

Priest River Junior High

WARRIORS

Parent Handbook 2023-2024

*Providing Academic and Behavior Excellence
In All We Do!*

Priest River Junior High School
5709 Highway 2, Priest River, Idaho 83856
Web address: <https://jrh.sd83.org>
Principal Office (208) 448-0403
Front Office (208) 448-1118
Fax (208) 448-1119

School Hours: Monday-Thursday 7:55 a.m. - 3:35 p.m.

Dear Parents:

It is an honor to introduce myself as the new principal of Priest River Junior High School and to join this passionate school community. I hope all enjoyed the rejuvenating days of summer and that you and your child are prepared for an exciting school year! I feel blessed that I already know the seventh and eighth graders, and I am beyond excited to continue this journey of learning with them. I know the capabilities of these two groups of students, and I'm looking forward to focusing on high academic achievement that I know they're all able to accomplish.

As many of you are well aware, I come to PRJH as a seasoned middle school English teacher. I acquired my administrative certification in 2019 and have waited until a junior high/middle school principal position became available. Priest River is not new to me. Though I grew up in Sandpoint, during my own middle school and high school years, I drove to Priest River many weekends to spend with my aunt, uncle, and cousins. It's like my second home. Some of you may have run into me at the Ranch Club Golf Shack where I spent some of my summer working or playing golf. Yes, golf is one of my passions!

The 2023-2024 school year will mark my 23rd year in education. Although I have always felt at home in the classroom, I feel my position as a junior high principal will be equally fulfilling, providing me the chance to work collaboratively with teachers on a daily basis, while also remaining connected to students learning and growing in the classroom. I firmly believe that every child can excel and that the *partnership* between home and school builds confidence in students, which can empower them as they get older.

I know many of you are nervous or anxious regarding all of the changes taking place in the District, but I want to assure you that I am focused on creating a *safe, high achieving* building.

My goal is to establish a building of excellence here at Priest River Junior High. Excellence in behavior. Excellence in the classroom. Excellence on and off the field/court. Excellence on the bus. I am fully committed to always exploring new ways to meet the needs of *all* students and supporting every student, but I will expect a standard of conduct in order to achieve what is necessary to ensure your child is best prepared to meet the demands of high school and the real world. Your support in this endeavor is greatly appreciated.

Please don't hesitate to reach out with any questions or concerns. I encourage all of you to carefully read the junior high handbook; it will provide much of the nuts and bolts to help you and your child understand policies and procedures.

In closing, please know that my door is always open to you. I heartily welcome your conversation and positive input throughout this year. Let us always keep our students the primary focus of our work. I look forward to celebrating our collective successes during the 2023-2024 school year.

I look forward to working with you and your child!

Sincerely,

Loretta Glazier, Principal

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PRJH MISSION

Enable *all* students to develop their individual potential by acquiring the knowledge, skills, and values needed to become lifelong responsible, active, and productive members of their community.

PRJH VISION

PRLHS is one of our community's most important investments. By building "better Warriors", we are providing generations of future leaders with the skills and mindset necessary to lead our community. Excellence in all we do.

PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM

State code (IC#-1602) requires all elementary and secondary schools to provide for instruction in the proper use, display, history of, and respect for the American Flag. Each school day, the entire school is asked to join in saying the Pledge of Allegiance to the Flag of the United States of America. Students are expected to exhibit the proper conduct, by standing, reciting the pledge or being silent. Students will not be compelled to recite the pledge, sing the national anthem or stand for either, but they will be expected to show respect.

SKYWARD GRADING/REPORT SYSTEM

The West Bonner School District uses Skyward as a student information system to track grades, attendance, and other information about student and family contact information. Every student and parent/guardian is given access to Skyward to view grades and attendance.

- It is highly recommended that parents frequently check student grades to ensure they are working toward mastery of standards and demonstrating positive behaviors in class.
- Parents may update contact information at any time through Skyward.
- To access your child's grades in Skyward, go to <http://jrh.sd83.org> and then select Skyward Login under Quick Links or download the Skyward app for immediate student updates.

STANDARDS BASED GRADING

The academic year is broken down into four quarters. The following Standards Based Grade scale will apply to grades:

- 4 (Advanced) – Exceeds grade level standards expectations
- 3 (Proficient) - Meets grade level standards expectations
- 2 (Nearing Proficient) - Partially meets grade level standards expectations
- 1 (Novice) - Significantly below grade level standards expectations

WORK ETHIC

Our primary purpose for making the shift to Standards-Based Grading is to have students' academic grades reflect what she/he knows based on the state and national standards. Standard based grading is all about *mastery* learning. It eliminates a holistic representation and provides a clearer picture of a student's learning progress. In order to effectively do this, we have separated out a student's 'Work Ethic' grade. The Work Ethic grade reflects three key categories:

timeliness, citizenship/teamwork, and quality of work.

Work Ethic scores are based on the guidelines within our PRJH Work Ethic rubric. While academic skill area scores represent a student's understanding of essential grade level standards, Work Ethic scores inform students/parents the level of commitment to learning.

Homework is an essential part of student learning. Students should expect daily homework assignments that are due the next class meeting. *Having a designated time and place at home to complete homework is an important step to ensuring student success.*

CLASS ASSIGNMENTS / HOMEWORK

Missed assignments threaten student success. We want to encourage parents to stay informed about their child's academic requirements in every class. It's well known that students who complete classroom assignments/homework will perform better on quizzes/tests. Practice improves content knowledge, skills, and concepts. Unproductive behavior that interferes with teaching and learning will be referred to the Principal. Such students may be considered insubordinate, resulting in lunch detention, after school detention, athletic suspension in addition to a parent meeting to come up with a plan to help the student experience academic success.

ADVISORY

Each student will participate in our PRJH Advisory period. Advisory consists of a small community of students who will meet on a daily basis with a PRJH staff member. This environment will allow students to develop a trusting relationship among students and adults, promoting a positive climate and allowing students to have a greater sense of belonging at PRJH. Advisory is **NOT** to be used in an unproductive, wasteful manner. Some of the following components will take place during this time:

- Academic support
- Behavior concerns
- Character development
- Organizational skills
- Periodic locker checks

STUDENT RIGHTS AND RESPONSIBILITIES

PRJH students have the **right** to learn in a safe environment free from interruptions, disruptions, or distraction, whether inside the classroom or from the outside. Behavior which disrupts the normal functions of classes is an infringement on the rights of others and contrary to school policy.

Students are expected to:

- Be on time to class.
- Follow all school and classroom rules.
- Bring learning materials to class.
- Make every effort to succeed.
- Respect the safety of others.
- Dress appropriately.
- Dispose of all refuse and maintain a clean and neat campus.

Student Responsibilities:

- To be informed of and adhere to reasonable rules and regulations established by the Board of Trustees, school administrators, and teachers. This Student Handbook and the WBCSD Policies are the major references with which students should be familiar.
- To respect the rights and individuality of fellow students, teachers, administrators and all other personnel involved in the school community.
- To refrain from libel, slander, and obscenities in verbal and written/electronic expression.
- To dress and groom oneself in a manner that meets reasonable standards of health, cleanliness and safety (refer to the Student Dress section of the handbook & behavior plan.)
- To be punctual and present in the regular or assigned school program.
- To strive to meet one's potential.
- To respect the reasonable actions and decisions of the authority of school administrators and teachers' in maintaining discipline in the school and at school-sponsored activities and events.

PARENT/GUARDIAN EXPECTATIONS

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student. Parents have the responsibility to support their child in the following ways:

- Take an interest in the educational process, including monitoring academic progress.
- Require daily attendance to school.
- Participate in parent-teacher conferences.
- Support school-related activities/organizations.
- Discuss report cards and school assignments – hold them accountable.
- Maintain up-to-date home, work, and emergency telephone numbers.
- Bring complaints to the attention of the appropriate staff member. If the problem is not resolved at that level, it should be taken to the next level – school administration.
- Review and understand the school expectations, rules, and guidelines.
- Communicate appropriately and as necessary with teachers.
- Review and understand teachers' established and appropriate classroom rules and procedures and academic expectations.
- Ensure appropriate dress for school each day.

SCHOOL EXPECTATIONS (TEACHERS/STAFF/ADMINISTRATORS)

All Teachers/Administrators are expected to:

- Provide a safe environment that is conducive to learning.
- Provide a viable and rigorous curriculum aligned to state standards.
- Provide clear and relevant instruction for **all** students.
- Post grades in a timely manner.
- Be professional and respectful in all interactions with students and parents.
- Consistently communicate with students and parents when any issues arise with a student.

PROCESS FOR PARENT COMMUNICATION

We encourage you to bring issues and concerns to our attention whenever they arise. It is important that we work together for the benefit of your children. If a parent questions a teacher's judgment of a student's schoolwork or behavior, they should take the following steps:

1. Contact the teacher via phone or email regarding your concern.
2. Request a meeting with your child's teacher or team of teachers.
3. Ask for an appointment with the Principal if you feel dissatisfied with the outcome of the meeting with the teacher.

PRJH STAFF CONTACT INFORMATION

| Staff Member | Job Title | E-Mail |
|--------------------------|---------------------------------------|----------------------------------|
| Alexandra Riley | Teacher, Geography/History | alexandrarity@sd83.org |
| Angie Goins | Athletic Director | angiegoins@sd83.org |
| Ashlee Hoodenpyle | Teacher, Science | ashleehoodenpyle@sd83.org |
| Branden Lange | Teacher, Grade 8 Math | brandenlange@sd83.org |
| Charo Stapley | Teacher, Grade 7 English | charostapley@sd83.org |
| Nancy Gregory | Teacher, SPED | nancygregory@sd83.org |
| Julie Behrens | Teacher, CTE | juliebehrens@sd83.org |
| Laura Hall | Secretary | laurahall@sd83.org |
| Liz Cork | Teacher, CTE | lizcork@sd83.org |
| Loretta Glazier | Principal | lorettaglazier@sd83.org |
| Mailey Hansen | Teacher, Grade 8 English | maileyhansen@sd83.org |
| Mike McMahon | Teacher, PE/Health | mikemcmahon@sd83.org |
| Morgan Douglas | Teacher, Grade 7 Math | morgandouglas@sd83.org |
| Ron Nolting | Teacher, Band | ronnolting@sd83.org |
| Kathy Hara | Teacher, Grade 8 Science | kathyhara@sd83.org |
| Terry Martin | Teacher, Grade 8 Geography | terrymartin@sd83.org |
| Brad Martin | Teacher, PE/Health | bradmartin@sd83.org |
| Christina Leonard | Teacher, PE/Health | christinaleonard@sd83.org |

BELL SCHEDULE

| FIRST LUNCH | SECOND LUNCH |
|------------------------------|-----------------------------|
| 7:55 - WARNING BELL | 7:55 - WARNING BELL |
| 8:00 - 8:20 - ADVISORY | 8:00 - 8:20 - ADVISORY |
| 8:24 - 9:27 - PERIOD 1 | 8:24 - 9:27 - PERIOD 1 |
| 9:31 - 10:34 - PERIOD 2 | 9:31 - 10:34 - PERIOD 2 |
| 10:38 - 11:41 - PERIOD 3 | 10:38 - 11:41 - PERIOD 3 |
| 11:41 - 12:11 - LUNCH | 11:45 - 12:48 - PERIOD 4 |
| 12:16-1:19 - PERIOD 4 | 12:48 - 1:18 - LUNCH |
| 1:23 - 2:26 - PERIOD 5 | 1:23 - 2:26 - PERIOD 5 |
| 2:30 - 3:35 - PERIOD 6 | 2:30 - 3:35 - PERIOD 6 |

MESSAGES TO STUDENTS

The office is happy to deliver messages to students for a change in after-school arrangements. However, we ask that parents discuss after school activities, appointments, or transportation with students **before he/she leaves for school in the morning**. All messages are to be delivered by 2:30 p.m. to ensure your child receives the message. Calls after 2:30 p.m. cannot be guaranteed to reach your child in a timely manner.

CHECK IN/OUT PROCEDURES & APPOINTMENTS DURING SCHOOL

Before leaving school for any reason, students must be checked out through the office by a parent/guardian. In some circumstances, and with prior approval, students will be permitted to leave for medical/dental appointments; students must have a note from home in these circumstances. When returning, students need to sign back in at the office. Students must also check-in with the office upon arriving late to school, regardless of the reason.

VISITORS AND GUESTS

All visitors to our campus are required to enter through the south facing doors at the top of the main stairway at the front of our building. All visitors must stop in the breezeway, face the camera at the right ceiling corner and press the doorbell to be given access to the building. All visitors are then required to check in at the office and must have a valid state issued I.D. in order to be issued a visitor pass to wear while in the building. This is a safety procedure. Student age visitors or students from other schools will not be permitted to accompany PRJH students at school.

LOCKERS/BACKPACKS

The school will issue a locker to each student at no initial charge. Coats, backpacks, and other materials are to be kept in lockers. Backpacks are used only for carrying schoolwork to and from school. All backpacks are to be kept in lockers and students will carry only notebooks and textbooks to classes. The school is loaning the lockers to the students, and students are expected to take good care of them, along with keeping them clean. Students are to use only the locker assigned to them. Valuables should be left at home; the school is **not** responsible for items that are lost or stolen from students.

Note: Lockers are school property and are subject to search and seizure of property according to the District, State, and Federal guidelines governing both student property rights and our administrative duty to protect the safety, health, and right to the orderly learning environment of all students.

TEXTBOOKS

Textbooks are furnished by the school district. If books are lost or damaged in excess of reasonable wear, the student is assessed a fee to cover the damages or loss. Upon receipt of a textbook, the student is responsible for writing his/her name, school year, room number, class period and teacher's name in ink on the inside of the front cover. This information will be used in returning lost books to the owner. Fees for lost or damaged books, including library books can be paid at any time, but should be paid in full at the end of each semester. The school librarian maintains a list of student fines.

SCHOOL PICTURES

Each student is required to have his/her picture taken for identification purposes. Purchase of photo packets is optional for anyone having his/her picture taken.

CLASSROOM SNACKS

A healthy snack in the classroom is at the discretion of the classroom teacher. Snacks should not become an interruption to the learning environment and eating/drinking should be handled in a way that does not cause damage to school property (i.e., computers). Healthy snacks might include carrot or celery sticks, crackers, granola bars, etc. Large bags of chips or other 'junk' food items, sugar drinks, or any type of stimulant drinks (Monster, Red Bull) are **NOT** allowed.

CLOSED CAMPUS

Priest River Junior High is a closed campus school from 8:00 a.m. to 3:35 p.m. During lunch and between classes, students are only allowed to be outside in the designated gated area, in supervised classrooms with permission from appropriate staff, or in the cafeteria (breakfast/lunch). Once students are on campus, they must stay until they are excused at the end of the day, unless a parent/guardian signs them out through the front office. Whenever students leave or arrive at times other than the beginning/end of the school day, they must check-in with the school office. Leaving without following the set procedure is considered a truancy. Likewise, students are not permitted to loiter on school grounds after the day has finished. School ends at 3:35 p.m., and all students must leave school grounds by 3:50 p.m. unless otherwise arranged by a school official.

CAFETERIA/FOOD SERVICES

Junior High School Food Service Prices 2023/2024 School Year

- | | | | |
|-------------|------------------|-----------------|---------------|
| • Breakfast | Students: \$2.50 | Reduced: \$0.30 | Adult: \$3.50 |
| • Lunch | Students: \$3.75 | Reduced: \$0.40 | Adult: \$5.50 |

BREAKFAST AND LUNCH

As a participant in the federal food program, PRJH is able to offer both a nutritious breakfast and lunch program for our students. The meals are cooked and served daily. **All money for meal purchases should be given to the cafeteria staff; the office does not accept money for student lunch accounts.** Each student has a MealTime account which is used for breakfast, lunch, and/or milk purchases. For your convenience, money can and should be deposited into the student account.

- In the meal line, students access their account using their MealTime number. The cashier will inform the student when the meal account is running low of funds. Charging to the meal account is strongly discouraged and only allowed under special circumstances. Please know that charges will not be permitted during the last 2 weeks of school.
- Application forms for the Free and Reduced Meal Program are given to each student upon registration and are available at the school cafeteria, school office, district office and issued upon request throughout the school year. This confidential federal program is based on household size and income.
- Lunch is a closed campus for all PRJH students.

PAYMENT OPTIONS FOR CAFETERIA

1. CHECKS

Checks written to WBCSD#83 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. Additionally, WBCSD#83 uses a check recovery system for checks returned to the school district due to insufficient funds. 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, as well as driver's license number.
- ◇ When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-resentation or by paper draft. **Returned checks will be charged a \$25.00 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.

2. CASH

Students can take cash payments directly to the cafeteria staff in the mornings before school. The entire cash payment will be applied to the student's MealTime account. Change cannot be given back to students at this time.

3. ONLINE PAYMENTS

Parents/guardians can register for an online account at <https://www.mymealtime.com/> and apply funds to their student(s) accounts directly.

ILLEGAL SUBSTANCES

Alcohol, drugs, drug paraphernalia, tobacco, tobacco paraphernalia, **vapor cigarettes and vapor cigarettes paraphernalia**, or other illegal substances are not permitted on any school campus, at any school activity, or on school buses. Violation of this rule by individuals regardless of age is strictly prohibited. If a student is found carrying or using any such item, the item will be confiscated, appropriate law enforcement agency notified, and the student will be immediately suspended up to but not exceed (5) days with a possible recommendation to the Superintendent of Schools for additional suspension or to the Board of Trustees for possible expulsion. The School Resource officer will periodically schedule the use of drug dogs as a deterrent.

WEAPONS POLICY

Students who knowingly possess, handle, transmit or use any gun, ammunition, knife, pocket knife, or other objects that reasonably could be considered a weapon or dangerous instrument, in any school building, or on any school premises, or on any school bus, or at any school related activity, event, or function will be suspended from school. A student who has knowledge of another student possessing any weapon or dangerous instrument on the ground of PRJH and does not report that information to the PRJH office staff or teacher can be considered an accomplice and subject to suspension or expulsion.

Counselor-student communications and records are privileged and confidential and shall not be disclosed except under the following circumstances: Threat of harm to self or others; reported or suspected child abuse/neglect; court order.

DRESS CODE - PRJH GUIDELINES AND EXPECTATIONS

Parents are ultimately responsible for ensuring their students are appropriately dressed for school. Ask yourself this question: Are your child's clothes well cared for and appropriate and tasteful for the school setting? 'Business casual' should be the guiding principle when determining if clothing is appropriate to wear to school. The following guidelines need to be applied when dressing for school:

- Clean, good condition
- Stomach, back, and chest covered
- Spaghetti straps are not acceptable
- Undergarments are **not** visible
- Footwear required for sanitation and safety
- Skirts or shorts will be appropriate length for school (**maximum of 2 inches above the knee**)
- No offensive, profane, drug/alcohol, and/or gang related pictures or sayings on clothing
- Headwear (including hoods) are to be **removed upon entering the building**

Students deemed inappropriately dressed will be asked to call home and a parent will need to bring school-appropriate clothing. Failure to comply with a reasonable request by any staff member will result in disciplinary action.

ATTENDANCE

It is the expectation of PRJH and West Bonner County School District #83 that student attendance at school be regular and punctual. All PRJH students are expected to follow the attendance procedures and attendance will be taken in each class. Makeup work granted to a student after an absence, at the very best, is a poor replacement for the actual class experience. Learning and meeting the high academic expectations of the district and state are maximized when students are in attendance and actively engaged in the learning.

ATTENDANCE POLICY

The district recognizes that daily student attendance and time on task are essential to student learning. Students are required to be in attendance at school at least ninety percent (90%) of the time that school is in session each school term. The board may deny a promotion to the next grade or deny credit to any student who is not in school at least ninety percent (90%) of the days that school is in session. Absence from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Absence due to school-approved activities will not be counted. With the exception of extraordinary cases, and as approved by the principal, students are expected to be present at school and in their assigned grade or subject.

SIGNING IN AND OUT OF SCHOOL

All students who arrive at school late **MUST** sign in at the office; no exceptions will be made. Parent/guardian contact via telephone or note is required to excuse **ALL** absences. Prior to a student leaving during the school day, a parent/guardian must telephone the office to notify staff the student will be leaving. A parent/guardian must sign the student out at the front office before leaving the building.

TARDY POLICY

Punctuality is important. When a student is late for a class, he/she misses important information and disrupts the class. Being on time, which is a personal responsibility of the student, is an important element in life and school and will be expected of **ALL** PRJH students.

Any student arriving late to school must report to the Main Office and sign in. A student who is tardy to 1st period or after lunch must have a pass from the main office when entering the classroom.

ABSENCES

A telephone call or a note from either a parent or a guardian is required to excuse any and all absences and when late for any reason. Notes should be turned in immediately to the front office staff. When a student arrives late, the student is required to report directly to the office. All absences and each tardy will be recorded on the report card.

PRE-APPROVED ABSENCES

Students planning to be out for two or more school days should bring a signed note of explanation from a parent at least TWO DAYS, more if possible, before the planned absence. An assignment sheet will then be issued for presentation to each teacher. Make-up work should be completed ahead of time when possible.

EXCUSED ABSENCES

An absence shall be excused upon written or verbal documentation from a parent/guardian when the absence is due to the following (please note that absences may be excused but still count against the student under the 90% Policy). Illness, Bereavement, or Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies.

*School work missed during an excused absence can be made up for full credit. The principal may grant an exception due to extenuating circumstances.

90% POLICY

Students can accumulate nine (9) absences each semester. This includes excused and unexcused (truancy), but does not include extracurricular absences. The student has a responsibility within three (3) school days after an absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the building administrator. After each absence, a parent/guardian should call or provide appropriate documentation such as a doctor's note for the absences. When the attendance office receives the proper documentation, the absence will be changed to an excused absence.

EXTRAORDINARY REASONS FOR ABSENCE

Extraordinary absences are missed class time or school days for reasons other than those excused by a parent/guardian or school extra-curricular activities. If such extraordinary circumstances occur that result in excessive absences, written verification and notification to the building principal will be reviewed on a case-by-case basis. The primary consideration whether an absence is extraordinary and warrants being exempted shall include only those situations in which the student had no reasonable alternative to the absence.

Upon receiving written documentation from parent/guardian, state agency, healthcare provider, or agent of the court; the principal or designee have the authority to exempt the absence and request the assignments, grades and credit be awarded on the date of those absence(s).

Example of Extraordinary Absences are but not limited to: Extended illness/accident and recovery time for student or immediate member of family; court appearances except for alcohol, drug, and tobacco violations; bereavement for immediate family including grandparents, aunt, uncles, cousins with limited number of days in consideration of travel time necessary; and others presented for consideration by building principal and should be pre-arranged when possible.

TRUANCY

Truancy is an unexcused absence. Truancy means *willful* absence of the student without the knowledge of the school or parents/guardians. It becomes an unexcused absence, and the building principal shall have the authority to determine the appropriate penalty for any

student up to and including suspension or expulsion.

Idaho Code 33-207 - Proceedings against parents or guardians

1. “Whenever the parents or guardians of any child between the ages of seven (7) years, as qualified in section 33- 202, Idaho Code, and sixteen (16) years, have failed, neglected or refused to place the child in school as provided in this chapter or to have the child comparably instructed, or knowingly have allowed a pupil to become an habitual truant, proceedings shall be brought against such parent or guardian under the provisions of the juvenile corrections act or as otherwise provided in subsection (2) of this section.
2. Whenever it is determined by the board of trustees of any school district that a child enrolled in public school is habitually truant, as defined in section 33-206, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the child’s residence. Proceedings may be brought directly against any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant, and such parent or guardian shall be guilty of a misdemeanor.
3. Whenever it is determined by the board under provisions providing due process of law for the student and his or her parents that the parents or guardians of any child not enrolled in a public school are failing to meet the requirements of section 33-202, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the pupil’s residence and recommend that a petition shall be filed in the magistrates division of the district court of the county of the pupil’s residence, in such form as the court may require under the provisions of section 20-510 Idaho Code.”

CELL PHONE/STUDENT-OWNED DEVICE POLICY

Students at PRJH are expected to be respectful, responsible and safe with personal electronic devices. To focus on learning while minimizing distractions, all personal electronic devices (cell phones, wireless headphones, iPads, Kindles, Apple watches, etc....) must remain off and in the student’s locker between the hours of 7:55 am and 3:35 pm. Before and after school, student possession and use of such devices is a privilege. At no time will any student operate a cell phone or other device with video capability in a locker room, bathroom, classrooms, or other locations where personal privacy might be violated or compromised. Consequences for having personal electronic devices out between 7:55 a.m. and 3:35 p.m. will be imposed.

***It is a violation of law to take pictures or videos of others without their permission. Doing so will result in disciplinary action and/or referral to law enforcement.**

***The school administration reserves the right to suspend the use of all personal electronic devices at any time.**

PRJH ACCEPTABLE USE POLICY - ELECTRONICS – (BP 3265)

We are pleased to offer students of the West Bonner County Public Schools access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return the form to the PRJH office. PRJH strives to maintain an environment that promotes ethical and responsible conduct in all online network and Internet activities by staff and students. WBCSD has the following rights and obligations:

- To remove a user account on the network
- To monitor the use of online activities

User Responsibilities

- Use of the electronic media provided by WBCSD is a privilege. This resource is offered to staff, students, and other patrons at no cost. *
- WBCSD is not responsible for additional data charges the user may incur if these terms are not accepted.

Acceptable Use

- All communications and information accessible via the WBCSD data network should be assumed to be WBCSD property.
- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of WBCSD.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose. This means do not share your username and password with anyone.

Unacceptable Use of WBCSD Devices and Google Accounts

- Use of the network for any unlawful purpose is prohibited.
- Use of social media, online communications, and cyber-bullying are prohibited on the network.
- Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
* Hardware and/or software shall not be destroyed, modified, or abused in any way. Ex. keyboards, Chromebooks, settings.
- The unauthorized installation of any software, including downloads, add-ons, and extensions unless specifically authorized by a teacher for instructional purposes.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

Disregarding this policy will result in disciplinary action, which may include the loss of access to technologies; referral to school administrators; if applicable, legal prosecution; and payment for damages.

SCHOOL GOOGLE ACCOUNT

Your student will be given a WBCSD Google account. If they are coming from a WBCSD elementary school, they may already be familiar with the use of Google and Google Classroom. This account enables students to access school assignments anywhere they use a computer with Internet. Students need to keep their account information private and not share passwords with friends. Google for Education is fully committed to the security and privacy of data and protects users with the highest industry standards. Google for Education complies with the Family Educational Rights and Privacy Act (FERPA) and has also signed the Student Privacy Pledge.

HARASSMENT/BULLYING

The West Bonner County School District Board of Trustees is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, bullying, cyber bullying, or menacing by Students or third parties is strictly prohibited and shall not be tolerated in the District. It is the policy of the West Bonner County Schools that all students should be able to attend and learn in a school setting that is free from all forms of discrimination, including sexual and racial harassment. This includes actions on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school or impinge on the rights of other students. WBCSD and PRJH strive to maintain a learning and working environment that is free from harassment. The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their age appropriateness, with a proper regard for the rights and welfare of other students, for school personnel, and for the educational purpose underlying all school activities.

Per WBCSD Board Policy #3295 students attending schools in this district are prohibited from engaging in the following behaviors:

1. Physical abuse against a student, including but not limited to, hitting, pushing, tripping, kicking, or restraining another's movements; sexual misconduct; causing damage to another's clothing or possessions; and taking another's belongings.
2. Verbal comments or threats against a student, including but not limited to, name calling, threatening, sexual comments, taunting, and malicious teasing.
3. Psychological abuse against a student, including but not limited to, spreading harmful or inappropriate rumors regarding another, drawing inappropriate pictures, or writing inappropriate statements regarding another, and intentionally excluding another from groups, or similar activities.

Law Enforcement may also be notified, as Harassment and Bullying are against the law per Idaho State Code 18-917A. Students may anonymously report Harassment and/or Bullying by submitting a form to the Principal or Counselor. Forms on which to report harassment are available in the main office.

MULTIPLE OFFENSES

Some students fail to respond to consequences that follow inappropriate behavior/actions. These students create a negative environment that can impact the learning of others. In order to be fair to the large majority and maintain a productive school environment that facilitates learning, students with multiple offenses will be subject to the following:

- Teacher will complete a referral form on minor offenses and office staff will input in Skyward
- Teacher will make *every* effort to correct student behavior, including contacting and receiving help from the parent/guardian
- Student may be referred to the office for cumulative minor offenses
- Cumulative minor offenses may result in suspension and/or Friday School.

FRIDAY SCHOOL

Friday school may be assigned to a student as a consequence for rule violations and/or classroom insubordination. Friday school will begin promptly at 8:00 a.m. and will end at 12 noon. Late arrivals will not be admitted. Failure to attend or complete an assigned Friday School will result in adding an additional day of Friday School and/or an out-of-school suspension.

CHANGE OF ADDRESS

Each student's correct mailing address and physical address, as well as current parent/legal guardian contact number(s) must be on file and in the main office. Please inform the school office whenever there is a change of address and/or telephone number(s) AND update through the Skyward System using your login information. PRJH must have a contact and an emergency number for every student that will allow us to reach a parent/guardian during any time of a school day.

IDENTITY AND BIRTH INFORMATION VERIFICATION

Idaho legislation requires that we verify the identity and birth information of every student in our district. In order to do so, a certified copy of the student's birth certificate or other reliable proof of birth date is required to be presented upon enrollment. Documents that are acceptable as an alternative to a birth certificate are a passport, visa, or other governmental documentation of the child's identity. These documents must be accompanied by an affidavit explaining the inability to present a copy of the birth certificate.

CONFIDENTIALITY

Your child's records are kept confidential and shared only with those who have a legitimate educational interest and need to know the information (Family Educational Rights & Privacy Act – FERPA 34 CFR). Please be sure that you use only legal names at secondary schools.

HOMELESS STUDENTS

Under the McKinney-Vento Act, West Bonner County School District #83 supports the education of children and youth experiencing homelessness. The purpose of the Homeless Assistance Program is to provide information about federal requirements for homeless students, and to outline the assistance WBCSD#83 can provide to help homeless children be successful in

our school system. For more information concerning this program please contact the school principal, school counselor, Susie Luckey, District Homeless Liaison, or the District Office.

IMMUNIZATIONS (BP 3525)

The District is required to provide educational services to all school age children who reside within its boundaries. Attendance at school may be denied to any child who does not provide an immunization record to the school regarding the child's immunity to certain childhood diseases. Immunity requirements are met if the child has received or is in the process of receiving immunization as specified by the Board of Health and Welfare or has previously contracted the disease. The parent or legal guardian of the child must comply with the immunization requirements at the time of admission and before attendance for the child.

MEDICATIONS

A student will *only* be given medication at school after the parent(s) have properly filled out a district **Student Medication Form**. This form provides the school with pertinent information necessary to properly dispense the medication. Students are not to have any medication at school, including Tylenol, Ibuprofen, or any other over-the-counter medications, until the form has been received in the office.

- All medication will be kept in the school's main office
- Tylenol, Ibuprofen, or any other over-the-counter product must be new and sealed
- All medications will only be administered by the school nurse or office personnel

These procedures are required to protect the safety of all students at PRJH.

INSURANCE-SCHOOL/ACTIVITIES

The school district does not carry health and accident insurance for students. At the beginning of the school year, insurance packets are made available that offer plans ranging from school-time insurance to twenty-four-hour insurance. Student insurance is an option. School time insurance will cover your child in all sports except football. In order to be covered in football beyond the 9th grade, a student must take the football option.

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.) be sure to complete the **Parent Objection to Release of Directory Information** form in the registration packet.

RECORDS

As a result of federal legislation guaranteeing an individual's right to privacy (FERPA), attention has been focused on school records and the content of those records. The following is a summary

of the basic provisions contained in the laws and regulations which the school is obliged to follow:

- Parents of children under the age of 18 (including the non-custodial parent in the case of divorced parents) must be granted access to all official records maintained in any form by the school pertaining to their children.
- Students under the age of 18 (with parental consent) shall also have access to their records.
- The student's records, or information contained in those records, shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents.
- The parent or student shall be provided an opportunity to challenge or rebut information contained in the student's records.
- The school shall provide appropriately trained educational personnel to assist the parent or student in understanding school records.

REGISTRATION

All students will indicate their desired courses for the following school year in May of the current school year. The master schedule is built on the basis of student registration requests, as well as teacher, counselor, and administrative input. Budgets are developed and books are ordered according to the master schedule and student enrollment numbers. Students should take **EXTREME CARE** in marking their desired classes for the following year since schedule changes at the start of each semester will be limited.

STUDENT DIRECTORY INFORMATION

Directory information may be released without parental consent if parents do not object in writing to the release of directory information within fifteen (15) days following the first day of school. Directory information means a student's name, date of birth, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, and awards received – including honor roll listings.

STUDENT WITHDRAW OR TRANSFER

Students who withdraw from PRJH and transfer to another educational program must do the following:

1. Have a parent/guardian contact the school office to verify withdrawal and/or transfer.
2. Pick up a withdrawal form from the office. (Updated 08-09-2022, Page 12.)
3. Return all books, Chromebook, and other school materials to appropriate teachers and have teachers sign the withdrawal form.
4. Check out with cafeteria staff, pay for all outstanding meals and have a staff member sign the withdrawal form.
5. Check out with the library; return all library materials and books and have the librarian sign the withdrawal form.
6. Check out with the athletic director, return all sport equipment and uniforms and have the AD sign withdrawal form.
7. Return the form to the main office and our school secretary will complete the process to withdraw the student from PRJH.

COMPLAINT (PATRON)

Appeals of administrative decisions and/or complaints about school procedures need to be handled using the following steps:

1. Obtain and fill out Patron Complaint Form
2. Contact administrator to schedule a meeting at the school
3. If no resolution, schedule a meeting with WBCSD's Superintendent

BUSSING

Many students access the bussing system in WBCSD. It is important that proper discipline is maintained on buses for the safety of all students and the bus driver. ***ALL SCHOOL RULES*** and regulations apply to bus conduct, whether on the bus or at the bus stop. Misconduct may result in suspension of bus riding privileges. Any questions related to bus misconduct should be directed to the specific route bus driver, the District's Operations' Director and/or the building Principal. Cameras installed and activated on District buses are used randomly to monitor behavior.

BUS EXPECTATIONS AND GUIDELINES

- Students are under the authority of the bus driver and must follow his/her rules.
- Students shall remain seated while the bus is in motion.
- Students will not extend their arms, hands, head, feet, etc. through the bus windows.
- Students will converse in normal tones; loud or vulgar language is prohibited.
- Students will not open or close windows without permission of the bus driver.
- Students will help keep the bus clean.
- Each student must go directly to a seat upon entering the bus (drivers may assign seats).
- Students must not throw objects in the bus or out through the windows.
- Students will remain on their homeward side of the road until the bus stops and the driver signals them to cross in front of the bus.
- The driver is to dismiss the students only at the school buildings or at their homes (exception: permission of parent or guardian).
- Food or drink should not be carried onto buses unless drivers/sponsors have given permission.
- Student insubordination to district bus drivers will not be tolerated and will result in loss of bus privileges for a period of time.

BEHAVIORS AND CONSEQUENCES

Every student at PRJH is guaranteed the right to learn in a safe, supportive, and professional environment. No student has the right to infringe on the rights of others to that end. Students engaging in behaviors that in **ANY** way interfere with the rights of others to learn in a safe, supportive, and professional environment are subject to disciplinary actions.

Due process rights will exist at every step of the disciplinary process.

ADMINISTRATION, OR ITS DESIGNEE, RESERVES THE RIGHT FOR ALTERATIONS OR ADDITIONS TO CONSEQUENCES DEPENDENT UPON THE SPECIFICS OF A GIVEN SITUATION.

LEVELED BEHAVIORS & CONSEQUENCES

| <i>GENERAL MISBEHAVIOR</i> | <i>VERBAL BEHAVIOR</i> | <i>NONVERBAL BEHAVIOR</i> | <i>PHYSICAL BEHAVIOR</i> | <i>CONSEQUENCES</i> |
|---|---|--|--|--|
| | | LEVEL 1 | | |
| Tardiness Unprepared for Class Throwing Objects Classroom Disruptions Dress Code Violation Intentional Disrespect Inappropriate Technology Use (games, phone, music etc.) Inappropriate Language Cheating/Lying Public Display of Affection | Starting/Spreading Rumors Teasing Others Intentional Exclusion False Reporting Name Calling Insulting Remarks Threats | Making Threatening or Insulting Gestures Ignoring or Excluding Others Hiding Items from Others Writing/Passing Notes | Pushing/Shoving/ Poking Invasion of Personal Space Intimidation | Completed Referral Form Phone Call to Parents Email to Parents Warning/Discussion Problem-Solving Plan Parent Meeting Teaching Assigned Detention Re-Teach Expectations Counseling Referral |
| | | LEVEL 2 | | |
| Minor Physical Altercation Disrespectful Actions toward Students/Staff Truancy Minor Vandalism/Theft Ignored Detention Insubordination Contributing to a Conflict Retaliation Recurring Level 1 Behaviors | Harassment Promoting a Fight Racial Name Calling Gender Name Calling Recurring Level 1 Behaviors | Defacing Property Embarrassing Others Recurring Level 1 Behaviors | Threatening Physical Harm Purposeful Physical Actions (scratching/spitting/biting/tripping) Recurring Level 1 Behaviors | Completed Referral Form Phone Call to Parents Email to Parents Parent Meeting Office Referral Administrative Detention Friday School Re-Teaching with Counselor Ineligibility of Extra-Curricular Activities Administrator May Select from Level 3 Options |
| | | LEVEL 3 | | |
| Fighting Harassment/Bullying Vandalism/Theft Drugs/Weapons Distribution of Drugs Excessive Insubordination Throwing Dangerous Objects False Reporting Accessing Inappropriate Internet Sites Recurring Truancy Recurring Level 2 Behaviors | Ongoing Harassment Sexual Harassment Instigating a Fight Recurring Level 2 Behaviors | Destroying Property Arranging Public Humiliation Writing Graffiti of Any Kind Videotaping Conflicts/ Fights Vandalism Theft/Stealing Recurring Level 2 Behaviors | Making Repeated or Graphic Threats Starting/Instigating a Fight Physical Harm Acts of Violence Assault Recurring Level 2 Behaviors | Completed Referral Form Phone Call to Parents Email to Parents Meeting with Parents Friday School In-School Suspension Out-of-School Suspension Restitution Law Enforcement Involvement Expulsion Recommendation |

THE PRJH STUDENT AND ATHLETIC HANDBOOKS ARE APPROVED POLICY AND ARE IDENTIFIED UNDER WBCSD #83 POLICY & IDAHO CODE.