

Priest River Junior High

# WARRIORS

## Student 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>  
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## **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.

## **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.

## SCHOOL EXPECTATIONS (All Teachers/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.

## 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

## STANDARDS BASED GRADING

The academic year is broken down into four quarters or two semesters. The following Standards Based Grading 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.

### **SKYWARD**

Every student is given a username and password to access Skyward to view academic and effort grades. Students are encouraged to check grades on a daily basis and meet with a teacher(s) when a student earns a "1" or "2" mark.

### **LOST AND FOUND**

Students who find articles should turn them in at the office. Lost articles may be claimed from the lost and found bin in the gym. Lost items that are of significant value will be held in the office. Articles not claimed within a reasonable time will be donated to a charitable organization.

### **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** permitted.

## 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
<b>11:41 - 12:11 - LUNCH</b>	11:45 - 12:48 - PERIOD 4
12:16-1:19 - PERIOD 4	<b>12:48 - 1:18 - LUNCH</b>
1:23 - 2:26 - PERIOD 5	1:23 - 2:26 - PERIOD 5
2:30 - 3:35 - PERIOD 6	2:30 - 3:35 - PERIOD 6

### 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.

### 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.

### 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.

Teachers will impose their own tardy policy; however, any student who has excessive tardies (3) will be referred to the Principal and disciplinary action will be taken. *Students are expected to arrive at class on time every day.*

### **TEXTBOOKS/LAPTOPS**

Textbooks, laptops, and other materials that are furnished by the school district that are lost or **damaged** in excess of reasonable wear, the student is assessed a fee to cover the damages or loss.

Fees for lost or damaged books, including library books should be paid at the end of each quarter.

- Students may NOT apply stickers to District laptops
- Students are required to keep laptops in the protective case when not in use or when transporting from home to school or school to home
- It is the responsibility of the student to store their laptop in the charging station at the end of the day in their advisory teacher's room and charge it prior to leaving at the end of the school day
- Students will receive a charger at the beginning of the school year to provide a means for charging at home if they opt to take their laptop home **for homework purposes**. It is the student's responsibility to keep the charger in a safe place and know its location at all times.

### **LOCKERS/BACKPACKS**

The school will issue a locker to each student at no initial charge. Coats, backpacks, cell phones, and other materials are to be *kept in lockers throughout the day*. Backpacks are used only for carrying schoolwork to and from school. Students will carry such items as notebooks, textbooks, and laptops to classes. Valuables need to be left at home; the school is **not** responsible for items that are lost or stolen from students.

Remember, 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.

#### **Dos and Don'ts of locker use:**

- Do not move into another locker.
- For safety and accountability reasons, you must use the locker that was assigned to you.
- You may not use any stickers in, or on, your locker, or write on your locker.
- You may not hang inappropriate pictures in your locker.
- No sharing lockers.
- You may use only removable transparent tape inside your locker.
- You will be responsible to pay for any damages to your locker.

- Do not share your locker combination with anyone.
- A charge for locker damage may be assessed per staff discretion.

**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.*

## **BATHROOMS**

Bathroom stalls are designed and should be used for single occupancy only! ***Loitering, sitting on the floor or counter, or hanging out in bathrooms is strictly prohibited.*** Students in violation will face disciplinary action. Bathroom use during instructional class time should be for emergencies only. All students ***must*** have a pass to leave the classroom during instructional time.

## **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 a.m. and 3:35 p.m.*** At no time will any student operate a cell phone or other device with video capability in locker rooms, bathrooms, classrooms, or other locations where personal privacy might be violated or compromised. Consequences for having personal electronic devices out between 7:55 am and 3:35 pm could include, but are not limited to the following:

### **First Offense:**

- Referral form completed and turned into office
- Verbal warning
- Confiscation of phone for remainder of class

### **Second Offense:**

- Referral form completed and turned into office
- Phone turned into office
- Returned at end of the day
- Parent notified

### **Third Offense:**

- Referral form completed and turned into office
- Phone privileges revoked for 1 week
- Phone is turned into the office every day once student arrives on campus
- Parent notified

### **Fourth Offense:**

- Referral form completed and turned into office
- Phone privileges revoked for remainder of the year
- Phone is turned into the office every day once student arrives on campus
- Parent notified

**\*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)**

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, not a right
- Internet use **MUST** be in support of educational and research objectives to promote high levels of learning
- Do **NOT** share your username and password with anyone
- 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 is prohibited
- 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.**

### **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) is (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.

### **HARASSMENT/BULLYING**

- Hazing, harassment, intimidation, bullying, cyber bullying, or menacing by a student(s) or third parties is strictly prohibited and shall not be tolerated in the District.
- 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.
- Harassment/bullying of ANY kind shall NOT occur on school grounds, school property, school buses, at school bus stops, and/or at school sponsored events and activities.
- Harassment/bullying of ANY kind shall NOT occur 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.
- ALL students need to be treated with respect and civility.

Students attending schools in this District are prohibited from engaging in the following behaviors (Board Policy #3295):

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.**

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Excessive physical contact and public display of affection are not acceptable on school grounds, on school buses, or at school activities. “Excessive” contact will be required to stop and further displays may result in discipline. Displays of affection for students on campus or at school activities will be limited to holding hands and a casual hug. Kissing is not appropriate. Inappropriate PDA will result in earning progressive discipline as outlined in the Behavior Management Plan and parent/student conference.

### **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.***

### **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.

## **BREAKFAST AND LUNCH**

- Breakfast and lunch are served in the cafeteria.
- Money for meal purchases should be given to the Cafeteria Staff in the cafeteria.
- All food/drinks purchased and brought in from the outside will be consumed in the cafeteria or in designated areas of the school building and school grounds.

## **CAFETERIA EXPECTATIONS**

- Respect and follow instructions given by **any** staff member on lunch duty
- Stay seated while eating
- Voices must be kept at inside levels
- There will be absolutely **NO** throwing of food, playing with food, or sharing food
- The cafeteria is for eating, not playing. Behave responsibly.
- Energy drinks/highly caffeinated beverages are **NOT** permitted.

## **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.

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

I certify that my advisory teacher read through the student handbook with me, and I fully understand the rules, regulations, and policies of PRJH.

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Student Signature

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Date

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Advisory Teacher Signature

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Date