

PRIEST RIVER ELEMENTARY SCHOOL



Parent and Student Handbook ***2023-2024 School Year***

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WELCOME TO PRIEST RIVER ELEMENTARY

Dear Parents, Guardians and Friends:

With the start of a new school year, the staff at Priest River Elementary are excited to welcome your student to the classroom. Whether you are a returning family, or a new one, we are very excited to welcome you and to provide a safe and caring place for your student to learn and grow. A child's education takes the teamwork of the student, the teacher, and the family. We look forward to this partnership and to providing the best experience for all students.

In this handbook you will find school information to help answer general questions you may have. Please read through this handbook and use the information throughout the school year to keep informed of what is happening within your child's school and to be informed regarding school policies and procedures.

As we begin this brand new school year, we anticipate a great year full of deep learning, exciting creativity, strong positive relationships, and a wonderful year of fun and growth.

Along with this handbook please review and fill out the following forms and return them to the classroom teacher:

- ✓ Student Information Form: This form provides us with current information we use many times throughout the school year. It is extremely important that you review the information, make necessary changes and return it to us.
- ✓ Blue Field Trip Permission Form: This form is needed for a child to take part in field trips during the year. You will receive information about all field trips prior to the time your child will be going.
- ✓ Blue Medical Card: This allows the administration of medical treatment, if necessary, and needs to be returned before your child attends any off-campus school activities and/or field trips.
- ✓ Homeless Form: Please fill out form & return, as detailed on next page.
- ✓ Free/Reduced Hot Lunch/Breakfast Form: Please fill out this form and return it to school, even if your child doesn't want to take hot lunch or school breakfast. Our school receives extra federal funds for all students who qualify for the program, even if they decide not to have a free or reduced price breakfast or lunch. If your child was approved for free or reduced lunch last year, this approval will remain in effect for the first two weeks of school while we review your new application.

- ✓ Insurance: The school district does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parents. The district does make student medical insurance available to families for their individual purchase. If you want to buy this insurance, the forms are available in the office.
- ✓ Authorization to Give Medication: If your child is taking any medication (antibiotics, Ritalin, inhalers, allergy medicine, etc.), this form must be filled out, before meds can be safely and properly dispensed to your child, for each med they are supposed to be taking during school hours. You can get these forms at the school office.
- ✓ Computer User Agreement and Parent Permission Form for WWW publishing: Please fill out and return this form to grant permission for your child to use the computer, e-mail, and/or teacher-guided use of the Internet.
- ✓ Parent/Student Sign-Off Sheet: Please read through this handbook with your child(ren) so that all students are aware of things such as dress code, specific student responsibilities and expectations for appropriate behavior. Both parents and students sign the "sign-off" sheet and return it to your teacher.

Mission Statement

Success for all with the
Understanding that
Community, parents, students, & educators will
Collaborate &
Empower the
Student to make positive lifelong choices.

Strive for greatness!

Strive for Greatness!

SCHOOL HOURS: MONDAY-THURSDAY

First Bell ---7:50 a.m.

Dismissal bell -- Pick Ups/Walkers: 3:15 p.m.

--Bus Riders: 3:25 p.m.

On days designated as "minimum days" --

School is dismissed at 1:55 p.m.

Students may arrive at school as early as 7:30

PLEASE do not drop your children off prior to that time, as there is **NO** supervision available until 7:30.

OFFICE HOURS- 7:30 a.m. until 4:30 p.m

KINDERGARTEN SCHEDULE

Kindergarten will meet Monday -- Thursday. Kindergarten parents will have the choice to pick up their Kindergartener at 1:30 everyday, or have them stay until 3:15 (Parent Pickup) or 3:25 (Bus Rider) dismissal time. Students that stay until the later release will get extra intervention, and review concepts being taught.

SCHOOL DISTRICT PHONE NUMBERS

PRE's number: 448-1181/fax: 448-1328

Central Office's number: 448-4439

Bus Shop's number: 448-2451

School Closure number: 448-1874

BUSING SCHEDULE

All students taking the bus home will be dismissed at second bell - 3:25 and will load onto the buses on Harriet Street. All other students (parent pick-ups, walkers, bikers) will be dismissed at 3:15 each afternoon. Buses will pull up to the South side of the building, taking the entire sidewalk, usually down to just east of the school's main entrance. Please make sure to leave that space available if you're picking up your child(ren).

SCHOOL SECURITY MEASURES

Building Security

- ❖ During school hours, ALL exterior doors will be locked to outside entry. Please ring the doorbell for entry to our main door. **ALL VISITORS, PARENTS & GUARDIANS MUST CHECK INTO THE OFFICE BEFORE ENTERING THE MAIN BUILDING.** Visitors must present a valid picture ID to be scanned through the Raptor System.
- ❖ 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 a picture ID. Students will then be called on the intercom 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.

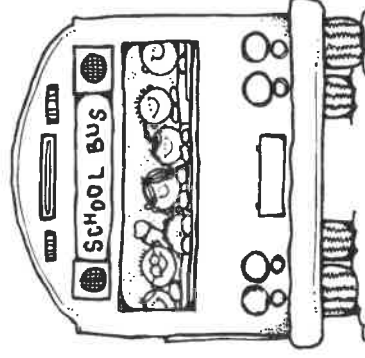
STUDENT INFORMATION: RIGHT TO PRIVACY

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. If you do not want the name or picture of your child released for any reason (i.e., honor roll, class member lists, etc.) please notify us immediately. These lists are public record, along with student addresses, phone numbers (unless unlisted), and birthdays. We will follow your instructions and omit the information requested as per your direction.

A Parent Objection to Release of Directory Information Form will go home with every student to complete. We will assume information is not allowed to be released if the form is not returned.

HOMELSS

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



2023-2024 STAFFING

Preschool	Blaire Gaines, Adrie Minish
Kindergarten	Michelle McConville, Michelle Wendle
First Grade	Penny Whitaker, Cassandra Nelson, Alexis Riley
Second Grade	Kathy Heuve, Darlene Ramey, Amanda Moran
Third Grade	Jennifer Riddle, Alicia Francis
Fourth Grade	Amy Cary, Chris Naccarato
Fifth Grade	Rhonda Kline, Topanga Wallis
Sixth Grade	Christine Alexander, Jordan Munar
Special Education	Joanne Walker, Becky Best,
	Jennifer Ellsworth, Tierra Plaster,
	Sasha Tefft, Carol Mae White
Speech	Dawn Soumas, Brenda Davis
Title I Paraprofessionals	Debbie Sinn, Jessica Oswald
Title I/ERI Paraprofessional	Sherrie Soccie
Library	Jan Bradbury
Physical Education	Brooks Perry
Art Paraprofessional	Rachel Davis
Band/Music	TBD
Office Secretaries	Kris Connolly, Angie Seartles
Principal	Lynn Parker
Counselor	Shawna Heath
Curriculum Coach	Peggy Loutzenhiser
SRO	Officer Chris Davis
Nurse	Kelly Dahlstrom
Lunch Duties	Ruth Willig, Erin Brown, Cherissa Wade
Lunchroom	Twila Erdman, Sharon Reed, Louise O'Neal
Custodians	Blair Stokes, Rodney Bixler

SCHOOL BREAKFAST & LUNCH PROGRAM

Priest River Elementary offers a breakfast and lunch program for students. Meals are cooked and served daily. Eligible students may receive meals free or at a reduced price. Free and Reduced Lunch forms will be provided to all students on the first day of the school year, online, or can be picked up in the office. We encourage anyone who may be eligible to fill one of these forms out and return it to the school office. If you received free or reduced lunch last year, it is still in effect for the first 30 days. Forms must be returned to school as soon as possible. After 30 days, or if you did not have benefits last year, any meals charged before approval of application will be the parents responsibility to pay for. Students are only allowed to charge lunch in an emergency. No more than 5 charges on an account allowed. Alternate lunches will be provided for students with excess charges.

Meal Prices for grades K-6 for 2023-2024 are as follows:

Milk:	\$ 0.80
Breakfast:	\$ 2.00, Reduced price is \$0.30 (Adult \$ 3.50)
Lunch:	\$ 3.50 Reduced price is \$0.40 (Adult \$ 4.50)

Menus will be provided on a monthly basis.

LUNCH SCHEDULE

Grade	Lunch	Recess	Lunch
Kindergarten	11:00 – 11:15	11:15-11:30	
1 st	11:20 – 11:35	11:35-11:50	
2 nd	11:40 – 11:55	11:55-12:10	
3 rd	12:00 – 12:15	12:15-12:30	
5th	12:20-12:35	12:35-12:50	
4th	12:35-12:50	12:50-1:05	
	Recess	Lunch	
6 th	12:40 – 12:55	12:55-1:10	



Parents are always welcome to eat lunch with their children. Please call the office to let the kitchen know you will be joining us!

CHECK ACCEPTANCE POLICY

For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).

SCHOOL VISITS, CUSTODY & CONFERENCES

Parents/guardians are encouraged to visit their child(ren)'s classrooms and other programs at the school. To help increase the safety of our students, we ask that all visitors immediately sign in at the office. We also ask that you make arrangements with the teacher(s) prior to your visit. This way the teacher can better monitor potential distractions and advise parents/guardians as to the times and dates that might be most advantageous for visitations.

Our main entry doors have doorbells to permit access to the building, we will answer the door as soon as possible.

Any parental custody paperwork that is new or has had changes, please bring in a copy to the office as soon as possible.

The vital link between home and school is strengthened by close communications between home and school.

to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

All volunteers will be required to sign a code of confidentiality form as per the district policy #4600. Volunteers who have unsupervised access to children are subject to the District's policy mandating background checks. Forms are available at the district office, and there is a fee involved.

HOMEMADE FOODS / ENERGY DRINKS

For the safety of all of the students at our school, we ask that any food brought in for class parties or birthday celebrations be store bought and not homemade. If you have any questions, please feel free to ask your child's teacher or the Office.

Students are not permitted to have "monster drinks" or other "energy" drinks at school which, according to the container, are not appropriate for elementary aged children.

PRIEST RIVER ELEMENTARY PTO

The Priest River Elementary P.T.O. is a very beneficial and welcomed part of our school's overall educational program. PRE PTO has promoted and assisted in many excellent projects and activities focused on helping the students of this community. The Priest River P.T.O. would like to welcome and invite you to join with them in helping make our school the best possible place for every child. Please call the school if interested in becoming a part of our school family. PRE PTO meets once per month, please see the calendar for dates and times and call to confirm they haven't changed.

SITE COUNCIL

One of the strongest parental involvement components at our school is our quarterly Site Council meetings. Each quarter, a group of parents, certified and classified staff members meet to discuss items such as our test scores, maintenance projects, curriculum, staffing changes, enrollment, etc. This group is our sounding board for decision making that impacts students and parents. While we do have designated parents and community members who attend each month, anyone is welcome to come. If you are interested in attending, please call to confirm meeting days and times.

FIELD TRIPS

Included with all of the back-to-school paperwork is the permission slip for all field trips for the school year. This permission slip covers all trips taken off school grounds throughout the school year. Without that slip signed, your child will not be able to attend. When your child's teacher schedules a field trip, he/she will send home a letter with the specific information concerning the trip and usually a request for chaperones.

Excellent student behavior is essential and expected on these trips for the safety and enjoyment of all participating. **Field trips are considered an extension of the**

LEAVING SCHOOL EARLY & RETURNING STUDENTS

When it is necessary for parents to take their child(ren) out of school early for appointments we need to know prior to the child leaving the building. We require children to stay inside the building until the parent(s) or another authorized adult recognizable to school staff signs the student out of the school office. This way we can assure you that your child is in a safe, warm, and adult-supervised place. If a child is returned to the school before dismissal time, the parent will stop by the office to sign his/her child back in so we will know they are here.

We do ask that you make every attempt to schedule appointments for students after school hours, or at least after 12:30 p.m. Your assistance will be greatly appreciated.

Children returning to school after being absent for any reason should report directly to the office. State law requires verification of every student's absence. The returning student should bring a signed note from their parent/guardian stating the date(s) of the absence and the reason for the absence.

SCHOOL PHONES & MESSAGES TO STUDENTS

Because the school is served by business phones only, student use is limited to emergencies. It is possible for us to deliver messages to your child during the school day. These messages should be limited to those of an important nature. All messages need to be received at the office before 2:30 pm to guarantee message delivery by the end of day. If the child will need to ride a different bus, the bus driver needs a note, dated and signed by the parent, as per state law.

VOLUNTEERS

We sincerely hope you will visit our school throughout the year. We pride ourselves in the number of volunteer hours recorded every year. We have many needs and opportunities for volunteers on a regular or part-time basis. A volunteer request form will go home with your child in September to find out who is interested in volunteering. There will be a Volunteer In-Service Program (VIP) Training a couple of times during the first few months of school to train volunteers, and fill out district volunteer paperwork. You do not need to have prior experience to volunteer at the school. You may wish to volunteer for a specific task (rather than set days of the week) – some of these are listed on the volunteer form. Your child's teacher may contact you for specific volunteer needs other than what is requested on the form. If you have the time, please fill out the form and return it anytime throughout the year. We know you would make a difference!

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility in school, on the playground and on field trips. On field trips both students and volunteers are

regular school activities and therefore, good behavior and academic effort are necessary prior to going on the trip.

SCHOOL PROGRAMS/CONCERTS

Throughout the year our school holds a number of programs or concerts in the evening for our students to show off their talents and skills! To accommodate for the large school size, we schedule different programs throughout the year for specific grade levels to perform. We will send notices home. We welcome and encourage all family and friends to join us! Bring cameras – these memories last a lifetime! ☺

SCHOOL PICTURES

Individual and class pictures will be taken during the school year. These pictures are regarded as a service to you and the students, and you are NOT obligated to purchase them. Information concerning the dates, picture options, and costs will be sent out at least one week before scheduled picture dates.

TOYS/ELECTRONIC TOYS

Toys and Electronic Devices are **not allowed** at school. Students are to keep all toys/electronic toys (ex: CD players, iPods, Gameboys, sports, Pokémon trading cards etc.) at home so items are not lost, broken, stolen or damaged. We do however understand that some students have very lengthy bus rides and these can help keep them entertained. If this is the case, the student is responsible for the item at school and therefore we ask them to keep their toys in their backpacks during school hours so it stays as safe as possible. Items will not be permitted out of the backpack from the start of the school day till the end (7:30 till 3:30).

LOST & FOUND

Lost and found items will be placed on the shelves in the breezeway. Please check this area frequently for any lost items. If the item lost is a piece of jewelry, watch, wallet, etc., please check with the secretaries in the office. The lost and found will be cleaned out twice during the year. We had 7 bags of unclaimed clothing last spring!

PERSONAL APPEARANCE & DRESS

Students are expected to come to school in clean clothes that are appropriate for weather conditions, for a school setting. Please send a spare change of clothing in your child's backpack for students in grades K-3.

The following are guidelines, which are intended to allow student expression without creating a safety problem, or be a disruption to the learning environment within the school.

- Clothing with any symbols, words, pictures, etc. that are alcohol/drug related, are sexually explicit or implicit, or deemed inappropriate by the building principal are not allowed.
- Shorts, dresses, skirts, and slits in skirts **must** reach the mid-point on the thigh. Mid-point is measured with arms down, fingers extended.

- All tops must have straps at least one inch in width and be long enough to reach the top of the pants or skirt when the arms are extended above the head.
- Students must wear shoes at all times. Snow boots are encouraged in the winter. Flip-Flops are not to be worn to school. They are a trip hazard and not a safe form of footwear for the classroom or playground.
- No underwear may be exposed (tank top undershirts may not be worn as outerwear). Clothing with low necklines is not appropriate.
- Excessively baggy pants and tops, which hang loosely below the underarm, are not permitted.
- Students are not allowed to wear any makeup unless needed for medical reasons and is approved by the Principal. Face paint is not permitted at school.
- "Heelies" or shoes with wheels are not allowed on school grounds during school hours. Students seen using them will be asked to take the wheels out or change into their PE shoes.
- Students are not permitted to wear pajamas to school, with the exception of special days which will be announced.

Exception to the rules: At the discretion of the building principal for such days as dress up theme days, Halloween, and other activities. If a student is dressed inappropriately, we will first try to contact parents for alternate clothing. If we cannot reach the parents the school will provide alternate clothing for the child.

CELL PHONES

STUDENTS ARE TO TURN OFF THEIR CELL PHONES UPON ENTERING THE BUILDING. NO CELL PHONE USE IS ALLOWED DURING SCHOOL HOURS. CELL PHONES MUST BE KEPT IN STUDENT'S BACKPACK DURING THE SCHOOL DAY.

There is a telephone in the office available for student use only in cases of an emergency. Cell phones can be used before school and after school. Students found to be using cell phones inappropriately will have the following consequences: First offense – Warning. Second offense - Cell phones will be taken to the office and will be returned to the student at the end of the school day, and parents will be notified of the next step. Third offense – Cell phones must be checked into the office by the student and the parent/guardian will be responsible for retrieving the cell phone from the office.

ADDRESS/PHONE NUMBER/EMAIL

It is very important that the school be kept informed at all times of changes to: Home Address, Telephone numbers of home and work, Emergency telephone numbers where a parent can be reached, and E-mails for school communications

Please notify us if there are any changes in address, phone number, or the persons to call in an emergency in order that we may have authorization and information as to what we are to do in case of an emergency with your child.

STUDENT BEHAVIOR EXPECTATIONS & CONSEQUENCES

Priest River Elementary Guiding Principles

Every person deserves to be Respected.

Every person deserves to be Safe.

Every person has a Responsibility to be a positive influence.

Every Person should be Kind

SAFE, RESPECTFUL, RESPONSIBLE, and KIND behavior is expected at all times.

SAFE – Act in a manner that prevents injury to oneself and others.

RESPECTFUL – Work, play and talk in a way that shows respect for needs, feelings and the goals of others.

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

KIND – Treat others as you would want to be treated.

These four behavior expectations will be the focus of all interactions at Priest River Elementary. They will be used to discuss and teach the behaviors we will expect in all parts of the school setting throughout the school year. Teachers and staff will model these expectations.

Inappropriate/unacceptable behavior will be dealt with in an appropriate and progressive manner using the district-wide 5 Step Discipline Model. This procedure starts with

1. Verbal warnings
2. Loss of privileges
3. Time-outs (which may be in an alternate classroom or office),
4. Community service when appropriate,
5. Calling and/or sending notes home to parents, etc., depending on the behavior.

Continued inappropriate, or severe behavior will result in a Student/Parent/Principal Conference and increased disciplinary consequences. Consequences appropriate to the seriousness of the above-referenced behaviors (i.e., loss of privileges, referral to Social Services or law enforcement, suspension, expulsion, etc.) will be used to assist the child in learning and exhibiting appropriate behavior and to maintain a safe

environment for all of our students. Priest River Elementary faculty and staff will endeavor to support students for positive behaviors at all times.

Not all offenses are equal in nature, and consequences will be assigned at the discretion of the administrators, with regard to fairness and reasonable expectations for child' level of development. Our goal is to prevent any problematic patterns from developing and to proactively work together with parents to plan for the success of each child by providing the support they need.

QUANTUM LEARNING 8 KEYS OF EXCELLENCE

The 8 Keys of Excellence is a character program aimed to unlock each child's potential in becoming the best that he/she could be. The Eight Keys of Excellence is the result of a study conducted on several successful people who maintained personal excellence.

INTEGRITY – Match behavior with values
Demonstrate your positive personal values in all you do and say. Be sincere and real.

FAILURE LEADS TO SUCCESS – Learn from mistakes View failures as feedback that provides you with the information you need to learn, grow, and succeed.

SPEAK WITH GOOD PURPOSE – Speak honestly and kindly
Think before you speak. Make sure your intention is positive and your words are sincere.

THIS IS IT! – Make the most of every moment
Focus your attention on the present moment. Keep a positive attitude.

COMMITMENT – Make your dreams happen.
Take positive action. Follow your vision without wavering.

OWNERSHIP – Take responsibility for actions, be responsible for your thoughts, feelings, words, and actions. "Own" the choices you make and the results that follow.

FLEXIBILITY – Be willing to do things differently Recognize what's not working and be willing to change what you're doing to achieve your goal.

BALANCE – Live your best life Be mindful of self and others while focusing on what's meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.

2. The school will maintain a comprehensive record system of student attendance.
3. The district liaison will send a letter to the parent(s) or guardian(s) when the child has missed 8, 12, 15, and 18 days.
4. Tardies - Parent(s)/Guardian(s) will be notified by the principal by telephone or letter and a personal conference will be scheduled for students who are persistently tardy.

A student with a long-term illness or injury who meets the criteria for Homebound Instruction will be exempt from these procedures.

DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, & NETWORKS

Internet access and interconnected computer systems are available to the District's students 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 which can be found on the district webpage. https://www.sd83.org/board_information/policy . Students utilizing school provide internet access, are responsible for good behavior on-line. The failure of any user to follow policy procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Students and parents must read and sign the Priest River Elementary Computer use form to access the use of computers/technology on the PRE campus. Computer/Internet access is a privilege.

MEDICAL INFORMATION IMMUNIZATION LAW

Any child attending grades preschool through grade twelve of any public school shall be immunized. Parents must 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. In addition, per Idaho Code 33-4802, 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. Children born after September 1, 2005: 5 – Dtap, 4 – Polio, 3 – Hep B, 2 Varicella (chickenpox) 2 Hep A, and 2 – MMR

Children moving up to 7th grade must meet the following minimum immunization requirements in addition to school entry requirements:
 1—Tdap, 1 Meningococcal
 Contact your family physician or Panhandle Health Dep. (263-5159) for information concerning immunization service.

HARASSMENT POLICY

Harassment, for the purpose of this policy, is defined as but not limited to any act which subjects an individual or group to unwanted abusive behavior of verbal, physical, and psychological nature on the basis of an actual or perceived characteristic. Conduct of this nature is unacceptable on school grounds, during regular or special school sessions, or at any school activity, function or event.

Initial complaints of harassment will be brought before the principal to begin the investigation process. The investigator shall be a neutral party having had no involvement in the complaint presented. School district policy 3295 will be followed to ensure students safety and wellbeing. All students reporting incidents of harassment, or assisting in investigations of harassment, shall be protected from any and all retaliation by any other student or student(s).

ELEMENTARY ATTENDANCE POLICY

West Bonner County School District recognizes that regular school attendance contributes to successful student achievement. Regular and punctual patterns of attendance will be expected of each elementary school student enrolled in the district. Days lost from school cannot be "made up," even if the class work and homework are done, because there is no substitute for the lessons being taught by the teacher and interaction between teacher and student.

If your child will be absent, please call in to the school before 8:30 am. If we do not receive a call from you, our automated system will be placing a call to you to confirm the absence.

Attendance at school is a shared responsibility of the parent(s) /guardian, student, and school personnel. It is of critical importance that students attend EVERY DAY, and arrive ON TIME. Not only does this facilitate better academic achievement, it also builds habits for life. A district liaison is responsible for enforcing this policy and ensuring that parents are aware of state law regarding attendance. (See below.)

ATTENDANCE PROCEDURE

1. Students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session. Absence from class for any reason will be counted when the percentage of attendance and consequent eligibility for promotion is being considered. Students and parents who believe that all or part of their absences are the result of extraordinary circumstances may request a review of their case by the building attendance committee. The building attendance committee will review the records and the circumstances to determine whether or not the student will be promoted to the next grade. Appeals of the attendance committee decision may be made as stated in District policy 3050.

MEDICATIONS

A student will only be given medication at school after the parents have properly filled out a district Student Medication Form. This form provides the school with all the information that is needed to properly dispense the medication. Students are not to have any medication at school until this form has been received in the office. All medication will be kept in the school office. These procedures are required to protect the safety of all children at Priest River Elementary.

OPIOID ANTAGONIST (Narcan)

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

STUDENT INJURY

If a student is seriously injured at school, first aid will be administered and every effort will be made to notify parents immediately. When a student's parents cannot be reached, and in the judgment of the school staff that a doctor's services are 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 in writing by the parent(s) or guardian(s) to do otherwise.

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(ren) be injured. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school.

MISSING CHILD REPORTING ACT

Idaho Code 18-4511 requires schools to verify the identity and birth information of each student. Therefore, a state certified copy of a student's 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.

HOMEWORK PROCEDURES & MAKEUP WORK

Priest River Elementary staff supports the assignment of purposeful homework as an integral part of the learning process, and they recognize their responsibility in making informed judgments regarding homework. They realize that effective homework should be clearly stated, regularly collected, promptly graded and returned.

It is critical that the professional staff work with students and their parents to create an environment conducive and supportive of learning – at home, as well as in school.

INSPECTION OF STUDENT RECORDS

Parents, and legal guardians, have the right to inspect the school records of their child(ren). The school is required by federal law to make these records available to the parent within 15 days of their request. You may inspect all records, including academic, attendance, testing and health. These records are on file at the school of attendance and the special education classroom of attendance, and/or the central special education office and the central school district office. All special education records are maintained for five (5) years after a student exits the school system. The cumulative file and attendance records are maintained permanently. You can request an explanation or interpretation of the records, and you may obtain a copy of the records at the cost of ten cents a page.

The District will release the school records of your student(s) to schools and other agencies only upon receipt of your written request, specifying the record(s) to be released, for what reason and to whom they are to be released. Records will also be released when required by legal order or subpoena.

This is a summary of your rights to inspect and review records. A full text of this policy #3570 is available online at https://www.sd83.org/board_information/policy or at the West Bonner County School District Office, 134 Main Street, Priest River, Idaho 83856.

DRUG, ALCOHOL & TOBACCO POLICY

The use of drugs, alcohol and tobacco by Priest River Elementary School students is strictly forbidden. Students are prohibited from the delivery of, possession of, or being under the influence of any “illicit drugs” (as defined by Idaho code), intoxicants or tobacco products including vaping. Idaho State law strictly forbids smoking or vaping in any school building or on any property owned or leased by the school district at any time.

All counterfeit or pseudo drugs which bear a likeness (labeling or container), or is intended to represent, any drug by the deliverer, possessor, and/or recipient shall also be considered as “illicit drugs.”

If it is determined by school personnel or law enforcement officials that a student was under the influence of, or in the possession of, any alcohol or illicit drug while on school property or any school sponsored function, a minimum of a three (3) day in-school suspension will be imposed and the local law enforcement officials will be notified. Parents/guardians will be notified immediately. If a second offense occurs, the student, the parents, and law enforcement will be notified, and the student will be suspended from school for five (5) days. If a third offense happens the parents and law enforcement will be immediately notified, and the student will be recommended for expulsion.

If a student is found to be in possession of, or found to have used, any tobacco or vaping products while on school grounds or at any school sponsored function, the school will notify the parents and law enforcement, and will receive a three (3) day in-school suspension. The student must attend a district-sponsored tobacco education program. On the second offense of this nature, the parents and law enforcement will again be contacted, and a five (5) day out-of-school suspension will be imposed. On the third offense the parents and law enforcement will be contacted, and the student will be recommended for expulsion from school.

WEAPONS POLICY

Absolutely **NO WEAPONS** of any sort are allowed on school property or at any school sponsored activity at any time under any circumstances. Any student who brings a firearm to school is in violation of the Federal Gun-Free School Act, Idaho Code 33-3302D, and West Bonner County School District policy, and shall be expelled for a period of not less than one year from school.

Implements manufactured, used or intended for use as weapons may not be possessed or carried at school or on any school property. The following items are specifically prohibited: snap-blade knives, enclosing knives, razors, razor blades, firearms, explosives (including caps & firecrackers), brass knuckles, iron bars, and other objects capable of being used as weapons will be considered as such unless the circumstances indicate contrary.

In the event of the use, or threat of use, of any normally non-dangerous implement as a weapon, the individual using or threatening to use the implement will be subject to the provisions of this policy, as stated above, as if the non-dangerous implement was

intended to be used as a weapon. 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/guardians and the Superintendent of the West Bonner County School District shall be notified immediately. Unless there is satisfactory evidence the offending student’s continued attendance will not be dangerous to other persons, expulsion proceedings will be initiated.

STANDARD RESPONSE PROTOCOL

West Bonner County School District uses the standard response protocol recommended by the Bonner County Sheriff’s Office. This protocol provides a common language across the county 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 is a perceived or known threat outside of the school, or in the event of a medical emergency within the schools that would require students to remain in their classrooms so as not to interfere with the actions of emergency personnel.
- **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. An external strobe light will flash in the event of lockdown or lockdown drills.
- **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.

In the event of any of these 4 actions (with the exception of fire drills) parents will be notified via the District Skyward system.

SCHOOL WIDE TITLE I/PARENT PARTNERSHIP

Priest River Elementary is considered a Title I School due to the fact it receives funding from the Federal Title I 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 groups. Title I funding also offers opportunities throughout the year for families to attend activities and meetings in order to help students succeed in school. The Priest River Title I staff are always available to support families and answer questions. A District Title I Committee 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 I HOME/SCHOOL COMPACT/PARENT PARTNERSHIP

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.

Federal law requires that each school district receiving Title I funds notify parents/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 Human Resources Department at the district office. (208) 448-4439.



The Spartan Way

- Be Respectful
- Be Responsible
- Be Safe
- Be Kind

PRE VISION

**TOGETHER
WE LEARN
WE GROW
WE CELEBRATE**

MISSION OF PRE

We are committed to building relationships that encourage personal and academic growth!

West Bonner County School District



2023-2024

August 2023						
S	M	T	W	T	FR	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	FR	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
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22	23	24	25	26	27	28
29	30	31				

November 2023						
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December 2023						
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31						

January 2024						
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28	29	30	31			

February 2024						
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25	26	27	28	29		

March 2024						
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31						

April 2024						
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28	29	30				

May 2024						
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26	27	28	29	30	31	

June 2024						
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30						

July 2024						
S	M	T	W	T	FR	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Student Days
	PRLHS Students Only
	Staff Days
	Holidays

Approximate start and end times:

- PRLHS- 7:50am-3:50pm
- PRJH- 8:00am-3:35pm
- PRE- 7:55am-3:20pm
- IDH- 7:50am-3:20pm
- PLE- 7:55am-3:20pm

- Aug 28-Sept 1: Quantum Learning Inservice
- Sept 4: Labor Day
- Sept 5: Student 1st Day
- Nov 2: End of 1st Quarter- EVENING P/T CONFERENCES GR. 9-12
- Nov. 20 & 21: P/T Conferences DAYTIME GR. K-8. PRLHS STUDENTS IN SCHOOL
- Nov 22-24: Thanksgiving Break
- Dec 25-Jan 4: Winter Break
- Jan 15: MLK Day
- Jan 25: End of 2nd Quarter
- Feb 19: Presidents Day
- Mar 28: End of 3rd Quarter. EVENING P/T CONFERENCES GR. 9-12
- Apr 1-5: Spring Break
- May 27: Memorial Day
- June 6: End of 4th Quarter (minimum day)
- June 8: PRLHS Graduation