christmas themed bulletin board contest, all in the act of building school spirit!



# School Spirit at MHHS





MATH LEVELS

G1	2	4	6	10	12
G2	22	24			
G3	11				30

Everyone has the right to work. Everyone has the right to talk or have others talk to them. Everyone has the right to be heard. Everyone has the right to be safe. Everyone has the right to be treated with respect. Everyone has the right to be heard. Everyone has the right to be safe. Everyone has the right to be treated with respect.

G1 2 4 6 8 10 14 16 18 20  
G2 22 24 26 28 34 36 38  
G3 11 40  
Epic vgw 2359  
Zenn XJGHRH

# MHHS Greenhouse Update

First Federal Bank donated \$4,000 toward our Greenhouse. Hurray!!

\$15,283.10  
total raised





# Microsoft Office Specialist

Daiten Dewhirst

has successfully completed the requirements to be recognized as a Microsoft Office Specialist for

Office PowerPoint® 2016

Office PowerPoint® 2016

Date of achievement: December 11, 2023

verify.certipoint.com **wdhcP-FMpS**

Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist

# Congratulations!

Business Computer Applications  
Industry Certification



**MOUNT HARRISON  
HIGH SCHOOL**

# Chapter Members

Aleius Thompson-President

Ericka Abrego-Vice President

Brianna Flores Mendoza-Secretary/Treasurer

Hayden Koyle-Historian

Gabriela Rosales



Advisors: Sarah Pelayo, Tasia Youngstrom  
& Sheryl Stevenson





## Gathering Leadership Experience & Making Memories...

BPA Regionals ~ Carey, ID

- Human Resource Management (Ericka A.) *Did Not Qualify*
- Health Insurance & Medical Billing (Brianna F.M.) *Did Not Qualify*
- Podcast Production Team (Alieus T., Hayden K., Brianna F.M.) *3rd Place !!! (Top 2 Qualify for State)* 81
- Virtual Competition: Cybersecurity/Digital Forensics (Ericka A.) *Placement TBD*
- Virtual Competition: Esports Team (Alieus T., Hayden K. Brianna F.M.) *Placement TBD*

## Torch Award Assembly

Leadership

Service

Cooperation

Knowledge

Friendship

Love, Hope & Faith

Citizenship





## Getting Involved w/Service Is COOL

This year's BPA Regional Service Project was to collect toys for children in Ghana.

Our school's chapter held a 2-week blitz collection, where we asked our classmates, faculty, and families to donate small toys. In total we gathered 45-50 toys to ship out to Ghana.



Follow us on Facebook  
Mt. Harrison High School

Thank you

Dear Keri,

Thank you for getting this document sent to the Minidoka School Board members and any other person that you feel needs to see this.

I would like to be able to have them see this Resolution ahead of time so that if they can take the time to read it, we will not have to spend any time reading it at the school board meeting.

This Resolution is to let the School Board be aware of the 250<sup>th</sup> year of the Declaration of Independence and the opportunity to invite the School District to participate and learn and celebrate this event.

This Resolution is not something they have to spend their time implementing.

This Resolution would not be School Policy. It is basically something they would approve at another Minidoka School Board meeting.

I will try to be prepared to answer any questions they have. I will also have a list of suggestions and ideas that could be given to the schools in our District. Thank you!

Sincerely,

Vicki Vandever  
208-219-9565

**Minidoka County School Board Resolution No \_\_\_\_\_**  
**TITLE: REGARDING THE PLANNING OF THE SEMIQUINCENTENNIAL COMMEMORATION OF THE DECLARATION OF INDEPENDENCE**

**WHEREAS**, the United States Declaration of Independence from Great Britain was adopted by the Second Continental Congress in Philadelphia on July 4, 1776; and

**WHEREAS**, the Declaration of Independence justified the sovereignty of the states by listing the colonial grievances against King George III and asserting certain natural and legal rights; and

**WHEREAS**, the Declaration of Independence contained principles that are of major significance in the national heritage of the United States, including individual liberty, representative government, and equal and unalienable rights; and

**WHEREAS**, President Lincoln considered the Declaration of Independence to be "a rebuke and stumbling block to tyranny and oppression," and explained that the Declaration of Independence is a statement of principles through which the United States Constitution should be interpreted; and

**WHEREAS**, all Idaho citizens benefit from the principles espoused within the Declaration of Independence, as well as the United States Constitution and its Bill of Rights; and

**WHEREAS**, the 250<sup>th</sup> commemoration or semiquincentennial adoption of the Declaration of Independence is on July 4<sup>th</sup>, 2026; and

**WHEREAS**, John Adams wrote to his wife, Abigail, regarding the Declaration of Independence that he believed that Independence Day, "...will be celebrated, by succeeding Generations as the great anniversary Festival. It ought to be commemorated as the Day of Deliverance by solemn Acts of Devotion to God Almighty. It ought to be solemnized with Pomp and Parade, with Shows, Games, Sports, Guns, Bells, Bonfires, and Illuminations from one End of this Continent to the other from this Time forward forever more"; and

**WHEREAS**, celebrating the 250<sup>th</sup> Anniversary presents us with an opportunity to reflect on how far our nation has come, the challenges we have faced, the mistakes we have made, and the accomplishments we have achieved; and

**WHEREAS**, the United States of America continues to have the oldest written national constitution in use, which of itself is a reason to celebrate every year, and especially on July 4, 2026; and

**WHEREAS**, celebrating the 250<sup>th</sup> Anniversary can bring our community together, creating a sense of unity, while encouraging us to discover shared identity and values that make our Republic –Community, State, and Nation– unique; and

**WHEREAS**, celebrating the 250<sup>th</sup> Anniversary can inspire members of our community to serve, contribute, and work towards a better future for all citizens; and

**WHEREAS**, celebrating the 250<sup>th</sup> Anniversary will serve as a reminder of our role in keeping our Republic by mentoring our children, fostering self-governance, preserving peace, pursuing happiness, enjoying life, and passing down traditions to future generations.

**NOW, THEREFORE, BE IT RESOLVED** that the School Board of Minidoka County recognize the foundational, historical, educational, and political significance of the Declaration of Independence; and

**BE IT FURTHER RESOLVED**, that the School Board of Minidoka County invite all administrators, school employees, students, volunteers and parents to recognize and join in the planning and celebration of the commemoration of the 250<sup>th</sup> year of the Declaration of Independence and the birth of The United States of America throughout the semiquincentennial year 2026; and

**BE IT FURTHER RESOLVED**, the School Board of Minidoka County do hereby \_\_\_\_\_ to commemorate the 250<sup>th</sup> anniversary of the adoption of the Declaration of Independence for the year 2026.

**Adopted on \_\_\_\_\_, 2023**

\_\_\_\_\_  
**Chairman**

<https://aaslh.org/programs/250th/>

<https://le.utah.gov/interim/2019/pdf/00004891.pdf>

<https://founders.archives.gov/documents/Adams/04-02-02-0016>

<https://www.britannica.com/topic/Constitution-of-the-United-States-of-America>

## 2023- 2024 School Nurse Board Report

### State Immunization Report for Students

School	2022-2023				2023-2024			
	# Adequately Immunized	% Adequately Immunized	% of Students with Exemptions		# Adequately Immunized	% Adequately Immunized	% of Students with Exemptions	
Acequia Elem.	67/72	93.1%	5/72	6.9%	77/81	95.1%	4/81	4.9%
Heyburn Elem.	160/180	88.9%	13/180	7.2%	144/168	85.7%	18/168	10.7%
Paul Elem.	139/152	91.4%	4/152	2.6%	137/146	93.8%	5/146	3.4%
Rupert Elem.	213/231	92.2%	9/231	3.9%	199/213	93.4%	11/213	5.2%
Mt. Harrison Jr	14/17	82.4%	2/14	14.3%	17/19	89.5%	2/19	10.5%
East Minico Middle	148/162	91.4%	11/162	6.8%	164/186	88.2%	22/186	11.8%
West Minico Middle	162/179	90.5%	15/179	8.4%	153/165	92.7%	11/165	6.7%
Mt. Harrison High	26/37	70.3%	5/37	13.5%	24/40	60%**	16/40	40%**
Minico High School	220/259	84.9%	27/259	10.4%	238/264	90.2%	24/264	9.1%
<b>DISTRICT TOTAL</b>	<b>1,149 / 1,289</b>	<b>89.1%</b>	<b>91 / 1,289</b>	<b>7.1%</b>	<b>1,153 / 1,282</b>	<b>89.9%</b>	<b>113 / 1,282</b>	<b>8.8%</b>

**2023-2024 State Immunization report summary:** Overall our number/percent of adequately immunized students is up from last year. Every year, it is increasingly difficult to keep our immunizations numbers at this level. It's taking more time and resources from our school nurses to maintain such a high percentage of adequately immunized students. We feel that there are a few reasons for this. First of all, the number of students being exempted from immunizations is increasing. The school nurses attribute this jump in exemptions to two things. First, the State of Idaho passed a new law 2 years ago that requires school districts to disclose about the right to exempt your child from immunization requirements in all communications we have with students and families. This includes all emails, phone calls, or text messages. It is easier for families to sign a piece of paper and exempt their children than it is for them to take their child into the Dr. office for shots. Second, COVID-19 has created an increase in vaccine hesitancy nationwide. Families who previously had immunized their children, are no longer willing to have their children immunized for any immunization, not just the COVID-19 vaccine. \*\*Please note the low numbers for Mt. Harrison High. This is due to the fact that once a student turns 18, they are legally able to personally consent or exempt themselves from immunizations. As such, a lot of 18-year-olds at Mt. Harrison High this year chose the easier route and opted to sign an exemption form over getting a shot.

#### # of Students served @ Flu Mist Clinics

2021: 273

2022: 400

2023: 363

#### # of Staff served @ Flu Shot Clinics

2021: 112

2022: 121

2023: 120

# Transportation Board Report

## December 2023

To Mr. Larsen and our School Board,

We need more drivers! We have 2 drivers that are long term medical and have combined another 2 routes to keep us running. If we have anymore illness or long term medical ***we will not be able to get kids picked up and dropped off.*** We are trying to run, but we are all exhausted and run down. WE need a Christmas miracle.

We have had several that are retiring at the end of this month; we have issue 22 tickets and out of the 22 tickets 11 were suspended; we had 41 trips in the month of November; and on November 30th we had a bus accident but everyone walked away from the accident.

Ashley is doing an amazing job. She is handling everything in the office while I am out on a bus. Ashley is a great help and asset to our department

Our mechanics are driving every day and still working in the shop in-between routes. They have been a lifesaver to help us.

Carrie and myself have been working combining a lot of routes together just to keep us moving. Carrie is a great asset to our department, and she is willing to help anywhere we need her.

December Birthday's

Liz Staffer Dec 1

Susan McHenry Dec 1

Gordon Koyle Dec 4

Stever Rodriguez Dec 6

Jim DeVall Dec 10

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

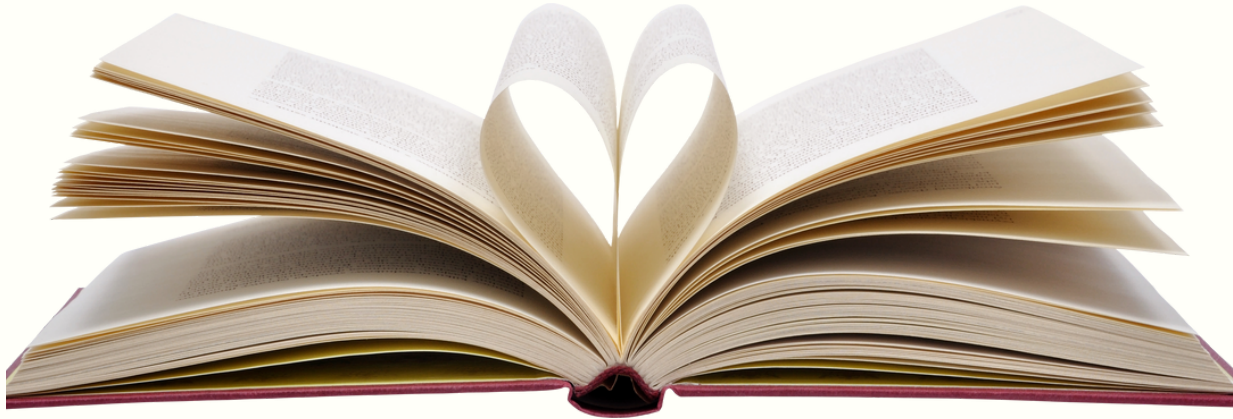
We would like to personally thank Bonnie Heins for all she did and does for our district.

Thank you,

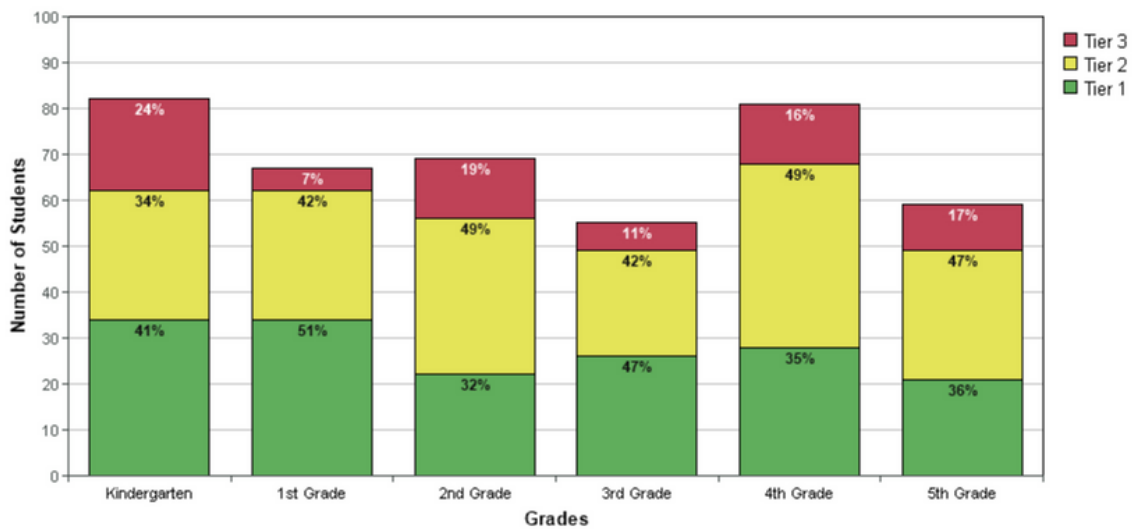
Coleen Jones

# LITERACY NEWS

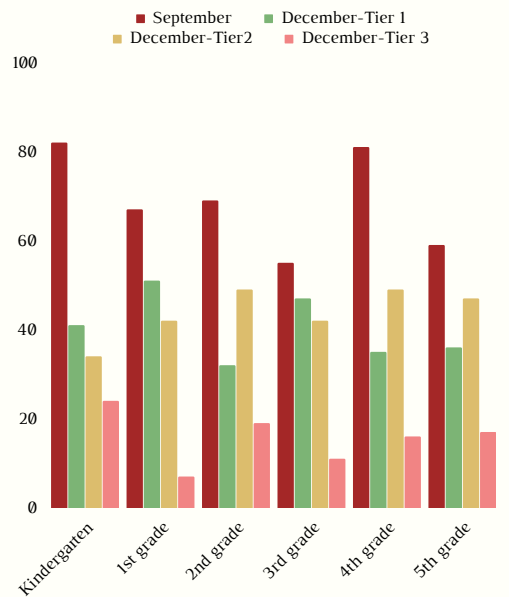
Minidoka County School District



All Grades - December 2023



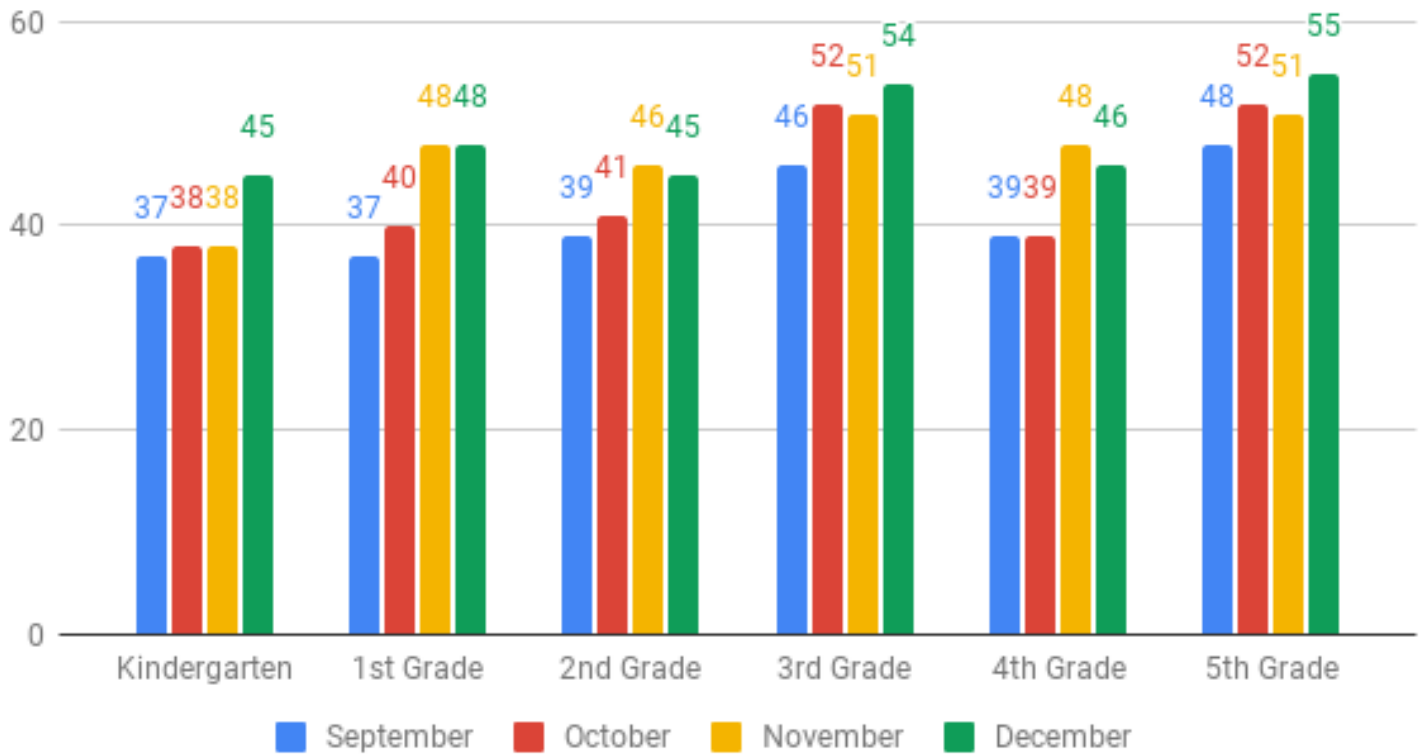
The chart above shows data of students who tested at Tier 2 (middle level) on the September iStation assessment. As you read the data, 41% of the students in kindergarten who tested at Tier 2 tested at Tier 1 (proficient) in December. Thirty-four percent of kindergarten students that tested at Tier 2 in September are still testing at the Tier 2 level. In December, 24% of students that had tested at Tier 2 in September have dropped to a Tier 1. Most students in Tier 2 receive intervention. That intervention is determined by the subtests that make up the iStation assessment.



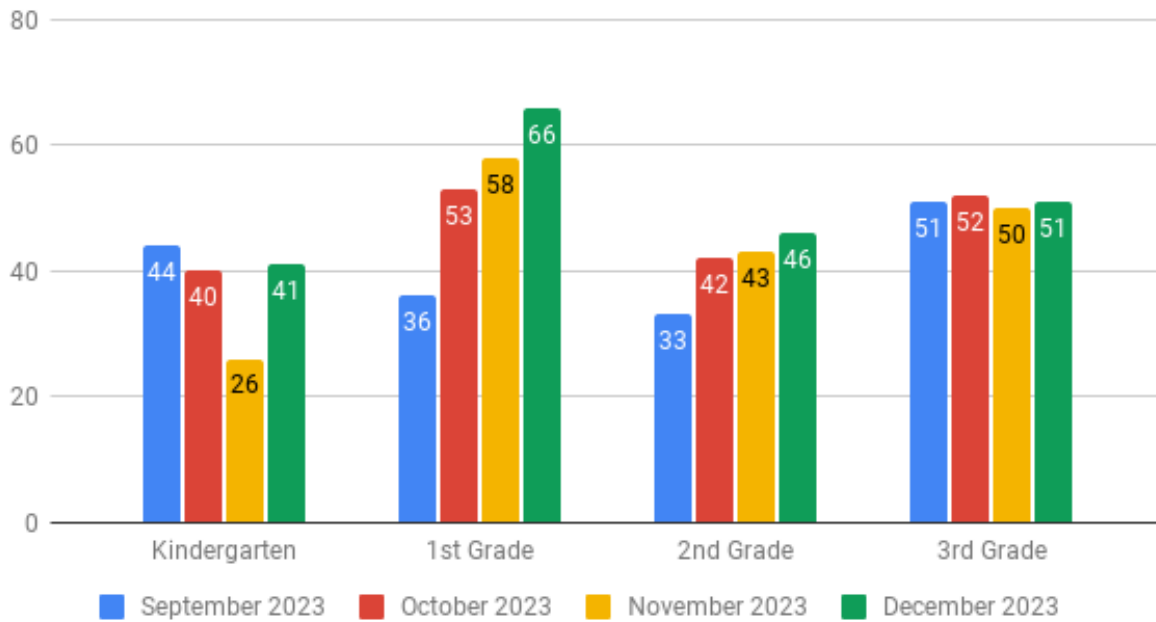
September Tier 2 Students

# IRI DATA 2023-2024

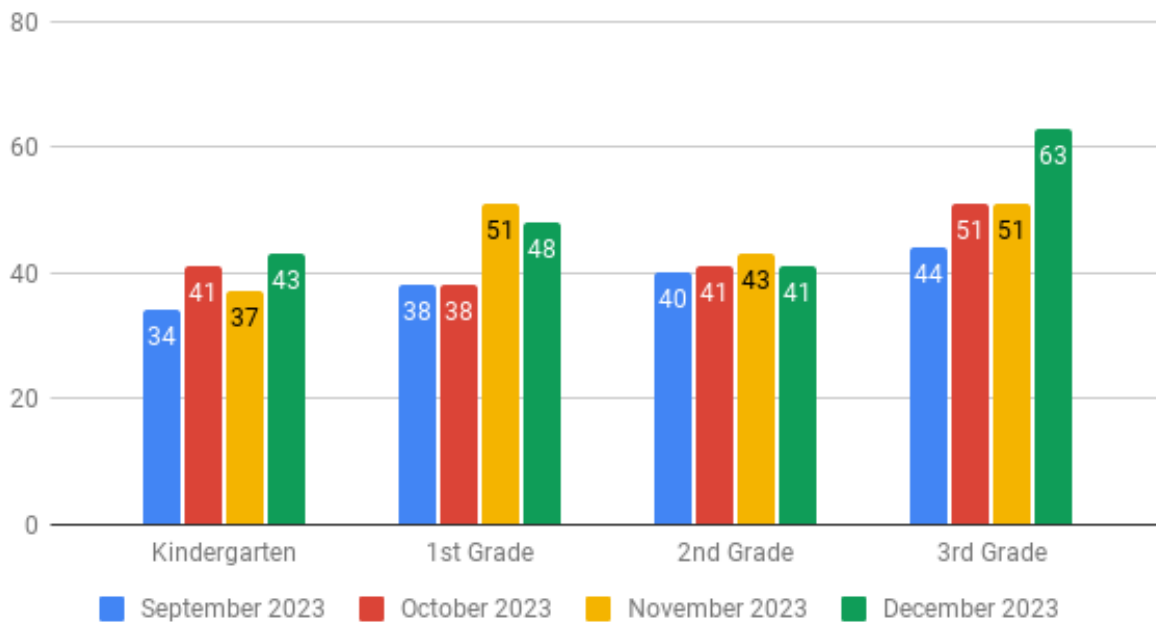
## MCS D Districtwide IRI Data 2023-2024



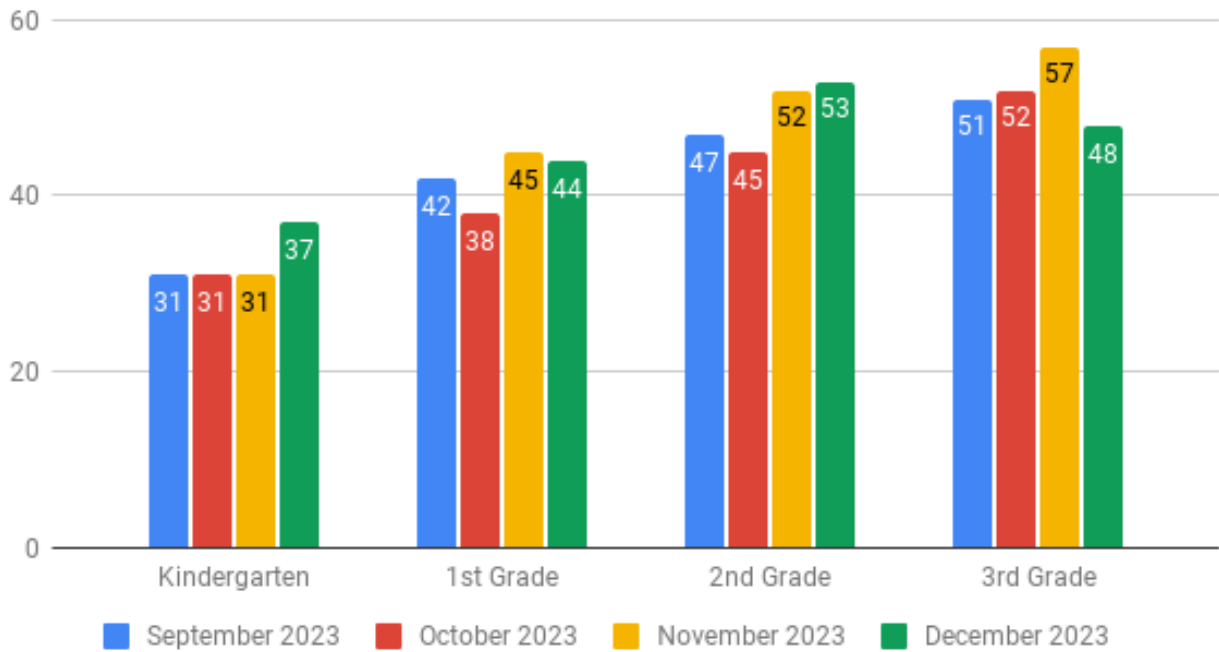
### Acequia Elementary IRI Scores 2023-2024



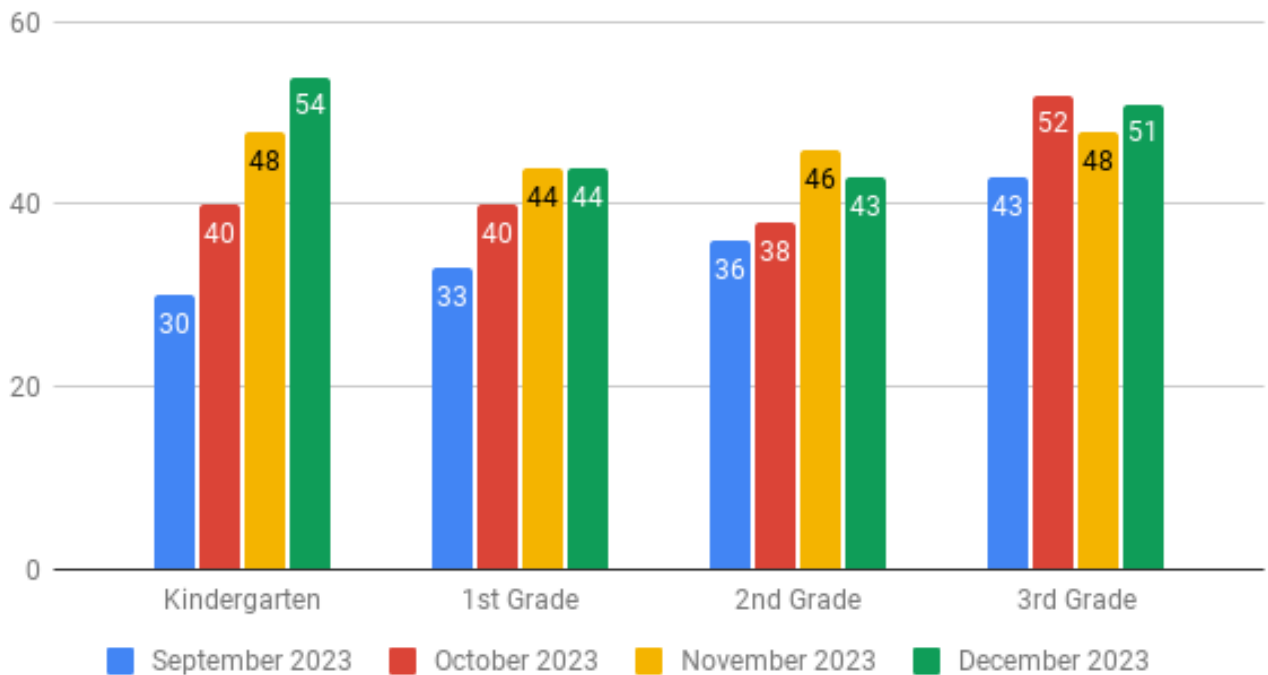
### Heyburn IRI Scores 2023-2024



### Paul IRI Scores 2023-2024



### Rupert IRI Scores 2023-2024



# TECHNOLOGY DEPARTMENT

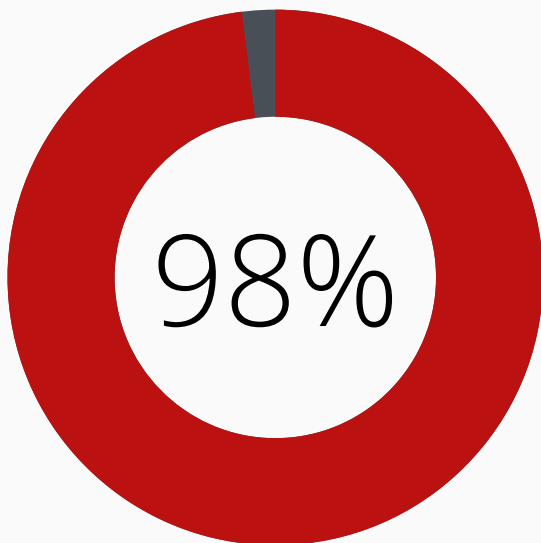
## BOARD REPORT

December 2023

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## Projects

- Network Adjustments
- Meeting with PMT
- Meeting with E-Rate Consultant
- Office Update on Labs
- Filtering Updates and Changes
- Adobe Updates and Changes



## Tickets

**264 submitted**

**259 resolved**

Minidoka County School District  
**Monthly Maintenance Report**  
**December 13, 2023**

November – 99 New Requests  
443 Work in Progress  
109 Complete

December – 78 New Requests  
433 Work in Progress  
83 Complete

**Maintenance Department Updates**

**Current Projects:**

**Minico**

1. Convergent is planning on coming the week of the 18<sup>th</sup> to finish up the project.

**Mt. Harrison**

1. HVAC - Gary Jones Construction has HVAC units on the roof and are working. We are hoping to be done at the end of December.



**Acequia**

1. ADA shower – Shower complete. Flooring to be installed.

**East**

1. Track – Project to be started in the spring.

**West**

1. Track – Project to be started in the spring.
2. Windows will be installed on Friday's.



# What are we talking about?

- Meal Charge Policy
  - Unpaid Balances
- Provision 2 Breakfast



Minico boxed salads being prepped

# Meal Charge Policy 844.00

- Considerations
  - When does it become “bad debt”
  - Do we still feed students?
  - Is an “alternative meal” really what we think it is?
- What we are doing
  - Letters home with students
  - Phone calls
  - Applications

F/R Participation

Current Negative Balances			F/R %	Breakfast	Lunch
Acequia Elementary	4742.87	-870.90	40.94%	69%	51%
East Minico Middle School	5772.85	-3225.50	49.90%	74%	62%
Heyburn Elementary School	5942.73	-3662.20	56.75%	73%	67%
Minico High School	14269.95	-13006.84	39.15%	69%	55%
Minidoka PreSchool				55%	73%
Minidoka Jr. High	714.55	-294.65	53.78%	80%	68%
Mt. Harrison High School	938.54	-859.45	59.70%	76%	73%
Paul Elementary School	6508.06	-55.10	52.85%	72%	67%
Rupert Elementary School	5303.03	-8710.15	52.42%	71%	69%
West Minico Middle School	6755.30	-496.35	55.53%	78%	65%
District Total	50947.88	-31181.14	48.86%	72%	65%

Dept per Day            S1 = 68 days            -458.55    -0.176

Projected Debt            S2 = 78 Days            -35766.60

Estimated SY24 Bad Debt            -66947.74

F/R Participation

Current Negative Balances			F/R %	Breakfast	Lunch
Acequia Elementary	4742.87	-870.90	40.94%	69%	51%
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X

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101

Dept per Day      S1 = 68 days      -458.55      -0.176

+

Projected Debt      S2 = 78 Days      -35766.60

Estimated SY24 Bad Debt      -66947.74



# Provision 2 Breakfast “Free Breakfast”

Days in School	18			16			6			126		
	OCTOBER			NOVEMBER			DECEMBER (as of Dec 12)			August 2022-April 2023		
	Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid
ACEQUIA	721	155	425	667	126	344	224	52	124	4777	1006	2433
HEYBURN	2094	206	897	1879	216	825	659	83	302	11986	3426	2855
PAUL	1534	356	765	1334	320	711	512	100	242	10105	2365	3152
RUPERT	2650	576	1725	2278	439	1705	705	135	537	26868	6923	8440
PRESCHOOL	138	12	118	127	6	131	51	1	71			
<b>Total Served by Eligibility</b>	<b>7137</b>	<b>1305</b>	<b>3930</b>	<b>6285</b>	<b>1107</b>	<b>3716</b>	<b>2151</b>	<b>371</b>	<b>1276</b>	<b>53736</b>	<b>13720</b>	<b>16880</b>
Total Served by Day	397	73	218	393	69	232	359	62	213	426	109	134
Total Breakfast Served		12372			11108			3798			84336	
Percent Eligibility Served	58%	11%	32%	57%	10%	33%	57%	10%	34%	64%	16%	20%

Average Percent Served by Eligibility		
Free	Reduced	Paid
57%	10%	33%

ADP by Day		
Free	Reduced	Paid
383	68	221

	Free	Reduced	Paid
SY23	64%	16%	20%
SY24	57%	10%	33%
% Change	-7%	-6%	13%

103

Remaining days by Month		ADP x Days		
	Days	Free	Reduced	Paid
January	18	6887	1221	3980
February	16	6122	1085	3537
March	12	4591	814	2653
April	18	6887	1221	3980
May	14	5356	950	3095

Total Due (Projected)
\$ 9,320.21
\$ 8,284.63
\$ 6,213.48
\$ 9,320.21
\$ 7,249.05
<b>\$40,387.59</b>

S2

# Provision 2 Breakfast “Free Breakfast”

Days in School	18			16			6			126		
	OCTOBER			NOVEMBER			DECEMBER (as of Dec 12)			August 2022-April 2023		
	Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid
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ADP by Day		
Free	Reduced	Paid
383	68	221

	Free	Reduced	Paid
SY23	64%	16%	20%
SY24	57%	10%	33%
<b>% Change</b>	<b>-7%</b>	<b>-6%</b>	<b>13%</b>

104

Remaining days by Month		ADP x Days		
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S2

1.

Average Percent Served by Eligibility		
Free	Reduced	Paid
57%	10%	33%

2.

ADP by Day		
Free	Reduced	Paid
383	68	221

3.

	Remaining days by Month		ADP x Days		
		Days	Free	Reduced	Paid
January	18	6887	1221	3980	
February	16	6122	1085	3537	
March	12	4591	814	2653	
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May	14	5356	950	3095	

4.

Total Due (Projected)
\$ 9,320.21
\$ 8,284.63
\$ 6,213.48
\$ 9,320.21
\$ 7,249.05
<b>S2 \$40,387.59</b>

# All things considered...

- Will our unpaid meals continue this trend if we do not continue Pro2?
- Will kids still receive breakfast?
- What will happen to our breakfast counts?
- How will this affect our customers?

**COURTESY LIVESTREAMING/ RECORDING BOARD MEETINGS:**

*Livestreaming/recording board meetings is a courtesy to give the public an alternative means of participating in the school board meeting with the understanding that should the technology fail, the board meeting will continue as schedule*

**MINIDOKA COUNTY SCHOOL BOARD MEETING DATES**

**(Meetings are held at 7:00 p.m. at the District Service Center 310 10<sup>th</sup> St., Rupert, ID 83350)**

**(Third Monday of the Month Unless Otherwise Stated \*)**

<b>DATE</b>	<b>TYPE OF MEETING</b>
1/15/24	Regular Board Meeting, 7:00
2/26/24	*Regular Board Meeting, 7:00*
3/18/24	*Regular Board Meeting, 7:00*
4/15/24	Regular Board Meeting, 7:00
5/20/24	Regular Board Meeting, 7:00
6/17/24	Regular Board Meeting, 7:00
7/15/24	Regular Board Meeting, 7:00
8/19/24	Regular Board Meeting, 7:00
9/16/24	Regular Board Meeting, 7:00
9/30/24	Possible Board Training*
10/21/24	Regular Board Meeting, 7:00
11/18/24	Regular Board Meeting, 7:00
12/16/24	Regular Board Meeting, 7:00
1/20/25	Annual Board Meeting, 7:00

The Board of Trustees of the Minidoka County Joint School District #331 is determined that students attend school in a manner consistent with society's work place expectations. Students should be in attendance whenever school is scheduled. Students who fail to attend are denied the opportunity to experience learning opportunities and the effectiveness of the teacher's presentation is diminished. Learning is the "job of all students". Each student is expected to reach his/her maximum potential in this endeavor. Therefore, students must develop the attitudes and work habits to assist them while attending school, as well as in the work place. To foster this philosophy, all MCSD students are expected to maintain 90% or greater attendance each semester or quarter.

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

## **DEFINITIONS**

### **Excused Absences**

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

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

### **Unexcused Absences**

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

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

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

### **Parent Confirmed Absences**

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

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

### **Tardiness**

Every minute of a class is important for effective learning. Students who arrive after the start of class will be considered tardy. Tardiness will be dealt with at the building level with consequences being outlined in each student handbook. Students who are repeatedly being dismissed early from a class may also be considered tardy.

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

### **Extended Illnesses**

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

### **Chronic Health Conditions**

Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his or her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request. Absence verified by a medical practitioner may be sufficient justification for home instruction.

### **Exemption for Cause (IC 33-204)**

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

### **Credit Denial and Appeals**

For the purposes of this policy, whenever a student is not attending a class at least 90% of the time school is in session (7 absences per semester or 4 days per quarter), credit for that class will be denied. Both unexcused and parent confirmed absences will be used in the calculation of the 90% attendance requirement. Each school will develop an Attendance Committee to handle credit appeals and deal with student attendance issues. If the committee chooses to deny credits, appeals may be made to the Board of Trustees based on absences due to extenuating circumstances as defined in policy 266.00 Secondary Grading Alternatives, extended illnesses, or chronic health conditions, **provided** that the student has completed the class with a 60% or higher, has evidence

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

**Credit Recovery**

Students who have more than 7 parent-confirmed or unexcused absences during the semester at Minico or more than 4 parent-confirmed or unexcused absences per quarter at Mt. Harrison will need to explore credit recovery options at the school or lose credit for that class. Credit recovery options may include credit recovery classes during the regular school year, credit recovery classes during the summer school program, or Idaho Digital Learning Academy classes. Please note: loss of credits results in being off-track for graduation. Counselors will notify students who are off-track to graduate.

**Truancy**

Students who repeatedly violate the attendance regulations established by the Board will be considered "habitually truant" and a truancy petition will be filed with the Juvenile Court as per Idaho Code 33-206 by the building administrator or their designee. Attendance calculated as described above that falls below the 90% attendance requirement in any given reporting period will constitute grounds for a habitual truancy petition. The school may also deny credits and promotion to the next grade level due to poor attendance. Students who are repeatedly dismissed early from school may also be considered truant.



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

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

The Board of Trustees of the Minidoka County Joint School District #331 is determined that students attend school in a manner consistent with society's work place expectations. Students should be in attendance whenever school is scheduled. Students who fail to attend are denied the opportunity to experience learning opportunities and the effectiveness of the teacher's presentation is diminished. Learning is the "job of all students". Each student is expected to reach his/her maximum potential in this endeavor. Therefore, students must develop the attitudes and work habits to assist them while attending school, as well as in the work place. To foster this philosophy, all MCSD students are expected to maintain 90% or greater attendance each semester or quarter.

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

## **DEFINITIONS**

### **Excused Absences**

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

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

### **Unexcused Absences**

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

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

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

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

### **Extended Illnesses**

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defined in policy 266.00 Secondary Grading Alternatives, extended illnesses, or chronic health conditions, **provided** that the student has completed the class with a 60% or higher, has evidence of an extenuating circumstance that was beyond the student’s control, or a documented chronic health condition or extended illness. Due to credit recovery options available to all students at the secondary schools no other appeals will be considered.

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## **District Appropriate Use Handbook**

The Minidoka County School District #331 offers network computer access for students and staff. This handbook covers appropriate Internet and other network uses of school computers.

### **1. Primarily for Educational Purposes:**

The District provides students with an electronic network to support education and research and for the conduct of school business. Student personal use of computers that is consistent with the District's educational mission may be permitted during class when authorized by a student's teacher or appropriate administrator. Personal use of District computers and networks outside of class is permissible, but must comply with District policy. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access. This includes any and all information transmitted or received in connection with such usage, including email and instant messages. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **2. Educational Purpose:**

- a. The District network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
- b. The District network has not been established as a public access service or a public forum. The District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in district and school building rules and the law in the use of the District network.
- c. The District network may not be used for commercial purposes. This means you may not offer, provide, or purchase products or services through the District network.
- d. The District network may not be used for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

### **3. Student Internet Access/District Email Account:**

- a. The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities and as an education tool.
- b. Elementary students will have Internet access only under direct supervision. Secondary students may obtain an account with the approval of their parent. This account may be revoked or suspended in accordance with the District regulations set forth in this handbook.

- c. Students and their parent must sign an Appropriate Use Agreement to be granted an individual account on the District network. This Agreement must be renewed on an annual basis.
- d. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.
- e. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an electronic email account is strictly prohibited

**4. Unacceptable Uses of Network:**

The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:

- a. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale, use, or purchase any substance the possession or use of which is prohibited by the District's student discipline policy, local, State, or federal law; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate local, State, or federal law; information pertaining to the manufacture of weapons; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials;
- b. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating; reading another person's communications; sharing another person's pictures, private information, or messages without their permission; or otherwise using his or her access to the network or the internet;
- c. Accessing sites which allow or promote online gambling.
- d. Uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information. Users will immediately notify the school's system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- e. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format, including audio or video, text, graphics photographic, or any combination thereof, that is intended to harm another individual.
- f. Accessing sites which promote violence or depict or describe graphic violent. This includes promotion of self-harm.
- g. Uses that jeopardize the security of student access and of the computer network or other networks on the internet; uses that waste District resources including downloading very

large files without permission from a teacher, unnecessary printing, and consuming excess file space on shared drives.

- h. Uses that are commercial transactions, including commercial or private advertising. Students and other users may not sell or buy anything over the internet. Students and others should not give personal information to others, including credit card numbers and social security numbers.
- i. The promotion of election or political campaigns, issues dealing with private or charitable organizations or foundations, ballot issues, or proselytizing in a way that presents such opinions as the view of the District.
- j. Sending, receiving, viewing, or downloading obscene materials, materials harmful to minors, or materials that depict the sexual exploitation of minors.
- k. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications; sharing one's password with others or allowing them to use one's account.
- l. Downloading, installing, or copying software or other files without authorization of the Superintendent or the Superintendent's designee.
- m. Posting or sending messages anonymously or using a name other than one's own.
- n. Attempting to bypass internal or external security systems or controls using District equipment. Students and staff may only access the internet using the District network.
- o. Plagiarism of material accessed online. Teachers will instruct students in appropriate research and citation practices.
- p. Using the network while access privileges are revoked.
- q. Students are prohibited from joining chat rooms or using school equipment or school systems for any such activity, unless it is a teacher-sponsored activity.
- r. Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- s. Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable.
- t. Students will not attempt to gain unauthorized access to the District Network or to any other computer system through the District network. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

## **5. System Security**

Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should they provide their password to another person. Doing so may result in possible suspension of access privileges.

**Internet Safety**

Each District computer with internet access shall have a filtering device that blocks access to visual depictions that are obscene, pornographic, harmful, or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate and/or harmful to minors. The Superintendent or designee shall enforce the use of such filtering devices.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
3. And, taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The term “harmful to minors” is also defined in Section 18-1514(6), Idaho Code as:

The quality of any material or of any performance of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:

1. Appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
2. Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
  - a. Intimate sexual acts, normal or perverted, actual or simulated; or
  - b. Masturbation, excretory functions, or lewd exhibits of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political, or scientific value for minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.
  - c. The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of 18 years.

**Internet Filtering**

Filtering is only one of a number of techniques used to manage student’s access to the internet and encourage acceptable usage. It is not viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Anything that falls under at least one of the categories below shall be blocked and filtered. This list will be updated/modified as required.

1. Nudity/ pornography: Prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites;
2. Sexuality: Sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads;
3. Violence: Sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images;
4. Crime: Information on performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy);
5. Drug Use: Sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug. Exception: material with valid-educational use;
6. Tastelessness: Images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context;
7. Language/Profanity: Passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor;
8. Discrimination/Intolerance: Material advocating discrimination (e.g., racial or religious intolerance); sites which promote intolerance, hate, or discrimination;
9. Interactive Mail or Chat: Sites which contain or allow inappropriate email correspondence, sites which contain or allow inappropriate chat areas;
10. Inappropriate Banners: Advertisements containing inappropriate images or words;
11. Gambling: Sites which allow or promote online gambling;
12. Weapons: Sites which promote illegal weapons, sites which promote the use of illegal weapons;
13. [Downloading the TikTok app or visiting the TikTok website;](#)
14. Self-Harm: Sites containing content on self-harm including cutting, and sites that encourage anorexia, bulimia, etc.; and
15. Judgment Calls: Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Filtering should also be used in conjunction with educating students to be “Net-smart”;

1. Using recognized internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
2. Using “Acceptable Use Agreements”;
3. Using behavior management practices for which internet access privileges can be earned or lost; and
4. Appropriate supervision, either in person and/or electronically.

The system administrator and/or Internet Safety Coordinator and/or building principal shall monitor student internet access.

**Inappropriate Language:**

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
2. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. Students will not post information that could cause damage or a danger of disruption.
4. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
5. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
6. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

**Respect for Privacy:**

1. Students will not repost a message that was sent to you privately without permission of the person who sent you the message.
2. Students will not post private information about another person.

**Plagiarism and Copyright Infringement:**

1. Students will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a MCSD staff member.

**Inappropriate Access to Material:**

Students will not use the MCSD system to access material that may be interpreted as

1. Harmful to minors;
2. Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
3. A product or service not permitted to minors by law;
4. Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
5. A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;

6. Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
7. Students will not use the District network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). While the District network does provide filtering of Internet content it is still your responsibility to avoid accessing inappropriate sites that may not be blocked.
  - a. A special exception for accessing material generally considered inappropriate may be made if the purpose is to conduct research and access is approved by both your teacher and your parent.
  - b. To request access to a blocked Internet site or to report an inappropriate site, you must contact the school building Technology Coordinator.
8. If students mistakenly access inappropriate information, he/she should immediately disclose this access in the manner specified by his/her school. This may protect the student against a claim that he/she has intentionally violated this Policy.

**Online Access on School Computers Internal Email:**

1. The district shall provide email accounts for all secondary students.

**Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian and the student or, if the student is 18 or over, the permission of the student. Students should be aware that conduct on the District's computer or using the District's server may be subject to public disclosure depending upon the nature of the communication. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and social security numbers. Staff members may approve exceptions in the case of applications for college or employment. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

**Student Use of Social Media**

Students will be held accountable for the content of the communications that they post on social media websites and are responsible for complying with District policy. Students may not disrupt the learning atmosphere, educational programs, school activities, or the rights of others.

All requirements of this policy apply to use of social media through the District network or equipment or as part of a class assignment.

**Internet Access Conduct Agreements**

Each student and his or her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Student Appropriate Use Contract prior to having access to the District's computer system and/or internet service.

**Warranties/Indemnification**

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event the school initiates an investigation of a user's use of his or her access to its computer network and the internet.

**Violations**

If any user violates this policy, the student's access to the District's internet system and computers will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action. The **[system administrator OR the Internet Safety Coordinator OR the building principal]** will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his or her decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

**Internet Safety Coordinator**

The Superintendent shall serve, or appoint someone to serve, as "Internet Safety Coordinator" with responsibility and authority for ensuring compliance with the requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate District personnel regarding the internet safety component of the District's curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by school personnel on internet safety is occurring District wide.

**Public Notification**

The Internet Safety Coordinator shall inform the public via the main District webpage of the District's procedures regarding enforcement of this policy and make them available for review at the District office.

**Submission to State Department of Education**

This policy shall be filed with the State Superintendent of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

**Your Rights:****1. Free Speech**

- a. Your right to free speech, as set forth in the MCSD Student Code of Conduct, applies also to your communication on the Internet. The District network is considered a limited forum, similar to the school newspaper, and therefore the MCSD may restrict your speech for valid educational reasons.

**2. Search and Seizure.**

- a. You should expect only limited privacy in the contents of your personal files on the District network and records of your online activity. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the District network may lead to discovery that you have violated this Policy, the school building's rules, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school building's rules, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Parents of students have the right at any time to request to see the contents of their child's e-mail.

**3. Due Process**

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the MCSD Network.
- b. In the event there is a claim that you have violated this Policy or the school building's rules in your use of the MCSD Network, you will be provided with notice and opportunity to be heard in the manner set forth in your school building's rules.
- c. If the violation also involves a violation of other provisions of your school building's rules, it will be handled in a manner described in the MCSD policies. Additional restrictions may be placed on your use of your Internet account.

**Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District network will be error-free or without defect. MCSD will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. MCSD is not responsible for the accuracy or quality of the information obtained through or stored on the system. MCSD will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

**Password Security**

All users of the District network shall adhere to follow the password guidelines:

1. Passwords must be at least eight characters long and include at least one upper case letter, one lower case letter, one number, and one of the following symbols (\*, &, ^, %, \$, #, @, !, +, \_).
2. Users shall keep their password private and not share it with anyone.

3. Passwords shall be changed regularly and at least annually.
4. Student passwords will be automatically changed at the beginning of each school year until their signed Acceptable Use Agreement is turned in.



**LEGAL REFERENCE:**

**I.C. § 18-917A Student Harassment – Intimidation – Bullying  
P.L. 110-385 Broadband Data Services Improvement Act  
Children’s Internet Protection Act (CIPA) 47 U.S.C. § 254(h)(5)(B)-  
(C), 254(l)  
Internet Safety 20 U.S.C. § 6777  
Children's Internet Protection Act Certifications Required 47 C.F.R.  
§ 54.520(c)(1)(i)**

**AMENDED: June 19, 2017; August 19, 2019; November 16, 2019; August 17, 2020**

**CROSS REFERENCE: Policy 226.00 Idaho Digital Learning Academy IDLA Classes**

In order to maintain a secure and orderly learning environment and to promote respect and courtesy regarding the use of Personal Electronic Devices (PEDs), the District hereby establishes the following rules and regulations governing student use of PEDs, and procedures to address student misuse of those devices.

### Provisions

Minidoka County School District takes no responsibility for the loss or damage of any Personal Electronic Devices (PED). School authorities will not investigate lost or stolen personal devices differently than for other lost or stolen items. Students who choose to bring their PED for use before or after school take sole responsibility for those devices.

Students may possess and utilize PEDs outside of the classroom as authorized by school administration and according to the grade level procedures. Students with disabilities who have a documented accommodation as stated on their 504 or IEP may be allowed to possess a PED for specific purposes, as listed in their plans.

At no time shall any PED be used at school to participate in illegal activities, disrupt the educational process or climate of the school or cause harm to another individual. Any use of electronic devices which involves bullying, intimidation, threats, sexting or other like activity while at school shall result in investigation, possible loss of the use of the PED at school and discipline up to expulsion.

In the event bullying by way of any PED places a student in reasonable fear of harm to his or her person or places a student in reasonable fear of damage to his or her property or is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student, the building administrator shall refer the matter to the local law enforcement agency for violation of Idaho Code 18-917A.

Students shall refrain from downloading the TikTok app onto any District issued device. If TikTok has already been downloaded onto a device issued to a student, the student shall delete the app or seek assistance from district technology personnel in deleting it.

### Definitions

1. "Personal Electronic Devices" are defined as communication devices that are personally owned wireless and/or portable electronic wearable or hand-held equipment that include but are not limited to existing and emerging mobile communication systems and smart technologies with digital audio, photo or video capability, Internet access (cell phones, smart phones, etc.), and hand-held entertainment systems or portable information technology systems. This policy will also apply to new technologies that may be developed for similar purposes.
2. "Sexting" means the taking, disseminating, sending, receiving, sharing or possession of sexually explicit messages, photographs or images by electronic communication devices.

3. “Educational Purposes” for PEDs are defined as teacher directed, time bound, subject specific activities such as calculation, student response, formative assessment, word processing, research, accessing educational content such as digital textbooks, image capture/recording, sound recording, organization, note-taking, etc.

**Approved Uses of Electronic Communication Devices:**

The District acknowledges that Personal Electronic Devices have a place in the education process. Each classroom instructor shall use his/her discretion in determining when it may be appropriate to allow the use of PEDs in the educational process for educational purposes. PED use should only be authorized when a school provided device is unavailable or would be inefficient for the educational purpose. School provided devices should be used whenever possible.

**Electronic Communication in Schools**

The building administrator is responsible to determine the parameters 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 as outlined in the procedures for this policy.



**LEGAL REFERENCE: Idaho Code §§ 18-917A, 33-506**

**ADOPTED: June 21, 2010**

**AMENDED: March 16, 2015; October 15, 2018**

<b>POLICY TITLE:</b>	<b>Administering Medication</b>	<b>POLICY NO:</b>
	<b>Minidoka County Joint School District # 331</b>	<b>370.20</b>
		<b>PAGE 1 of 9</b>

*District Personnel shall not dispense medication except as set forth in this policy. This policy shall be reviewed annually by the Board of Trustees or their designee*

**Assistance in Self Administration of Medicines to Students**

Any school employee authorized in writing by the school administrator or school principal:

- ~~1. May assist in the self-administration of any drug that may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions, if the pupil's parent or guardian consents in writing.~~
- ~~2. May assist in the self-administration of a prescription drug to a pupil in compliance with the written instructions of a practitioner, if the pupil's parent or guardian consents in writing.~~
1. May assist in the self-administration of any drug to a pupil provided:
  - a. The student's parent/guardian has consented in writing and
  - b. The drug that may lawfully be sold over the counter without a prescription. to a pupil in compliance with

Such administration must be as described in the written instructions provided in accordance with this policy, if the pupil's parent/guardian consents in writing.

**Administering Medicines to Students**

No employee except a qualified health care professional may administer a drug or prescription drug to a pupil under this policy except in an emergency situation.

The Board will permit the administration of medication to students in District schools ~~its jurisdiction.~~ Pursuant to the written authorization of the student's licensed health care practitioner as well as the written authorization of a parent/guardian: the school nurse (who has received direction as to the administration of medication by the student's licensed health care practitioner) may administer medication to any student in the school.

Where administration of medication is a routine activity for a particular student, the subject shall be addressed in a student's health care plan, Section 504 Plan or IEP, as applicable. A parent must fill out the necessary forms for a student to receive routine medication at school.

Medication will be given at the time specified on the completed medication administration form unless notified by the parent that a change is needed.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

The absence of a school nurse for the administration of medication shall be addressed on a case-by-case basis considering proper compliance with Idaho law and the medical needs of the student.

**Provisions:**

If a student must take medication during the school day, the following provisions will be adhered to:

**Prescription medications**

1. If a school is being asked to administer medication, the parent/guardian must submit a completed district Medication Authorization Form which is available at each school office. The prescribing doctor must sign the completed form.
2. The medication must be in the original container and brought to the school office by the parent/guardian. Verification of the quantity of medication in the container will be made by district personnel in the presence of the parent/guardian and logged on the student's charting record.
3. The student's name, prescription number, doctor and directions must be clearly set forth on the container.

**Non-prescription (over-the-counter) medications**

1. If a school is being asked to administer medication, the parent/guardian must submit a completed district "Medication Authorization Form" which is available at each school office
2. The medication must be in the original container and brought to the school office.

**Additional guidelines**

1. All medications to be administered by District personnel will be stored in a locked cabinet.
2. It is the student's responsibility to come to the office at the appropriate time to take his or her medication, unless the student has a disability and is unable to do so.
3. No medication that a school is being asked to administer will be dispensed without a completed district Medication Authorization Form on file.
4. Non-prescription medications, such as aspirin or Tylenol, will not be provided to students upon request. Students must supply their own over-the-counter medications.

**Emergency Administration of Medication**

In case of an anaphylactic reaction, the risk of such reaction, or an opiate-related overdose, or in the case of a seizure, a school nurse or delegate may administer ~~emergency oral, intranasal, and/or injectable~~ medication to any student in need thereof on the school grounds, in the school building, or at a school function. The staff member administering such medication shall be exempt from the nurse licensure requirements (I.C. § 54-1401 et seq.).

Training on ~~as to emergency~~ the administration of medication in the situation of an emergency, for the administrator or designated staff member, shall be done by the school's nurse or another licensed health care practitioner to ~~as~~ ensure such individuals have knowledge as to ~~of how to administer~~ give emergency medication to students orally or by injection. Records shall be retained as to the individuals trained, the identification of the trainer and the date of training activities.

### **Anaphylactic Reactions**

In the absence of a school nurse, the administrator or designated staff member who has completed training in administration of this medication, may give emergency medication to students ~~orally or by injection~~. Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

### **Opiate-Related Overdoses**

In the case of an opiate-related overdose prompt medical assistance will be summoned to the scene. In the absence of a school nurse, the administrator or designated staff member who has completed training in administration of this medication, may give emergency medication to students. Staff members trained in accordance with the policy shall make every reasonable effort, to include the use of Naloxone combined with rescue breaths, to revive the victim of any apparent drug overdose.

### **Self-Monitoring and Treatment of Diabetes**

A student with diabetes, upon written request of the student's parent or guardian and written authorization from the student's treating physician, shall be permitted by the Board to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes in the classroom and in any area of the school or school grounds, and to possess on the student's person at all times all necessary supplies and equipment to perform these monitoring and treatment functions.

### **Epilepsy and Seizure Disorder Plans**

Upon written request of the parent/guardian of a student who has epilepsy or another seizure disorder, the District shall authorize implementation of a plan – whether a Section 504 plan, Health or Emergency Care Plan, or Seizure Disorder Plan, as deemed appropriate for each individual student. The plan will include, but is not limited to, the following:

1. Providing notice of the student's condition to all employees who interact with the student;
2. The student's symptoms;
3. Written orders from the student's physician on providing care to the student;
4. Whether the student may fully participate in exercise and sports and, if applicable, any accommodations required;
5. Accommodations for school-related activities, such as school trips and after-school activities;
6. A description of how medical treatment of the condition may affect the student's education, if applicable;
7. The student's understanding of and ability to manage the epilepsy or seizure disorder.
8. How to maintain communication with the student, parents/guardians, the student's healthcare team, and the **school nurse**; and
9. A list of qualified staff who may administer emergency medication to the student for a seizure.

The plan may be updated annually and as necessary if there is a change in the health status of the student. The plan must also address the notification to the appropriate staff.

All employees who have received notification that a student they interact with has epilepsy or another seizure disorder will be provided with information about how to recognize indicators for epilepsy and seizure disorder, epilepsy, or seizure disorder first aid, when to call for assistance, and a parent/guardian and emergency contact information for that student. The training shall be provided by the school nurse. The training may be individualized to each student, if necessary.

### **Self-Administration of Asthma Medication, Insulin/Diabetic Treatment Seizure Disorder Medication, or Epinephrine Auto-Injectors**

Pursuant to Idaho Code covering the self-administration of asthma medication, the following shall apply to epinephrine auto-injectors, seizure disorder medication insulin, or blood glucose monitoring supplies if a parent or legal guardian chooses to have ~~his or her~~ their child self-administer medication:

1. The parents or guardians of the pupil shall provide to the Board or designee written authorization for the self-administration of medication.
2. The parents or guardians of the pupil shall provide to the Board or designee written certification from the student's physician of the ~~pupil~~ student that the ~~pupil~~ student has a severe allergic reaction (anaphylaxis), asthma, or another potentially life-threatening respiratory illness, epilepsy or another seizure disorder or diabetes and is capable of, and has been instructed in, the proper method of self-administration of medication. In cases where the pupil has severe or life-threatening allergies, Policy 370.20 and any related procedures shall be followed. For students with a severe allergic reaction, asthma, or another potentially life-threatening respiratory illness, seizure disorder ~~or~~ diabetes the student's physician or health care provider-supplied information shall contain:
  - a. The name and purpose of the medicine;
  - b. The prescribed dosage;
  - c. The time(s) at which or the special circumstances under which medication should be administered;
  - d. The length of time for which medication is prescribed;
  - e. The possible side-effects of the medicine;
  - f. Actions to take in the event of an emergency, including if the medication does not improve the child's breathing or allergic reaction;
  - g. Contact information for the physician and parent/guardian; and
  - h. If applicable, a list of the child's asthma or seizure triggers or allergies.
3. The school's administration and appropriate teachers and school personnel ~~are~~ shall be informed that the student is self-administering prescribed medication. Such notification

shall be done in a manner so as to best preserve the privacy of the student and the student's medical condition to the extent appropriate.

For students with severe or life-threatening allergies this information may be provided in the student's Emergency Care Plan.

### **Additional Requirements for Self-Administration of Medication**

The Board or Board designee will inform the parents or guardians of the pupil in writing that the District and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, absent any negligence by the District, its employees, or its agents, or as a result of providing all relevant information provided pursuant to subdivisions of this subsection with the school nurse, absent any negligence by the District, its employees, or its agents, or in the absence of such nurse, to the school administrator.

The parents or guardians of the pupil shall sign a statement acknowledging that the District shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

Students who are authorized to carry their own ~~epinephrine auto-injectors medication~~ or supplies or equipment necessary for managing diabetes monitoring and/or treatment of diabetes, allergies, asthmas, or epilepsy or other seizure disorder may be retested periodically to ensure they are still capable of correctly self-administering using the medication.

As used in this section:

1. "Medication" means an epinephrine auto-injector, a metered dose inhaler, or a dry powder inhaler or insulin, Medication for the treatment of epilepsy or another seizure disorder; and
- ~~1.2.~~ insulin delivery system and/or supplies or equipment necessary for diabetes monitoring and/or treatment prescribed by a physician and having an individual label;
- ~~2.3.~~ "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician; and
- ~~3.4.~~ A student who is permitted to self-administer medication pursuant to this section shall be permitted to possess and use the prescribed medication at all times.

Any school employee authorized in writing by the school administrator or principal may assist with self-administration of medications provided that only the following acts are used:

1. Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
2. Handing a prefilled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student;
3. Opening the lid of the above container for the student;
4. Guiding the hand of the student to self-administer the medication;
5. Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications; and/or

6. Assisting with removal of a medication from a container for students with a physical disability which prevents independence in the act.

### **Medications to Reverse an Opioid Overdose**

The District's Board of Trustees wishes to prevent opiate-related overdose deaths. For this reason, The Board authorizes the District Superintendent to **work with the District's school nurses to make available in any schools the Superintendent deems appropriate either naloxone, sometimes marketed as Narcan, or any other opioid antagonist permitted by IC 54-1733B. If the Superintendent elects to make opioid antagonists available in District schools, the Superintendent or their designee shall establish procedures for the acquisition, storage, and administration of opioid antagonists and for the training of staff members in how to administer them. This procedure shall also provide a process for ensuring there is an adequate supply of opioid antagonists at each school designated to have a supply, ensuring that the medication has not expired, and replacing the medication as needed.**

The Superintendent or their designee may obtain opioid antagonists from a licensed health professional authorized to prescribe and dispense them by Idaho law.

Documentation that the opioid antagonist was prescribed and dispensed in accordance with State law shall be maintained in the Superintendent's office, and copies of any directions provided with the opioid antagonist shall be kept with the medication.

Administration of an opioid antagonist shall not be required in circumstances of unavailability of the medication, unavailability of an employee trained to administer it, and/or uncertainty as to whether an opioid overdose is occurring, among other reasons. This policy shall not create a duty on the part of the District and/or its personnel to administer opioid antagonists.

### **Training**

Before any District employee may administer an opioid antagonist under this policy, the employee must successfully complete training on recognizing opioid-related overdoses, administering the opioid antagonist provided by the District, promptly seeking medical attention for drug overdoses, and on this policy. Employees shall be trained **every year** on these topics.

Evidence that such training has been completed shall be placed in the employee's personnel file. A list of District employees who successfully completed such training shall be maintained, updated, and kept in the **school nurse's office and in the District office.**

**If the District's School Resource Officer does not already carry an opioid antagonist which they are trained and authorized to use, they may also be trained to administer opioid antagonists and provided with access to the schools' supplies of the medication in the same manner as trained District staff.**

Students shall be encouraged to immediately report medical emergencies to school officials to ensure medical assistance can be immediately provided.

### Storage of Opioid Antagonists

If the Superintendent directs for opioid antagonists to be kept at a school, the medication shall be stored in a safe location in compliance with the drug manufacturer's instructions. The opioid antagonist shall be readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be made aware of exactly where naloxone is being stored.

### Administration of Opioid Antagonist

These protocols shall be followed when administering an opioid antagonist to respond to a suspected drug overdose:

1. The employee shall immediately ensure that someone calls 911 for emergency medical service personnel to be dispatched to respond to a suspected drug overdose.
2. The employee shall administer the opioid antagonist in accordance with the training they have received and take any further measures directed by their training.
3. The employee shall fully cooperate with emergency medical service personnel responding to the scene and shall not interfere with or impede the administration of emergency medical services to the individual suffering the suspected drug overdose.
4. The employee shall notify the building administrator of the incident as soon as possible.
5. The employee shall provide a written report describing the facts and circumstances surrounding the event.

The Principal shall provide a copy of the report to the Superintendent **and to the school nurse.**

### Indemnification

Any person who administers an opioid antagonist provided under this policy to another person who appears to be experiencing an opiate-related overdose and who:

1. Acts in good faith and exercises reasonable care; and
2. Contacts emergency medical services as soon as possible

will not be liable in a civil or administrative action or subject to criminal prosecution for such acts, as described in IC 54-1735B.

### Parental Notification

The District shall notify all parents/guardians of students of this policy once each school year through methods which may include providing it in the student handbook.

A student's parent/guardian, as well as law enforcement, shall be notified of any incident in which their student is believed to have been under the influence of alcohol or controlled substances in accordance with Policy 3320. The student's parent/guardian shall be notified of any health emergency they experience, as described in Policy 3540.

### **Non-Employee Administration of Opioid Antagonists**

Nothing in this policy is intended to regulate, restrict, or otherwise deter any emergency medical technician from administering their own supply of an opioid antagonist when responding in good faith to a suspected drug overdose occurring on District property

### **Handling and Storage of Medications**

All medications, including those approved for keeping by students for self-~~medication~~administration, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

1. Examine any new medication to ensure that it is properly labeled with dates, the name of the student, the medication name, the dosage, and the physician's name;
2. If administration is necessary, must develop a medication administration plan for the student before any medication is given by school personnel;
3. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received;
4. Store medication requiring refrigeration at 36F - 46F; and
5. Store prescribed medicinal preparations in a securely locked storage compartment excluding those medications approved for self-administration. Controlled substances will be contained in a separate compartment, secured, and locked at all times.

No more than a forty-five (45) school day supply of a medication for a student will be stored at the school. All medications, prescription and nonprescription will be stored in their original containers.

Access to all stored medication will be limited to persons authorized to administer medications or assist in the self-administration of medications. Each school will maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

### **Disposal of Medication**

School personnel must either return to the parent/guardian or destroy (with permission of the parent/guardian) any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent/guardian within a seven (7) day period of notification by school authorities will be collected by school personnel and properly disposed of by local law enforcement. All non-prescription medications shall be picked up by the parent/guardian at the end of each school year or shall be disposed of properly.

### **LEGAL REFERENCE:**

**I. C. § 33-506(1) and §37-2701 et seq**

**The Family Education Rights and Privacy Act of 1974**

**I.C. § 33-520**

**Policy Governing Medical Inhalers, Epinephrine Auto-Injectors, Insulin and Blood Glucose Monitoring Supplies**

**I.C. § 54-1401**

**Purpose- License Required- Representation to the Public**

[IDAPA 08.02.03.160.01.a.i](#)

[Rules Governing Student Health Policies](#)

**ADOPTED: July 18, 2005**

**AMENDED/REVISED: November 21, 2016; July 20, 2020; March 15, 2021**

**REFER TO FORM: 370.20F**

**CROSS REFERENCE: Policy 338.00 504 Students**

**Policy 352.00 Interscholastic Activities**

## **Student Records**

### Maintenance of School Student Records

The District shall maintain a record for each student that shall contain information, including but not limited to the items listed below, if the District has created or received such information. Items 1 through 7 must be included.

1. Birth certificate;
2. Proof of residency;
3. Unique student identifier;
4. Basic identifying information;
5. Academic transcripts;
6. Immunization records;
7. Attendance records;
8. Intelligence and aptitude scores;
9. Psychological reports;
10. Achievement test results;
11. Participation in extracurricular activities;
12. Honors and awards;
13. Special education records (maintained pursuant to IDEA requirements);
14. Verified reports or information from non-educational persons;
15. Verified information of clear relevance to the student's education;
16. Log pertaining to release of student's record; and
17. Disciplinary information.

The information described above shall be maintained in student records permanently. Other content of the student record shall be maintained for a period of **seven years** after a student graduates or permanently leaves the District, except for those records for which longer retention is required.

Special Education Records shall be maintained in accordance with then-applicable special education laws, as such may change from time to time.

The District's public records custodian, in conjunction with the Superintendent and their designee shall be responsible for the maintenance, retention, or destruction of a student's records, in accordance with the District's procedure established by the Superintendent.

The unique student identifier is a number issued and assigned by the State Department of Education to each student currently enrolled or who will be enrolled. The unique student identifier shall follow the student from each school district or local educational agency (LEA) or upon return to a school district or LEA after an absence no matter the length of absence.

### Access to Student Records

The District shall grant access to student records as follows:

1. The District or any District employee shall not release, disclose, or grant access to information found in any student record except under the conditions set forth in this policy and consistent with the provisions of State and federal law.
2. The parents of a student under 18 years of age shall be entitled to inspect and copy information in the child's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within five school~~15~~ days of the District's receipt of such a request unless state or federal law specifically provides another length of time.

Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The District shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise or parental rights have been terminated by court order or parental agreement:

- A. Academic progress reports or records;
- B. Health reports;
- C. Notices of parent-teacher conferences;
- D. School calendars distributed to parents/guardians; and
- E. Notices about open houses and other major school events, including pupil-parent interaction.

When the student reaches 18 years of age, graduates from high school, marries, enters military service, or becomes legally emancipated all rights and privileges accorded to the parent become exclusively those of the student. The parents of dependent students, as defined by the Internal Revenue Service (i.e. student termed dependent for income tax purposes) may have access to student educational records if the parents establish, via either a copy of the applicable tax forms and/or a Parental Affidavit for Educational Records attesting to the student's dependent status.

Access shall not be granted to the parent or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment, or the receipt of an honor or award, if the student has waived ~~his or her~~their right of access, after being advised of ~~his or her~~their right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to, or release information from, student records to employees or officials of the District or the Idaho State Board of Education, provided a current, demonstrable, educational or administrative need is shown, without parental consent or notification. Access in such cases shall be limited to the satisfaction of that need.

4. For purposes of an audit or evaluation by a federal or State-supported education program, and to comply with federal requirements related to such a program. The receiving entity must be a State or educational authority or another entity allowed by the Family Educational Rights and Privacy Act (FERPA), or must be an authorized representative of such an entity.

For each new audit, evaluation, or enforcement effort, the District shall enter into a written agreement when designating anyone other than its employee as its authorized representative. The District shall be responsible for using reasonable methods to ensure, to the greatest extent practicable, that the authorized representative:

- A. Uses the personal information only for the authorized purpose;
  - B. Protects the personal information from further unauthorized disclosures or other uses; and
  - C. Destroys the personal information when it is no longer needed for the authorized purpose. Such destruction shall be affected by any specified time period set forth in the written agreement.
5. The District may grant access to, or release information from, student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. Any such release in this regard shall be consistent with Idaho Code and Policy 3575 relating to the limitations on the release of student data.
  6. The District shall grant access to, or release information from, a student's records pursuant to a court order or appropriate subpoena. In most instances, the parent/qualified student shall be given prompt written notice of such order/subpoena, a general statement of the documents which will be released, and the proposed date of release of the documentation requested. However, there are very limited circumstances under the USA Patriot Act where schools are required to disclose information without notice to the parent or student to the Attorney General of the United States upon an ex parte order in connection with the investigation or prosecution of terrorism crimes or other such specified situations when the court order prohibits disclosure (i.e. Federal Grand Jury Subpoena or Law Enforcement Subpoena wherein such order indicates disclosure is not permitted).
  7. The District shall grant access to or release information from any student record as specifically required by federal or state statute.
  8. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent or eligible student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records, and one copy shall be mailed to the parent or eligible student by the

Superintendent. Whenever the District requests the consent to release certain records, the records custodian shall inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.

9. The District may release student records to the Superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
10. Prior to the release of any records or information under items 6, 7, 8, and 9 above, the District shall provide prompt written notice to the parents or eligible student of this intended action except as specified in item 6. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. Any release that is made must be narrowly tailored considering the immediacy, magnitude, and specificity of the information concerning the emergency and the information should only be released to those persons whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals (i.e. law enforcement, public health officials, trained medical personnel). The exception is temporarily limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's records. The District shall notify the parents or eligible student as soon as possible of the information released; the date of the release; the person, agency, or organization to which the release was made; and the purpose of the release and the same information shall be recorded in the student's record log.
12. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
13. The District may charge a fee for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship. See Policy 4260 for information regarding the District copy fee schedule.
14. A log of all releases of information from student records, including all instances of access granted, whether or not records were copied, shall be kept and maintained as part of such records. This log shall be maintained for the life of the student record and shall be accessible only to the parent or eligible student, records custodian, or other such person. The log of release shall include:

- A. Information released or made accessible;
- B. The name and signature of the records custodian;
- C. The name and position of the person requesting the release or access;
- D. The legitimate interests the parties had in requesting or obtaining the information;
- E. The date of the release or grant of access;
- F. A copy of any consent to such release; and
- G. Any additional information required by State or federal law.

### Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information shall be limited to:

- 1. Name;
- ~~2. Address;~~
- ~~3. Gender;~~
- ~~4.2.~~ Grade level;
- ~~5. Birth date and place;~~
- ~~6.3.~~ Parents'/guardians' names and addresses;
- ~~7.4.~~ Academic awards, degrees, and honors;
- ~~8.5.~~ Information in relation to school-sponsored activities, organizations, and athletics;
- ~~9.6.~~ Major field of study;
- ~~10.7.~~ Period of attendance in school; and
- ~~11.8.~~ A student's photo solely for the purpose of publication or recognition of a student's honors, awards, or achievements, or for any District informational or promotional use on its social media or other publications, or for any yearbook.

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

### Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

### Student Record Challenges

Parents/guardians may challenge the accuracy, relevancy, or propriety of the records, except for grades, and references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

- 1. The right to present evidence and to call witnesses;

2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore; and
5. The right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include a statement in any release of the information in dispute.

Procedure History:

Promulgated on:

Revised on:

Reviewed on:



**LEGAL REFERENCE: Idaho Code 32-717A**

**ADOPTED: Original Adoption Date Unknown**

**RATIFIED: August 21, 2006**

**AMENDED/REVISED:**

It is the policy of Minidoka County Joint School District #331, that in accordance with the Family Education and Privacy Rights Act found at 20 U.S.C. §1232g, the District may disclose any of the following items designated as “Directory Information” without prior written consent, unless notified in writing to the contrary by the student’s parent or legal guardian within ten (10) days after publication of the “Notice on Directory Information” (see below).

For the purposes of this policy, the term ‘Directory Information’ relating to a student shall be limited to:

1. Name;
- ~~2.~~
- ~~3. Address;~~
- ~~4.2.~~ Grade level;
- ~~5. Birth date and place;~~
- ~~6.3.~~ Parents’/guardians’ names and addresses;
- ~~7.4.~~ Academic awards, degrees, and honors;
- ~~8.5.~~ Information in relation to school-sponsored activities, organizations, and athletics;
- ~~9.6.~~ Major field of study; and
- ~~10.7.~~ \_\_\_\_\_ Dates of attendance in school.

The District may release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parent, legal guardian or eligible student requests in writing that the District withhold this information.

The District may release directory information to a law enforcement agency. Any other authorized agency must submit a written request. The Superintendent shall authorize only those agencies who have a legitimate reason for requesting directory information.

Parents and/or legal guardians shall be allowed ten (10) days to inform the District in writing (on Form 380.20F Disclosure of Directory Information Denial Form) that any or all information designated herein as Directory Information should not be released without the parent or legal guardian’s prior consent. The ‘Disclosure of Directory Information Denial Form’ shall be made available at the District Office, all school offices and the district website.

“Notice on Directory Information” under this policy shall be provided on the District website.

A copy of the Disclosure of Directory Information Denial Form shall be placed in the student’s file and the student’s Directory Information shall not be included in any disclosures made by the District. It shall be the responsibility of the building principal to ensure that no improper disclosure is made. Said Disclosure of Directory Information Denial Form shall be valid for one (1) calendar year.



**LEGAL REFERENCE: Family Educational Rights and Privacy Act of 1974  
No Child Left Behind Act of 2001  
Individuals with Disabilities Act (IDEA)**

**ADOPTED: October 21, 2002**

**AMENDED/REVISED: February 20, 2012; March 13, 2017; September 19, 2022**

**Form for Denial of Permission to Release Certain Directory Information**

Dear Parent or Student (over 18 years of age):

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music, and theater presentations of this school district.

If you do NOT wish some of the following directory information to be released without written permission, please circle the specific categories of information listed below that you do NOT wish to be released.

1. Name of Student

~~2.~~ \_\_\_\_\_

~~3.~~ ~~Address~~

~~4.~~2. Grade Level

~~5.~~ ~~Birth Date and Place~~

~~6.~~3. Parents'/Guardians' Names and Addresses

~~7.~~4. Academic Awards, degrees, and honors

~~8.~~5. Information in Relation to School-Sponsored Activities, Organizations and Athletics

~~9.~~6. Major Field of Study

~~10.~~7. Dates of Attendance in School

\_\_\_\_\_ The release of those items of Directory Information circled above are denied.

\_\_\_\_\_ The release of ALL Directory Information is denied.

This form must be completed and returned to the school principal within ten (10) days after publication of the notice on "Directory Information."

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
School Attending/Year

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**REFERENCE: 380.20 Disclosure of Directory Information**

Efforts to Notify Parent/Guardian of Changes in Student Health or Well-being

Staff Member Reporting Change in Student Health or Well-being

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date you noticed this change in health or wellbeing: \_\_\_\_\_

Please explain this change and how you learned about it:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Member Notifying Parent/Guardian of Change in Student Health or Well-being

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date Form Was Received: \_\_\_\_\_

Please document the efforts made to contact the parent/guardian below:

<u>Date</u>	<u>Time</u>	<u>Person You Tried to Contact</u>	<u>Mode of Communication</u>	<u>Successfully Contacted?</u>

Please describe what you told them.

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Please indicate whether you took the following steps:

Yes / No Encouraged the student to discuss issues related to the student's well-being with their parent/guardian

Yes / No Encouraged the parent/guardian to discuss issues related to the student's well-being with the student

Yes / No Offered to facilitate a discussion of the student's wellbeing between the student and the parent/guardian

Parent/Guardian Notification of Changes in Health and Well-being

District staff shall notify the building principal or designee of any known change in a student's mental, emotional, or physical health or well-being using Form 383.00F. For the purposes of this policy:

1. Mental health shall mean the state of health of somebody's mind;
2. Emotional health shall mean a person's ability to cope with and be aware of their own emotions, both positive and negative;
3. Physical health shall mean the condition of a person's body and the extent to which it is free from illness or is able to resist illness; and
4. Well-being shall mean a person's sense of feeling healthy and happy.

The building principal or designee shall notify the student's parent/guardian regarding this change and document their attempts to do so using Form 383.00F.

District staff shall encourage students to discuss issues related to the student's well-being with the student's parent/guardian. At the request of the student or parent/guardian the building principal or designee or their designee shall attempt to facilitate discussion of the student's well-being between the student and the parent/guardian.

ADOPTED:

AMENDED:

The Minidoka County Joint School District #331 recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy.

For the purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location being utilized during a school athletic event or other school-sponsored event, properties posted with a notice that they are used by a school, and school grounds.

### **Convicted Sex Offender**

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school measured from the nearest point of the exterior wall of the offenders’ dwelling unit to the school’s property line, unless the person’s residence was established prior to July 1, 2006.

The posted notices required in this section shall be at least one hundred (100) square inches make reference to I.C.18-8329, include the term “registered sex offender” and be placed at commonly used entrances to the property.

Provided, however, section number 1 and 2 immediately above shall not apply when the person:

1. Is a student in attendance at the school; or
2. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
3. Is attending a scheduled extracurricular school event with school officials as a parent or legal guardian of a child who is participating in the school event; or
4. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
5. Is picking up a child or children or dropping off a child or children and the person is the child or children’s parent or legal guardian;

6. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery;
7. Is exercising his or her right to vote in public elections;
8. Is taking delivery of his mail through an official post office located on school grounds;
9. Has written permission annually from a school principal, vice-principal, or the equivalent, to be on the school grounds or upon other property posted with a notice that the property is used by a school; or
10. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.

An individual seeking written permission as outlined above must contact the school administrator at least ten school days prior to the first visit. In determining whether to grant written permission as provided above, the District may, in its discretion, consider the nature of the offense committed, the time since an offense has been committed, the safety of the students, the likely disruption caused by the individual's access to the property, or any other factor. The District will provide a response to the requesting individual within seven days of receipt of the request.

#### **Sex Offender Registry Notification**

The Superintendent or his/her designee shall request notification of registered sex offenders in the same or contiguous zip codes as any school within the District. The request can be made of the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Code. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone.

#### **Staff Notification**

At a quarterly meeting, the building principal shall disseminate sex offender registry information received. The principal shall inform staff of the roles and responsibilities of staff in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and/or if a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the principal, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code 18-8326. Employees who share registry information with others may be disciplined.

#### **Enforcement**

Any staff member may request identification from any person on school property. Any staff member shall seek the immediate removal of any person who refuses to provide requested identification. As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

Anyone observing a parent/guardian or other person violating this policy shall immediately notify the building principal or designee. The principal or designee will request that the person act

civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.

If a sex offender violates this policy, school officials shall immediately contact law enforcement.

**Idaho Code §§ 18-8323 Public Access to Sexual Offender Registry Information**

**18-916 Abuse of School Teachers**

**18-8324 Dissemination of Registry Information**

**18-8326 Penalties for Vigilantism or Other Misuse of Information**

**18-8329 Adult Criminal Sex Offenders – Prohibited Access to School Children**

**33-512(11) Governance of Schools – district Permitted to Prohibit Entry to School Grounds**

**ADOPTED: May 21, 2009**

**LETTER TO PARENTS REGARDING VISITS TO SCHOOL  
BY CONVICTED SEX OFFENDERS**

Dear Parents/Guardians:

The purpose of this letter is to help the school and District comply with State law placing restrictions on sex offenders' access to school children and school property.

If you would like to obtain information regarding convicted sex offenders in your area, you can contact the Idaho State Police or your local Sheriff's Department. The Idaho State Police has a website available to provide this information. Currently, that website is:

[http://www.isp.state.id.us/identification/sex\\_offender/index.html](http://www.isp.state.id.us/identification/sex_offender/index.html)

State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) are present.
3. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

**The following applies if you are a parent/guardian who is a convicted sex offender:**

You need to immediately return this letter with the blanks completed to the building principal's office where your child is enrolled. If you have children attending more than one school, you must complete this form for each school. The district will crosscheck responses with the list the District receives from law enforcement identifying sex offenders living within its jurisdiction.

When you visit your child at school or a school event that you have not already described on the form below, you must inform the principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where your child is enrolled.

The following must be completed by a convicted sex offender who is a parent or guardian of a student enrolled in the school.

**TO BE COMPLETED ONLY IF YOU ARE A PARENT/GUARDIAN AND ARE A CONVICTED SEX OFFENDER**

Student's Name (please print) \_\_\_\_\_ School \_\_\_\_\_

Name of Parent/Guardian (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- You do not need advance permission for you to visit school property
- You must provide the information requested below for the times you anticipate visiting the school, such as, after school to pick-up your child, during specific sporting events and during parent-teacher conferences.
- For all other visits, you must go immediately and directly to the principal's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the principal's office and provide the time that you are leaving. You must then immediately leave the school grounds.

**Record of Visits**

Date	Location and Purpose	School Official Assigned	Time In	Time Out

The following applies if you know someone who is a convicted sex offender who would like to visit school property:

If you know a convicted sex offender who is not a parent/guardian of a student enrolled in the school, but who would like to visit school property, please refer them to the Superintendent's office to request permission. A sex offender who is not a parent/guardian of a student enrolled in the school must complete a form in order to be granted permission to visit school property. This form must be completed for each visit to school property.

If permission is granted, the Superintendent or designee shall provide the details of the sex offender's upcoming visit to the building principal. The Superintendent, or designee, who is a certified employee, will supervise the sex offender whenever the sex offender is in a student's vicinity.

**LETTER TO EMPLOYERS & CONTRACTORS  
REGARDING ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS**

Dear Employer/Contractor:

The purpose of this letter is to help the school and District comply with State law placing restrictions on sex offenders' access to school children and school property. State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

**The following applies if you and/or your employee(s), subcontractor(s), delivery personnel, etc. are a convicted sex offender:**

You need to immediately return this letter with the blanks completed to the building principal's office where you, your employee(s), subcontractor(s), delivery personnel, etc. may be providing any form of work or visitation onto any school grounds.

It is your responsibility to inform your employee(s), subcontractor(s), delivery personnel, etc. of this requirement. Anyone who is a convicted sex offender must complete this form and return it to the building principal prior to accessing school grounds.

When you and/or your employee(s), subcontractor(s), delivery personnel, etc. access school grounds that you have not already described on the form below, you must inform the principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where you are performing work or accessing school grounds.

The following must be completed by a convicted sex offender who is accessing school grounds for the purposes of maintenance, deliveries, contract work, etc.

Name of School that the Convicted Sex Offender Will Be Accessing \_\_\_\_\_

Name of Convicted Sex Offender (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

1. You do not need advance permission for you to visit school property, however, the work that you are to perform, reason for visit, or deliveries that you will complete must be known and approved of by the principal prior to you accessing school grounds.
2. You must provide the information requested below for the times you anticipate visiting the school, such as, when work will be performed, when deliveries will be made, etc.
3. For all other visits, you must go immediately and directly to the principal’s office and provide the information on your record of visits.
4. You must remain under the direct supervision of the assigned school official.
5. When you are to leave, you must go immediately and directly to the principal’s office and provide the time that you are leaving. You must then immediately leave the school grounds.

**Record of Visits**

Date	Location & Purpose	School Official Assigned	Time In	Time Out

<b>POLICY TITLE:</b>	<b>Parental Rights</b>  <b>Minidoka County Joint School District # 331</b>	<b>POLICY NO:</b> <b>440.00</b> <b>PAGE 1 of 5</b>
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The Board of Trustees recognizes that parents/guardians have the “right to nurture and direct their children’s destiny, upbringing and education” (Idaho Code 32-1010-4). The Board of Trustees also recognizes that parents have the right to direct, collaborate, and communicate on any issues concerning the education of their children. Idaho Code 32-1012 further provides that, “Parents who have legal custody of any minor child or children have the fundamental right and duty to make decisions concerning their education, including the right to cause the child to be educated in any manner authorized under section 33-202, Idaho Code, and section 9, article IX, of the constitution of the state of Idaho.”

~~33.202. SCHOOL ATTENDANCE COMPULSORY.~~ The parent or guardian of any child resident in this state who has attained the age of seven (7) years at the time of the commencement of school in his district, but not the age of sixteen (16) years, shall cause the child to be instructed in subjects commonly and usually taught in the public schools of the state of Idaho. To accomplish this, a parent or guardian shall either cause the child to be privately instructed by, or at the direction of, his parent or guardian; or enrolled in a public school or public charter school, including an on-line or virtual charter school or private or parochial school during a period in each year equal to that in which the public schools are in session; there to conform to the attendance policies and regulations established by the board of trustees, or other governing body, operating the school attended.

~~SECTION 9, ARTICLE IX, CONSTITUTION OF THE STATE OF IDAHO.~~ The legislature may require by law that every child shall attend the public schools of the state, throughout the period between the ages of six and eighteen years, unless educated by other means, as provided by law.

The Board adheres to all laws, rules, and regulations including those outlined in the constitution of the state of Idaho, the rules and regulations established by the Idaho State Board of Education (Idaho Administrative Procedures Act), the Idaho State Department of Education, laws, rules, and regulations established by the U.S. Department of Education and the federal government, as well as the provisions outlined in Idaho Code. Under Idaho Code 32-1010(2): The interests and role of parents in the care, custody and control of their children are both implicit in the concept of ordered liberty and deeply rooted in our nation’s history and tradition. They are also among the unalienable rights retained by the people under the ninth amendment to the constitution of the United States.” Furthermore, Idaho Code 32-1010(4) states: “The State of Idaho has independent authority to protect its parents’ fundamental right to nurture and direct their children’s destiny, upbringing and education.” According to section 1, article IX of the Constitution of the State of Idaho, “The stability of a republican form of government depending mainly upon the intelligence of the people, it shall be the duty of the legislature of Idaho, to establish and maintain a general, uniform and thorough system of public, free common schools.”

Based upon the above provisions, and the State’s requirements for advancement and graduation, the District has established its practices, policies, and procedures, as well as the approved curriculum and assessment program. Failure to follow the District’s practices, policies, and procedures as well as the school’s curriculum and assessment program is a violation of state

and/or federal laws, rules, and regulations, including but not limited to, a failure to provide a general, thorough, free and uniform system of public education.

Parents, guardians and students who choose to attend Minidoka County School District schools are expected to abide by the District's practices, policies, and procedures governing the operation of the schools, which are required by various state and federal laws, rules, and regulations. Nevertheless, parents retain rights under Idaho Code 33-6001.

~~33-6001. PARENTAL RIGHTS. (1) A student's parent or guardian has the right to reasonable academic accommodation from the child's public school. "Reasonable accommodation: means the school shall make its best effort to enable a parent or guardian to exercise their rights without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises for school activities and the efficient allocation of expenditures, while balancing the parental rights of parents and guardians, the educational needs of other students, the academic and behavioral impacts to a classroom, a teacher's workload and the assurance of the safe and efficient operations of the school. (2) School districts and the boards of directors of public charter schools, in consultation with parents, teachers and administrators, shall develop and adopt a policy to promote the involvement of parents and guardians of children enrolled in the schools within the school district or the charter school, including:~~

- ~~a. A plan for parent participation in the schools that is designed to improve parent and teacher cooperation in such areas as homework, attendance and discipline;~~
- ~~b. A process by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials; and~~
- ~~c. A process by which parents who object to any learning material or activity on the basis that it harms the child or impairs the parents' firmly held beliefs, values or principles may withdraw their child from the activity, class or program in which the material is used.~~

~~If a parent has an objection to the District's implementation of various requirements through the District's practices, policies and procedures, or if a parent/guardian would like to request reasonable academic accommodation the appropriate avenue for the parent is to first seek to address such concerns through communication with the school's administration. Should that avenue not resolve the situation, the parent should bring their concerns to the Superintendent. If the parent is still not satisfied they are free to address such concerns with the Board of Trustees in conformance with Board policy regarding public participation at Board meetings.~~

~~A parent who has objection to their child's participation in the District's adopted curriculum and/or the District's implementation of practices, policies, and procedures in accordance with educational requirements, on the basis that it harms the child or impairs the parents' firmly held beliefs, values, or principles, may withdraw their child from the activity, class, or program (Idaho Code 33-6001). A parent/guardian who chooses not to have their child participate in the provided educational activity, shall be responsible for identification and provision of non-disruptive alternative educational activities for their child during any time of objection, at no cost to the District. The final decision as to the placement of such alternative educational activity shall be at the discretion of the District, in consultation with the parent or guardian, consistent~~

~~with the requirements for advancement and graduation and the reasonable accommodation requirements outlined above.~~

### Access to Learning Materials

~~Parents/guardians are entitled to review all learning materials, instructional materials, and other teaching aids used in the classroom of their student. Parents/guardians can request access to learning materials by contacting the school's administration during school hours.~~

### Notice

~~The District shall annually provide parents/guardians with notice of their rights as specified in this policy.~~

### Parental Rights

The Board of Trustees encourages parents/guardians to be involved in their student's school activities and academic progress. As required by IC 33-6001, the District reinforces the rights and responsibilities of parents as primary stakeholders to make decisions regarding the upbringing and control of their child.

The Board is mandated to adhere to laws, rules, and regulations including the Constitution of the State of Idaho; the rules of the Idaho State Board of Education (Idaho Administrative Procedures Act); the rules and regulations of the Idaho State Department of Education; the laws, rules, and regulations of the federal government and the U.S. Department of Education; as well as educational provisions outlined in the Idaho Code. These mandates include the requirement stated at Article IX, Section 1 of the Idaho Constitution that it is "... the duty of the Legislature of Idaho to maintain a general, uniform, and thorough system of public, free common schools."

Based upon the above provisions, as well as the State's mandated requirements for advancement and graduation, the District has established its practices, policies, and procedures as well as the approved curriculum and assessment program. ~~The f~~Failure to follow the District's practices, policies, and procedures as well as the school's curriculum and assessment program amounts to a ~~the District's~~ violation of State and/or federal laws, rules, and regulations by the District, including but not limited to the failure to provide a general, thorough, free, and uniform system of public education as well as putting the District's operations and funding in jeopardy.

Parents/guardians and students are expected to abide by the District's practices, policies, and procedures governing the operation of the schools which are required by various State and/or federal laws, rules, and regulations. However, a student's parent/guardian has the right to reasonable academic accommodation if the accommodation does not substantially impact District staff and resources, including employee working conditions, safety and supervision on school premises for school activities, and the efficient allocation of expenditures. The District will strive to balance the rights of parents/guardians, the educational needs of other students, the academic and behavioral impacts to a classroom, a teacher's workload, and the assurance of the safe and efficient operations of the school.

If a parent has an objection to the District's implementation of various mandates through the District's practices, policies, and procedures, or if a parent/guardian would like to request reasonable academic accommodation, the appropriate avenue for the parent/guardian is to first seek to address such concerns through communication with the school's administration. Should that avenue not resolve the situation, a parent/guardian is free to address such concerns with the Board of Trustees in conformance with Board policy regarding public participation at Board meetings.

A parent/guardian who has an objection to their child's participation in the District's adopted curriculum and/or the District's implementation of practices, policies, and procedures in accordance with educational mandates, on the basis that it harms the child or impairs the parents' firmly held beliefs, values, or principles, may withdraw their child from the activity, class, or program. Except in the case of sex education curriculum, a parent/guardian who chooses to not have their child participate in the provided educational activity, ~~with the exception of sex education curriculum,~~ shall be responsible for identification and provision of non-disruptive alternative educational activities for their child during any time of objection, at no cost to the District. The final decision as to the placement of such alternative educational activity shall be at the discretion of the District, with input of the parent, consistent with the requirements for advancement and graduation and consistent with the reasonable accommodation requirements outlined above.

In the case of dual credit courses offered by an institution of higher education, academic accommodations and excusing students from objectionable assignments is solely at the discretion of the course provider and not the District. The District has no control over the selection, adoption and removal of curricular materials and it is the responsibility of the parent to have knowledge of and/or review such prior to student enrollment.

#### Access to Learning Materials

Parents/guardians are entitled to review all learning materials, instructional materials, and other teaching aids used in their student's classroom ~~of their student.~~ Parents/guardians can request access to learning materials by contacting the school's administration during school hours.

#### Student Wellbeing

If a member of the District's staff becomes aware of a change in the student's mental, emotional, or physical health or well-being the staff member shall report this change so the student's parent/guardian can be notified as described in policy 383.00P.

#### Addressing Parent/Guardian Concerns

A parent/guardian who feels the District has violated their rights, as described in this policy and otherwise provided in IC 33-6001 may file a Grievance.

#### Notice

The District shall annually provide parents/guardians with notice of their rights as specified in this policy.



**LEGAL REFERENCE:**

- ~~Idaho Code § Idaho Constitution Article IX~~
- ~~I.C. § 32-1010 Intent of the Legislature – Parental Rights~~
- ~~I.C. § 32-1012 Parental Right to Direct the Education of Children~~
- ~~I.C. § 32-1213 Interference with Fundamental Parental Rights Restricted~~
- ~~I.C. § 33-6001 Parental Rights~~
- ~~I.C. § 33-6002 Annual Notice of Parental Rights~~
- ~~I.D.A.P.A. 08, Titles .01, .02, .03 and .04~~

Legal References:	Id. Const. art. IX	<u>Education and School Lands</u>
	IC § 32-1010	<u>Intent of the Legislature – Parental Rights</u>
	IC § 32-1012	<u>Parental Right to Direct the Education of Children</u>
	IC § 32-1013	<u>Interference with Fundamental Parental Rights Restricted</u>
	IC § 33-6001	<u>Parental Rights</u>
	IC § 33-6002	<u>Annual Notice of Parental Rights</u>
	IDAPA §§ 08.01-.04	<u>State Board of Education and State Department of Education Administrative Rules</u>

**ADOPTED: November 16, 2015**

**AMENDED/REVISED: January 16, 2017; February 14, 2022**

- CROSS REFERENCE:** ~~Policy 442.00 Parent Involvement~~~~Policy 176.00 Public Participation in Board Meetings~~  
~~Policy 310.00 School Age, Entrance, Placement and Transfer~~  
~~Policy 326.00 Homeless Education~~  
~~Policy 338.00 504 Students~~

Cross References:	2340F	<u>Parental Opt-Out Form for Sex Education</u>
	2420	<u>Parental and Family Engagement</u>
	4105F	<u>Request to Address the Board</u>

The District maintains a complete personnel record for every employee (certificated and classified). Much of the information contained in employee personnel files is confidential and access to such files should be limited to the Superintendent, Principal, the employee, the employee's designee or representative, human resources, and school districts requesting information based upon Idaho Code for hiring.

A log of those persons other than the Superintendent, Principal, human resources or other administrative staff, will be kept indicating the date and time of inspection, name of person requesting access, description of the records copied, if any, and the initials of the person providing the access and/or copies requested.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy No. 424.00 Public Access to District Records.

In accordance with state law, not later than twenty (20) days after receiving a request from another Idaho public school, the District shall release information regarding job performance or job related conduct to school districts requesting such information for hiring purposes (see Policy No. 510.00).

The Superintendent, or designee, shall develop procedures to ensure that all district staff have acknowledged policies relevant to their personnel file.

#### **Official District Files for Employees.**

An employee's official file shall be kept in the District administrative office. It shall, at a minimum, contain the following records:

1. application materials;
2. contracts of employment;
3. communications from the administration;
4. performance evaluations;
5. rebuttals to performance evaluations;
6. parental input materials;
7. written reprimands;
8. original statements/releases to/from hiring school districts;
9. original acknowledgement of receipt of professional liability insurance providers list;
10. a signed or electronic acknowledgement that the employee has received a copy of the District's sexual harassment policy;

11. a signed or electronic acknowledgement that the employee has received a copy of the District's computer/internet use policy;
12. documentation of additional training received, course work completed, in-service attended, etc.;
13. documentation of record and reference checks pursuant to Idaho Code 33-1210;
14. rebuttal documents;
15. copies of certifications from the Office of the Superintendent of Public Instruction;
16. transcripts of credits earned for credit review purposes;
17. any information relevant to the evaluation of the employee.

The file may contain notes and observations. Letters of recommendation will be kept in a separate portion of the personnel file. Personal notes of supervisors should be placed in the personnel file, if they are relevant to the evaluation of the employee.

Each employee will be provided written notice of all materials placed in an employee's personnel file. Notice shall be provided within ten (10) days of placement of information in the employee's file or, if possible, presented to the employee prior to placement in the file. An employee will have the opportunity to attach a rebuttal to any information placed in the employee's personnel file. An employee will have seven (7) days (from the date written notice of placement) to attach a statement or notification of rebuttal.

Upon request, an employee or the employee's designee or representative will have access to the employee's personnel file and will be provided copies, upon request within a reasonable period of time. The request, inspection, and/or copying of the file will be logged indicating the date and time, name of person requesting access, description of the records copied, if any, and the initials of the person providing the access and/or copies requested.

#### **Other Files Upon Separation**

Idaho law recognizes that other files may be kept relative to employees, such as investigative files. Upon separation of employment, all documents from such files, including investigative files, shall be moved into the employee's personnel file. Names of students, fellow employees, or complainants (with the exception of the employee's administrative supervisor or other administrative authors) shall be redacted from such documents before they are placed in the personnel file. Copies of such documents shall be provided to the employee within ten days of placement in the personnel file and written notice of their inclusion in the file by sending such to the employee's last known address. The employee shall be given the opportunity to file a rebuttal to such information in the same manner outlined above.

#### **Record Keeping Requirements Under the Fair Labor Standards Act**

In addition to the information to be placed in an employee's personnel file set forth hereinabove, any and all payroll information required by the Fair Labor Standards Act shall also be kept for each employee as follows:

##### **1. Records required for ALL employees:**

- A. Name in full (same name as used for Social Security);
- B. Employee’s home address, including zip code;
- C. Date of birth if under the age of 19nineteen;
- D. Gender (may be indicated with Male/Female, M/F, or a Mr., Mrs., Miss, or Ms.);
- E. Time of day and day of week on which the employee’s work week begins;
- F. Basis on which wages are paid (such as \$5/hour, \$200/week, etc.);
- G. Any payment made which is not counted as part of the “regular rate”;
- H. Total wages paid each pay period; and
- I. I-9.
- 2. Additional records required for non-exempt employees:
  - A. Regular hourly rate of pay during any week when overtime is worked;
  - B. Hours worked in any work day, meaning a consecutive 24 hour period;
  - C. Hours worked in any work week, or work period in case of 207[k]);
  - D. Total daily or weekly straight-time earnings, including payment for hours in excess of 40 per week, but excluding premium pay for overtime;
  - E. Total overtime premium pay for a work week;
  - F. Date of payment and the pay period covered;
  - G. Total deductions from or additions to wages each pay period;
  - H. Itemization of dates, amounts, and reason for the deduction or addition, maintained on an individual basis for each employee;
  - I. Number of hours of compensatory time earned each pay period;
  - J. Number of hours of compensatory time used each pay period;
  - K. Number of hours of compensatory time compensated in cash, the total amount paid, and the dates of such payments; In no case will attorney communications be placed in the employee file or produced to the employee.

**LEGAL REFERENCE:**

29 USC 201, et seq.  
29 C.F.R. § 516.2 and

I.C. § 33-517  
I.C. § 33-518  
I.C. § 33-1210

Fair Labor Standards Act  
3 Record Keeping  
Requirements  
Non-Certificated Personnel  
Employee Personnel Files  
Information on Past Job  
Performance

**ADOPTED: August 15, 2011**

**AMENDED/REVISED: June 30, 2016; June 19, 2023**

**POLICY TITLE: PROCUREMENT OF GOODS AND SERVICES FOR SCHOOL MEAL PROGRAMS**

**POLICY NO:  
750.50  
PAGE 1 of 1**

**Minidoka County Joint School District # 331**

Procurement of Goods and Services for School Meal Programs

When making purchases related to the District federally funded school breakfast and lunch programs, the District shall adhere to the following requirements in addition to any more restrictive requirements imposed by other applicable policies.

Micro Purchases (\$10,000 or Less)

The District shall, to the extent practicable, distribute micro purchases equitably among qualified suppliers. Micro purchases may be awarded without soliciting competitive quotes if the District considers the price to be reasonable. The District shall maintain evidence of this reasonableness with the records of any such purchase.

Small Purchase Procedures (\$10,000 to \$75,000)

Before making a small purchase, the District shall obtain quotes from vendors. When possible, three quotes should be obtained, and in all cases at least two quotes will be obtained. These quotes may be provided verbally and shall be documented by the District.

Semi-Formal Bidding (\$75,000 - \$150,000)

The District shall issue a written request for bids for any purchase subject to semi-formal bidding requirements. This request describing the goods or services desired shall be provided to at least three vendors. Unless there is an emergency, the District shall grant the vendors three days to provide a written response. In all cases, the vendors shall have one day to submit any objections.

Formal Bidding (\$150,000 or More)

At least two weeks before the bid opening, the District shall publish notice of the request for bids. The District shall make bid specifications available upon request and will accept written objections. The District may, at its discretion, request a security or bond from vendors submitting bids.

All bids shall be publicly opened at the time and place prescribed in the invitation for bids.

The purchase shall be made pursuant to an open competitive sealed bid process. The procurement to be made from the qualified bidder submitting the lowest bid price complying with bidding procedures and meeting the specifications for the goods and/or services sought to be procured.

The contract shall be a firm fixed price contract and may specify a lump sum or a per unit price. The District may reject any bid if there is a sound and documented reason to do so.

**LEGAL REFERENCES:** 2 CFR § 200.319 Competition  
2 CFR § 200.320(a) and (b) Methods of Procurement to be Followed  
2 CFR § 200.67 Micro-purchase  
I.C. § 67-2806 Procuring Services or Personal Property

**ADOPTED: January 17, 2022**

**AMENDED:**

<b>POLICY TITLE:</b>	<b>District Owned Vehicles - Procedure</b> <b>Minidoka County Joint School District # 331</b>	<b>POLICY NO:</b> <b>810.00P</b> <b>PAGE 1 of 5</b>
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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 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.

**Provisions:**

1. All school buses and other district vehicles will be brought to the Rupert school bus yard to be washed.
2. All district vehicles (Driver's Ed, Maintenance, Food Service, Vans, district car, etc), which are parked in the compound, will be washed on a regular basis.
3. 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. Transportation employees, as assigned by the Transportation Supervisor, will wash district vehicles.
5. Buses that travel over all paved roads will be washed in the winter months (December through February) at least two times per month.
6. 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. 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. 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. The wash bay is to be kept clean from debris and other items properly stored after each use.
10. 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 use for commuting to and from work and for other District-related travel. 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.

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**

The District adopts the following policy to ensure District employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, avoid identifying to other students or bystanders, students with insufficient funds to pay for school meals, and maintain the financial integrity of the school nutrition program.

### **Responsibility for Meal Accounts**

The School Nutrition Department is responsible for maintaining student meal accounts and notifying the parent/guardian of negative balances. Meal Balance Letters will be sent to parents/guardian when an account reaches \$-0.01.

Parents or Guardians are responsible for timely payment to student meal accounts as well as monitoring student accounts to ensure the balance does not fall below \$0.00.

The School Secretary or Designee is responsible for notifying the kitchen manager and the School Nutrition Office when;

1. A student is checking out of school or
2. A new student is enrolled from outside the District.

### **Delinquent or Uncollectible Accounts**

After one year **At the finish of the school year and** all collection efforts **have been exhausted**, the unpaid balance will be considered uncollectible. **Uncollectible balances will be forwarded to a collection agency at the District's discretion. It is USDA policy for which time non-federal funds to cover the bad debt.**

~~All enrolled students will be allowed to charge a maximum of \$50.00. Minidoka School District is committed to keeping students fed a nutritious meal. No student shall be denied a meal.~~

- ~~1. Negative account balances of (\$50.00) per student and/or household account will be sent to the designated deb collection agency used by the district.~~
- ~~2. At the end of the school year, all unpaid balances will be sent to Bonneville Collections (or designated debt collect agency used by the District.)~~

### **Donations to Student Meal Debt**

1. The School Nutrition Department may establish an account for donations for unpaid meal charges.
2. All donations will be received into the donation account. The donation fund balance will be divided evenly among all negative balances on a quarterly basis.
3. Account balances not requested by students who move from the district or graduate will be considered a donation and transferred to the SNP Donation account.

**LEGAL REFERENCE: SP 47-2016**

**ADOPTED: February 22, 2005**

**AMENDED/REVISED: June 19, 2017; September 20, 2020; June 19, 2023**