

# IDAHO HILL ELEMENTARY SCHOOL

*“Where everybody is somebody.”*

*PARENT AND STUDENT HANDBOOK  
2023-2024*



**Strive for Greatness**

Idaho Hill Elementary School  
402 E 3<sup>rd</sup> St S  
Oldtown, ID 83822  
(208)-437-4227

Bus Shop: 448-2451

District Office: 448-4439

Food Service: 448-4439

Thank you to our community for supporting our schools!

## WELCOME FROM THE PRINCIPAL

Dear Families:

We are so excited to welcome you and your child to Idaho Hill Elementary! It is our desire to provide a warm and caring educational environment where children can achieve their full potential.

We sincerely hope you will be able to visit throughout the year, and we even hope you will be able to find some time to come in and volunteer. By all of us working together we can and will make a positive difference in the lives of every child who steps through our doors.

This handbook/calendar was written to help you and your child understand school policies and procedures. Education is most effective when a solid partnership exists between parents and school staff. Please show support by reviewing this handbook/calendar and using it throughout the school year.

Staff, parents, and students working together, make Idaho Hill Elementary a unique learning place. I am excited to be part of this dedicated team and look forward to the year ahead.

Since I am also serving as the Priest Lake Elementary Principal, there will be times I will not be available. However, Miss Olivia, our school secretary, will be glad to schedule an appointment when needed. You and your child(ren) are important to us, and we will do our best to assist you promptly. I feel very privileged to have this opportunity to help make a difference in the lives of your child(ren) and look forward to working with you throughout the year.

Sincerely,



Susie Luckey [susieluckey@sd83.org](mailto:susieluckey@sd83.org)

Idaho Hill Elementary Principal

West Bonner School District #83

### The mission of West Bonner School District # 83:

**S**uccess for all with the

**U**nderstanding that

**C**ommunity, parents, students and educators

**C**ollaborate and

**E**mpower the

**S**tudent to make positive lifelong choices.

**S**trive for greatness!

**Idaho Hill Staff 2023-2024**

Principal . . . . . Teresa “Susie” Luckey  
Kindergarten . . . . . Leah Bean  
2<sup>nd</sup> Grade. . . . . Krystle Street  
4th Grade. . . . . Retta Knapp  
6th Grade. . . . . Wilma Hahn  
Special Services. . . . . Brittany Smith  
Title 1 Paraprofessional. . . . . Marsha Cork  
Title 1 Paraprofessional/Playground Aide. . . . . Sonja Sheck  
Music. . . . . Sean Bostrom  
Physical Education. . . . . Mike McMahon  
Math Instructional Coach . . . . . Anna Hertzberg

Secretary . . . . . Olivia Palmer  
1<sup>st</sup> Grade. . . . . Cheryl Brengle  
3<sup>rd</sup> Grade. . . . . Daisy Sjostrom  
5th Grade. . . . . Joshua Schultz  
  
Classroom Paraprofessional . . . . . Savanna Jones  
Classroom Paraprofessional . . . . . Chelsea Dehnert  
Classroom Paraprofessional . . . . . Ruby Pooley  
Classroom Paraprofessional. . . . . Sammye Sevy  
Computer Tech/Librarian. . . . . Renee Gamber

Kitchen Staff. . . . . Susan Peterson

Day Custodian. . . . . Krista Fincher  
Night Custodian . . . . . Sylvia Crawford

**IDAHO HILL ELEMENTARY 4 DAY SCHEDULE**

**Monday thru Thursday  
7:50 A.M.-3:20 P.M. (busses), 3:25 (Parent pick-up/walkers)**

**Office Hours  
Monday thru Thursday 7:30 a.m. – 4:00 p.m.**

**IMPORTANT TELEPHONE NUMBERS**

**Idaho Hill Elementary: . . . . . 437-4227**

Priest River Elementary: . . . . . 448-1181  
Priest River Jr. High . . . . . 448-1118

Priest Lake Elementary: . . . . . 443-2555  
Priest River Lamanna High: . . . . . 448-1211

District Office . . . . . 448-4439  
Bus Shop: . . . . . 448-2451  
Food Service . . . . . 448-4439

## Library

- ❖ Each classroom has scheduled library times during the week.
- ❖ A maximum of 2 books may be checked out at one time.
- ❖ Students are responsible for all library books they check out. All lost or damaged books (library and textbooks) must be paid for by the end of the school year or report cards and awards will be held.

## Birthdays

Birthdays are a wonderful event in a child's life, however they can become a disruption to the learning process. If you wish to send or bring refreshments to the classroom, please make arrangements with your child's teacher **in advance** and remember **no home baked items** are allowed due to health reasons. Flower or balloon bouquets will **NOT** be allowed in the classroom or on the bus due to allergy and safety issues.

## School Pictures

Individual and class pictures will be taken during the school year, as a service to families. You are **NOT** obligated to purchase them. More information concerning picture options and costs will be sent out the week before pictures are scheduled.

## School Telephone

*Students will be allowed to use the phone for emergencies only.* Students will not be allowed to make phone calls for lost/forgotten items. Arrangements for playdates and sleepovers with friends, must be made prior to arriving at school for the day.

## SCHOOL LUNCH PROGRAM

### School Food Service Prices 2023-2024 School Year for Grades K-6

**Breakfast – \$2.00 reduced \$3.00 Adult: \$3.50**

**Lunch – \$3.50 reduced \$4.00 Adult: \$5.50**

**Milk – 80¢**

As a participant in the Federal Food Program, Idaho Hill is able to offer a nutritious breakfast and lunch program for our students. The meals are cooked and served daily. Families will need to complete a meal application in order to receive the free/reduced lunch meals during the 2023-24 school year. Applications are available in the office.

- ❖ Credit may be prepaid and can be put on individual student accounts.
- ❖ Charging is only to be used in an emergency.
- ❖ No more than 5 charges will be allowed as student accounts will then be locked. The students will then receive a sandwich & milk at the expense of the district until their account is paid.
- ❖ Students with accounts in arrears may continue to participate in the program on a pre-paid or cash basis only.
- ❖ Charges will not be allowed the last two weeks of school.

\* Checks written to the School District will clear as ACH transactions (Automated Clearing House) which is similar to a debit transaction. If your check is considered to have insufficient funds at the time of presentation to our bank, your check will be returned to you. In addition, the School District uses a check recovery system for checks returned insufficient funds to the school district. The district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, and state. **When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment or by paper draft. Returned checks will be charged a \$25 fee.**

## IDENTITY & BIRTH INFORMATION VERIFICATION

### Missing Child Reporting Act

Idaho Code 18-4511 requires schools to verify the identity and birth information of each student. Therefore, a **state certified birth certificate or other reliable proof of birth date and legal name is required** to be presented within 30 days of enrollment. Alternatives are a passport, visa, or other government documentation of the child's identity. These documents must be accompanied by an affidavit explaining the inability to present a birth certificate.

### Immunization Law

Any child attending preschool through grade twelve of any public, private or parochial school shall be immunized. **Students may not enroll in school until parents provide school personnel with proof that these immunizations have been received.** Parents may provide laboratory proof of immunity in lieu of receiving any/all of the immunizations. Please contact your healthcare provider for more information. In addition, parents may claim an exemption to any/all of the required immunizations for medical, religious, or philosophical reasons by requesting an Idaho Certificate of Immunization Exemption form. **Immunizations can be obtained through** Panhandle Health- Sandpoint 208-263-5159 **or** Tri County Health -Newport 509-447-3131

**Children born after September 1, 2005:** 5 – Dtap, 4 – Polio, 3 – Hep B, 2 Varicella (chickenpox) 2 Hep A, and 2 – MMR

**Children born September 1, 1999 through September 1, 2005:** 5 – Dtap, 3 – Polio, 3 – Hep B, and 2 – MMR

## STUDENT INFORMATION: RIGHT TO PRIVACY

As per policy 3570 & 3570F, our district follows FERPA laws with regard to releasing student information. Therefore, we must have your permission in order to release information to the public in any form including, but not limited to: district or school newsletters, local newspapers/TV stations/radio stations, and district or school websites. A **Parent Objection to Release of Directory Information** Form will go home with every student to complete. **We will assume information is allowed to be released if the form is not returned.**

## INSPECTION & REVIEW OF STUDENT RECORDS

Parents, and legal guardians, have the right to inspect the school records of their children. The school is required by federal law to make these records available to the parent within 45 days of their request. Please refer to policy 3570P for more information by visiting our district web page @ [www.sd83.org](http://www.sd83.org).

## SCHOOL SECURITY MEASURES

### Building Security

- ❖ During school hours, ALL exterior doors will be locked to outside entry with the exception of the door by the office. The inside door of the office breezeway will be kept locked. **ALL VISITORS, PARENTS & GUARDIANS MUST CHECK INTO THE OFFICE BEFORE ENTERING THE BUILDING.**  
**Visitors must present a valid piece of picture ID to be scanned through the Raptor System. This includes parents picking up student(s).**
- ❖ Emergency evacuation drills are conducted on a regular basis. Procedures are in place to evacuate students off site in school buses should the need arise.

### Student Security

- ❖ Persons picking up children are to report to the office with picture ID to be scanned through the Raptor System. Students will then be called to come to the office. Under certain circumstances visitors will be given a pass to collect their student from the classroom.
- ❖ No student will be allowed to leave school with anyone other than the listed parent, guardian or authorized emergency contact persons without the express permission of the parent or guardian.
- ❖ Students are never to leave school grounds during the school day except by permission of the parent and the school principal.

### ❖ **Standard Response Protocol**

West Bonner County School District uses the standard response protocol recommended by the Bonner County Sheriff's Office (<https://iloveguys.org>). This protocol provides a common language across the country and within our district schools. The protocol defines 4 actions and provides flexibility for response to specific incidents: Lockout, Lockdown, Evacuate, & Shelter.

- ❖ **Lockout** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building. This will be used if there was a perceived or known threat outside of the school.
- ❖ **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. This will be used if there is a threat within the building.
- ❖ **Evacuate** is always followed by a location and is used to move students and staff from one location to a different location or out of the building. This will be used if students can safely move to another site to avoid a threat within the building.
- ❖ **Shelter** is always followed by a type and a method and is the protocol for group and self protection. This will be used for a response to situations such as a tornado.

**Parents/Guardians will be notified if a school site has gone into lockdown or evacuated using our Skylert system.**

### **Arrival and Departure (7:15 am – 3:25 pm)**

- ❖ **Students who walk to school or driven by parents should not arrive until 7:15 a.m. as there is no adult supervision available before this time.**
- ❖ At dismissal, students who walk need to go directly home. **Kindergarten students must be accompanied by a parent or designated adult. This includes arrivals and departures at the bus stop.**

### **Changes in Routine**

- ❖ **FOR ALL STUDENTS:** Whenever there is a change in a student's usual routine for going home, parents **must send a note** explaining the change. For example, parents may not want the child to ride the bus home because they plan to pick up their child at school. **Notes are also required** for a student to ride a different bus or get off at a different stop.
- ❖ **Please note: Unless otherwise notified by note or by phone, school personnel will send students home in their normal manner.**
- ❖ Parents should try to plan such changes ahead of time so that they may send a note with their child. When advance planning is not possible, you may phone the school and ask to have a message delivered to your child.
- ❖ Please try to schedule all doctor or dentist appointments after school hours or at least after 1:00 p.m. Your assistance will be greatly appreciated.

## **IDAHO HILL PARENT/TEACHER ORGANIZATIONS & SITE COUNCIL**

These organizations are very beneficial and a welcomed part of the school's overall educational program. They have promoted and assisted in many excellent projects and activities focused on helping the students of this community. The September Newsletter will have information regarding our meetings. Please call the principal if you have any ideas or questions regarding these groups at 208-437-4227.

### **Volunteers**

- ❖ We encourage parents/guardians to become involved by helping in the classroom. However, the first month of school, teachers are busy establishing a routine, developing a relationship with their students, and assessing what will be needed regarding classroom help.
- ❖ If you would like to volunteer, please contact the school office.
- ❖ We will have an orientation for volunteers at the end of September or the first part of October. We encourage all volunteers to attend.
- ❖ All volunteers are asked to sign in and sign out at the office each time they visit and must be cleared through our Raptor Security System.

## **SAFE, RESPECTFUL, RESPONSIBLE & KIND BEHAVIOR IS EXPECTED AT ALL TIMES.**

Four behavior expectations are the focus of our efforts at school. They will be used to discuss and teach behavior expectations in all parts of the school setting. School staff will help students by modeling and teaching appropriate behavior, reinforcing the behavior when it is exhibited (catching them being good), and working with students and parents to correct inappropriate behavior.

**SAFE-** Act in a manner that prevents injury to oneself and others at all times.

**KIND -** Treat others as you would want to be treated.

**RESPECTFUL -** Work, play, and talk, respectfully. Show respect for needs, feelings and the goals of others.

**RESPONSIBLE –** Be on time to school/class, listen carefully to instructions, listen while others are speaking, ask questions that help you to learn, do your homework, work to your potential, be accountable for your actions, treat your property/property of others with respect, and work with others in a positive manner.

**Inappropriate /Unacceptable Behavior** will be dealt with in an appropriate, progressive manner, starting with verbal warnings, refocus time, loss of recesses and/or school privileges, time-outs, writing reflections (What did you do? What should you be doing? What do you need to do to make things right?), calling and/or sending notes home to parents, etc. Consequences will depend on the behavior and age of the child.

**A Severe Display of Inappropriate/Unacceptable Behavior** will result in a student/parent/principal conference. “Severe” includes, but is not limited to, recurrent and/or flagrant behavior that exhibits the student’s inability to act in a safe, respectful, kind or responsible manner, use of alcohol/drugs, use of dangerous objects, stealing, engaging in a physical assault, and abusive behavior (language or actions) towards another. Consequences appropriate to the above-referenced behaviors (i.e., loss of privileges, referral to Social Services, suspension, expulsion, etc.) will be used to assist the child in learning and exhibiting appropriate behavior. Expulsion is the punishment of severe violations of school policy. Expulsion is denial of the right to attend school by the Board of Trustees. While suspended or expelled, a student is not permitted to attend **ANY** school activities.

### **Suspension and/or Expulsion**

Suspensions may be the result of any school or school district violation. The purpose of suspension is to prohibit the disruption of classroom work and to protect the general welfare of students and school personnel. Expulsion is the punishment of severe violations of school policy. Expulsion is the denial of the right to attend school by the Board of Trustees. While suspended or expelled, a student is not permitted to attend **ANY** school activities.

### **Harassment/Sexual Harassment/Intimidation of a Student**

According to board policy 3290 & 3290F the district will maintain a learning environment that is free from harassment, sexual harassment, and/or intimidation of a student. Each student has the right to attend school in an atmosphere that promotes equal opportunities that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

If the allegation of harassment is against a student and there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion, may be taken against the offender.

### **Drugs and Substances Possession or Use**

Alcohol, tobacco (including e-cigarettes), or illegal substances are not allowed on campus or at school activities. Students found under the influence, using, or having in possession any such substances shall be subject to any or all of the following:

1. Parent or legal guardian conference with administrator and/or advocate team representatives.
2. Referral to law enforcement agency.
3. Immediate suspension from school not to exceed five days or until a follow-up assessment is completed by an outside agency if appropriate. Suspension from school related activities will be determined by school administration.

Immediate school suspension is not to exceed 5 days, followed by referral to the Board of Trustees for possible expulsion. Suspension from school related activities will occur at the time of suspension & continue until such time as the School Board approves re-admission to school.

## Weapons

It is the policy of West Bonner County School District #83 that there is **ZERO TOLERANCE TO THE CARRYING, THREAT OF USE, OR ACTUAL USE OF WEAPONS OF ANY SORT FOR ANY REASONS ON ANY DISTRICT PROPERTY**, including transporting equipment (i.e. school buses). **ZERO TOLERANCE** in West Bonner County School District does **NOT** always mean expulsion, it means some discipline or punishment will occur. Expulsion is always a possibility.

Absolutely no weapons of any sort, including B-B guns, are allowed on District property or at District sponsored activities any time under any circumstances. Implements manufactured, used or intended for use as weapons may not be possessed or carried at school or on any school property, nor may such implements be possessed or maintained unlocked in motor vehicles.

Students found in possession of weapons shall immediately be referred to the appropriate law enforcement agency and suspended from school until a thorough investigation is made of the circumstances. Parents or legal guardians and the superintendent, or designee, shall be notified immediately.

The following items are specifically prohibited: snap-blade knives, enclosing knives, razors, razor blades, firearms, explosives, (including cap and firecrackers), first loads, brass knuckles, iron bars, and other objects capable of being used as weapons will be considered as such unless the circumstances indicate contrary. All weapons, whether or not listed herein, are similarly prohibited. Furthermore, possession of any item intended to be used as a weapon or looking like a weapon, on school property or at a school event will be considered as grounds for discipline.

## Recess Periods

- ❖ Our school requires that all children go outside except during extreme inclement weather. As a general rule if the outside temperature falls below 20° F or is raining excessively, we will have inside recess.
- ❖ Parents should make sure their children have proper outerwear - coats, boots, snow pants, gloves, hats etc. as needed.
- ❖ **We believe that children who are well enough to attend school are well enough for recess. There are rare exceptions to this rule due to space constraints and limited staffing. Please keep your child home if they are too ill to be outside.**
- ❖ If you feel that your child does need to stay in at recess, a note is needed.

## Dress Code

Student dress should not be disruptive to normal classroom procedures. Students should be clean, well groomed and dressed in clean clothes that are appropriate for a school setting and weather conditions. Appropriate attire for different learning activities should be considered. The following are guidelines for students, parents, and staff to help determine appropriate school attire.

- ❖ *No hats or head coverings are to be worn in buildings.*
- ❖ Clothing must not contain any symbols, words, pictures, etc. that is alcohol/drug related, are sexually explicit or implicit, violent/bloody or deemed inappropriate by the building principal.
- ❖ Shorts, dresses, skirts, ripped jeans and slits in skirts must reach the end of student's fingers when they place their arms at their sides.
- ❖ No belly shirts allowed. That is, when arms are resting at the student's sides and with reasonable movement, no part of the stomach should be exposed.
- ❖ Students must wear shoes at all times. No shoes with wheels will be allowed. Snow boots are encouraged in the winter. **Flip flops are discouraged** (sandals with straps are preferred).
- ❖ No underwear may be exposed (tank top undershirts may not be worn as outwear).
- ❖ Regular tank tops must have at least a 1-inch-wide strap. Clothing with low necklines are not appropriate. Backless shirts, and halter tops are not allowed.
- ❖ Excessively baggy pants, and tops, which hang loosely below the underarm, as well as pajama pants are not permitted.

**Exception to the rules: At the discretion of the building principal for such days as dress up days, Halloween, and other activities.**



## HEALTH AND MEDICATIONS

### Student Illness/Injury

The best precautions and the closest supervision do not guarantee accidents will not happen. Accidents are a fact of life and a part of the growing up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district only carries legal liability insurance. The district does provide information concerning a private insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out in the beginning of the school year and are available at the school office during the year.

### Emergency Contacts

- ❖ It is imperative that we be able to reach you quickly in case your child is injured or becomes ill during the school day.
- ❖ **We must have a daytime phone where you can be reached! PLEASE UPDATE PHONE NUMBERS AS NEEDED.**
- ❖ When parents cannot be reached, and in the judgment of the school staff a doctor's service is required, the child will be transported directly to the doctor.
- ❖ All minor injuries (minor cuts, scrapes, etc.) will be treated at school unless the school is directed by the parents/guardians to do otherwise.

### Student Medications

School District policy governs the dispensing of medications to students. **The school does not stock any medicines for student use.** Students are not to have any medication at school until a Student Medication Form is on file in the office. If your student needs medication for recurring conditions, parents should bring to school a small supply of the medicine in its original container and clearly labeled with your child's name. Include written directions for its use. The Student Medication Form can be filled out at this time.

- ❖ Parents of students needing daily medication or who need an inhaler, epi-pens, etc. will need to talk with the principal and the school district nurse to make a health care plan.
- ❖ All medicines for student use shall be kept in the office and dispensed per the instructions provided by the parents and/or physician. **Cough drops are medicine.**
- ❖ **All medications whether prescription or nonprescription must be in its original bottle.**
- ❖ **Parents must transport medications to and from school. Students may not bring medications to school.**

### Head Lice

Head lice are a health issue that affects most schools at one time or another. We will use the following procedures to deal with head lice:

- ❖ Periodic checks are conducted by school staff and trained volunteers.
- ❖ Students who have signs of head lice are referred to the office where a second check is done to confirm if head lice or their eggs ("nits") exist.
- ❖ If so, the parents are contacted to pick up their children as soon as possible.
- ❖ A letter is sent with the student explaining some of the ways to treat head lice.
- ❖ **Before the child may return to school or ride the bus, he or she must be treated with a reliable product and all nits removed.**
- ❖ The parent should bring the child **directly to the office** when he or she returns to school the next or subsequent day. The child will be checked to make sure no lice or nits are present before being allowed to go to class or ride the bus.
- ❖ **If any signs of head lice remain after treatment, the child will not be allowed to return to school that day.**
- ❖ The School District nurse is a valuable help to parents and students dealing with head lice. Her services are shared with all District #83 schools but we will make every effort to put parents in touch with her as needed.

### Opioid Antagonists (Narcan)

- ❖ Protocols for administering Opioid Antagonist to a suspected drug overdose can be found in district policy 3518-2.

## **ELEMENTARY ATTENDANCE POLICY**

Regular patterns of attendance will be expected of each student. Days lost from school cannot be “made up,” as there is no substitute for uninterrupted instruction between teacher and student. Attendance is a shared responsibility of the parent(s)/guardian, student and school personnel. The principal is responsible for the implementation and enforcement of student policy 3050 which can be found on our district webpage @ [www.sd83.org](http://www.sd83.org)

**Attendance Procedure:** Please contact the school if your child will be absent. The school office will try to contact a parent/guardian if a child is absent without notification. In addition, a written note by the parent/guardian is needed for all absences. If a student is absent, they **will not** be permitted to attend after school activities and/or parties (with the exception of excused absences, i.e.: doctor appointments).

**Tardy Procedure:** Punctuality is important. When a student is late for school, he/she misses important information and disrupts the class. Being on time, which is a personal responsibility of the parent, is an important element in life and school and will be expected of all students. Any student arriving late to school must have their parent report to the Main Office and sign in. Students with excessive tardies will be assigned detention to make up missed work.

### **Miss School/ Miss Out**

We provide quarterly awards for perfect attendance. At the end of the school year, students who miss 4 or less days of school, receive a “Miss School/Miss Out” T-shirt. For purposes of “Miss School/Miss Out” and quarterly awards, **4 tardies = 1 absence**.

### **Emergency Closure**

- ❖ When it is necessary to close or delay the start of school because of severe weather or other emergencies, parents tune in to any of the Spokane television stations for closure information. **Parents/guardians will be notified via Skylert.**
- ❖ We will make every effort to put a message concerning the closure on the answering machine at school.
- ❖ The decision to close school is made by the Superintendent and Transportation Director for West Bonner County District #83.

### **Conferences**

The vital link between home and school is strengthened by close communications. Parent/Teacher conferences for all children will be scheduled on November 20th & 21st. Other conferences throughout the year are scheduled as needed. It is our hope that every parent/guardian will take many opportunities to discuss their child’s progress. In addition, the staff sincerely hopes you will call the school to arrange a conference, ask questions, or share your concerns at any time. It is imperative that the school and home develop an effective communication link.

### **District-Provided Access to Electronic Information, Services, Networks & Hardware**

Internet access and interconnected computer systems are available to the District’s student and faculty. Electronic networks, including the Internet, are part of the District’s instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Please refer to policy 3270 and 3270P which can be found on the district webpage at [www.sd83.org](http://www.sd83.org). Students utilizing school provided internet access, are responsible for good behavior on-line. Students will be held responsible for using computers/laptops/tablets. The failure of any user to follow policy procedures or any damage to hardware will result in the loss of privileges, disciplinary action, replacement cost and/or appropriate legal action.

### **Students and Cell Phones**

Cell phones must be kept in student back packs and turned off during the school day. No calls or texting will be allowed without permission from the school personnel. If a parent needs to contact their child during school hours, please call the school office. Violations to these rules will result in the following:

**1<sup>st</sup> offense** – cell phone taken away and returned at the end of the day.

**2<sup>nd</sup> offense** – cell phone taken away and parent/guardian will be contacted by teacher or administration.

## **Personal Electronic Devices**

### **IDAHO HILL ELEMENTARY & ITS STAFF WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

We strongly discourage students from bringing expensive electronics to school. We also know it is a fact of life. Not only are they helpful tools and provide entertainment, but they also make a long, tedious bus ride more enjoyable. However, a student must not share or trade electronics, games, or their components, all games/music must be **RATED E** and movies must be **RATED G**. Students who bring electronics with games, movies, or pictures which have other ratings, will have the following consequences:

**1<sup>st</sup> offense** - Game/Movie/Music & electronic device confiscated – parent must pick up

**2<sup>nd</sup> offense** - Game/Movie/Music and electronic device confiscated – parent must pick up. Student loses privilege of having these items at school or on the bus.

PLEASE NOTE: Other consequences may be imposed on a student depending on the severity of the infraction and at the discretion of the building principal, including but not limited to detention and suspension.

## **PROGRAMS & TESTING**

Idaho Hill Elementary provides educational services for children in grades K-6. The West Bonner County School District has a curriculum which addresses each content area (reading, mathematics, language, etc.) found in the Idaho Core and Content Standards. More information about these standards can be found by visiting <https://www.sde.idaho.gov/academic/>

### **Homeless**

Students, who are considered homeless under the federal guidelines, may qualify for additional aide in order to help them be more successful in school. If you think you may qualify for assistance under the McKinney-Vento Act, please contact the school office for additional information and for help in filling out forms. This information is strictly confidential.

### **Special Education**

Special education services are available at Idaho Hill Elementary. Students needing services are identified through an Intervention Team process. More information is available by contacting your school principal or special education teacher.

### **Speech and Language Services**

Speech and language services are provided for students who are identified with a speech and or language disability. Eligibility for speech and language services is based on individual assessment results

### **ISAT 2.0 and IRI Testing**

Accurate assessment of student achievement is essential in ensuring academic growth for all students. West Bonner County School District 83 utilizes state and district-developed assessment tools to ensure that a full range of assessment data is available for parents and school personnel. This data is used in determining placement, participation in extension and remediation programs, and communication of progress as measured against Idaho Core Standards and District Curriculum. Students are required to participate in State and local assessments. More information can be found at <http://testscoreguide.org/id/>

## **School Wide Title I**

Idaho Hill is considered a Title 1 School due to the fact it receives funding from the Federal Title 1 Program. Students who have been identified by their teacher as needing support in core academic areas may receive assistance from a trained intervention specialist. Students are referred for additional instruction based on performance on local and state tests, teacher referral, and classroom performance. Students may receive this help in their classrooms or in a separate room, either individually or in small group. Title 1 funding also offers opportunities throughout the year for families to attend activities and meetings in order to help students succeed in school. The Idaho Hill staff is always available to support families and answer questions. A District Title 1 Committee consisting of parents, school staff and administrators, advocates family involvement and provides input for the program. We believe the key to student success is working together. This can be accomplished by using the following Home/School Compact.

### **TITLE 1 HOME/SCHOOL COMPACT**

#### **Parent/Caregiver:**

- Make sure my child attends school regularly and on time, gets enough sleep and eats well.
- Talk with my child daily about school and encourage my child's efforts.
- Support the school discipline policy and encourage positive attitudes about school.
- Read school communications, attend open house and parent conferences.
- Establish a consistent, daily reading/homework time, a place to study without TV and other interruptions.

#### **Student:**

- Attend school regularly unless sick, be on time, and be prepared to learn.
- Pay attention in class, ask for help when needed, and believe I can and will learn.
- Follow school rules and be accountable for my behavior, while being respectful of peers, adults, materials and school property.
- Discuss important school/community information with parents/caregiver, complete and return work as required.
- Limit TV watching and spend time on school work or reading at least three times a week.

#### **Teacher:**

- Provide a safe and positive learning environment.
- Set high achievable expectations for myself and my students.
- Respect individual differences of students and their families
- Communicate effectively with my students and their parents/guardians.
- Use methods and techniques that work best for my class and encourage the practice of academics at home by providing appropriate assignments.

Dear Families:

Federal law requires that each school district receiving Title 1 funds notify parent/guardians of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:

- Is my child's teacher licensed to teach the grades and subject(s) assigned?
- Is my child's teacher teaching with a provisional license, meaning the state has waived requirements for my child's teacher?
- What is the college major of my child's teacher?
- What degree or degrees does my child's teacher hold?
- If there are instructional aides working with my child, what are their qualifications?
- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact our district office at 208-448-4439.

If you would like more information about Idaho Hill Elementary, please feel free to call our principal at 204-437-4227.

## WEST BONNER COUNTY SCHOOL DISTRICT #83 2023/2024 SCHOOL CALENDAR

<b>September 4</b>	<b>Labor Day Holiday-No School</b>
<b>September 5</b>	<b>First Day for Students</b>
<b>October 6</b>	<b>Staff Work Day</b>
<b>November 2</b>	<b>End of 1<sup>st</sup> Quarter – School is in session</b>
<b>November 3</b>	<b>Staff Work Day</b>
<b>November 20 &amp; 21</b>	<b>Parent/Teacher Conferences-No School</b>
<b>November 22 - 23</b>	<b>Thanksgiving Holiday-No School</b>
<b>Dec 1</b>	<b>Staff Work Day</b>
<b>Dec 25 – Jan 4</b>	<b>Christmas Break – No School</b>
<b>January 8</b>	<b>School Resumes – Students Back to School</b>
<b>January 15</b>	<b>Martin Luther King Day - No School</b>
<b>January 25</b>	<b>End of 2<sup>nd</sup> Quarter – School is in Session</b>
<b>January 26</b>	<b>Staff Work Day</b>
<b>February 2</b>	<b>Staff Work Day</b>
<b>February 19</b>	<b>Presidents Day – No School</b>
<b>March 1</b>	<b>Staff Work Day</b>
<b>March 28</b>	<b>End of 3<sup>rd</sup> Quarter – School is in Session</b>
<b>March 29</b>	<b>Staff Work Day</b>
<b>April 1 - April 4</b>	<b>Spring Break – No School</b>
<b>April 8</b>	<b>School Resumes</b>
<b>April 12</b>	<b>Staff Work Day</b>
<b>May 3</b>	<b>Staff Work Day</b>
<b>May 27</b>	<b>Memorial Day – No School</b>
<b>June 6</b>	<b>4<sup>th</sup> Quarter Ends – Last Day for Students (minimum day)</b>

**SCHOOL START TIME:** Monday - Thursday 7:50 A.M.

**TARDY BELL:** 7:55 A.M.

**DISMISSAL TIMES:** 3:20 P.M. Busses, 3:25 P.M. Parent Pick-up/Walkers

# West Bonner County School District Communication Protocol

(Please see district website for complete communication protocol)

Parent Responsibilities: Stakeholder communication plays an important role in the success of a school. Solutions are best found at the level closest to the issue or concern. As such, we have adopted the following region-wide protocol.

## **Who to contact:**

The West Bonner County School District #83 administration, faculty, and staff are eager to accommodate your needs, questions, and concerns in the most efficient manner. Please use the following guide to help you decide whom to contact first.

### **Teacher**

For first contact regarding...

- Student issues
- A conference
- Questions about student grades or behavior
- Questions about specific activities related to the classroom
- Curriculum specific to the classroom

\*Please schedule specific times to meet with your child's teacher, as he or she needs time to communicate effectively. Teachers often have professional duties directly before and after school hours.

### **ADMINISTRATOR**

For information and assistance regarding...

- School programs, policies, and procedures
- Unresolved issues after teacher contact
- Security or safety related to school or student
- Feedback and/or suggestions about school-wide issues

### **SCHOOL NURSE**

For information and assistance regarding...

- Health information
- Vision or hearing screening
- Medical issues that will impact schooling of the child

### **SCHOOL OFFICE**

For information regarding...

- School-wide events
- Attendance
- Calendar

\*\*If a child's safety or school-wide safety is a concern, please contact the front office or a staff member immediately. Administration works diligently to ensure the safety of all students.

### **COUNSELOR**

- For information regarding...Academics (including scheduling)
- Career Development
- Family/School issues

### **SKYWARD**

For information regarding...

- Current classes
- Current grades
- Current assignments
- Contact the secretary if you have issues accessing Skyward.

### **TRANSPORTATION**

For information regarding...

- Bus routes
- Problems on the bus
- Pickup and drop off times

### **DISTRICT OFFICE**

For information and assistance regarding...

- Unresolved site issues
- District-wide programs, policies, and procedures
- Curriculum
- Facilities
- Budgets
- School Closures
- Questions or information required in regards to the School Board
- Other questions you may have – we will direct your call