

# **PRIEST LAKE ELEMENTARY SCHOOL**

## ***PARENT AND STUDENT HANDBOOK 2026 - 2027***



Priest Lake Elementary School  
27732 HWY 57  
Priest Lake, ID  
(208) 433-2555 Fax (208) 443-3845



## OFFICE HOURS AT PRIEST LAKE ELEMENTARY

Our regular office hours are 7:00 a.m. to 4:00 p.m. Monday through Thursday. While you will often find us in the office at all hours, the best time to stop by or call will be between these times.

## PRIEST LAKE ELEMENTARY DAILY SCHEDULE

7:50 A.M.- 3:05 P.M. Monday through Thursday



## IMPORTANT TELEPHONE NUMBERS

**Priest Lake Elementary** .....(208) 443-2555  
Principal: Tommy Hansen  
Secretary: Josie Baker

### Other District Schools

Priest River Elementary..... (208) 448-1181  
Idaho Hill Elementary.....(208) 437-4227  
Priest River Lamanna Junior/Senior High....(208) 448-1211

### District Office

Superintendent: Kim Spacek.....(208) 448-4439  
Special Education Director: .....(208) 448-4439

### Other Important Numbers

Bus Shop: .....(208) 448-2451  
Food Service .....(208) 448-4439

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## WELCOME FROM THE PRINCIPAL

Dear Priest Lake Students, Parents/Guardians, and Community Members,

Welcome to the 2026–2027 school year at Priest Lake Elementary! As we begin another year together, I am incredibly excited for all that is ahead for our students, staff, and community. Entering my second year as principal, I feel even more grateful to be part of a school and community that cares so deeply about its students and takes such pride in supporting one another.

Over the past year, we continued building a school culture centered around kindness, growth, accountability, and opportunity. I am proud of the work our students and staff accomplished together, and I am excited to continue building on that momentum this year. At Priest Lake Elementary, we remain committed to creating a safe, supportive, and engaging learning environment where every student feels valued and encouraged to succeed.

This year, we will continue focusing on strong academic instruction while also emphasizing character development, responsibility, and positive relationships. We encourage every student to be the “I” in kind and make a difference in the lives of the people around them. Whether in the classroom, on the playground, or out in the community, our students have countless opportunities to lead by example and support one another.

Parents and guardians, your involvement continues to play a huge role in the success of our school. Priest Lake Elementary has always been strengthened by the incredible support of its families and community members. We truly believe that schools thrive when communities are actively involved, and we encourage you to continue volunteering, participating in school events, and staying connected throughout the year.

We are now using Qmlativ and other communication tools to keep families informed about school events, updates, and important announcements. Please be sure your contact information is up to date and continue checking emails and notifications regularly, especially during the winter months when weather conditions may impact school schedules.

Students, this is your opportunity to learn, grow, and challenge yourselves. Come into this year with curiosity, kindness, determination, and a willingness to try new things. Every member of our staff is here to support you and help you succeed, and we cannot wait to see all that you accomplish this year.

Let’s make the 2026–2027 even better than the last!

A handwritten signature in black ink that reads "Tommy Hansen". The signature is written in a cursive style with a large, sweeping flourish at the end.

Tommy Hansen

PLE Principal

## PRIEST LAKE STAFF 2026/2027

NAME	POSITION	CONTACT
Tommy Hansen	Principal	tommyhansen@sd83.org
Josie Baker	Secretary	josiebaker@sd83.org
Sara Butler	Teacher, K-2	sarabutler@sd83.org
Heather McGuinness	Teacher, 3-4	heathermcguinness@sd83.org
Michelle Barnes	Teacher, 5-6	michellebarnes@sd83.org
Open	School Counselor	@sd83.org
Jessica Rogers	Technology/Librarian	jessicarogers@sd83.org
Mick Schanelic	Paraprofessional	mickshanelic@sd83.org
Marcia Warren	Kitchen Manager & Bus Driver	marciawarren@sd83.org
Jennah Carpenter	Teacher, PE	jennahcarpenter@sd83.org
Lucy French	Teacher, Art	lucyfrench@sd83.org
Michelle Wendle	Teacher, Music	michellewendle@sd83.org
Wendy Booth	Paraprofessional/Lunch Duty Aide/Bus Driver	wendybooth@sd83.org
Steve Bowden	Custodian	stevebowden@sd83.org

## **NONDISCRIMINATION STATEMENT**

### **EQUAL EDUCATION, NONDISCRIMINATION, AND SEX EQUITY**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, age, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination should be directed to the district Title IX Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure (Policy 3210).

In compliance with federal regulations, the District will notify annually all students, parents, staff, community members, and unions or professional organizations the District holds a collective bargaining agreement with this policy and the designated coordinator to receive inquiries. Notification, which will be included in all handbooks, shall present the name and locations of the coordinator, as well as a statement that the District will provide equal access to the Boy Scouts and other designated youth groups.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of State and federal law.

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## **FERPA INFORMATION**

### **STUDENT INFORMATION: RIGHT TO PRIVACY**

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

### **INSPECTION & REVIEW OF STUDENT RECORDS**

Parents, and legal guardians, have the right to inspect the school records of their children. The school is required by federal law to make these records available to the parent within 45 days of their request.

You may inspect all records, including academic, attendance, testing and health. These records are on file at the school office and the special education classroom and/or the central special education office. All special education records are maintained for five 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 per page.

You may have a representative inspect and review the records but only after the district receives written permission from you. You may request amendment of the records if you believe that information is inaccurate, misleading, or violates the privacy or other rights of the student. You may initiate a due process hearing regarding the content of the student records. You will be notified if the records from special education (i.e., Individualized Instructional Plan, test booklets, etc.) are being destroyed while in attendance. If a record contains information about more than one child, you may review only information relating to your child(ren) or be informed of that specific information. 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 records 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. Please contact the building secretary for the "Release of Information" form.

This is a summary of your rights to inspect and review records. A full text of these regulations is available at the West Bonner County School District Office, 134 Main St., Priest River, Idaho 83856

## ENROLLMENT

### IDENTITY & BIRTH INFORMATION VERIFICATION

Idaho legislation requires West Bonner School District to verify the identity and birth information of every student in our District. In order to do so, a **state certified copy of the student's birth certificate or other reliable proof of birth date is required** to be presented within 30 days of enrollment. Other acceptable alternatives to a birth certificate 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 copy of the birth certificate.

### IMMUNIZATION LAW

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

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

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

**Children moving up to 7th grade must meet the following minimum immunization requirements in addition to school entry requirements:** 1 –Tdap, 1 Meningococcal

## **OPEN ENROLLMENT**

33-1409. MEASURING AND REPORTING CAPACITY. (1) Every school district must determine maximum enrollment for each grade-level. The district will use the maximum enrollment to determine space available for transfer applications. For secondary grades, a district may use core classroom size per grade level as the standard to determine maximum enrollment.

(2) Not less than four (4) times during the school year, every school district shall publicly post on its website the space available at each grade-level and at each school. Space available shall be determined by comparing the maximum enrollment to the number of pupils actually enrolled. A school district that does not meet the minimum sample size necessary to prevent unlawful release of personally identifiable student data established pursuant to subsection (5) of this section is not subject to the publication requirements pursuant to this subsection.

(3) Not less than four (4) times during the school year, every school district shall report to the state reporting system the space available at each grade-level, school, and in each program, the number of transfer applications, the number of accepted transferred pupils, and the number of denied applications.

(4) By September 1 each year, the state board of education shall collect, analyze, and publish to its website the capacity and transfer data from each school district from the previous year. The report shall include the number of participants, the number of denied applications, and other relevant information. The state board of education shall also report this information to the legislature no later than February 1 of each year.

(5) The state board of education shall not publish or release data of a school district if the number of students who applied for a transfer is less than the minimum sample size necessary for prevention of the unlawful release of personally identifiable student data. The state board of education shall establish the minimum number of students necessary to meet the requirements of this subsection.

History:

[33-1409, added 2023, ch. 156, sec. 6, p. 424.]

## CURRICULAR/INSTRUCTION POLICIES

### ACCEPTABLE USE OF ELECTRONIC NETWORKS

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### TERMS AND CONDITIONS

- ❖ Personal use of computers by students that is consistent with the District's educational mission may be permitted during class when authorized by the teacher. Personal use of District computers and networks outside of class must comply with District policy.
- ❖ Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator (and/or building principal and/or Internet Safety Coordinator) will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His or her decision is final.
- ❖ Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - ❖ Using the network for any illegal activity, or to access websites encouraging illegal activity including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
  - ❖ Accessing information pertaining to the manufacture of weapons;
  - ❖ Accessing uses that cause harm to others or damage property;
  - ❖ Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - ❖ Downloading copyrighted material;
  - ❖ Using the network for private financial or commercial activities;
  - ❖ Wastefully using resources, such as file space;
  - ❖ Hacking or gaining unauthorized access to files, resources, or entities; uploading a worm, virus, or other harmful form of programming;
  - ❖ Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - ❖ Using another user's account or password or some other identifier that misleads message recipients into believing that someone other than you is communicating;
  - ❖ Posting material authored or created by another, without his/her consent;
  - ❖ Posting anonymous messages;
  - ❖ Using the network for commercial or private advertising;

- ❖ Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, nudity or near nudity, profane, sexually oriented, threatening, racially offensive, harassing, bullying or illegal material;
- ❖ Using the network while access privileges are suspended or revoked;
- ❖ Promoting political, personal, or religious causes in a way that presents such opinions as the view of the District;
- ❖ Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications; and
- ❖ Any other unacceptable uses as outlined in District Policy 3270.

## CONSEQUENCES FOR UNACCEPTABLE USE OF TECHNOLOGY

- First offense - warning
  - Second offense - revocation of 8 days
  - Third offense - revocation remainder of school year
- 
- ❖ Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    - ❖ Be polite. Do not become abusive in messages to others.
    - ❖ Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
    - ❖ Do not reveal personal information, including the addresses or telephone numbers, of students or staff.
    - ❖ Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    - ❖ Do not use the network in any way that would disrupt its use by other users.
    - ❖ Consider all communications and information accessible via the network to be private property of The District.
  
  - ❖ No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  
  - ❖ Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
  
  - ❖ Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user **must** notify the system administrator, Internet Safety Coordinator and/or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  
  - ❖ Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, hardware, software, or any other network. This includes, but is not limited to,

the uploading or creation of computer viruses

- ❖ Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
- ❖ Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
  - For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - Students engaged in producing Web pages must provide the webmaster with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - Student work may only be published if there is written permission from both the parent/guardian and the student.
  - Violation of the copyright web publishing rules may result in denial of access to the network.
- ❖ Use of Electronic Mail.
  - The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students in fulfilling their duties and responsibilities and as an education tool.
  - Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.
  - The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an electronic mail account is strictly prohibited.
  - Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
  - Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - Any message received from an unknown sender via the Internet should either be immediately deleted. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
  - Use of the District’s electronic mail system constitutes consent to these regulations.

## **INTERNET SAFETY**

- a. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in

- “unacceptable uses,” as detailed in District policy and procedures, and will otherwise follow District policy and procedures.
- b. Staff members shall supervise students while students are using District Internet access at school, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
  - c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee. Students must use the District’s filtered network for all online activities on school grounds or using District equipment.
  - d. The system administrator, Internet Safety Coordinator and/or building principals shall monitor student Internet access.

### **STUDENT USE OF SOCIAL MEDIA**

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with District policy and procedures for content posted using a District computer, network, or software and /or when posted during school hours when the student is in attendance at school. Student posts on social media locations outside of school hours and school grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the orderly operation of the school. Posts to social network sites using a District computer, network or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, school activities, and/or rights of others.

All of the requirements and prohibitions in District policy and procedure apply to the use of social media on school grounds, through the District network or using District equipment, or as part of a class assignment.

### **COMMUNICATIONS & ELECTRONICS**

The West Bonner County School District recognizes the value of digital communication and collaboration in the context of a modern learning environment. Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning.

Students with an urgent need to contact their parent/guardian during the school day should visit the main office where an administrator will work through the situation with the student. If the situation is an emergency or warrants a parent call, the administrator will reach out to the parent/guardian.

Any parent/guardian needing to get in touch with their child should call the main office. Please make sure all messages are received in the office **before 2:45 p.m.** to guarantee message delivery by the end of the day. If a child needs to ride a different bus, the bus driver needs a note that is dated and signed by the parent per State law.

We are committed to “Distraction-Free Learning” with the goal of preserving the integrity of our learning environments and to reduce unnecessary distractions in classrooms and will enforce the following at our schools:

- students will not have access to any personal wireless digital device on the school campus during the school day (including cell phones, smart watches, and other personal mobile or wearable technology)
- earbuds and headphones are not allowed, except when associated with a teacher-approved educational purpose, used as an assistive technology, or as part of an IEP or 504 plan
- cell phones and other personal wireless devices can be used after the end-of-school bell
- they must be in "silent mode" or turned off, including no haptics (vibrations) or other notifications when at school
- Smart Watches must be in "Airplane Mode"

## **POLICY VIOLATION CONSEQUENCES:**

### **1ST & 2ND OFFENSE**

- device confiscated\* and delivered to the office
- parent/guardian notified
- device held in office until end of day
- student or parent/guardian signs for device when picking up from office

### **SUBSEQUENT OFFENSES**

- device confiscated\* and delivered to the office
- parent/guardian notified.
- device held in office until end of day
- student or parent/guardian signs for device when picking up from office
- parent/guardian and student conference with administrator or designee
- student will serve in-school disciplinary consequences followed by progressive discipline for insubordination/defiance for any subsequent infractions

\*Refusal to follow a reasonable request will result in the appropriate progressive disciplinary action.

## **ELECTRONIC DEVICES**

We encourage students to keep all electronic devices (CD players, iPods, Gameboys, etc.) at home so items are not lost, broken, 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. No "T" or "M" rated games or CD's are allowed at school or on the bus.

## TITLE I INFORMATION

### HOME / SCHOOL COMPACT / PARENT PARTNERSHIP

There may be extra help available to your child in support of his/her general education through the federally funded Title I Program. Students in grades K-3 who have been identified by their teacher as needing support may receive assistance from a Title 1 staff member. Students are referred to Title 1 based on performance on local and state tests, teacher referral, and performance in the classroom. Students may receive extra assistance in their classrooms or in a separate room, individually or in a small group. Title 1 also offers opportunities throughout the year for families to attend activities and meetings. The Title staff is always available to support families and answer any questions. A District Title 1 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 with staff, administrators, students and families. This can be accomplished by using the following Home/School compact/Parent partnership:

#### *I agree to:*

##### **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 assignment.



# ATTENDANCE

## ELEMENTARY SCHOOL 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. The District recognizes that daily student attendance and time on task is essential to student learning.

While students are required to be in attendance at school, students can accumulate nine (9) absences each semester. This includes excused and unexcused (truancy). 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. The principal is responsible for the implementation and enforcement of Student Policy 3050:

<https://resources.finalsite.net/images/v1753375930/sd83org/mroe5enb30jy6m5a2uxo/AttendancePolicy.pdf>

## ATTENDANCE PROCEDURE

- Please contact the school **before 8:30 a.m.** if your child will be absent.
- If we do not receive a call, our automated system will be placing a call to you to confirm the absence
- The school office will try to contact a parent/guardian if a child is absent when the school does not receive communication from a legal parent/guardian regarding an absence
- In addition, a written note by the parent/guardian is needed for all absences
- If a student is absent, they **will not** be permitted to attend after school activities and/or parties (with the exception of excused absences, i.e. doctor appointments)

A District liaison is responsible for enforcing this policy and ensuring that parents are aware of State law regarding attendance (see below).

1. The Board, or their designee, may deny a promotion to the next grade or deny credit to any student who is absent from school or any class period(s) for any reason including family convenience in excess of nine (9) days. Except in extraordinary cases, students are expected to be present at school and in their assigned grade or subject. 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.
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 6, 10, and 12 days. The liaison may refer to the County prosecutor for further action.

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

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

### **EMERGENCY CLOSURE**

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

### **SCHOOL FIELD TRIP ATTENDANCE & DISCIPLINE GUIDELINES**

- These guidelines establish clear expectations and procedures related to attendance, behavior, and discipline for school-sponsored field trips. Field trips are considered an extension of the school day, and all school rules apply.
- These guidelines apply to students, teachers/staff, chaperones, and parents/guardians for all school-sponsored field trips, including day trips and overnight trips.
- Field trips are a privilege, not a right.
- Participation is contingent upon meeting attendance, behavior, and academic expectations.
- Safety, supervision, and learning are the top priorities.
- School administration has final authority regarding eligibility and participation decisions.

### **ELIGIBILITY FOR PARTICIPATION**

- Students may be ineligible to attend a field trip if they meet ***one or more of the following criteria:***
- Excessive excused or unexcused absences or tardies  
***“excessive” or “chronic” means 8 or more absences***
- Ongoing or unresolved disciplinary actions
- Failure to meet academic or behavioral expectations specific to the trip  
***no disciplinary action taken 8 days or fewer prior to the trip date***
- Incomplete permission forms or unpaid fees by the stated deadline  
***eligibility determinations will be made by school administration in collaboration with classroom teachers***

### **ABSENCES ON DAY OF FIELD TRIP**

- Students who are absent on the day of the trip may ***not*** attend.
- If a student becomes ill or must leave early, parents/guardians are responsible for arranging transportation.
- Students who miss the trip due to absence are expected to complete alternative instructional assignments provided by the teacher.

### **STUDENT BEHAVIOR EXPECTATIONS**

- Students must demonstrate appropriate behavior in the weeks leading up to the trip, specifically 8 school days
- Repeated or severe infractions may result in removal from the trip, such as the following:

- Daily detentions
- Defiance
- Blatant disrespect
- Disrupting the learning environment
- Physical altercation
- Receiving a major referral
- Parents will be notified in advance if a student is at risk of losing field trip privileges

#### **DURING THE TRIP:**

- Follow all school rules and directions from teachers, staff, and chaperones
- Remain with assigned groups at all times
- Show respect to peers, staff, and members of the public
- Follow safety rules and site-specific expectations

#### **DISCIPLINE CONSEQUENCES**

- Immediate corrective action will be taken to ensure safety
- Parents may be contacted during the trip
- The student may be removed from activities or sent home at parent expense (if feasible)
- School-based disciplinary consequences will follow upon return
- Loss of eligibility for future field trips may occur

#### **TEACHER/STAFF RESPONSIBILITIES**

- Teachers are responsible for maintaining accurate attendance during the trip.
- Assigned staff and chaperones must actively supervise students at all times.

#### **DISCIPLINE**

- Teachers and staff will address minor behavior issues using standard classroom management strategies.
- Major infractions must be reported to administration as soon as possible.
- Documentation of incidents is required following the trip.

#### **PROFESSIONAL EXPECTATIONS**

- Teachers and staff must model appropriate behavior at all times.
- Confidentiality regarding student discipline must be maintained.

## **PARENT/GUARDIAN RESPONSIBILITIES**

### **BEFORE THE TRIP**

- Ensure permission forms and payments are submitted by deadlines
- Review field trip expectations with the student
- Inform the school of medical needs or concerns

### **ABSENCES**

- Notify the school promptly if a student will be absent on the day of the trip
- Understand that refunds may not be available for absences

### **DISCIPLINE SUPPORT**

- Parents are expected to support school discipline decisions related to field trip behavior
- If a student must be picked up early due to behavior, parents are responsible for transportation

### **CHAPERONE EXPECTATIONS**

- Follow all school policies and staff directions
- Supervise assigned students closely
- Report concerns or incidents immediately to the teacher
- Maintain appropriate boundaries and professional conduct

### **ADMINISTRATIVE AUTHORITY**

School administrators retain final decision-making authority regarding the following:

- Student eligibility
- Removal from field trips
- Disciplinary consequences

These guidelines may be modified to address unique circumstances or safety concerns.

### **ACKNOWLEDGEMENT**

Participation in a field trip signifies agreement to follow all school rules and these guidelines.

## **CRITICAL MISCELLANEOUS INFORMATION**

### **HOMELESS**

Students who are considered homeless under the federal guidelines may qualify for additional aid 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 forms. This information is strictly confidential.

### **CONFERENCES**

The vital link between home and school is strengthened by close communications. Parent/ Teacher conferences for all children will be scheduled at the end of the first quarter. Please refer to the enclosed District calendar for the exact dates. It is our hope that every parent/guardian will take this opportunity to discuss their child's progress. In addition, the staff sincerely hopes you will call the school to arrange a conference, ask questions, or share your concerns at any time. It is imperative that the school and home develop an effective communications link.

### **PRIEST LAKE ELEMENTARY PARENT/TEACHER ORGANIZATIONS & SITE COUNCIL**

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

### **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. You are NOT obligated to purchase them. More information concerning picture options and costs will be sent out at least one week before scheduled picture dates.

## STUDENT BEHAVIOR

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

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

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

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

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

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

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

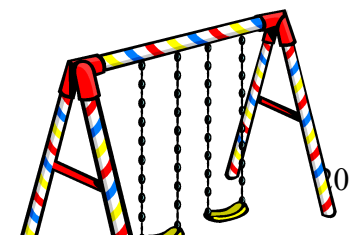
**A Severe Display of Inappropriate/Unacceptable Behavior** will result in a student/parent/principal conference. "Severe" includes, but is not limited to, the following:

- recurrent and/or flagrant behavior that exhibits the student's inability to act in a safe, respectful, kind or responsible manner,
- use of alcohol/drugs,
- use of dangerous objects,
- stealing,
- engaging in a physical assault,
- abusive behavior (language or actions) towards another.

Consequences appropriate to the above-referenced behaviors (i.e., loss of privileges, referral to Social Services, suspension, expulsion, etc.) will be used to assist the child in learning and exhibiting appropriate behavior. Expulsion is the punishment of severe violations of school policy. Expulsion is denial of the right to attend school by the Board of Trustees. While suspended or expelled, a student is not permitted to attend **ANY** school activities.

#### PLAYGROUND RULES:

- Be dressed appropriately for the weather conditions. Please follow the dress code in this handbook.
- Follow **ALL** instructions of the playground supervisor quickly and without argument.



- ☐ Throw only playground balls. Throwing other items such as rocks, pinecones, sticks, or snow is strictly forbidden. Don't even pick up these items.
- ☐ **NO ROUGH GAMES** shall be played that involve pulling or tearing of clothes, tripping or shoving.
- ☐ Ask for permission from the duty person when needing to use the restroom.
- ☐ Remember that the staff member on playground duty is the person in charge.
- ☐ No toys, cell phones, CD players, etc, are allowed on the playground.
- ☐ Be Safe! Have Fun!

### **SUSPENSION AND/OR EXPULSION**

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

## **HEALTH & SAFETY**

### **STUDENT ILLNESS/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 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 by the parent(s) or guardian(s) to do otherwise. **It is extremely important that we have the current phone numbers for parents or guardians, and at least two other contacts, in case of emergency.**

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.** This is the responsibility of the parents or legal guardians. The district only carries legal liability insurance. The district does provide information concerning private insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are available at the school office.

### **EMERGENCY CONTACTS**

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

### **STUDENT MEDICATIONS**







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

- ❖ **Parents must transport medications to and from school. Students may NOT bring medications to school.**
- ❖ Parents of students needing daily medication or who need an inhaler, bee sting medication, etc. will need to talk with the principal and the school district nurse to make a health care plan.
- ❖ All medicines for student use shall be kept in the office and dispensed per the instructions provided by the parents and/or physician. **Cough drops are medicine and if brought to school they must be turned into the office and accompanied by a note.**

#### **OPIOID ANTAGONIST (Narcan)**

- ❖ Protocols for administering Opioid Antagonist to a suspected drug overdose can be found in District Policy #3518-2.

# EMERGENCY QUICK REFERENCE GUIDE

 YOU'LL HEAR: <b>All Call</b>	<b>LOCKDOWN TEACHERS</b> <ul style="list-style-type: none"> <li>◆ Check hall, if possible bring in students</li> <li>◆ Lock and block doors</li> <li>◆ Move Away from the line of sight</li> <li>◆ Maintain silence, cell phones off</li> </ul>	<b>STUDENTS</b> <ul style="list-style-type: none"> <li>◆ Move away from the line of sight</li> <li>◆ Maintain silence</li> <li>◆ Cell phones off</li> <li>◆ Do not open doors</li> <li>◆ If outside, leave area</li> </ul> 
 YOU'LL HEAR: <b>All Call</b>	<b>SAFETY HOLD TEACHERS</b> <ul style="list-style-type: none"> <li>◆ Normal activity continues, all students and staff indoors</li> <li>◆ Check messages for further instructions</li> </ul>	<b>STUDENTS</b> <ul style="list-style-type: none"> <li>◆ Return inside</li> <li>◆ Normal school day instruction</li> </ul> 
 YOU'LL HEAR: <b>Fire Alarm</b>	<b>EVACUATE TEACHERS</b> <ul style="list-style-type: none"> <li>◆ Grab your SERP binder</li> <li>◆ Check hall, use situational awareness before evacuating the building</li> <li>◆ Be prepared to take alternate route</li> <li>◆ Lead students to evacuation location</li> </ul>	<b>STUDENTS</b> <ul style="list-style-type: none"> <li>◆ Bring your phone, leave rest</li> <li>◆ Form a single-file line</li> <li>◆ Be prepared to take alternate route</li> </ul> 

## EMERGENCY QUICK REFERENCE GUIDE - In An Emergency – When You Hear It...Do It!

### Lockdown

#### Teachers

- Move and lock/secure all doors and windows.
- While securing your door(s), and if safe to do so, direct students from the hallway into your classroom.
- Cover door window, Turn out lights, and Close window blinds, if safe to do so.
- Move away from any line of sight and Strategically position students based on room design.
- Maintain Silence and Turn cell phone off.
- Evaluate the need to Move, Secure, and/or Defend based on Situational Awareness and Presented Threat.
- If no immediate threat exists and you are safe, Do Not move from your safe area.

#### Students

- Move to assist, as directed/practiced, in locking/securing all doors and windows.
- Move away from any line of sight and Strategically position based on Teacher Direction / Room Design.
- Maintain Silence and Turn cell phones off.
- Evaluate the need to Move, Secure, and Defend based on Direction from Teacher and/or Threat.
- If outside, Move / Run to a safe place.

### Safety Hold

#### Teachers

- If students are outside, they should be directed to return inside the school and into their classroom.
- Move and lock/secure all doors and windows.
- While securing your door(s), direct students from the hallway to return to their classrooms.
- Take Attendance and notify office of missing or injured.
- Continue classroom instruction.
- Prohibit movement outside the classroom unless approved by office.
- Keep situationally aware and report suspicious activity to the office.
- Wait for additional instructions before allowing movement and / or opening the classroom door.

#### Students

- If outside, return inside the school and into your classroom.
- Move to assist, as directed in locking/securing all doors and windows.
- Normal classroom instruction continues.
- Movement outside the classroom is prohibited, unless approved by your Teacher.
- Keep situationally aware and report suspicious activity.
- Additional information / instructions will be provided when available.

### Evacuation

#### Teachers

- Grab your SERP Binder
- Check hallway and use situational awareness before evacuating the building. (Stop, Look, Listen, Smell).
- Lead students to a safe evacuation location.
- Be prepared to take an alternative route if a hazard or obstruction is found.
- Take attendance and report accounting to administrative staff, per protocol.

#### Students

- Upon direction / alarm, prepare to leave the building (coat, phone). Leave other stuff behind.
- Form a single-file and orderly line.
- Move to safe evacuation location.
- Be prepared to take an alternative route if a hazard or obstruction is found.
- Participate in the attendance reporting process.

## SCHOOL SECURITY MEASURES

### BUILDING SECURITY

- ❖ During school hours, ALL exterior doors will be locked to outside entry with the exception of the door by the office. The inside door of the office breezeway will remain locked. **ALL VISITORS, PARENTS & GUARDIANS MUST CHECK INTO THE OFFICE BEFORE ENTERING THE BUILDING. Visitors must present a valid picture ID to be scanned through the Raptor System. This includes parents picking up student(s).**
- ❖ **All persons entering the building *MUST* check in and sign in.**

### STUDENT SECURITY

- ❖ 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.

### DRUGS AND SUBSTANCE POSSESSION OR USE

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

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

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

### WEAPONS

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 no 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, nor may such implements be possessed or maintained unlocked in motor vehicles. Students found in possession of weapons shall immediately be referred to the appropriate law enforcement agency and suspended from school until a thorough investigation is made of the circumstances. Parents or legal guardians and the superintendent, or designee, shall be notified immediately.

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

## **HARASSMENT**

According to Board Policy 3290, Harassment is defined to include verbal, written, graphic, or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs that:

1. Has the purpose or effect of creating an intimidating or hostile environment.
2. Unreasonably interferes with an individual's educational performance.
3. Otherwise adversely affects an individual's educational opportunities.

Harassment includes, but is not limited to:

1. Physical acts of aggression or assault, damage to property, or intimidation and implied or overt threats of violence motivated by victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
2. Demeaning racial jokes, taunting, slurs and derogatory "nicknames," innuendos, or other negative remarks relating to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
3. Graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments related to the victim's sex, race, color, national origin, age, religious beliefs, ethnic background or disability; and
4. Criminal offenses directed at persons because of their sex, race, color, national origin, age religious beliefs, ethnic background or disability; Harassment also includes an act of retaliation taken against (1) any person bringing a complaint of harassment, (2) any person assisting another person in bringing a complaint of harassment, or (3) any person participating in an investigation of an act of harassment.

## **SEXUAL HARASSMENT**

According to Board Policy 3290-F Definition of Sexual Harassment Sexual harassment is a form of misconduct that undermines the student's relationship with educators and with other students. No student, male or female, should be subject to unasked for and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to sexual overtures or conduct that is unwelcome, personally offensive, and affecting morale, thereby interfering with a student's ability to study or participate in school activities.

Sexual harassment is a form of misconduct that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when any of the following occur:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in the educational process;

Submission to or rejection of such conduct by an individual is used as a factor for educational decisions affecting the individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

### **BULLYING/CYBERBULLYING**

According to Board Policy 3295, Hazing, harassment, intimidation, bullying, cyber bullying, or menacing by students or third parties is strictly prohibited and shall not be tolerated in the district. 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.

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.

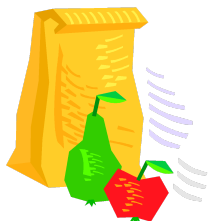
Students attending schools in this District are prohibited from engaging in the following behaviors:

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.

Students whose behavior is found to be in violation of this Policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Students or third parties may also be referred to law enforcement officials.

## SCHOOL PROGRAMS & RESOURCES

### 2024 - 2025 School Year Pricing Grades K-6



	Breakfast	Reduced	Milk	Lunch
Student	\$2.25	\$.30	\$.90	\$3.75
Adult	\$3.75	\$.40	\$.90	\$5.50



As a participant in the federal food program, Priest Lake Elementary is able to offer a nutritious breakfast and lunch program for our students. The meals are cooked and served daily, and eligible students may receive the 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 everyone to fill out one of these forms; our school receives federal funds based on the free/reduced percentages.** Please promptly return the completed form to the office. These forms are available during the school year.

- ❖ Credit may be prepaid and can be put on individual student accounts.
- ❖ Charging is only to be used in an emergency.
- ❖ **No more than 2 charges will be allowed as student accounts will then be locked.** The students will then receive a sandwich & milk at the expense of the District until their account is paid.
- ❖ Students with accounts in arrears may continue to participate in the program on a prepaid or cash basis only.
- ❖ Charges will not be allowed the last two weeks of school.
- ❖ All of the same rules of behavior apply in the lunchroom as in the rest of the school.
- ❖ The following is the online payment link for school lunches: <https://westbonnerschools.revtrak.net/>

\*The West Bonner County School District uses a check recovery system for checks returned for insufficient funds to the school district. The district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment, it must include your current, full and accurate name, address, telephone number, and State. **When paying by check, you authorize the recovery of unpaid checks and the recovery of the State-allowed fee by means of electronic re-presentment or by paper draft. Any checks returned will be charged a \$25 fee.**

#### LIBRARY

- ❖ Each classroom has scheduled library times during the week.
- ❖ A **maximum** of 2 books may be checked out at one time.
- ❖ Students are responsible for all library books they check out. **All** lost or damaged books must be paid for. If a lost book is found, a refund will be issued.

#### RECESS

- ❖ Our school requires that all children go outside except during extreme inclement weather. As a general rule if the outside temperature falls below 20° F or is raining excessively, we will have inside recess.
- ❖ Parents should make sure their children have the following proper outerwear: coats, boots, snow pants, gloves, hats, etc. as needed. Please note that open toed sandals or flip flops are not very safe for children to play in at recess. Please send extra shoes that your child can change into during recess and/or PE. Snow boots are not allowed in the gym – please help your child remember to bring sneakers.
- ❖ **We believe that children who are well enough to attend school are well enough for recess. There are rare exceptions to this rule due to space constraints and limited staffing.**
- ❖ If you feel that your child does need to stay in during recess, a note is needed.

## **VOLUNTEERS**

- ❖ We encourage parents/guardians to become involved by helping in the classroom.
- ❖ If you would like to volunteer, please fill out the volunteer form or contact the school office.
- ❖ Volunteers follow the same rules as the staff while in schools or school grounds.
- ❖ All volunteers must sign in and out at the office each time they visit. ALL VOLUNTEERS **MUST** HAVE THEIR DRIVER'S LICENSE SCANNED THROUGH THE RAPTOR SECURITY SYSTEM **BEFORE** YOU CAN VOLUNTEER FOR THE FIRST TIME EACH SCHOOL YEAR.
- ❖ All volunteers will be required to sign a code of confidentiality form as per District Policy 4600. Volunteers who have unsupervised access to students are subject to the District's policy mandating background checks. Forms are available at the District office; there is a fee associated with this process.



## **STUDENT TRANSPORTATION**

### **SCHOOL ARRIVAL & DEPARTURE: 7:30 a.m. to 3:05 p.m.**

- ❖ Students who walk to school or are driven by parents may **NOT** arrive **before** 7:30 a.m. as **there is no adult supervision available before this time.**
- ❖ At dismissal in the afternoon, students who walk need to go directly home. **Kindergarten students must be accompanied by a parent or designated adult in the A.M and P.M. This includes arrivals and departures at the bus stop.**

## **CHANGES IN ROUTINE**

- ❖ **FOR ALL STUDENTS:** Whenever there is a change in a student's usual routine for going home, parents **must send a note** explaining the change. For example, parents may not want the child to ride the bus home because they plan to pick up their child at school. **Notes are also required** for a student to ride a different bus or get off at a different stop.
- ❖ **Please note: Unless otherwise notified by note or by phone, school personnel will send students home in their normal manner.**

- ❖ Parents should try to plan such changes ahead of time so that they may send a note with their child. When advance planning is not possible, you may phone the school and ask to have a message delivered to your child.
- ❖ Please try to schedule all doctor or dentists appointments after school hours, after 1:00 p.m., or on a Friday. Your assistance is greatly appreciated.
- ❖ **BIRTHDAYS** are a wonderful event in a child's life; however they can become a disruption to the learning process. If you wish to send or bring cupcakes to the classroom, please make arrangements with your child's teacher and remember no home baked items are allowed due to health reasons. **Flower or balloon bouquets will NOT be allowed in the classroom or on the bus due to health and safety issues.**

## COMMUNICATIONS & ELECTRONICS

### SCHOOL OFFICE PHONE

Students will be allowed to use the office phone for **emergencies only** after it is approved by the classroom teacher. It is possible for us to deliver messages to your child during the school day. These messages should be limited to those of importance in nature. All messages need to be received in the office before 2:30 p.m. to guarantee message delivery by the end of the day. If a child needs to ride a different bus, the bus driver needs a note that is dated and signed by the parent per State law.

### CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

Students are to turn off their cell phones or any other electronic communication devices upon entering the building. Cell phone use is NOT allowed during school hours. Cell phones MUST be kept in the student's backpack during the school day.

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

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

### ELECTRONIC TOYS

We encourage students to keep all electronic toys (ex: CD players, iPods, Gameboys, etc.) at home so items are not lost, broken, 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. No "T" or "M" rated games or CD's are allowed at school or on the bus.

## **DRESS CODE**

Student dress should not be a disruption to classroom learning. Students should be clean, well-groomed and dressed in good taste. Students are expected to come to school in clean clothes that are appropriate for weather conditions, for a school setting, and not frayed. Appropriate attire for different learning activities should be considered as well as the expectations that school is not a casual environment.

The following are guidelines, which are intended to allow student expression without creating a health problem, wearing clothes that may be disruptive to the school setting, or counter to the educational mission of the school:

- ❖ **No hats or head coverings are to be worn in buildings.**
- ❖ Clothing must not contain any symbols, words, pictures, etc. that are alcohol/drug related, sexually explicit or implicit, or deemed inappropriate by the building principal.
- ❖ **Shorts, dresses, skirts, and slits in skirts must reach the end of the student's fingers when they place their arms at their sides.**
- ❖ No belly shirts allowed. That is, when arms are resting at the student's sides and with reasonable movement, no part of the stomach should be exposed. Shirts must be long enough to cover the student's bottoms at all times.
- ❖ **Students must wear shoes at all times.** No shoes with wheels will be allowed. Snow boots are encouraged in the winter for outside use, snow boots **are not allowed** in the gym. If you wish your child to wear flip-flops or open toed sandals, a second set of regular shoes must come along to school in their back-pack because flip flops break regularly and have caused many injuries; ***flip-flops/open toed sandals will need to be changed before going to recess.***
- ❖ **No** underwear may be exposed (tank top, undershirts may not be worn as outerwear).
- ❖ **Regular tank tops must have at least a 1 inch wide strap. Clothing with low necklines is not appropriate. Backless shirts, and halter tops are not allowed.**
- ❖ Excessively baggy pants, and tops, which hang loosely below the underarm, are not permitted.
- ❖ **No Makeup. This includes colored lip gloss, body glitter, etc.**

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

## **STUDENT INFORMATION: RIGHT TO PRIVACY**

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

### **INSPECTION & REVIEW OF STUDENT RECORDS**

Parents, and legal guardians, have the right to inspect the school records of their children. The school is required by federal law to make these records available to the parent within 45 days of their request.

You may inspect all records, including academic, attendance, testing and health. These records are on file at the school office and the special education classroom and/or the central special education office. All special education records are maintained for five 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 per page.

You may have a representative inspect and review the records but only after the district receives written permission from you. You may request amendment of the records if you believe that information is inaccurate, misleading, or violates the privacy or other rights of the student. You may initiate a due process hearing regarding the content of the student records. You will be notified if the records from special education (i.e., Individualized Instructional Plan, test booklets, etc.) are being destroyed while in attendance. If a record contains information about more than one child, you may review only information relating to your child(ren) or be informed of that specific information.

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 records 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. Please contact the building secretary for the "Release of Information" form.

This is a summary of your rights to inspect and review records. A full text of these regulations is available at the West Bonner County School District Office, 134 Main St., Priest River, Idaho 83856

## **TESTING**

Throughout the year your child will take a variety of formal and informal tests to determine their academic strengths and areas of concern. The results from these formal tests will be shared with parents as they become available throughout the year. Information will come home in the parent and school newsletters as to how you can help your child best prepare for these tests so they do their very best!

As per Idaho Code, all Idaho students in grades kindergarten through third grade take the Idaho Reading Indicator (IRI) two times per year. This quick test gives the teachers and Title 1 Reading staff an indicator as to which students may need extra support in the area of reading. Additionally, all third through sixth graders in our State take the ISAT test in ELA and Mathematics. 5th graders also take the ISAT in science.

**WEST BONNER COUNTY SCHOOL DISTRICT #83  
2026-2027 IMPORTANT DAYS**

<b>August 31:</b>	<b>First Day of School</b>
<b>September 7:</b>	<b>Labor Day - Holiday—NO SCHOOL</b>
<b>October 29:</b>	<b>End 1st Quarter</b>
<b>November 4:</b>	<b>Early Release (1:00PM)/Parent Teacher Conferences</b>
<b>November 5:</b>	<b>Early Release (1:00PM)/Parent Teacher Conferences</b>
<b>November 23 - 27:</b>	<b>Thanksgiving Break- NO SCHOOL</b>
<b>December 18 - January 3:</b>	<b>Christmas Break- NO SCHOOL</b>
<b>January 4:</b>	<b>Students Return to School</b>
<b>January 21:</b>	<b>End 2nd Quarter/1st Semester</b>
<b>March 25:</b>	<b>End 3rd Quarter</b>
<b>March 29 - April 2:</b>	<b>Spring Break- NO SCHOOL</b>
<b>April 5:</b>	<b>School Resumes</b>
<b>April 8:</b>	<b>Early Release (1:00PM)/Parent Teacher Conferences</b>
<b>May 31:</b>	<b>Memorial Day - NO SCHOOL</b>
<b>June 10:</b>	<b>End 4th Quarter (Last Day for Students) Release at 1:00PM</b>

# 26-27 Student Calendar

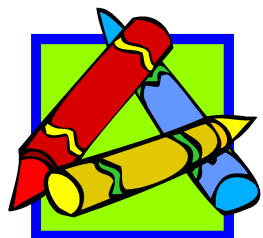
WBCSD #83 2026-2027						
<b>Student Calendar</b>			<b>School Start &amp; End Times</b>			
Total Student Days: 146 Days			Jr/Sr High School: 7:45 - 3:25			
First Day of School: August 31, 2026			Elementary Schools: 7:45 - 2:55 Walkers 7:45 - 3:10 Buses			
Last Day of School: June 10, 2027						
<b>July 2026</b>						
Su	M	Tu	W	Th	F	Sa
			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	
<b>August 2026</b>						
Su	M	Tu	W	Th	F	Sa
						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					
<b>September 2026</b>						
Su	M	Tu	W	Th	F	Sa
		1	2	3	X	5
6	H	8	9	10	X	12
13	14	15	16	17	X	19
20	21	22	23	24	X	26
27	28	29	30			
<b>October 2026</b>						
Su	M	Tu	W	Th	F	Sa
				1	X	3
4	5	6	7	8	X	10
11	12	13	14	15	X	17
18	19	20	21	22	X	24
25	26	27	28	29	X	31
<b>November 2026</b>						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	X	7
8	9	10	11	12	X	14
15	16	17	18	19	X	21
22	X	X	X	H	X	28
29	30					
<b>December 2026</b>						
Su	M	Tu	W	Th	F	Sa
		1	2	3	X	5
6	7	8	9	10	X	12
13	14	15	16	17	X	19
20	X	X	X	X	H	26
27	X	X	X	X		
<b>January 2027</b>						
Su	M	Tu	W	Th	F	Sa
					H	2
3	4	5	6	7	X	9
10	11	12	13	14	X	16
17	18	19	20	21	X	23
24	25	26	27	28	X	30
31						
<b>February 2027</b>						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	X	6
7	8	9	10	11	X	13
14	15	16	17	18	X	20
21	22	23	24	25	X	27
28						
<b>March 2027</b>						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	X	6
7	8	9	10	11	X	13
14	15	16	17	18	X	20
21	22	23	24	25	X	27
28	X	X	X			
<b>April 2027</b>						
Su	M	Tu	W	Th	F	Sa
				X	X	3
4	5	6	7	8	X	10
11	12	13	14	15	X	17
18	19	20	21	22	X	24
25	26	27	28	29	X	
<b>May 2027</b>						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	X	8
9	10	11	12	13	X	15
16	17	18	19	20	X	22
23	24	25	26	27	X	29
30	H					
<b>June 2027</b>						
Su	M	Tu	W	Th	F	Sa
		1	2	3	X	5
6	7	8	9	10	X	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- August 31: 1st Day of School for Students
- Sept. 7: Labor Day - NO SCHOOL
- Oct. 29: End of 1st Quarter
- Nov. 4-5: Early Release @1:15 (K-6 @ 1:00) P/T Conferences
- Nov. 23-27: Thanksgiving Break - NO SCHOOL
- Dec. 21-Jan. 1: Christmas Break - NO SCHOOL
- Jan. 21: End of 2nd Quarter
- March 25: End of 3rd Quarter
- March 29-April 2: Spring Break - NO SCHOOL
- April 8th: Early Release @ 1:15 (K-6 @ 1:00) P/T Conferences
- May 31: Memorial Day - NO SCHOOL
- June 10: Last Day of School Early Release @1:15 (K-6 @ 1:00) End of 4th Quarter

Early Release Nov. 4-5, 2026 & April 8, 2027 & June 10, 2027	
7-12 Released at 1:15	
K-6 Released at 1:00	
P/T Conferences Hours on Nov. 4-5, 2026 & April 8, 2027	
K-6 November 4, 2026	1:30 - 8:00
7-12 November 4, 2026	1:30 - 4:00
K-12 November 5, 2026	1:30 - 8:00
K-6 April 8, 2027	1:30 - 4:00
7-12 April 8, 2027	1:30 - 8:00

Revised on 3/23/2026

**SIGNATURE PAGE**



I have read this handbook over with my child(ren) \_\_\_\_\_  
(Child(ren's) names)

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

**\*Please return this page to be added to your child's file\***

