

**MEETING NOTICE**  
WEST BONNER COUNTY SCHOOL DISTRICT #83  
Board of Trustees Meeting - Wednesday, June 17, 2026 at 6:00 PM  
District Office  
134 Main St  
Priest River, ID 83856  
<https://meetings.boardbook.org/Public/Organization/2136>

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Vision Statement  
***Strive for Greatness!***  
Mission Statement

**S**uccess for all with the  
**U**nderstanding that  
**C**ommunity, parents, students, and educators will  
**C**ollaborate and  
**E**mpower the  
**S**tudent to make positive lifelong choices.  
**S**trive for greatness!

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**AGENDA**

- I. Call Meeting to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda - Action Item**
- IV. Public Comment — Limit of 2 Minutes**
- V. Recognitions**
  - V.A. Apple Awards/Retirees
- VI. Consent Agenda - Action Items**
  - VI.A. Approval of Minutes
  - VI.B. Accounts Payable
  - VI.C. Employment
- VII. Reports**
  - VII.A. Superintendent's Report — Kim Spacek
  - VII.B. Financial Report — Kendra Salesky
  - VII.C. Principal Reports — All Principals will be presenting
  - VII.D. Facility & Maintenance — Pete Smith
  - VII.E. Transportation — Charity Hinshaw
  - VII.F. Food Service — Child Nutrition Update
- VIII. Policy - Action Items**
  - VIII.A. P3400 and P3401 Second Reading

VIII.B. P4210 and P4210F Second Reading; P4210P Discussion

**IX. Action Items**

IX.A. Forestry & Wildlife Curriculum Adoption

IX.B. ISBA — Membership Dues Approval and Potential FY26-27 Resolutions

IX.C. Resolution 26\_27-1; Cooperative Services Agreement

IX.D. Food Fees

IX.E. Principal Handbooks

IX.F. 6th Grade Participation in Sports/Athletic Handbook

IX.G. Home Learning Network Calendar

IX.H. Construction Services Agreement

IX.I. Awarding RFQ for PRE Roof Repair

IX.J. Awarding RFQ to Install School Bus Cameras

**X. Informational/Discussion Items**

X.A. Kathy Nash resignation

**XI. Review and Consider a Motion to Convene in Executive Session Per Idaho Code - Action Item**

XI.A. Idaho Code §74-206(1)(b) — Personnel — To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; to include Employees A - K.

XI.B. Idaho Code §74-206(1)(d) — Records — To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code; Student A

**XII. Motion to Adjourn**

Note: If any auxiliary aids or services are needed for individuals with disabilities, please contact the administration office at 448-4439.

**Meeting Conduct and Order of Business**

*General rules of parliamentary procedure are used for every Board meeting. The most current edition of Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands. (WBCSD Policy 1510)*

Posted: Administration Office  
West Bonner Schools  
Priest River City Hall  
Oldtown City Hall

By: Julie Hinshaw, Board Clerk

Board of Trustees Meeting  
Wednesday, May 20, 2026 6:00 PM Pacific

District Office  
134 Main St  
Priest River, ID 83856

Robert Bauer: Present  
Margaret Hall: Present  
Kathy Nash: Present  
Delbert Pound: Present  
Ann Yount: Present  
Present: 5.

I. Call Meeting to Order  
Meeting called to order at 6:00 pm

II. Pledge of Allegiance

III. Approval of the Agenda - **Action Item**

Motion to approve noting that last month we approved the Lake City Law Contract. This motion, made by Margaret Hall and seconded by Kathy Nash, Passed.

Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea  
Yea: 5, Nay: 0

Item IX.H. The agenda needs to read "Emergency School Closure for Idaho Hill Elementary School on May 13, 2026". This motion, made by Margaret Hall and seconded by Kathy Nash, Passed.

Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea  
Yea: 5, Nay: 0

Motion to amend the agenda to add facility RFQ's for PR Elementary Roof and Bus Camera's to Action Items. This motion, made by Kathy Nash and seconded by Margaret Hall, Passed.

Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea  
Yea: 5, Nay: 0

IV. Public Comment — Limit of 2 Minutes  
None received

V. Recognitions  
None at this time

VI. Consent Agenda — Action Items

Motion to approve consent agenda. This motion, made by Robert Bauer and seconded by Margaret Hall, Passed.

Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea  
Yea: 5, Nay: 0

VI.A. Approval of Minutes — To include March and April 2026 Board Meetings

VI.B. Accounts Payable  
Last minute voucher to approve along with both bills

VI.C. Employment

## VII. Reports

### VII.A. Superintendent's Report — Kim Spacek

Recognizing Idaho Hill Elementary for the May 13th water main break school closure and how they handled the kids.

Will be meeting with the athletic directors in the next week.

### VII.B. Financial Report — Kendra Salesky

People online are complaining they can not hear our board members. Please speak up.

We are right on track with spending this year. The budget is solidified with minor changes coming up.

Preparing the new fiscal system into Tyler for July. Tyler did an update this month which broke the system. There have been a few glitches that we are waiting on.

We are continuing to update our inventory and asset lists.

FY24 the auditors are needing two reports from us for completion.

Ms. Salesky shared a detailed budget and finance review.

The District is sitting healthy with budget funds and reserve account. Local payments should sit around 20% and at this time we are sitting at 17%.

Page 7 should read FY26 Amended and FY27 proposed on the sheet. HB292 funds will be shared with the district in September.

Summation: We are in the black and being fiscally responsible to our tax payers.

### VII.C. Principal Reports

Principal Lynn Parker is inquiring whether anyone has questions about supplies for the HLN and the calendar.

Payments will no longer go directly to the parents, but to the school. We will need a budget for training.

Our HLN will be following the Snake River calendar, which they will be starting earlier.

Overture will also be a use for us to provide information that we will have to pay them for.

She is starting to put together some flyers and working on marketing this program.

Principal Tommy Hansen shared the excellence with PLE's scores this year. They have more kids advanced than any other time.

### VII.D. Facility & Maintenance — Charity Hinshaw

Move forward with RFQ for PRE roof replacement. This motion, made by Delbert Pound and seconded by Kathy Nash, Passed.

Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea

Yea: 5, Nay: 0

Motion made to move forward. This motion, made by Robert Bauer and seconded by Kathy Nash, Passed.

Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea

Yea: 5, Nay: 0

Facilities is working on implementing a checklist for the buildings for preventative maintenance efforts.

Buses are being built in less time with streamlining taking place.  
Priest River Elementary partial roof damage replacement. This damage occurred by machine buckets removing ice from the roof.  
HB421, 436 Modernization Facility Fund will be where the funds come from.  
School bus interior camera system approval through Idaho Department of Education will reimburse up to 85%.  
We are needing these items for any and all issues that may take place.  
Interior, exterior, stop sign and arm that comes out with a total cost of approximately \$55,000.

VII.E. Food Service — Terri Johnson  
Nothing to share

### VIII. Policy — Action Items

### IX. Action Items

#### IX.A. Junior High Task Force

They are receiving donations to begin and complete the work that is taking place at the annex. They are asking for volunteers (no one under 21) to help with the labor, tearing down walls and getting the building ready for rebuild.  
They have their bylaws done, and they are starting on their non-profit procedure.  
While working on getting their 501c3, they will be utilizing another organization for donations until this paperwork is complete.  
Priest River Development is interested in purchasing the District Office and renting it to us until we move into the Junior High Annex.  
The funds from this purchase would help with the rebuild and construction of the Junior High building.  
This will be pursued and brought back to the board.

#### IX.B. Junior High Task Force RFQ

Motion made to move forward with Architects West up to \$15,000. This motion, made by Delbert Pound and seconded by Robert Bauer, Passed.  
Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea  
Yea: 5, Nay: 0  
HB521 funding will be used to pay for the boiler RFQ of \$15,000

#### IX.C. Priest Lake K-12 Proposal

Motion made to move forward on K-12 proposal. This motion, made by Margaret Hall and seconded by Delbert Pound, Passed.  
Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea  
Yea: 5, Nay: 0  
PLE is exceeding expectations with ISAT scores, being competitive with other schools around the District, and is doing exceptionally well.  
With principal Hansen's outlook, they would need approximately 30-40 students to make this happen.  
They believe that they could get back students who are no longer in the system. He will be making calls to see if there is interest.

The momentum is here, action is being taken, including outlying areas such as Blue lake would be interested in taking their kids north. They are looking in to upgrading the internet system in the near future, which would greatly help with enrolling more students.

#### IX.D. Approval of Classified Salaries 2026/2027

Motion made to approve the proposed schedule. This motion, made by Kathy Nash and seconded by Delbert Pound, Passed.

Margaret Hall: Abstain (With Conflict), Robert Bauer: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea

Yea: 4, Nay: 0, Abstain (With Conflict): 1

With movement in the District this past year of employees and salaries, we are proposing the District Operations Coordinator and the additional Food Service Salaried schedule for non-degreed.

This is for both the classified and salaried schedule. The District is trying to go back to pre-FY2024 operations.

#### IX.E. Approval of Summer Food Program

Motion made to approve the summer food program. This motion, made by Margaret Hall and seconded by Delbert Pound, Passed.

Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea

Yea: 5, Nay: 0

Food service director met with the summer school program.

This program will be held at Priest River Elementary, five days a week and three days a week at Idaho Hill Elementary.

This will be regular lunches, not sack lunches. From June 22 to August 14, 2026.

Surveys have been sent out to 7th-12th graders. They are asking for up to 75% return for the food program for next year.

A grant was received for a food cart at the high school.

#### IX.F. School District Long Term Lease Agreement — Real Life Ministries

Motion made to approve the template. This motion, made by Margaret Hall and seconded by Robert Bauer, Passed.

Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea

Yea: 5, Nay: 0

This proposal was written by our attorney, Lake City Law.

Template for 4210 will be part of this.

Asking for approval for the template.

#### IX.G. Approval of Legal Services Contract

Was approved in April

#### IX.H. Idaho Hill Elementary School Closure

Motion made to approve the Emergency closure. This motion, made by Margaret Hall and seconded by Robert Bauer, Passed.

Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount:

Yea

Yea: 5, Nay: 0

#### X. Informational/Discussion Items

X.A. Meet & Greet(s) with Superintendent Spacek

There is nothing scheduled for Laclede at this time.

First week of June at Vay per Trustee Pound, possibly June 3rd.

Trustee Hall will try for a place at Priest Lake and Blue Lake Grange

#### XI. Review and Consider a Motion to Convene in Executive Session Per Idaho Code - Action Item

Board Chair Ann Yount moves to convene into Executive Session at 7:56 pm.

#### Roll Call:

Trustee Bauer aye

Trustee Hall aye

Trustee Pound aye

Trustee Nash aye

Chair Yount aye

Executive Session closed at 9:02 p.m.

XI.A. Idaho Code §74-206(1)(b) — Personnel — To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; to include Employees A - K.

Motion made to approve Employee A's request for leave of absence for the first semester of FY26/27 with a letter to confirm with return date being the 1st day of second semester. This motion, made by Margaret Hall and seconded by Kathy Nash, Passed.

Robert Bauer: Yea, Margaret Hall: Yea, Kathy Nash: Yea, Delbert Pound: Yea, Ann Yount: Yea

Yea: 5, Nay: 0

XI.B. Idaho Code §74-206(1)(d) — Records — To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code;

#### XII. Motion to Adjourn

Meeting adjourned at 9:07 p.m.

**West Bonner County School District #83**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1232

06/17/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
Adams, Joey		290.710.380.000.000	Travel Expenses	\$45.97
		Check #: 0		
		Vendor Total:		\$45.97
Airgas USA, LLC		243.519.310.401.104	Welding Professional & Technical Services	\$676.41
		Check #: 0		
		243.519.410.401.104	Welding Supplies-General	\$30.75
		Check #: 0		
		Vendor Total:		\$707.16
ALBENI FALLS BLDG SUPPLY, INC.		100.664.410.000.000	Supplies - District Repair	\$492.64
		Check #: 0		
		Vendor Total:		\$492.64
AMAZON CAPITAL SERVICES		100.651.410.000.000	Supplies-General	\$155.16
		Check #: 0		
		100.664.410.000.000	Supplies - District Repair	\$495.58
		Check #: 0		
		104.512.410.108.000	Instr Materials - PRE	\$296.32
		Check #: 0		
		104.512.410.116.000	Instr Materials - IDH	\$100.73
		Check #: 0		
		243.519.410.401.101	Prog. & Software Dev. Supplies	\$219.96
		Check #: 0		
		243.519.410.401.102	Applied Accounting Supplies-General	\$324.71
		Check #: 0		
		243.519.410.401.104	Welding Supplies-General	\$5,638.07
		Check #: 0		
		247.519.550.401.104	ICRS Micro-Grant-Welding- Equipment	\$32.93
		Check #: 0		
		Vendor Total:		\$7,263.46

ANDERSON, JULIAN & HULL

**West Bonner County School District #83**

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06/17/2026

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Vendor Remit Name	Vendor #	Account	Description	Amount
ASSETWORKS RISK MANAGEMENT INC.		100.632.310.000.000	Professional & Technical Services	\$242.00
		Check #: 0		
Vendor Total:				\$242.00
BIG HORN SERVICE		260.616.310.000.000	Medicaid Professional Services	\$2,922.92
		Check #: 0		
Vendor Total:				\$2,922.92
BIG HORN SERVICE		100.664.310.000.000	Professional & Technical Services	\$295.22
		Check #: 0		
Vendor Total:				\$295.22
BIO CORPORATION		100.664.410.000.000	Supplies – District Repair	\$187.25
		Check #: 0		
Vendor Total:				\$187.25
BIO CORPORATION		243.519.410.401.103	Ecology & Natural Resource	\$259.55
		Check #: 0	Supplies-General	
Vendor Total:				\$259.55
BONNER COUNTY DAILY BEE		100.651.310.000.000	Professional & Technical Services	\$378.40
		Check #: 0		
Vendor Total:				\$378.40
BROWN, ERIN		104.682.115.000.000	Student Activity Trips	\$96.20
		Check #: 0		
Vendor Total:				\$96.20
Callahan, Karissa		100.621.370.000.000	Tuition Credit Program	\$60.00
		Check #: 0		
Vendor Total:				\$60.00
CAXTON PRINTERS LTD		103.621.440.000.000	Curriculum	\$1,514.72
		Check #: 0		
Vendor Total:				\$1,514.72

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Vendor Remit Name	Vendor #	Account	Description	Amount
CINTAS		100.681.428.000.000	Laundry 50%	\$269.28
		Check #: 0		
			Vendor Total:	\$269.28
CITY OF PRIEST RIVER		435.664.310.000.000	Professional & Technical Services	\$186.67
		Check #: 0		
			Vendor Total:	\$186.67
CO ENERGY		100.681.421.000.000	Lubricants 85%	\$696.51
		Check #: 0		
			Vendor Total:	\$696.51
CO-ENERGY		100.664.380.000.000	Travel Expenses	\$430.42
		Check #: 0		
		100.681.420.000.000	Fuel 50%	\$9,031.38
		Check #: 0		
			Vendor Total:	\$9,461.80
COUNTRY LANE, INC.		100.632.410.000.000	Supplies-General	\$160.00
		Check #: 0		
			Vendor Total:	\$160.00
CULLIGAN LLC		100.623.410.000.000	Supplies-General	\$33.35
		Check #: 0		
		100.651.410.000.000	Supplies-General	\$38.10
		Check #: 0		
			Vendor Total:	\$71.45
EDMENTUM, INC.		100.515.310.401.000	Online Education	\$1,480.00
		Check #: 0		

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Vendor Remit Name	Vendor #	Account	Description	Amount
ELLER, CAITLIN		100.611.380.000.000	Travel Expenses	Vendor Total: \$1,480.00
		Check #: 0		\$202.28
Farwest Steel Corporation		243.519.410.401.104	Welding Supplies-General	Vendor Total: \$202.28
		Check #: 0		\$3,276.16
FIGUEROA-ZEPEDA, ALEX JEFFREY		100.632.380.000.000	Travel Expenses	Vendor Total: \$3,276.16
		Check #: 0		\$609.00
Fisher's Technology		100.623.310.000.000	Professional & Technical Services	Vendor Total: \$609.00
		Check #: 0		\$934.72
FLORAL TRADITIONS		100.632.310.000.000	Professional & Technical Services	Vendor Total: \$934.72
		Check #: 0		\$95.00
FRENCH, LUCY		104.512.380.000.620	Levy - Millage for ART	Vendor Total: \$95.00
		Check #: 0		\$123.98
GOINS ROADS & EXCAVATION LLC		100.665.310.000.000	Professional & Technical Services	Vendor Total: \$123.98
		Check #: 0		\$8,150.00
GOLD STAR FOODS OF IDAHO INC				Vendor Total: \$8,150.00

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Vendor Remit Name	Vendor #	Account	Description	Amount
Hayden Ross, PLLC		290.710.455.108.000	Food - PRE	\$1,023.84
		Check #: 0		
		290.710.455.116.000	Food IDH	\$445.56
		Check #: 0		
HINSHAW, CHARITY		290.710.455.119.000	Food PLE	\$126.40
		Check #: 0		
		290.710.455.401.000	Food PRLH	\$1,267.69
		Check #: 0		
Vendor Total:				\$2,863.49
IDAHO RURAL WATER ASSOCIATION		100.651.310.000.000	Professional & Technical Services	\$22,000.00
		Check #: 0		
		100.632.310.681.000	CDL License Reimbursement	\$190.00
		Check #: 0		
Vendor Total:				\$22,000.00
INLAND NORTHWEST THERAPY, LLC		100.664.310.000.000	Professional & Technical Services	\$355.90
		Check #: 0		
		260.616.310.000.000	Medicaid Professional Services	\$36,282.43
		Check #: 0		
Vendor Total:				\$355.90
IXL LEARNING, INC		130.512.410.108.300	Grants/Donation	\$7,481.25
		Check #: 0		
		100.683.600.000.000	Debt Retirement	\$840.00
		Check #: 0		
Vendor Total:				\$7,481.25
J AND R ELECTRONICS, INC		100.683.600.000.000	Debt Retirement	\$840.00
		Check #: 0		
		100.683.600.000.000	Debt Retirement	\$840.00
		Check #: 0		
Vendor Total:				\$840.00

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Vendor Remit Name	Vendor #	Account	Description	Amount
KENYON, JACOB		104.512.380.000.120	Levy - Milage for MUSIC	Vendor Total: \$840.00
		Check #: 0		\$228.45
LAKE CITY LAW GROUP PLLC		100.632.310.000.000	Professional & Technical Services	Vendor Total: \$228.45
		Check #: 0		\$775.00
Liberty/ Geotech		240.515.310.401.000	Idaho Career Ready CTE Natural Resources	Vendor Total: \$775.00
		Check #: 0	-Profess	\$1,311.08
MITCHELLS HARVEST FOODS		104.512.410.108.000	Instr Materials - PRE	Vendor Total: \$1,311.08
		Check #: 0		\$40.53
		290.710.410.000.000	Supplies-General	Vendor Total: \$39.87
		Check #: 0		\$80.40
NAPATIMBERLINE AUTO PARTS		100.681.421.000.000	Lubricants 85%	Vendor Total: \$80.40
		Check #: 0		\$0.00
		100.681.425.000.000	Bus Parts 85%	Vendor Total: \$3,799.00
		Check #: 0		\$3,799.00
		100.681.429.000.000	Transportation Hand Tools	Vendor Total: \$0.00
		Check #: 0		\$0.00
NORTHERN LAKES CHIROPRACTIC		100.681.260.000.000	Physical Examinations-Employees	Vendor Total: \$3,799.00
		Check #: 0		\$175.00
OUTLET BAY SEWER DISTRICT				Vendor Total: \$175.00

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Vendor Remit Name	Vendor #	Account	Description	Amount
		100.661.330.119.000	Utilities PLE	\$1,443.75
		Check #: 0		
		Vendor Total:		\$1,443.75
		100.651.310.000.000	Professional & Technical Services	\$160.41
		Check #: 0		
		Vendor Total:		\$160.41
		100.651.310.000.000	Professional & Technical Services	\$351.09
		Check #: 0		
		Vendor Total:		\$351.09
		100.681.425.000.000	Bus Parts 85%	\$4.98
		Check #: 0		
		Vendor Total:		\$4.98
		100.664.310.000.000	Professional & Technical Services	\$10.00
		Check #: 0		
		Vendor Total:		\$10.00
		104.512.410.108.000	Instr Materials – PRE	\$1,606.00
		Check #: 0		
		Vendor Total:		\$1,606.00
		100.664.410.000.000	Supplies – District Repair	\$154.83
		Check #: 0		
		Vendor Total:		\$154.83
		100.651.310.000.000	Professional & Technical Services	\$10,000.00
		Check #: 0		
		Vendor Total:		\$10,000.00

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Vendor Remit Name	Vendor #	Account	Description	Amount
RUSHO, TRACY		100.651.380.000.000	Travel Expenses	\$30.89
		Check #: 0		
RWC GROUP		100.681.425.000.000	Bus Parts 85%	\$2,148.95
		Check #: 0		
SCHOLASTIC BOOK CLUB		104.512.410.108.000	Instr Materials - PRE	\$327.49
		Check #: 0		
SELKIRK SUPPLY, INC.		100.664.410.000.000	Supplies - District Repair	\$17.62
		Check #: 0		
SENSKE LAWN & TREE CARE LLC		100.665.410.000.000	Grounds Upkeep Supplies	\$206.30
		Check #: 0		
SHRED-IT USA - CHICAGO		100.665.310.000.000	Professional & Technical Services	\$2,607.00
		Check #: 0		
SPACEK, KIM		100.651.310.000.000	Professional & Technical Services	\$138.50
		Check #: 0		
SPOKANE PRODUCE		100.632.380.000.000	Travel Expenses	\$114.41
		Check #: 0		
			Vendor Total:	\$114.41

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STOKES, BLAIR		290.710.410.108.500	F&V Supplies PRE	\$2,219.75
		Check #: 0		
		290.710.410.116.500	F&V Supplies IDH	\$56.50
		Check #: 0		
		290.710.410.119.500	F&V Supplies PLE	\$0.00
		Check #: 0		
TAMRAK		290.710.455.108.000	Food -- PRE	\$494.45
		Check #: 0		
		290.710.455.116.000	Food IDH	\$825.52
		Check #: 0		
		290.710.455.119.000	Food PLE	\$474.13
		Check #: 0		
TERRY'S DAIRY, INC		290.710.455.401.000	Food PRLH	\$1,034.85
		Check #: 0		
		290.710.380.000.000	Travel Expenses	\$7.69
		Check #: 0		
		100.681.420.000.000	Fuel 50%	\$3,179.16
		Check #: 0		
Vendor Total:				\$5,105.20
Vendor Total:				\$7.69
Vendor Total:				\$3,179.16
Vendor Total:				\$1,066.27
Vendor Total:				\$503.38
Vendor Total:				\$243.71
Vendor Total:				\$546.42
Vendor Total:				\$2,359.78

**West Bonner County School District #83**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1232

06/17/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
THERMAL-KING, INC.		100.664.310.000.000	Professional & Technical Services	\$636.75
		Check #: 0		
TYLER TECHNOLOGIES, INC.		100.651.310.000.000	Professional & Technical Services	\$300.00
		Check #: 0		
Walker, Joanne		100.621.370.000.000	Tuition Credit Program	\$60.00
		Check #: 0		
WELLS FARGO		104.515.410.401.120	Levy - Supplies - MUSIC - PRLHS	\$2,384.12
		Check #: 0		
WEST BONNER COUNTY SCHOOL		104.512.410.108.000	Instr Materials - PRE	\$370.00
		Check #: 0		
ZAYO EDUCATION, INC.		100.623.350.000.000	Telephone & Internet	\$847.49
		Check #: 0		
Vendor Total:				\$847.49
Grand Total:				\$151,136.75

End of Report

## West Bonner County School District #83

### Voucher Supplement Account Summary

Voucher Batch Number: 1228

06/11/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
WELLS FARGO				
		100.213.000.000.000	Accounts Payable	\$1,410.67
		Check #: 0		
		100.623.410.000.000	Supplies-General	\$62.97
		Check #: 0		
		100.632.380.000.000	Travel Expenses	\$256.81
		Check #: 0		
		100.632.410.000.000	Supplies-General	\$181.23
		Check #: 0		
		100.664.410.000.000	Supplies - District Repair	\$653.08
		Check #: 0		
		100.681.410.000.000	Bus Shop Supplies 50%	\$40.36
		Check #: 0		
		100.681.420.000.000	Fuel 50%	\$150.00
		Check #: 0		
		104.512.410.108.000	Instr Materials - PRE	\$358.32
		Check #: 0		
		104.515.410.401.000	Instr. Materials - JH/HS	\$46.37
		Check #: 0		
		104.682.115.000.000	Student Activity Trips	\$6,156.97
		Check #: 0		
		130.515.410.401.300	Grants/Donation	\$288.00
		Check #: 0		
		130.621.310.116.804	State PD - IDH	\$300.00
		Check #: 0		
		243.519.310.401.104	Welding Professional & Technical Services	\$59.00
		Check #: 0		
		243.519.410.401.102	Applied Accounting Supplies-General	\$3,551.09
		Check #: 0		
		251.641.410.000.300	LEA Homeless Supplies	\$501.60
		Check #: 0		

Vendor Total:                      \$14,016.47

**West Bonner County School District #83**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1228

06/11/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
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End of Report

Grand Total: \$14,016.47

**West Bonner County School District #83**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1226

06/08/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
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BUCKLE UP DRIVING SCHOOL		241.515.310.401.000	Professional & Technical Services	\$1,950.00
		Check #: 0		

Vendor Total:	\$1,950.00
Grand Total:	\$1,950.00

End of Report

**West Bonner County School District #83**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1220

05/28/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
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Family Motor Company Inc		100,664,550,000,000	Equipment	\$11,500.00
		Check #: 86665		

Vendor Total:	\$11,500.00
Grand Total:	\$11,500.00

End of Report

## West Bonner County School District #83

### Voucher Supplement Account Summary

Voucher Batch Number: 1231

06/11/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
<b>AMAZON CAPITAL SERVICES</b>				
		238.512.410.116.130	Child Sponsorship	\$37.27
		Check #: 0		
Vendor Total:				\$37.27
<b>BNB CAMPS, LLC</b>				
		238.531.410.401.595	Girls Basketball Fundraisers	\$1,300.00
		Check #: 0		
Vendor Total:				\$1,300.00
<b>COUNTRY LANE, INC.</b>				
		238.531.410.401.500	PR LH – Athletic Master	\$239.80
		Check #: 0		
		238.531.410.401.645	Track Fundraisers	\$143.60
		Check #: 0		
Vendor Total:				\$383.40
<b>FLORAL TRADITIONS</b>				
		238.515.410.401.170	General Act/Awards/Adm	\$19.50
		Check #: 0		
Vendor Total:				\$19.50
<b>GONZAGA BASKETBALL CAMP</b>				
		238.531.410.401.585	Boys Basketball Fundraisers	\$500.00
		Check #: 0		
Vendor Total:				\$500.00
<b>Millwood Hoops</b>				
		238.531.410.401.595	Girls Basketball Fundraisers	\$475.00
		Check #: 0		
Vendor Total:				\$475.00
<b>NEWPORT GUN CLUB</b>				
		238.515.410.401.231	Spartan Trap	\$144.00
		Check #: 0		
Vendor Total:				\$144.00
<b>WEST BONNER COUNTY SCHOOL</b>				
Vendor Total:				\$144.00

**West Bonner County School District #83**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1231

06/11/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		238.512.410.108.160	Field Trips	\$544.00
		Check #: 0		
		238.512.410.116.160	Field Trip - IDH	\$56.00
		Check #: 0		
Vendor Total:				\$600.00
Grand Total:				\$3,459.17

End of Report

## West Bonner County School District #83

### Voucher Supplement Account Summary

Voucher Batch Number: 1224

06/01/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
<b>AMAZON CAPITAL SERVICES</b>				
		238.512.410.116.130	Child Sponsorship	\$235.99
		Check #: 0		
		238.515.410.401.727	Class of 2027	\$248.02
		Check #: 0		
<b>Vendor Total: \$484.01</b>				
<b>BCI Creative</b>				
		238.531.410.401.500	PR LH - Athletic Master	\$1,135.00
		Check #: 0		
		238.531.410.401.575	Wrestling Fundraisers	\$2,844.00
		Check #: 0		
<b>Vendor Total: \$3,979.00</b>				
<b>COUNTRY LANE, INC.</b>				
		238.515.410.401.231	Spartan Trap	\$531.00
		Check #: 0		
		238.531.410.401.500	PR LH - Athletic Master	\$450.00
		Check #: 0		
		238.531.410.401.615	Baseball Fundraisers	\$107.70
		Check #: 0		
<b>Vendor Total: \$1,088.70</b>				
<b>JOSTENS INC</b>				
		238.515.410.401.170	General Act/Awards/Adm	\$425.00
		Check #: 0		
<b>Vendor Total: \$425.00</b>				
<b>WELLS FARGO</b>				
		238.512.410.116.130	Child Sponsorship	\$425.80
		Check #: 0		
		238.531.410.401.500	PR LH - Athletic Master	\$563.66
		Check #: 0		
<b>Vendor Total: \$989.46</b>				
<b>WEST BONNER COUNTY SCHOOL</b>				

**West Bonner County School District #83**

**Voucher Supplement Account Summary**

Fiscal Year: 2025-2026

Voucher Batch Number: 1224

06/01/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		238.512.410.116:160	Field Trip - IDH	\$248.00
		Check #: 0		
		238.512.410.116:481	IDH - 5th Grade	\$134.00
		Check #: 0		
End of Report				
Vendor Total:				\$382.00
Grand Total:				\$7,348.17

**West Bonner County School District #83**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1210

05/21/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
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COUNTRY LANE, INC.		238.531.410.401.585	Boys Basketball Fundraisers	\$341.05
		Check #: 0		
			Vendor Total:	\$341.05

Genesis Prep Academy		238.515.410.401.170	General Act/Awards/Adm	\$400.00
		Check #: 0		
			Vendor Total:	\$400.00

Grand Total:	\$741.05
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End of Report

**West Bonner County School District #83**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1229

06/11/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
WELLS FARGO				
		238.531.410.401.500	RLH - Athletic Master	\$139.00
		Check #: 0		
		238.531.410.401.585	Boys Basketball Fundraisers	\$530.00
		Check #: 0		
		238.531.410.401.625	Softball Fundraisers	\$123.08
		Check #: 0		
			Vendor Total:	\$792.08
			Grand Total:	\$792.08

End of Report

**West Bonner County School District #83**

**Voucher Supplement Account Summary**

Voucher Batch Number: 1230

06/11/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
AVISTA UTILITIES	MSC-34			
		100.661.330.108.000	Utilities PRE	\$2,571.91
		Check #: 0		
		100.661.330.116.000	Utilities IDH	\$904.15
		Check #: 0		
		100.661.330.201.000	Utilities PRJH	\$678.46
		Check #: 0		
		100.661.330.401.000	Utilities PRLH	\$4,711.58
		Check #: 0		
		100.664.330.000.000	Utilities	\$817.70
		Check #: 0		
		100.681.330.000.000	Utilities - 50%	\$69.25
		Check #: 0		
		<b>Vendor Total:</b>		<b>\$9,753.05</b>
CITY OF PRIEST RIVER				
		100.661.330.108.000	Utilities PRE	\$1,393.87
		Check #: 0		
		100.661.330.201.000	Utilities PRJH	\$222.68
		Check #: 0		
		100.661.330.401.000	Utilities PRLH	\$1,419.51
		Check #: 0		
		100.664.330.000.000	Utilities	\$228.28
		Check #: 0		
		100.681.330.000.000	Utilities - 50%	\$78.57
		Check #: 0		
		<b>Vendor Total:</b>		<b>\$3,342.91</b>
CITY SERVICE VALCON				
		100.661.330.108.000	Utilities PRE	\$3,876.83
		Check #: 0		
		100.661.330.116.000	Utilities IDH	\$3,701.80
		Check #: 0		
		100.661.330.119.000	Utilities PLE	\$0.00
		Check #: 0		

## West Bonner County School District #83

### Voucher Supplement Account Summary

Fiscal Year: 2025-2026

Voucher Batch Number: 1230

06/11/2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		100.661.330.201.000	Utilities PRJH	\$1,192.10
		Check #: 0		
		100.661.330.401.000	Utilities PRLH	\$3,531.06
		Check #: 0		
		100.664.330.000.000	Utilities	\$360.96
		Check #: 0		
		100.681.330.000.000	Utilities – 50%	\$859.28
		Check #: 0		
		100.681.420.000.000	Fuel 50%	\$0.00
		Check #: 0		
Vendor Total:				\$13,522.03
<b>EXCESS DISPOSAL SERVICE</b>				
		100.661.330.108.000	Utilities PRE	\$2,345.70
		Check #: 0		
		100.661.330.116.000	Utilities IDH	\$105.00
		Check #: 0		
		100.661.330.201.000	Utilities PRJH	\$0.00
		Check #: 0		
		100.661.330.401.000	Utilities PRLH	\$2,757.57
		Check #: 0		
		100.664.330.000.000	Utilities	\$51.14
		Check #: 0		
		100.681.330.000.000	Utilities – 50%	\$781.60
		Check #: 0		
Vendor Total:				\$6,041.01
<b>MIFIBER LLC</b>				
		100.623.350.000.000	Telephone & Internet	\$5,693.00
		Check #: 0		
Vendor Total:				\$5,693.00
<b>NORTHERN LIGHTS</b>				
		100.661.330.119.000	Utilities PLE	\$1,493.06
		Check #: 0		
Vendor Total:				\$1,493.06

# West Bonner County School District #83

## Voucher Supplement Account Summary

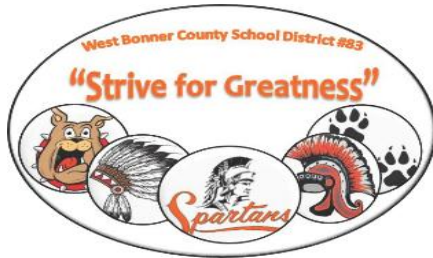
Voucher Batch Number: 1230

06/11/2026

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
<b>VERIZON WIRELESS BELLEVE</b>				
		100.623.350.000.000	Telephone & Internet	\$862.48
		Check #: 0		
		100.681.350.000.000	Telephone & Internet 50%	\$80.90
		Check #: 0		
<b>WASTE MANAGEMENT</b>				
		100.661.330.116.000	Utilities IDH	\$689.52
		Check #: 0		
		100.661.330.119.000	Utilities PLE	\$252.85
		Check #: 0		
Vendor Total:				\$942.37
<b>WEST BONNER WATER &amp; SEWER</b>				
		100.661.330.116.000	Utilities IDH	\$557.85
		Check #: 0		
Vendor Total:				\$557.85
Grand Total:				\$42,288.66

End of Report



# West Bonner County School District #83

## HUMAN RESOURCES REPORT

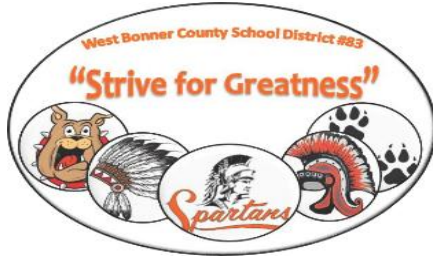
REGULAR BOARD MEETING #460 - 6-17-2026

### CERTIFIED STAFF

New/Returning						
NAME	LOCATION	POSITION	FTE	FUND	STATUS	EFFECTIVE
Abigail Lynch	PRE	Early Childhood Pre-School	1	100	Active	8/25/2026
Janice Mitchell	JR/SR HS	Counselor	1	100	Active	8/25/2026
Heather McGuinness	PL	3rd/4th Teacher	1	100	Active	8/25/2026
Rusty Taylor	DW	Special Education Director	1	100	Inactive	8/25/2026
Angela Anderson	JR/SR HS	Life Skills Teacher	1	100	Inactive	8/25/2026
Sharlene Anderson	JR/SR HS	Resource Teacher	1	100	Active	8/25/2026

### CLASSIFIED STAFF

New/Returning						
NAME	LOCATION	POSITION	HRS	FUND	STATUS	EFFECTIVE
Miya McCarley	PRE	Kitchen Manager	8	290	Active	8.25.26
Crystal Brauhn	Jr/Sr HS	Kitchen Server	4	290	Active	8.25.26
Murray Smith	DW	Operations Coordinator	10		Active	7.1.26
Cynthia Meisser	DW	Bus Driver	5	100	Active	6.8.26



# West Bonner County School District #83

## HUMAN RESOURCES REPORT

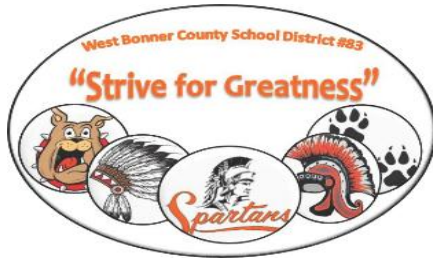
REGULAR BOARD MEETING #460 - 6-17-26

### CERTIFIED STAFF

Separation						
NAME	LOCATION	POSITION	FTE	FUND	STATUS	EFFECTIVE
Abigail Lynch	PRE	Special Education Life Skills Teacher	1	100	Active	6.12.26
Janice Mitchell	PRE/IH/PL	Counselor	1	100	Active	6.12.26
Joshua Murray	PRE	6th Grade Teacher	1	100	Active	6.12.26
Avery Tabb	Jr/Sr HS	ELA Teacher	1	100	Active	8.30.26
Murray Smith	Jr/Sr HS	Jr. High Math Teacher	1	100	Active	6.30.26
Brooks Perry	Jr/Sr HS	Head Boys Soccer Coach	N/A	104	Inactive	5.5.26
Ken Hamel	Jr/Sr HS	Math Teacher	1	100	Active	8.31.26
Sharlene Anderson	Jr/Sr HS	Life Skills Teacher	1	100	Active	6.12.26

### CLASSIFIED STAFF

Separation						
NAME	LOCATION	POSITION	HRS	FUND	STATUS	EFFECTIVE
Miya McCarley	PRE	Server/Fruits & Veggie	7.5	290	Inactive	6.11.26
Cheryl Hornby	Jr/Sr HS	Special Education Paraprofessional	7.5	257	Inactive	8.31.26
Crystal Brauhn	Jr/Sr HS	Kitchen Manager	8	290	Inactive	8.24.26
Randy Poirier	Jr/Sr HS	Assistant Wrestling Coach	N/A	104	Inactive	3.1.26
Scott Blaine	Jr/Sr HS	Head Girls Wrestling Coach	N/A	104	Inactive	3.1.26
Quinton Holbrook	Jr/Sr HS	Head Wrestling Coach	N/A	104	Inactive	3.1.26
Randall Busch	DW	School Bus Driver	5	100	Inactive	6.11.26
Jamie Rodriguez	IH	Custodian	10	100	Inactive	6.3.26



# West Bonner County School District #83

## HUMAN RESOURCES REPORT

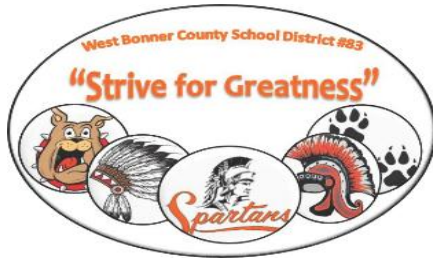
REGULAR BOARD MEETING #460 - 6-17-26

### CERTIFIED STAFF

New/Returning	NAME	LOCATION	POSITION	FTE	FUND	STATUS	EFFECTIVE

### CLASSIFIED STAFF

New/Returning	NAME	LOCATION	POSITION	HRS	FUND	STATUS	EFFECTIVE



# West Bonner County School District #83

## HUMAN RESOURCES REPORT

REGULAR BOARD MEETING #460 - 6-17-26

### CERTIFIED STAFF

Separation						
NAME	LOCATION	POSITION	FTE	FUND	STATUS	EFFECTIVE

### CLASSIFIED STAFF

Separation						
NAME	LOCATION	POSITION	HRS	FUND	STATUS	EFFECTIVE
Cherissa Wade	PRE	Special Education Paraprofessional	7.5	100	Inactive	6.4.26
Cherice Guthrie	IH	Title 1 Para (1 yr Position Only)	4.875	251	Active	8.31.26
Krystal Barton	IH	Title 1 Para (1 yr Position Only)	7	251	Active	8.31.26
JoAnna Quick	IH	Title 1 Para (1 yr Position Only)	8	100	Active	8.31.26
Janette Bradbury	PRE	Library Tech	8	100	Active	8.31.26
Ron Kruse	DW	Director of Technology	10	100	Active	10.01.26

# WEST BONNER COUNTY SCHOOL DISTRICT #83



## Superintendent Report

Kim Spacek, Superintendent

June 2026

Board Meeting Date: Wednesday, June 17, 2026

Who should be recognized for their contribution to student growth and achievement?

- Janette Bradbury - Library Tech - Janette began work for the district and is retiring after 36 years of service. A passion for reading was passed onto the students at Priest River Elementary School.
- Randall Busch - Bus Driver - Randall drove school bus for the district for the past four years. Randall showed up every day to assure students made it to school, then back home.
- Cheryl Hornby - Special Education Para Professional - Cheryl came to the district in 2008, retiring after 18 years of service. Every child was treated like her own.
- Terri Johnson - Child Nutrition Director - From 1995 to 2026, Terri has been involved in producing nutritious meals for students. Terri is willing to be in the trenches to see meals be served successfully. After 31 years of service, Terri is retiring from the district.
- Brenna Saccone - Network/ISEE Administrator- After 27 years of service, Brenna will be retiring from the district. Brenna is willing to drop what she is working on to help others with technology.

What has the superintendent been working on this past month?

- 6<sup>th</sup> Grade Sports Participation - I met with Alex Zepeda, Athletic Director, and he submitted a draft in collaboration with Angie Goins, Junior High Athletic Director. This will be included in the Athletic Handbook. 6<sup>th</sup> Grade participation is outlined for both individual and team sports.
- Board Policy 3400 - School Sponsored Extracurricular Activities and Board Policy 3401 - Extracurricular Activities Drug-Testing Program - These two policies are ready 2<sup>nd</sup> Reading. When approved, the Athletic Handbook will be updated.

- Principal & Special Education Director Evaluations - With 1 on 1 Conversations completed the first week of May. I will be completing these evaluations by the end of this week. I am off pace for the self-imposed deadline for this year.
- Teaching Mathematical Thinking - The course was completed and I received a transcript.

What tasks need focus for the upcoming month?

- 5-year Strategic Plan - Since hiring RLR to assist with district finance, I continue to talk with Randy Russell of RLR Consulting for updates on financial training as well as the future. The Idaho Legislature is requiring districts to put a strategic plan in place to be submitted to the State Department of Education by October 1, 2027. RLR works with a district for three years. Beginning now will put the district in a good position to complete the requirements outlined in the attached Talking Points from the Idaho Association of School Administrators.

*In addition, RLR includes Eric Bolz who is a consultant with excellent skills in data and systems improvement. The process begins with Focus Groups, much like the Superintendent Meet & Greets. The final project is an actionable plan that focuses on how the community supports students being educated in its schools. These two professionals are committed to assist in getting the district 'across the finish line. Cost is approximately \$30,000 per year. Their information is attached.*

- Board Policy 5100 - Hiring and Criteria - When school is out for the summer, this policy will become a focus. The AdTeam will provide feedback to the Board Policy before it is brought to the board for a reading in August. I plan to create a policy for hiring classified staff and extracurricular staff.
- Job Descriptions - Several job descriptions are in the process of being updated. I am starting at the top with the Superintendent. It will be brought to the meeting on Wednesday, June 17, 2026.

Are there any other items of significance to report?

- Classroom Moves - Junior-Senior High School - Vanessa Hagggett, Principal, and I discussed realigning classrooms based on subject areas and flow of students. This may mean teachers that are primarily teaching junior high-age students might have a classroom in a hallway that has high school lockers. I support this as the integration has taken place and we need to focus on the best flow of instruction and movement of students throughout the building.

- School Safety Summit - Leon Covington, Educational Service District #101 out of Spokane, has been a resource on school safety since 2019. I recently talked to him about the Northeast Washington Regional School Safety Summit. The focus will be on the areas listed below:
  - Threat Assessment and Management, which Leon is and expert in this area
  - Comprehensive School Safety
  - Behavioral Health/Student Well Being/Trauma Informed Practices

These are all areas the district can employ strategies to help students mature. The following staff are targeted to attend.

- Officer Chris Davis, SRO, Priest River Police Department
- Vanessa Haggett, Principal, Priest River Lamanna Jr/Sr High School
- Savanna Jones, Behavior Intervention Specialist
- Janice Mitchell, Secondary Counselor
- Pete Smith, Operations Coordinator
- Kim Spacek, Superintendent
- Elementary Counselor

If possible, Safe and Drug Free Schools funding will be used for registration at an estimated \$1,750. Other funds will be used to pay for mileage.

How many corrective actions have resulted in a Temporary Suspension this past month? This information is provided based upon Board Policy 3340 - Corrective Actions and Punishment. The chart below outlines actions taken since the last board meeting:

<i># of Temporary Suspensions</i>	<i>Reason for Action</i>	<i>Response</i>
2	Disorderly Conduct	2-days
1	Distribution of ATOD	3-days
1	Fighting	1-day
3	Fighting	2-days
5	Fighting	3-days
1	Profanity/Disorderly Conduct	2-days
1	Threatening Behavior	3-days

How many Attendance Letters have been processed this month since the last board meeting?

<i>Grade Band</i>	<i># of Students</i>
<i># of Students in Kindergarten through Grade 6</i>	13
<i># of Students in Grades 7 through Grade 12</i>	0

How many Open Enrollment Applications have been processed since the last board meeting:

<i># of Students Entering the District through Open Enrollment</i>	<i># of Students Exiting the District through Open Enrollment</i>	<i># of Students Changing Schools in the District through Open Enrollment</i>
<i>0</i>	<i>0</i>	<i>1</i>

How many Requests for Public Records have been processed? The chart below requests made and/or completed since the last board meeting:

<i>Requestor</i>	<i>Nature of Request</i>	<i>Date of Request</i>	<i>Date Request Fulfilled</i>
<i>John Van Santford</i>	<i>Racial Incidents</i>	<i>3/16/2026</i>	<i>6/1/2026</i>
<i>Star Bridge</i>	<i>Professional Development Vendor Records</i>	<i>2/17/2026</i>	<i>In Process</i>
<i>Sunlight</i>	<i>Vendor Payment Records</i>	<i>5/3/2026</i>	<i>6/4/2026</i>
<i>Data Branch Research</i>	<i>Vendor Payment Records</i>	<i>5/6/2026</i>	<i>In Process</i>

#### Other Items of Interest

*I read the following documents to keep up with current issues in the field of education: (Reading is done during each mealtime when at the house in Oldtown.)*

- *Whitepaper: Learned vs. Learned - This whitepaper discussed the need to modernize the manner in which school systems inform parents what their students are learning. Grades should be accurate, consistent, and meaningful. A shift to standards-based grading is more descriptive of student learning.*

## *Acronyms:*

*Education has terminology formed from the initial letters of other words and pronounced as a phrase of letters or word. (This list will expand as acronyms are used in this report.)*

### *Assessment Terminology*

- *ASVAB = Armed Services Vocational Aptitude Battery*
- *IRI = Idaho Reading Indicator (Amira)*

### *Career Technical Education Terminology*

- *Comprehensive Local Needs Assessment*
- *CTE = Career Technical Education*
- *CTSO = Career Technical Student Organization*
- *TAC = Technical Advisory Committee (CTE Program Requirement)*

### *Curriculum*

- *STEAM = Science, Technology, Engineering, Arts, and Mathematics*
- *STEM = Science, Technology, Engineering, and Mathematics*

### *Risk Management*

- *ICRMP = Idaho County Risk Management Program*

### *Student Support Strategies*

- *MTSS = Multi-Tiered System of Supports*
- *PLC = Professional Learning Community*

### *State Reporting*

- *ISEE = Idaho System of Educational Excellence*

### *Sports*

- *IHSAA = Idaho High School Activities Association*

## Talking Points

### Strategic Performance Plans (S1339) — What School Leaders Should Know

#### 1. This is a Shift

- Continuous Improvement Plans are replaced with **Strategic Performance Plans**
- Moves planning from compliance to **long-term strategy**
- Many districts already do this work

#### 2. Plans Become Multi-Year Strategic Roadmaps

- Minimum **four-year strategic plan**
- Updated annually
- Includes measurable student outcome goals
- Must include vision, mission, and strategies

📌 Plans must cover at least four years with annual updates.

#### 3. Stronger Role for School Boards

- Plans developed collaboratively with board
- Quarterly board progress monitoring starting in 2027-2028
- Governance responsibility increases

📌 Board and superintendent collaborate on plan development.

#### 4. Flexibility for Districts

- Growth measures allowed
- Multiple metrics encouraged
- Implementation evidence counts
- Multi-year targets reduce risk

#### 5. Alternative Measures Available

Districts may apply to use alternative success measures if **25% or more** of students are:

- Economically disadvantaged
- Special education
- English learners
- Homeless
- Alternative school students

#### 6. Graduated Accountability (Support First)

- Year 1 of measurement — Support and recommendations (starting 2028-2029)
- Year 2 of consecutive no progress— Directed alignment of PD/resources (2029-2030)



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(208) 345-1171



- Year 3 of consecutive no progress — Comprehensive operational review (2030-2031)  
Lack of improvement must be consecutive – if you make progress 1 year the clock starts over.

## **7. Funding for Board & Leadership Development**

- Up to **\$6,600 per district/charter**
- Supports training in:
  - Strategic planning
  - Governance
  - Finance
  - Ethics
  - Evaluations
  - Administrator Mentoring

## **8. Administrator Mentoring Funding Available**

- Districts may use **up to 25%** of the allocation for mentoring
- Supports:
  - New superintendent mentoring
  - Principal coaching
  - Leadership development support

## **9. Plans Must Be Public**

- Strategic Performance Plans must be:
  - Made available to the public
  - Posted on district or charter website
- Transparency becomes part of accountability

## **10. Charter School Alignment**

- Public charter schools may use:
  - Existing performance certificate criteria
  - Authorizer framework
- This avoids duplication of work

## **11. Submission Requirement & Potential Withholding of Funds**

- Plans must be submitted by required deadline
- State may **withhold a portion of funds** if not submitted
- Funds returned once plan is submitted
- Withholding tied to administrative burden of noncompliance



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(208) 345-1171



**Idaho Rural Schools Association**

### **Important Dates**

**July 1, 2026** — Law takes effect

**September 1, 2026** — State evaluation matrix adopted by the State Board of Education

**October 1, 2027** — First plan due to SDE

**Quarterly beginning 2027–2028** — Board progress reviews

Annual progress reports due Oct 1<sup>st</sup>

### **What Leaders Should Do Now**

- Begin board conversations
- Review current plans
- Identify balanced metrics
- Consider alternative measures eligibility
- Plan use of training funds (including mentoring)
- Build quarterly reporting routines
- Prepare website posting process

### **IASA Key Messages**

- Strong strategic plans help **protect local control**
- Districts have flexibility
- Funding is available for leadership development
- Transparency and timelines matter
- IASA is an approved trainer by OSBOE and we are happy to help you!



2026 - Fifth Annual

# NORTHEAST WASHINGTON REGIONAL SCHOOL SAFETY SUMMIT

## SAVE THE DATE!

**AUGUST 4-5, 2026**

Spokane Convention Center | 236 W. Spokane Falls Blvd | Spokane, WA 99204

### WHO SHOULD ATTEND

School District Staff, Threat Assessment Team Members, Behavioral Health Professionals, School Safety & Emergency Management Staff, Law Enforcement, Instructional Technologists, Communication Personnel, Community Partners

### CONFERENCE FOCUS AREAS

- Threat Assessment & Management
- Comprehensive School Safety
- Behavioral Health/Student Well Being/Trauma Informed Practices

### WHAT TO EXPECT

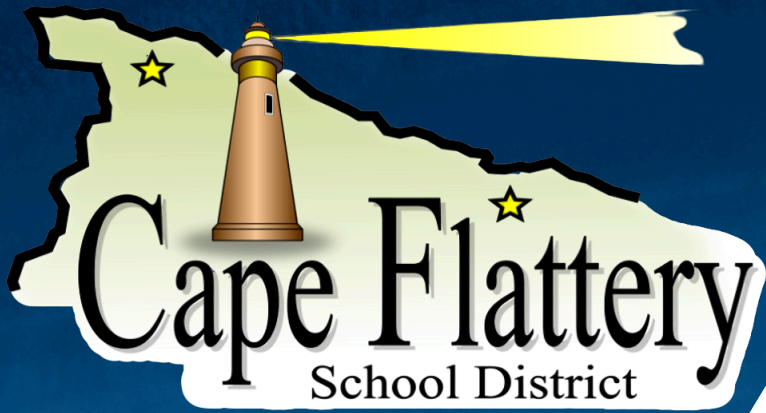
- Expert led sessions
- Real-world strategies schools can apply
- Regional collaboration

**TO REGISTER:** Use the link below, OR scan the QR code

[bit.ly/48eskrq](https://bit.ly/48eskrq)



For more information contact: [SchoolSafetyCenter@esd101.net](mailto:SchoolSafetyCenter@esd101.net)



# STRATEGIC PLAN 2025-2028

## PILLARS OF SUCCESS:



### STUDENT SUCCESS

Create opportunities for students to engage in pathways that nurture their academic, social, and emotional growth



### PARTNERSHIPS

Capitalize on knowledge, traditions, and resources strengthening relationships and potential for families, communities, and schools



### INVESTING IN STAFF

Growing knowledgeable and caring educators, empowering students to grow, thrive and achieve



### TRANSPARENT COMMUNICATION

Celebrating our story with timely information on current platforms



### ALIGNED FACILITIES & FINANCIAL PRIORITIES

Aligned fiscal priorities to support the goals of the strategic plan

## DISTRICT MISSION STATEMENT:

The mission of the Cape Flattery School District in partnership with the Cape Flattery Communities, is to ensure that each student will be given the opportunity to gain the knowledge, skills and self esteem necessary to become a contributing member of society.

**Take care of yourself,  
take care of each other,  
take care of our school.**



(360) 780-6537

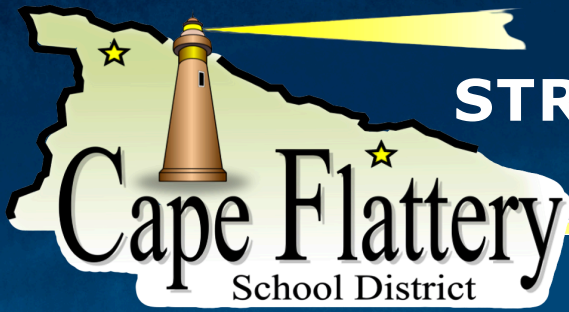


[www.cfsd401.org](http://www.cfsd401.org)



PO Box 850, Neah Bay, WA 98357

**RLR**



# STRATEGIC PLAN 2025-2028 SUCCESS INDICATORS



## STUDENT SUCCESS

Create opportunities for students to engage in pathways that nurture their academic, social, and emotional growth

- **DEMONSTRATE ACADEMIC PROFICIENCY**
- **STUDENTS ARE PREPARED TO PURSUE THEIR CHOSEN OPPORTUNITY POST-SECONDARY**
- **FOSTER A SENSE OF BELONGING AND SAFETY**



## PARTNERSHIPS

Capitalize on knowledge, traditions, and resources strengthening relationships and potential for families, communities, and schools

- **SCHOOL AS COMMUNITY HUB**
- **INCREASED STRATEGIC PARTNERSHIPS**
- **CULTURALLY RESPONSIVE PRACTICES**



## INVESTING IN STAFF

Growing knowledgeable and caring educators, empowering students to grow, thrive and achieve

- **STRATEGIC, PERSONALIZED, MEANINGFUL PROFESSIONAL DEVELOPMENT**
- **FACILITATE AUTHENTIC SOCIAL ENGAGEMENT LEADING TO RECRUITMENT, RETENTION, WELLNESS**
- **ENSURE HIGH QUALITY INSTRUCTION**



## TRANSPARENT COMMUNICATION

Celebrating our story with timely information on current platforms

- **ESTABLISH MULTIPLE DIGITAL MEDIA PLATFORMS AND GUIDELINES**
- **IMPROVED KNOWLEDGE OF AND SUPPORT FOR SCHOOLS**
- **POSITIVELY IMPACTING STUDENTS, STAFF AND COMMUNITY**



## ALIGNED FACILITIES & FINANCIAL PRIORITIES

Aligned fiscal priorities to support the goals of the strategic plan

- **FUNDING ALIGNED TO EACH GOAL**
- **FINANCIAL SUPPORTS FOR STUDENT OUTCOMES**
- **RELOCATE OR RETROFIT CAMPUSES TO PREPARE FOR SEISMIC EVENTS**



**RLR**

## Your Partners in Strategic Planning That Builds Clarity, Alignment & Action



We help districts build strategic plans rooted in data, community voice, and actionable systems.



Contact Us  
509-701-4947



For More Information  
[randyrussell.org](http://randyrussell.org)

**LEARN MORE**

## What Is Strategic Planning & Why It Matters

**Definition:** A strategic plan is a *forward-looking framework* aligning goals, resources, and actions with the district's long-term vision.

### Why districts need it:

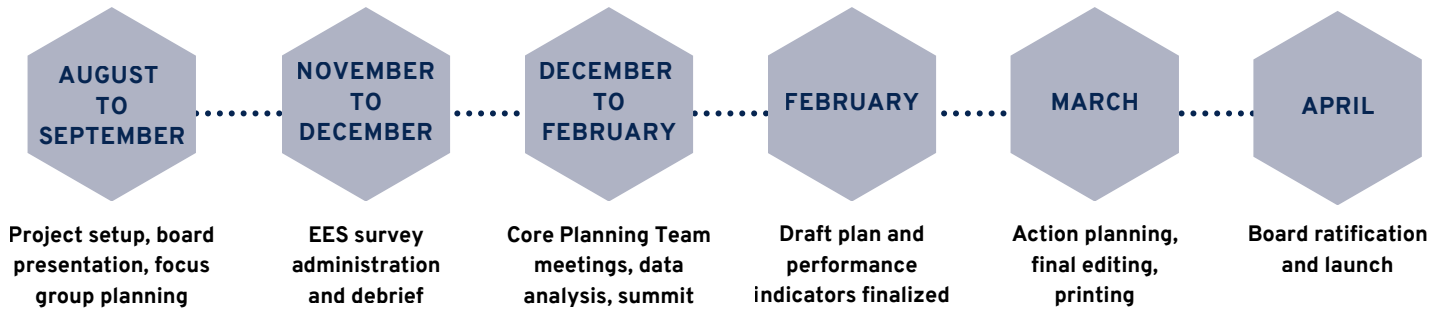
- Provides clarity and shared direction
- Aligns systems and resources
- Adaptable to changing environments
- Strengthens community confidence

## Our Strategic Planning Approach

### A collaborative, data-rich, consensus-building process:

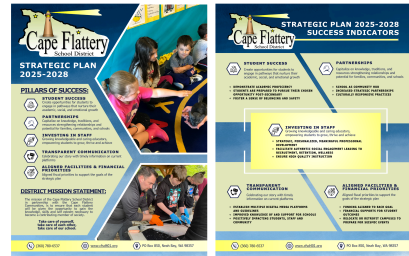
- 1. Discovery & Planning**
  - Project definition, calendar, milestones, initial board awareness
  - Review existing data and dashboards
- 2. Engagement & Listening**
  - Focus groups (staff, students, families, community)
  - EES survey administration and debrief
- 3. Core Planning Team Development**
  - Initial team meeting
  - Review of exemplar plans
  - Identification of preferred design and essential elements
- 4. Goal & Pillar Creation**
  - Building-level draft goal creation via structured facilitation
  - Consensus process across teams to finalize 4-5 districtwide goals
- 5. Success Indicators & Measures**
  - Teams craft evidence-based performance indicators
  - Feedback/rotation model ensures clarity and alignment
  - Indicators like Student Success, Partnerships, Staff, Communication, Facilities
- 6. Vision & Mission Drafting (optional)**
  - Facilitated 30-minute exercises to draft or refine mission & vision
  - Fist-to-Five consensus protocol
- 7. Final Strategic Plan**
  - Layout, design, community presentation drafts
  - Board-ready document produced

# Proposed Timeline (Customizable for District Needs)



## Deliverables Included

- Facilitated focus groups and community sessions
- Environmental scan/data analysis report
- Draft & final strategic plan (graphic design included)
- Success indicators and implementation metrics
- Success indicators and implementation metrics
- Vision & mission facilitation (optional)
- Tools for action planning
- Board presentations



## Why Districts Trust This Process

- Aligned with best practices in educational strategic planning
- Highly engaging, consensus-based approach
- Clear visuals & communication tools for community transparency
- Actionable plans that focus on measurable outcomes for future success

### Client references available upon request

“ When CFSD needed a new Strategic Plan, RLR offered an outcome-focused approach. Randy and Erich, provided extensive experience and built genuine trust, fostering a strong, lasting plan.

– Michelle Parkin, Superintendent Cape Flattery School District



## Ready to begin your district's next chapter?

**Website**

[www.randyrussell.org](http://www.randyrussell.org)

**Email**

[randyrussellconsulting@gmail.com](mailto:randyrussellconsulting@gmail.com)

**Phone**

509-701-4947

# WEST BONNER COUNTY SCHOOL DISTRICT #83



## Finance Report Kendra Salesky, Business Manager

Board Date: Wednesday, June 17, 2026

Accounts Payable: \$404,784.94

Payroll: \$876,375.88

How does current spending compare to the overall current year budget?

- *We are at 75.84% of the budget is spent, month 11 of 12, not taking into account the two months that accrue for payroll.*

What is current spending compared to last year at this time?

- *May 2025 = \$1,160,918.42*
- *May 2026 = \$1,218,160.82*
- *Last year at this time the district was at 75.84%.*

What are items needing to be on the radar for the upcoming month?

- *Closing out FY26 and preparing the new data base for FY27 is of primary importance.*
- *We will be continuing to work Hayden-Ross on audits.*
- *Gearing up for state reporting will be an activity for the next month.*

What has been the biggest challenge this past month?

- *Implementation of the April 15<sup>th</sup> deadline to cut spending within school buildings.*
- *Finalizing the budget for the hearing and approval.*

Is there any other information of interest to report?

- *Since RLR Consulting was employed to help with district finance, I have been meeting with Shannon Johnston, Consultant, two to three times a month, based on deadlines in moving toward the budget and my learning.*
- *An Exit Conference will be held on July 15, 2026, at 5 P.M. to hear the result of the FY24 Audit, The board will then 'accept' the audit to move forward.*

**West Bonner County School District  
Treasurer's Report**

Month Ending Date 5/31/2026				(OVER) /	
	BUDGET	YTD	% USED	SHOULD BE	UNDER
Beginning Balance	\$0.00	\$0.00	0.00%		
Local Revenue	\$291,716.00	\$179,696.53	61.60%		
State Revenue	\$8,006,521.00	\$6,931,643.62	86.57%		
<b>TOTAL REVENUE</b>	<b>\$8,298,237.00</b>	<b>\$7,111,340.15</b>	<b>85.70%</b>		
Transfers In	\$2,100,000.00	\$0.00	0.00%		
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>\$10,398,237.00</b>	<b>\$7,111,340.15</b>	<b>68.39%</b>		
<b>EXPENSES</b>					
Elementary Program	\$2,105,335.00	\$1,812,076.33	86.07%	91.67%	5.60%
Secondary Program	\$1,771,106.00	\$1,320,545.25	74.56%	91.67%	17.11%
Vocational Education	\$349,910.00	\$271,386.57	77.56%	91.67%	14.11%
Exceptional Child	\$765,484.00	\$446,617.21	58.34%	91.67%	33.32%
Exceptional Child 3-5	\$94,412.00	\$47,796.04	50.62%	91.67%	41.04%
Summer School	\$18,300.00	\$14,521.94	79.35%	91.67%	12.31%
<b>TOTAL INSTRUCTIONAL</b>	<b>\$5,104,547.00</b>	<b>\$3,912,943.34</b>	<b>76.66%</b>	<b>91.67%</b>	<b>-15.01%</b>
Attend-Guide-Health	\$272,319.00	\$183,853.03	67.51%	91.67%	24.15%
Special Service	\$202,796.00	\$135,260.80	66.70%	91.67%	24.97%
Instructional Improvement	\$140,914.00	\$159,217.20	112.99%	91.67%	-21.32%
Educational Media	\$176,386.00	\$76,754.77	43.52%	91.67%	48.15%
Technology	\$497,010.00	\$432,596.72	87.04%	91.67%	4.63%
Board of Education	\$12,278.00	\$18,171.53	148.00%	91.67%	-56.33%
Dist. Admin.	\$275,024.00	\$194,899.28	70.87%	91.67%	20.80%
School Admin.	\$652,807.00	\$562,702.70	86.20%	91.67%	5.47%
Business Operations	\$606,818.00	\$505,231.06	83.26%	91.67%	8.41%
Custodial	\$1,176,411.00	\$808,552.92	68.73%	91.67%	22.94%
Maintenance	\$286,462.00	\$234,050.05	81.70%	91.67%	9.96%
Grounds	\$43,000.00	\$59,756.72	138.97%	91.67%	-47.30%
Security Program	\$0.00	\$0.00	0.00%	91.67%	91.67%
Transportation	\$780,165.00	\$593,109.05	76.02%	91.67%	15.64%
PupilActivity Transp	\$0.00	\$0.00	0.00%	91.67%	91.67%
General Transp	\$7,000.00	\$9,015.00	128.79%	91.67%	-37.12%
Debt Services - Principle	\$0.00	\$0.00	0.00%	91.67%	91.67%
Debt Services - Interest	\$0.00	\$0.00	0.00%	91.67%	91.67%
<b>Total Operations</b>	<b>\$5,129,390.00</b>	<b>\$3,973,170.83</b>	<b>77.46%</b>	<b>91.67%</b>	<b>14.21%</b>
Transfers Out	\$164,300.00	\$0.00	0.00%	91.67%	91.67%
<b>TOTAL EXPENDITURES</b>	<b>\$10,398,237.00</b>	<b>\$7,886,114.17</b>	<b>75.84%</b>	<b>91.67%</b>	<b>15.83%</b>
<b>Net Revenue &amp; Expenditures</b>	<b>\$0.00</b>	<b>-\$774,774.02</b>			

## West Bonner County School District

Total Enrollment as of : **31-May-26**

<b>Priest River Elem</b>	<b>Kindergarten</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Fourth</b>	<b>Fifth</b>	<b>Sixth</b>	<b>Total</b>
Total Enrollment	30	57	31	61	64	43	47	<b>333</b>
ADA	27.73	53	29.9	56.17	58.87	40.23	42.87	<b>308.77</b>
ADA Percentage	92.4%	93.0%	96.5%	92.1%	92.0%	93.6%	91.2%	<b>93.0%</b>

<b>Idaho Hill Elem</b>	<b>Kindergarten</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Fourth</b>	<b>Fifth</b>	<b>Sixth</b>	<b>Total</b>
Total Enrollment	15	18	24	16	21	21	18	<b>133</b>
ADA	13.36	16.5	21.54	13.86	18.29	18.96	16.82	<b>119.33</b>
ADA Percentage	89.1%	91.7%	89.8%	86.6%	87.1%	90.3%	93.4%	<b>89.7%</b>

<b>Priest Lake Elem</b>	<b>Kindergarten</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Fourth</b>	<b>Fifth</b>	<b>Sixth</b>	<b>Total</b>
Total Enrollment	6	6	3	7	5	7	7	<b>41</b>
ADA	5.93	5.43	2.8	6.67	4.87	6.53	6.53	<b>38.76</b>
ADA Percentage	98.8%	90.5%	93.3%	95.3%	97.4%	93.3%	93.3%	<b>94.6%</b>

	<b>Kindergarten</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Fourth</b>	<b>Fifth</b>	<b>Sixth</b>	<b>Total</b>
<b>Total Elementary</b>	<b>51</b>	<b>81</b>	<b>58</b>	<b>84</b>	<b>90</b>	<b>71</b>	<b>72</b>	<b>507</b>
<b>Total ADA</b>	<b>47.02</b>	<b>74.93</b>	<b>54.24</b>	<b>76.7</b>	<b>82.03</b>	<b>65.72</b>	<b>66.22</b>	<b>466.86</b>
<b>ADA Percentage</b>	<b>92.2%</b>	<b>92.5%</b>	<b>93.5%</b>	<b>91.3%</b>	<b>91.1%</b>	<b>92.6%</b>	<b>92.0%</b>	<b>92.2%</b>

<b>PRJH &amp; PRLH</b>	<b>Seventh</b>	<b>Eighth</b>	<b>Nineth</b>	<b>Tenth</b>	<b>Eleventh</b>	<b>Twelfth</b>	<b>Total</b>
Total Enrollment	56	66	63	58	62	42	<b>347</b>
ADA	49.8	60.73	54.5	54.87	58.77	40.57	<b>319.24</b>
ADA Percentage	88.9%	92.0%	86.5%	94.6%	94.8%	96.6%	<b>92.0%</b>

<b>Expected Units</b>					
<b>LOCATION</b>	<b>ADA</b>	<b>SPECIAL ED</b>	<b>ADJ ADA</b>	<b>DIVISOR</b>	<b>Calc Units</b>
	<b>832.13</b>	<b>46.03</b>	<b>786.10</b>		<b>44.69</b>
<b>School Building</b>					
	854				47.32 Budgeted
					-2.63 Variance
<b>All WBCSD Enrollment</b>					<b>50.96</b>
	945				47.32 Budgeted
					3.64 Variance

## Food Service YTD Financial Report

Month Ending Date 5/31/2026	BUDGET	YTD	% USED	(OVER) / SHOULD BE UNDER	
Beginning Balance	\$0.00	\$0.00	0.00%		
Local Revenue	\$65,000.00	\$48,890.06	75.22%		
State Revenue	\$278,367.00	\$184,174.45	66.16%		
<b>TOTAL REVENUE</b>	<b>\$343,367.00</b>	<b>\$233,064.51</b>	<b>67.88%</b>		
Transfers In	\$100,000.00	\$0.00	0.00%		
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>\$443,367.00</b>	<b>\$233,064.51</b>	<b>52.57%</b>		
<b>EXPENSES</b>					
Salary & Benefits	\$248,041.00	\$259,530.00	104.63%	91.67%	-12.97%
Professional Services	\$3,180.00	\$2,470.00	77.67%	91.67%	13.99%
Supplies	\$238,696.00	\$141,440.00	59.26%	91.67%	32.41%
<b>TOTAL INSTRUCTIONAL</b>	<b>\$489,917.00</b>	<b>\$403,440.00</b>	<b>82.35%</b>	<b>91.67%</b>	<b>-9.32%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$489,917.00</b>	<b>\$403,440.00</b>	<b>82.35%</b>	<b>91.67%</b>	<b>9.32%</b>
<b>Net Revenue &amp; Expenditures</b>	<b>-\$46,550.00</b>	<b>-\$170,375.49</b>			
		-\$316,925.49			



## Priest Lake Elementary Board Report

June 17, 2026

Principal Tommy Hansen

### General Updates

As of June 11th, we have officially finished the school year! As I am reflecting on the success at PLE after my first year as a head principal at PLE, I have to give all of the credit to the amazing staff at the school. They ensured the school would run as smoothly as possible every day. Their tireless dedication to the students is evident in the numerous improvements seen throughout this.

ISAT Scores saw incredible improvement this year, going from 55% Proficient in ELA in 2025 to 75% in 2026, over half of which scored above grade level! We also showed consistent improvement with math, moving from 55% to 60%, beating the state average score in every grade level, except 6th, which still had significant improvement.

Amira for the K,1,2 students showed impressive growth, with 93% reading at grade level by the April testing. The students and teachers administering Amira testing have been troopers. The program is prone to a lot of issues and the internet at PLE makes it even more difficult. Still despite this, significant growth was made.

EasyCBM data was collected throughout the year. This helped our teachers see which students are struggling and give them extra support. Every member in the school helped with these students and provided them with enough support to grow and improve their ability.

I am so thankful for all of the hundreds or even thousands of hours put in by our amazing volunteers up at Priest Lake Elementary to help make the school year run as smoothly as possible. The students and staff definitely appreciate the deep support that the community has for the school.

We had a great time at the Spring Program on June 1st. Ann Chamberlain worked very hard with the 3rd-6th grade students for the dance performance, which turned out incredible! Mr. Kenyon had the students perform 2-3 songs per class, all of which sounded incredible! Mrs. Barnes prepared the 6th Grade Graduation, where we had a special time to recognize and send off our 6th graders! Thank you to all of them for making it a very memorable experience for everybody!

We had a great time closing out school for the staff and the students! June 11th was a great send off

for the year. I am looking forward to continuing to see this year's 6th graders at the JH/HS and hopefully walk across the stage at graduation in 2032!

### **Now Enrolling 7-12**

As of the May 20th board meeting, Priest Lake Elementary is now enrolling students for 7th-12th Grade. We will be doing a hybrid learning system utilizing the Edmentum program. There will be a certified classroom teacher in the room with the students to help guide them. They will also have access to contacting the current staff at the JH/HS in case they need any assistance with their coursework. Students can choose from three options for attendance:

- Attend PLE in the morning to take core classes and get shuttled down to the JH/HS to take elective/CTE classes in person and ride the PRLHS buses back home.
- Attend PRLHS/JH in the morning to take CTE/elective classes and get shuttled to PLE in the afternoon to take core classes and ride PLE buses home.
- Attend PLE full-time and take all 7 courses each semester.

Please contact the school asap if you would like to enroll your student(s)!

You can email me over the summer at [TommyHansen@sd83.org](mailto:TommyHansen@sd83.org) for any questions or to get enrollment started.

### **School Starts Soon!**

School starts back for staff on August 25th and students on August 31st! I am so looking forward to another year at PLE and all the incredible progress we can make! Let's make this upcoming year the best one yet!

**Thank you all for supporting Priest Lake Elementary!**

ELA Score 2026	ELA Level 2026	Writing Score	ELA Score 2027	ELA Level 2027	Writing Score 2027	ELA Growth	Third Grade
2434	3	Inf - 6/10					Advanced = 25%
2388	2	Opi - 2/10					Proficient = 25%
2434	3	Nar - 7/10					Nearing Proficient = 31%
2580	4	Inf - 6/10					Below = 19%
2484	3	Nar - 7/10					
2436	3	Inf - 6/10					Narrative - 5
2518	4	Opi - 6/10					Informational - 8
2381	2	Inf - Insuf					Opinion - 3
2341	1	Opi - Insuf					
2343	1	Inf - 3/10					
2639	4	Nar - 10/10					
2416	2	Inf - 6/10					
2364	1	Inf - 5/10					
2391	2	Nar - 2/10 OP					
2500	4	Inf - 6/10					
2397	2	Nar - 4/10					
Math Score	Math Level		Math Score	Math Level		Math Growth	
2338	1						Advanced = 19%
2377	1						Proficient = 19%
2451	3						Nearing Proficient = 37.5
2532	4						Below = 25%
2445	3						
2430	2						
2576	4						
2420	2						
2348	1						
2334	1						
2575	4						
2402	2						
2385	2						
2410	2						
2460	3						
2401	2						

ELA Score 2025	ELA Level 2025	Writing Score	ELA Score 2026	ELA Level 2026	Growth	Writing Score	
2221	1	Nar - OP	2349	1	128	Inf - 5/10	<b>Fourth Grade</b> Advanced = 10%
2367	2	Opi - 2/10	2438	2	71	Nar - 1/10 OP	Proficient = 33%
2397	2	Inf - 4/10	2485	3	88	Inf - 5/10	Nearing Proficient = 14%
2413	2	Inf - 3/10	2480	3	67	Nar - 3/10	Below = 43%
2219	1	Inf - 2/10	2459	2	240	Inf - 5/10	
2298	1	Inf - 2/10	2430	2	132	Inf - 4/10	<b>Growth = 83%</b>
2401	2	Opi - 6/10	2516	3	115	Inf - 3/10	
2306	1	Opi - Insuf	2316	1	10	Nar - 2/10	Narrative - 8
2362	1	Nar - 2/10	2501	3	139	Inf - 5/10	Informational - 11
			2556	4	-	Inf - 8/10	Opinion - 2
2349	1	Nar - Insuf	2354	1	5	Inf - 2/10	
2398	2	Opi - 4/10	2393	1	-5	Nar - 1/10 OP	
			2604	4	-	Nar - 7/10	
2276	1	Nar - Insuf	2326	1	50	Opi - 4/10	
			2394	1	-	Nar - 6/10	
2345	1	Nar - 4/10	2529	3	184	Nar - 5/10	
2395	2	Inf - 2/10	2219	1	-176	Inf - 2/10	
2335	1	Nar - OT	2404	1	69	Nar - OT	
2339	1	Nar - Insuf	2330	1	-9	Inf - 5/10	
2352	1	Inf - 3/10	2479	3	127	Inf - 5/10	
2385	2	Inf - 3/10	2529	3	144	Opi - 5/10	
Math Score	Math Level		Math Score	Math Level	Growth		
2275	1		2304	1	29		Advanced = 0%
2430	2		2446	2	16		Proficient = 14%
2403	2		2463	2	60		Nearing Proficient = 43%
2419	2		2448	2	29		Below = 43%
2445	3		2416	2	29		
2366	1		2416	2	50		<b>Growth = 71%</b>
2430	2		2443	2	13		
2353	1		2302	1	-51		
2477	3		2432	2	-45		
			2488	3	-		
2375	1		2339	1	-36		
			2351	1	-		
			2493	3	-		
2299	1		2378	1	79		
			2403	1	-		
2433	2		2458	2	25		
2338	1		2329	1	-9		
2319	1		2344	1	25		
2303	1		2351	1	48		
2448	3		2448	2	0		
2459	3		2513	3	54		



ELA 2023	Level 2023	Writing Score	ELA 2024	Level 2024	Growth 2024	Writing 2024	ELA 2025	Level 2025	Growth 2025	Writing 2025	ELA 2026	Level 2026	Growth	Writing Score	6th Grade
											2568	3	-	Expl- 8/10	Advanced = 39%
2301	1	Inf - 2/10	2463	2	162	Nar - 4/10	2421	1	-42	Nar - 6/10	2491	2	70	Expl - 5/10	Proficient = 28%
2310	1	Nar - 2/10	2265	1	-45	Inf - 2/10	2416	1	151	Nar - 6/10	2486	2	70	Expl - 6/10	Nearing Proficient = 28%
2497	4	Opi - 6/10	2609	4	48	Opi - 10/10	2597	4	-12	Inf - 7/10	2639	4	42	Expl - 8/10	Below = 6%
2561	4	Inf - 8/10	2734	4	173	Inf - 10/10	2698	4	-36	Nar - 6/10	2740	4	42	Expl - 9/10	
			2341	1		Opi - Insuf	2378	1	37	Expl - Ins	2422	1	44	Expl- 0/10 - Insuf	Growth = 85%
2405	2	Nar - OP	2504	3	99	Nar - 5/10	2551	3	47	Opi - 5/10	2701	4	150	Arg - 8/10	
2428	2	Inf - Ins	2476	3	48	Nar - 3/10	2531	3	55	Inf - 7/10	2591	3	60	Expl - 6/10	Narrative - 5
2354	1	Inf - 2/10	2429	2	75	Opi - 2/10	2509	3	80	Inf - 5/10	2471	2	-38	Nar - 2/10	Informational - 8
			2314	1		Inf - Insuf					2638	4	-	Arg - 7/10	Argumentative - 5
2418	2	Opi - 5/10	2534	4	116	Inf - 2/10	2480	2	-54	Inf - 3/10	2589	3	109	Arg - 8/10	
2324	1	Nar - Ins	2470	2	146	Inf - 2/10	2454	2	-16	Nar - 4/10	2458	2	4	Arg - 6/10	
											2542	3	-	Nar - 5/10	
											2576	3	-	Arg - 6/10	
											2514	2	-	Nar - 8/10	
2564	4	Nar - 8/10	2556	4	-8	Nar - 7/10	2691	4	135	Nar - 10/10	2659	4	-32	Nar - 10/10	
2433	3	Inf - 5/10	2588	4	155	Inf - 6/10	2542	3	-46	Inf - 7/10	2628	4	86	Nar - 7/10	
2516	4	Inf - 4/10	2464	2	-52	Inf - 3/10	2625	4	161	Nar - 8/10	2717	4	92	Expl - 10/10	
Math Score	Math Level		Math Score	Math Level	Growth 2024		Math Score	Math Level	Growth 2025		Math Score	Math Level	Growth 2026		
											2532	2	-		Advanced = 22%
2390	2		2377	1	-13		2394	1	17		2449	1	55		Proficient = 22%
2371	1		2356	1	-15		2408	1	52		2443	1	35		Nearing Proficient = 28%
2503	4		2501	3	-2		2525	2	24		2646	4	121		Below = 28%
			2659	4	-		2658	4	-1		2604	3	-54		
			2339	1	-		2418	1			2649	4	231		Growth = 85%
2465	3		2514	3	49		2490	2	-24		2561	3	71		
2436	3		2509	3	73		2535	3	26		2553	3	18		
2390	2		2454	2	64		2472	2	18		2528	2	56		
			2388	1	-						2597	3	-		
2492	3		2498	3	6		2517	2	19		2543	2	26		
2363	1		2399	1	36		2407	1	8		2451	1	44		
											2495	2	-		
											2449	1	-		
											2392	1	-		
2514	4		2617	4	103		2632	4	15		2673	4	41		
2462	3		2494	3	32		2635	4	141		2534	2	-101		
2509	4		2652	4	143		2635	4	-17		2701	4	66		



# Priest River Elementary Board Report

## Prepared June 9, 2026

Enrollment:	Apr. 342	May 345	June 337
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### **Activities/Celebrations:**

#### **Perfect Attendance Field Trip:**

On June 8, 95 students who achieved perfect attendance were recognized with a field trip to the park. Students enjoyed a picnic lunch, popsicles, outdoor games, and time on the new playground equipment. This event provided a fun opportunity to celebrate and reward outstanding attendance throughout the year.

#### **Field Days:**

Students participated in annual Field Day activities on June 3 (Grades K–3) and June 4 (Grades 4–6). The event featured a variety of engaging activities that promoted teamwork, physical activity, and school spirit. Students had a wonderful time and demonstrated great sportsmanship throughout the events. Thank you to Mr. Perry, our PTO, and the many parent and staff volunteers whose support made these days a success.

#### **Grades 3–6 Music Performance:**

Students in grades 3–6 showcased their musical talents during an end-of-year performance. Third-grade students sang and performed on recorders, fourth-grade students sang *Riptide*, fifth-grade students performed an instrumental version of *Seven Nation Army* using a variety of instruments, and sixth-grade students performed two selections on bucket drums. Thank you to Mr. Kenyon for his leadership and dedication in preparing students for an outstanding performance.

### **Curriculum/Instruction:**

#### **Elementary PLC Professional Development Day May 29th -**

PRE and PLE teachers met to analyze student achievement data and begin planning for the upcoming school year. Using assessment data, teachers identified areas of strength and opportunities for growth, allowing them to develop plans for Tier 2 instruction, interventions, and enrichment opportunities. Staff also identified priority standards where students experienced challenges and used this information to guide instructional planning. Each grade-level team created ELA and Math scope and sequence documents as well as curriculum calendars to support a strong and aligned instructional program for next year.

### **Community Outreach:**

#### **1st Annual 3rd Grade Priest River History Days:**

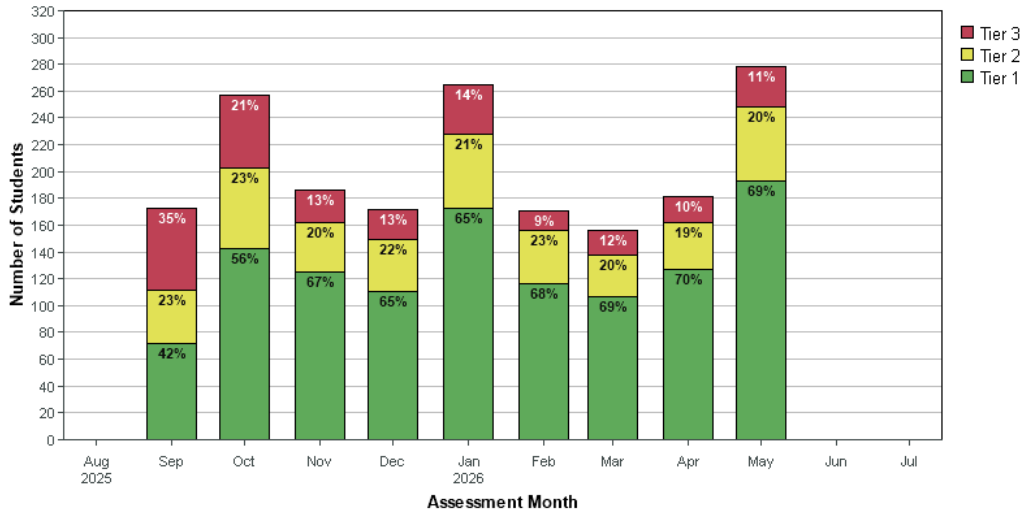
On May 28, West Bonner County School District third-grade students participated in the first annual Priest River History Days. Local history is an important component of the third-grade social studies curriculum, and this event provided students with authentic learning experiences throughout the community.

Students visited the Priest River Keyser History Museum, City Hall, the West Bonner County Library, the Beardmore Building, and the Post Office. They also participated in a virtual field trip with the Nez Perce Tribe, helping students gain a deeper understanding of the area's rich history and cultural heritage.

We extend our sincere appreciation to Jeff Connolly, Jacob Gabell, Priest River City Hall staff, Carl Wright, Joyce McFarland, and Alicia Wheeler for sharing their knowledge and helping make this event meaningful for our students. A special thank you to Olivia Palmer for organizing the event and facilitating the virtual field trip with the Nez Perce Tribe.

# Kindergarten - 5th Grade Amira Scores -

All Grades - Overall Reading



## Spring Amira IRI -

Kindergarten	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	21%	38%	42%
SPRING	75%	18%	7%

1st Grade	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	38%	27%	35%
SPRING	73%	18%	9%

2nd Grade	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	68%	18%	14%
SPRING	77%	19%	6%

3rd Grade	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	67%	16%	16%
SPRING	71%	15%	14%

4th Grade	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	59%	24%	17%
SPRING	63%	23%	15%

5th Grade	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	51%	38%	10%
SPRING	64%	26%	10%

## ISAT Data - Percent Proficient and Advanced

### MATH

	22-23	23-24	24-25	25-26
3rd	28%	35%	32%	46%
4th	8%	31%	44%	43%
5th	43%	32%	33%	47%
6th	44%	25%	22%	43%

### ELA

	22-23	23-24	24-25	25-26
3rd	19%	46%	39%	49%
4th	27%	31%	42%	42%
5th	48%	44%	35%	39%
6th	58%	34%	41%	37%

### Easy CBM

#### MATH - Average Score

Grade	FALL	WINTER	SPRING
KINDERGARTEN	15	21	24
1st GRADE	19	26	29
2nd GRADE	23	26	26
3rd GRADE	27	29	31
4th GRADE	25	26	29
5th GRADE	22	27	30
6th GRADE	24	27	29

## ELA - Average Score

Grade	FALL	WINTER	SPRING
KINDERGARTEN	14	32	38
1st GRADE		37	57
2nd GRADE	48	66	79
3rd GRADE	10	10	12
4th GRADE	13	13	12
5th GRADE	13	14	14
6th GRADE	13	12	13

Upcoming Events: Aug 17 - Office Opens

## 4th Qtr Perfect Attendance Field Trip



## 3rd Grade Priest River History Day -



## Field Day -



# Music Performance -





# WBCSD Home Learning Network Board Report, June 17, 2026

Enrollment:	91
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## Student Enrollment

### Enrollment for the 2026–2027 Home Learning Network:

Enrollment is now open through the Overture Portal, which can be accessed on the district website. Families are encouraged to watch for upcoming social media posts that will provide enrollment information and support.

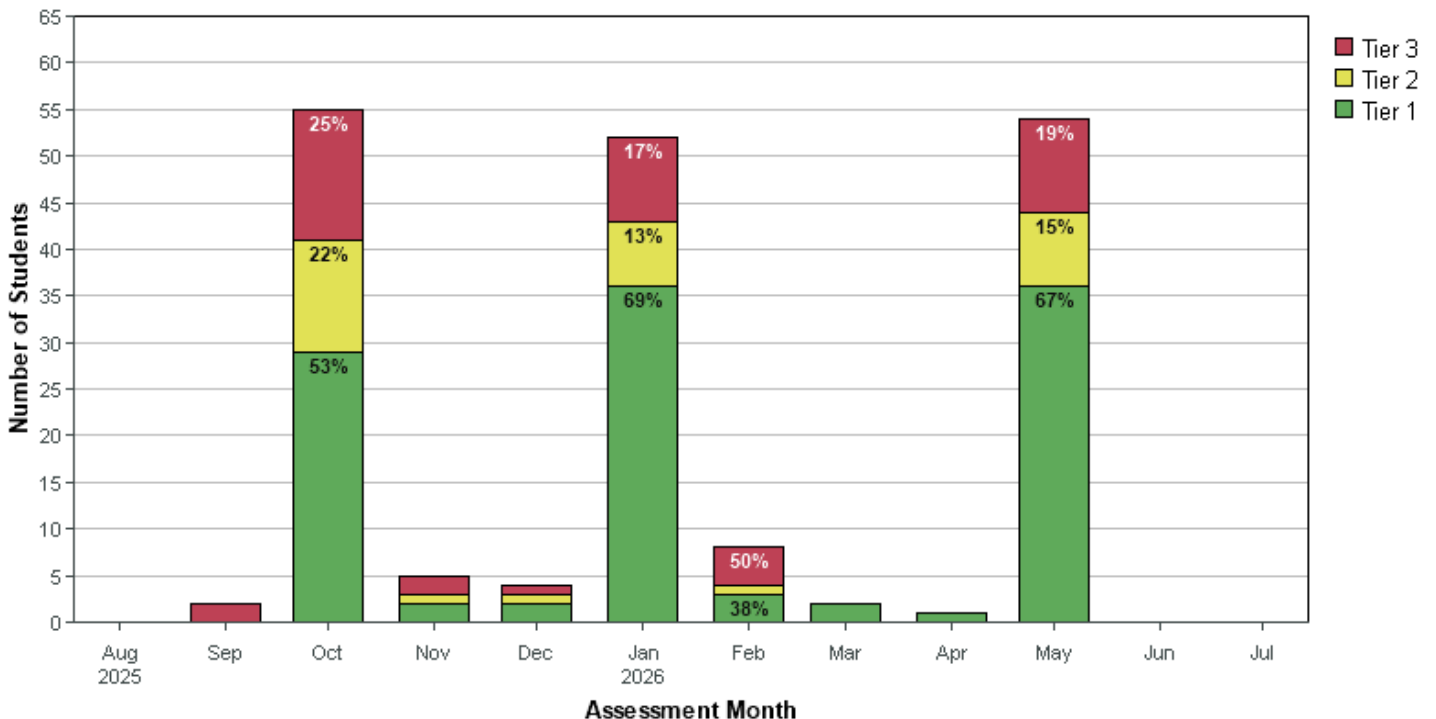
### Home Learning Network School Calendar

A draft calendar for the 2026–2027 school year is attached for Second Reading and Vote. Please review the attached calendar, which is scheduled for approval at the June board meeting.

## Spring Benchmark Assessments

### AMIRA OVERALL SCORES

All Grades - Overall Reading



## AMIRA/ISIP -

Kindergarten	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	50%	12.5%	37.5%
SPRING	100%		

1st Grade	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	63%	7%	21%
SPRING	71%	7%	22%

2nd Grade	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	21%	38%	42%
SPRING	27.25%	45.5%	27.5%

3rd Grade	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	27.25%	27.25%	45.5%
SPRING	55%	10%	36%

4th Grade	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	56%	22%	22%
SPRING	70%	14.5%	14.5%

5th Grade	Proficient (On Grade Lvl)	Strategic (Near/Below)	Intensive (Far Below)
FALL	43%	28.5%	28.5%
SPRING	100%		

# ISAT Scores -

## ELA

GRADE	Has Not Met	Nearly Met	Met Standard	% of Students that showed Growth
3rd Grade	33%	33%	33%	N/A
4th Grade	11%	33%	55%	100%
5th Grade	20%	30%	50%	87.5%
6th Grade	22%	33%	44%	78%
7th Grade	40%	30%	30%	71%
8th Grade	44%	11%	44%	50%

## MATH

GRADE	Has Not Met	Nearly Met	Met Standard	% of Students that showed Growth
3rd Grade	42%	25%	33%	N/A
4th Grade	22%	44%	33%	100%
5th Grade	30%	40%	30%	75%
6th Grade	33%	33%	33%	45%
7th Grade	40%	30%	30%	86%
8th Grade	44%	11%	44%	67%

# DRAFT

## 2026-2027 Home Learning Network

August '26						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Stu Stu  
7 13

September '26						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Stu Stu  
17 19

October '26						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Stu Stu  
17 18

November '26						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
31						

Stu Stu  
13 14

December '26						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Stu Stu  
11 12

January '27						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Stu Stu  
16 18

February '27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Stu Stu  
16 17

March '27						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Stu Stu  
16 17

April '27						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Stu Stu  
16 16

May '27						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Stu Stu  
16 17

June '27						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Stu Stu  
0 4

July '27						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Stu Stu

In lieu day for additional		
HLN assigned tasks	3	
Overture Staff Training	2	
WBCSD Staff In-Service	4	Student Days 145
Teacher Work Day	6	Staff Days 365
Field staff Holiday	5	
Vacation	15	
Days with Students	145	

	D	H/D	Total Hrs	
Student Days	145	6.62	669.9	7:45-3:20
Staff Days	165	8.50	1402.50	7:30-4:00



# Priest River Jr./Sr. High School

## Board Meeting Report

### June 2026

## Academics

- 345 students ended the year enrolled at PRLHS.
- 42 Students graduated, including 3 early graduates
- 75 students were enrolled in IDLA.
- We are still hiring for 2 math teachers, the Athletic Director/.5 FTE, and a music teacher.
- We are contacting families of students who will need to attend summer school, or retake classes next year.
- Summer School will be June 22nd to July 16th,
  - 5 days a week 8 to 2:30 with no lunch, or 8 to 3 with lunch at PRE
  - Ms. Cork, Ms. Colombini, and a new math teacher will be teaching this year.
  - Students will be allowed to miss one day, no transportation is offered
  - Breakfast and lunch will be served.
- Work on the Forestry Building is progressing.

## Events

- June 11 — Last Day of School
- June 15—Parent Advisory Meeting
- June 18 — Report Cards Sent Out
- June 22nd to July 16th — Summer School
- 

## Sports

Summer Practices are starting for Football, Volleyball, and Basketball.

## Celebrations from the Month

- All Rotary Senior Students on the Month will be honored May 27th, at 8am, at the Rotary Building in Oldtown.
- 42 Students graduated on June 6th.

PRLHS

# Data for the Board of Trustees

June 17th, 2026



**SPARTAN**

# IXL Data Fall 25-26

THIS YEAR, WE'VE ANSWERED

2 5 0 , 4 8 9

QUESTIONS!

 Aim for 60,000 questions each month!

NOVEMBER 

## SKILL PROGRESS SUMMARY

5,616

SKILLS MASTERED

6,943

SKILLS PROFICIENT

9,528

SKILLS PRACTICED

## TIME SPENT

3,892 hr

THIS YEAR

 SCHOOL

 HOME

# IXL Data Winter 25-26

THIS YEAR, WE'VE ANSWERED

4 1 9 , 8 2 9

QUESTIONS!

 Aim for 60,000 questions each month!  
FEBRUARY 

## SKILL PROGRESS SUMMARY

**9,224**  
SKILLS MASTERED

**11,646**  
SKILLS PROFICIENT

**15,781**  
SKILLS PRACTICED

## TIME SPENT



School Achievement Summary >

# IXL Data Spring 25-26

THIS YEAR, WE'VE ANSWERED **608,112** QUESTIONS!

 Aim for 50,000 questions each month!  
JUNE 

## SKILL PROGRESS SUMMARY

**12,741**  
SKILLS MASTERED

**16,688**  
SKILLS PROFICIENT

**22,987**  
SKILLS PRACTICED

## TIME SPENT



# Math 7th Grade ISAT

Roster	Teacher	Total	Total				
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent At and Above Proficient
State			23837		2542 ± 1	<p>Percent Count: 30% (7.1K), 27% (6.3K), 22% (5.2K), 22% (5.2K)</p>	44%
District			66		2487 ± 13	<p>Percent Count: 53% (35), 27% (18), 9% (6), 11% (7)</p>	20%
School			56		2484 ± 14	<p>Percent Count: 55% (31), 27% (15), 7% (4), 11% (6)</p>	18%

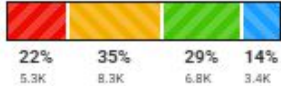


# Math 8th Grade ISAT

Roster	Teacher	Total	Total				
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent At and Above Proficient
State			23822		2557 ± 1	<p>Percent Count: 34% (8K), 25% (5.9K), 18% (4.3K), 23% (5.6K)</p>	41%
District			71		2505 ± 13	<p>Percent Count: 48% (34), 30% (21), 11% (8), 11% (8)</p>	23%
School			62		2498 ± 13	<p>Percent Count: 48% (30), 32% (20), 10% (6), 10% (6)</p>	19%

# Math 11th Grade ISAT

Roster	Teacher	Total	Total				
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent At and Above Proficient
State			23397		2568 ± 1	<p>Percent Count: 43% (10K), 24% (5.5K), 20% (4.6K), 14% (3.2K)</p>	33%
District			66		2497 ± 15	<p>Percent Count: 67% (44), 14% (9), 15% (10), 5% (3)</p>	20%
School			66		2497 ± 15	<p>Percent Count: 67% (44), 14% (9), 15% (10), 5% (3)</p>	20%

# Science 8th Grade ISAT

Roster	Teacher	Total	Total				
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent At and Above Proficient
State			23818		800	 <p>Percent Count: 22% (5.3K), 35% (8.3K), 29% (6.8K), 14% (3.4K)</p>	43%
District			70		779 ± 3	 <p>Percent Count: 50% (35), 29% (20), 20% (14), 1% (1)</p>	21%
School			61		779 ± 4	 <p>Percent Count: 51% (31), 26% (16), 21% (13), 2% (1)</p>	23%

# Science 11th Grade

Roster	Teacher	Total	Total				
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent At and Above Proficient
State			22514		1102	<p>Percent Count: 26% (5.8K), 33% (7.4K), 35% (7.8K), 6% (1.4K)</p>	41%
District			61		1087 ± 3	<p>Percent Count: 52% (32), 26% (16), 20% (12), 2% (1)</p>	21%
School			61		1087 ± 3	<p>Percent Count: 52% (32), 26% (16), 20% (12), 2% (1)</p>	21%

# 7th ELA ISAT

Roster	Teacher	Total	Total				
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent At and Above Proficient
State			23858		2561 ± 1	 Percent Count: 21% (5.1K), 22% (5.2K), 36% (8.7K), 21% (4.9K)	57%
District			66		2501 ± 13	 Percent Count: 45% (30), 24% (16), 21% (14), 9% (6)	30%
School			56		2504 ± 14	 Percent Count: 46% (26), 23% (13), 20% (11), 11% (6)	30%

# 8th Grade ELA ISAT

Roster	Teacher	Total	Total				
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent At and Above Proficient
State			23814		2570 ± 1	<p>Percent Count: 22% (5.2K), 24% (5.7K), 35% (8.4K), 19% (4.6K)</p>	55%
District			71		2524 ± 11	<p>Percent Count: 34% (24), 32% (23), 30% (21), 4% (3)</p>	34%
School			62		2525 ± 12	<p>Percent Count: 32% (20), 35% (22), 27% (17), 5% (3)</p>	32%

# 11th Grade ELA ISAT

Roster	Teacher	Total	Total				
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent At and Above Proficient
State			22780		2604 ± 1	<p>Percent Count: 19% (4.3K), 20% (4.5K), 32% (7.3K), 29% (6.6K)</p>	61%
District			61		2569 ± 15	<p>Percent Count: 26% (16), 23% (14), 33% (20), 18% (11)</p>	51%
School			61		2569 ± 15	<p>Percent Count: 26% (16), 23% (14), 33% (20), 18% (11)</p>	51%

# 11th Grade ELA Interim ISAT

Roster	Teacher	Total	Total				
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent Proficient
State			101		2564 ± 11	<p>Percent Count: 27% (27), 21% (21), 43% (43), 10% (10)</p>	52%
District			41		2601 ± 16	<p>Percent Count: 15% (6), 20% (8), 51% (21), 15% (6)</p>	66%
School			41		2601 ± 16	<p>Percent Count: 15% (6), 20% (8), 51% (21), 15% (6)</p>	66%

# 10th ELA Interim ISAT

Roster	Teacher	Total	Total				
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent Proficient
State			77		2609 ± 13	<p>Percent Count: 21% 16%, 16% 12%, 30% 23%, 34% 26%</p>	64%
District			37		2612 ± 20	<p>Percent Count: 19% 7, 19% 7, 27% 10, 35% 13</p>	62%
School			37		2612 ± 20	<p>Percent Count: 19% 7, 19% 7, 27% 10, 35% 13</p>	62%

# 9th ELA Interim ISAT

Roster	Teacher	Total	Total				
			Student Count	Test Completion Rate	Average Scale Score	Performance Distribution	Percent Proficient
State			118		2587 ± 10	<p>Percent Count: 22% (26), 18% (21), 34% (40), 26% (31)</p>	60%
District			41		2567 ± 15	<p>Percent Count: 24% (10), 29% (12), 32% (13), 15% (6)</p>	46%
School			41		2567 ± 15	<p>Percent Count: 24% (10), 29% (12), 32% (13), 15% (6)</p>	46%

# Graduation 2026

42 Students

3 Early Graduates

5 STEM Diplomas

Over \$82,000 in Scholarships





# Input, Questions and Concerns



06-17-2026

## Board Report – Transportation & Facilities Update

### Transportation Update

- The two new buses awarded through the DEQ grant program arrived Tuesday 16, 2026
- A new driver recently completed her training and successfully passed her CDL skills test with a **100% score**—an outstanding accomplishment.
- I will be training another driver throughout the summer, with the possibility of training two additional drivers.
- Annual bus inspections are currently underway to ensure fleet readiness for the upcoming school year.
- The older DEQ buses are in the process of being decommissioned.

### Summer Projects

- Transportation staff will be organizing and cleaning the maintenance bays throughout the summer.
- We are identifying surplus and unused items for removal to improve efficiency, organization, and available workspace.
- Continued focus will be placed on maintaining a safe, clean, and well-organized transportation facility.

### Facilities Update

- The **Priest Lake Elementary Gymnasium roof replacement** is scheduled to begin the week of June 22.
- The **fire alarm system installation** will resume June 22, and continue until the project is fully completed.
- Summer projects are scheduled to begin the week of June 15 across the district.
- **Idaho Hill Elementary** started deep cleaning on June 15. Each district building will receive a full deep cleaning, with approximately one week planned for each building.
- The **Priest River Elementary roof project** is currently in the RFQ bid process and awaiting board approval.
- District-wide boiler repairs and inspections are underway to ensure all systems are ready for next year's startup.
- Fire extinguisher inspections throughout the district are scheduled for July 2026.
- The Facilities team will continue working through summer projects, preventative maintenance, and building improvements to prepare our schools for the upcoming school year.

**06-17-2026**

## **Bid Selection Recommendation – Priest River Elementary Partial Roof Replacement**

After review of submitted proposals for the partial roof replacement at Priest River Elementary, the following bids were received:

<ul style="list-style-type: none"><li>• <b>North Idaho Exteriors</b></li></ul>	<ul style="list-style-type: none"><li>• \$228,745.00</li></ul>
<ul style="list-style-type: none"><li>• <b>Rival Roofing LLC</b></li></ul>	<ul style="list-style-type: none"><li>• \$273,053.66</li></ul>
<ul style="list-style-type: none"><li>• <b>Icon Corporation</b></li></ul>	<ul style="list-style-type: none"><li>• Submitted incorrect bid and is not considered responsive</li></ul>

### **Evaluation Summary**

North Idaho Exteriors submitted the lowest responsive and responsible bid. Their proposal meets the project requirements and provides the most cost-effective option for the district. Rival Roofing LLC's bid is significantly higher and not the most economical choice. Icon Corporation's submission was incomplete/incorrect and therefore cannot be considered for award.

### **Recommendation**

It is recommended that the Board award the contract for the Priest River Elementary partial roof replacement to:

**North Idaho Exteriors – \$228,745.00**

This selection provides the best value to the district while meeting project scope and compliance requirements.



## Bid Selection Recommendation: School Bus Camera Systems

06-17-2026

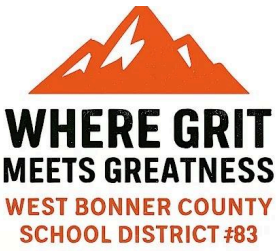
Bids were received for replacement of the school bus camera systems as follows:

• REI	• \$119,134.36
• Safety Vision	• \$108,930.00
• Gatekeeper Systems	• \$76,087.32
• CWI Digital Systems	• \$7,512.83 per bus
• IBS Incorporated	• \$69,282.27

After review of all submitted bids, it is recommended that the award be made to IBS Incorporated as the lowest complete system bid. In addition to cost advantage, IBS Incorporated was the only vendor that conducted an on-site assessment and took the time to fully evaluate district-specific needs prior to submitting their proposal.

This approach demonstrates a better understanding of system requirements and supports a more accurate and reliable installation aligned with district expectations.

Thank you Charity Hinshaw/Transportation Director



## Spring 2026 Survey

# West Bonner County School District #83

## Parents - We Need Your Input!

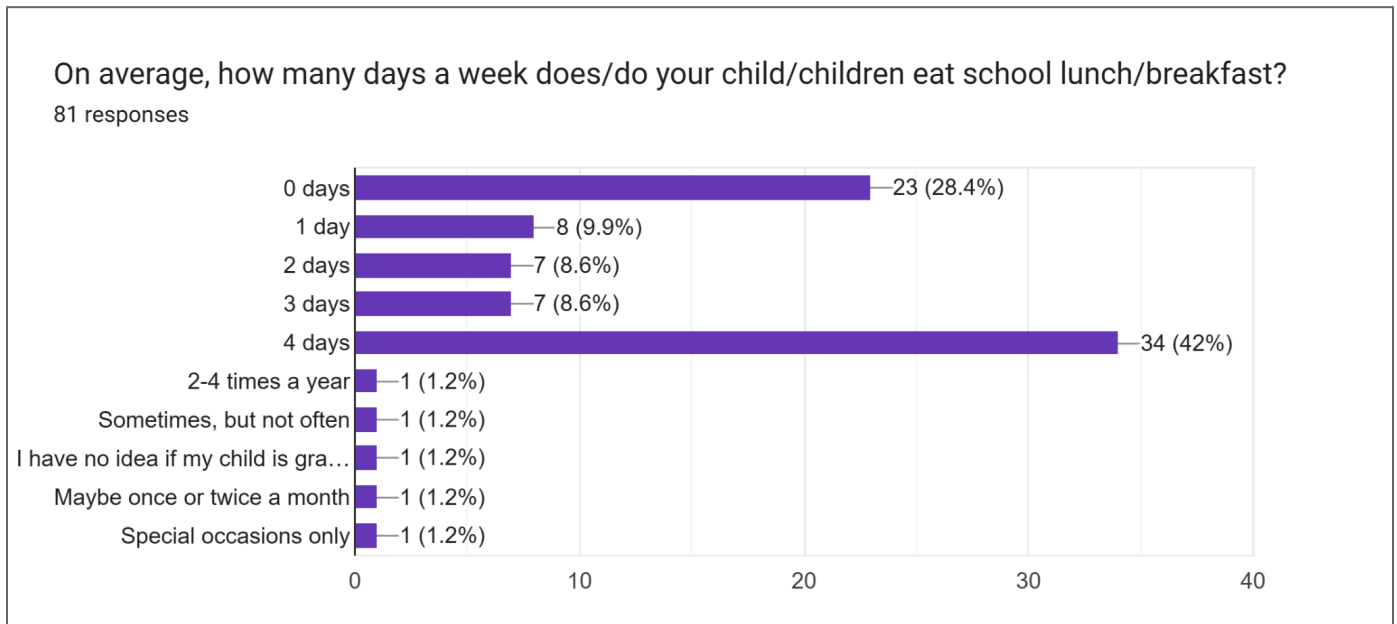
## Thank You!

We'd love your input on what types of food/meals that you'd like to see offered at your child's or children's schools. There are nutritional guidelines that we have to work within but value your input on what foods best interest you and your child/children and that they might enjoy.

We greatly appreciate your help.  
Thank you!

The WBCSD Child Nutrition Staff  
In partnership with the WBCSD Child Nutrition Program Task Force  
West Bonner County School District #83

## Survey Results

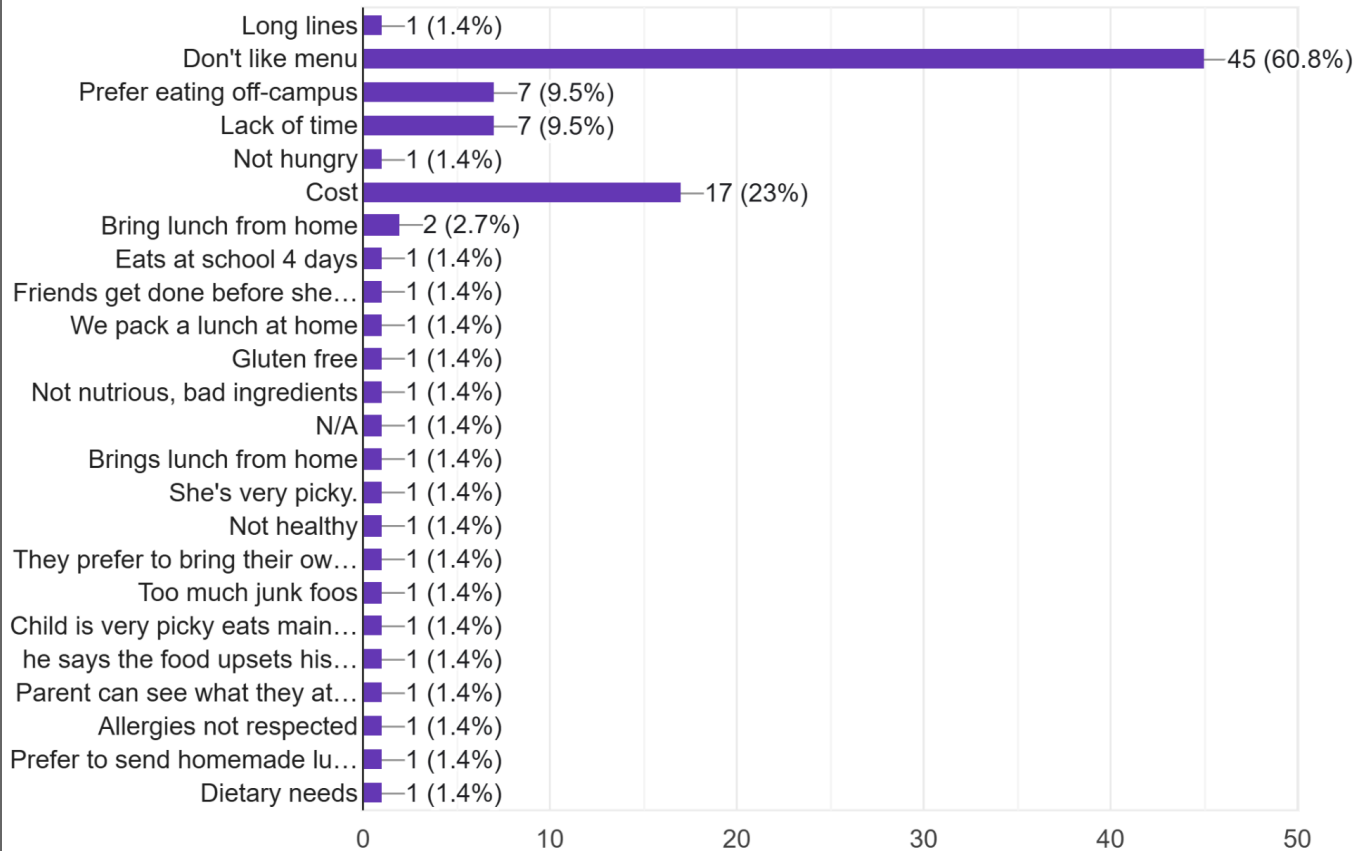


### Full responses for those that got cut off above.

- I have no idea if my child is grabbing breakfast or not. She usually packs a lunch

If your child/children rarely eat at school, why do they typically skip school meals? (Select all that apply.)

74 responses

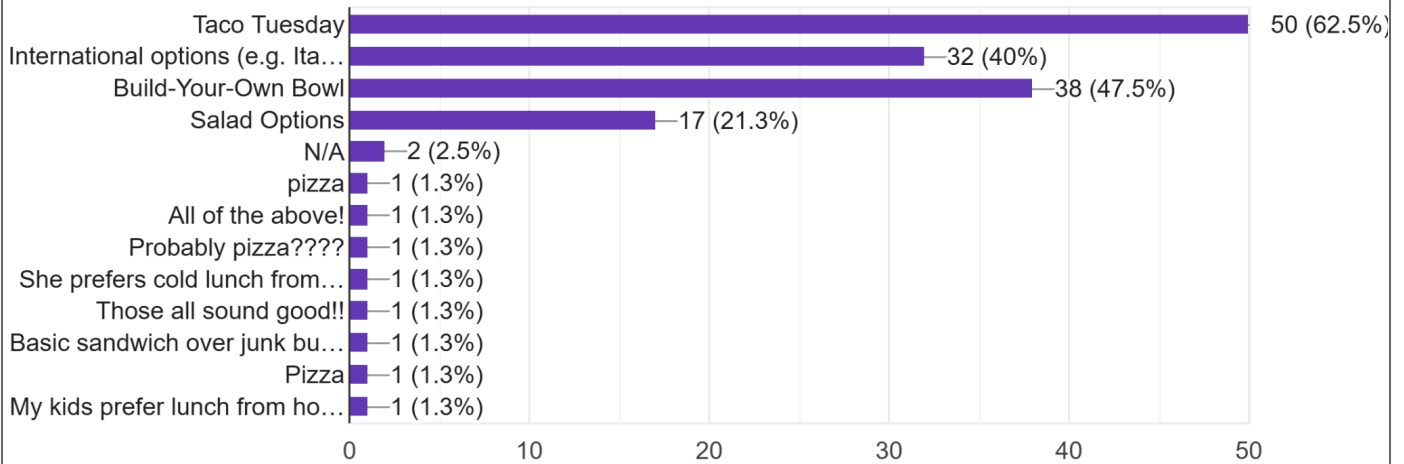


Full responses for those that got cut off above.

- Prefer to send homemade lunches, less processed foods.
- They prefer to bring their own food
- Friends get done before she does
- Parent can see what they ate to monitor nutrition
- Child is very picky eats mainly pb&js at school
- he says the food upsets his stomach

Which of the following "theme days" would you like to see offered and that your child/children would most enjoy? (Choose top 2 choices)

80 responses

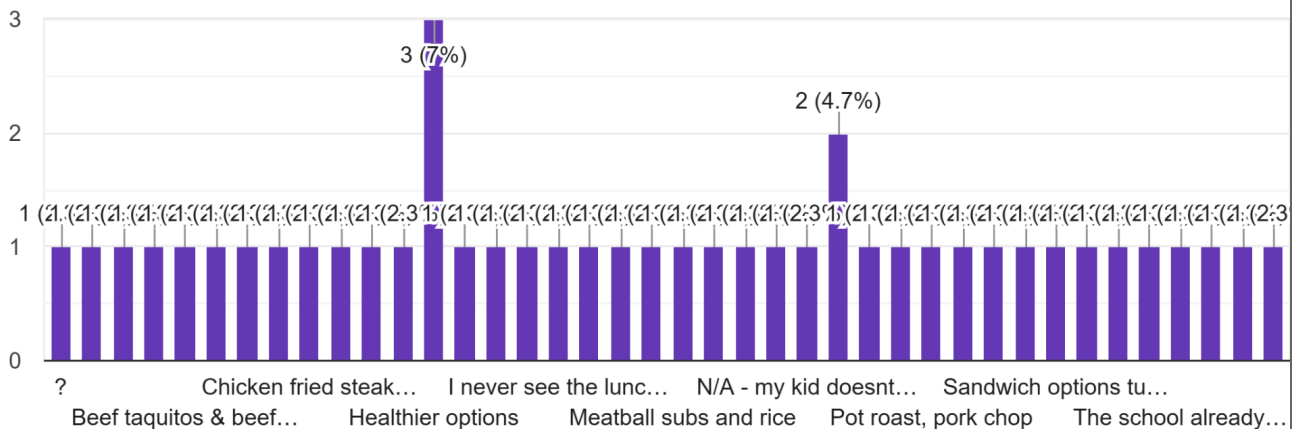


Full responses for those that got cut off above.

- She prefers cold lunch from home.
- Basic sandwich over junk burgers or greasy food
- My kids prefer lunch from home most of the time

What are two specific food items not currently served that you would like to see added?

43 responses

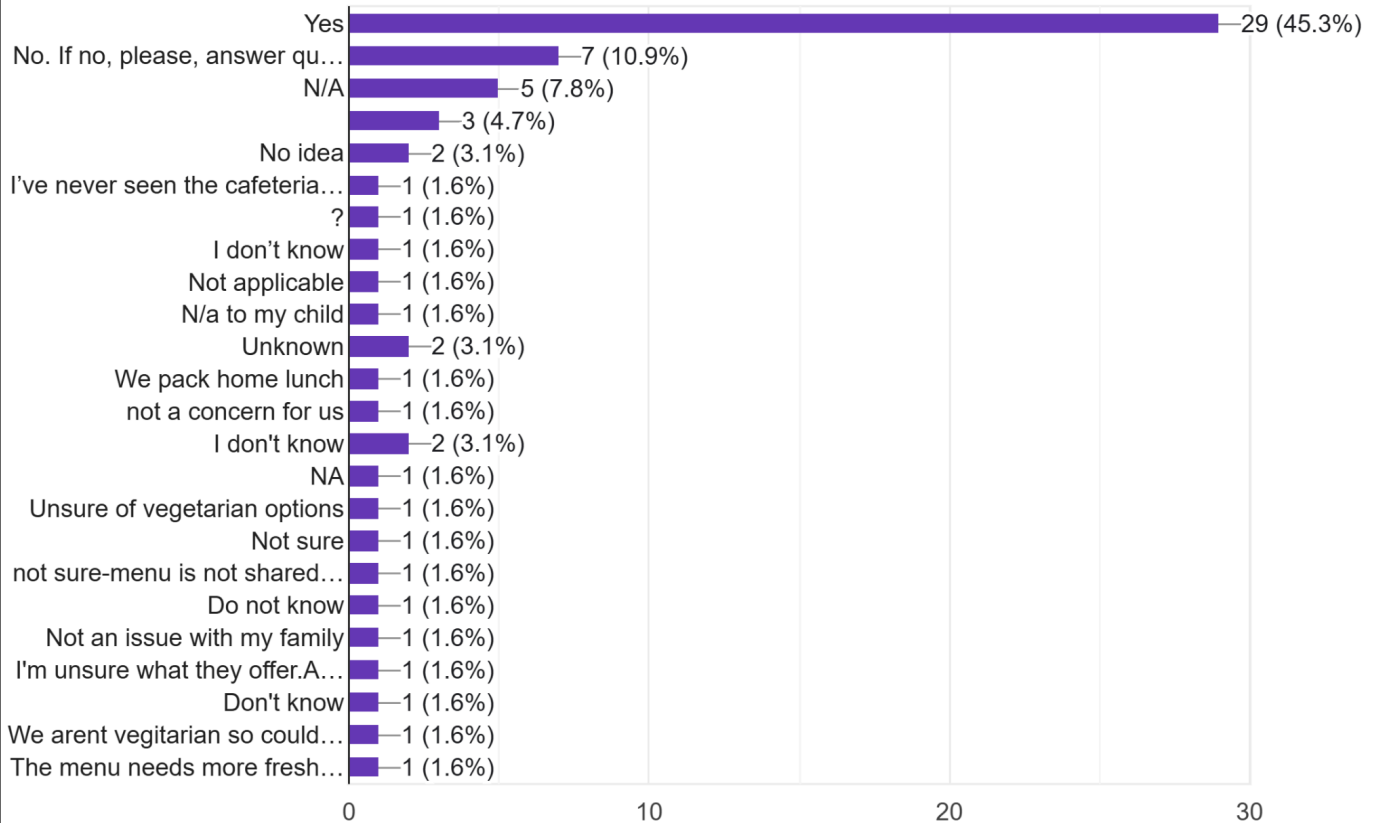


Full list of responses to above question:

- N/a
- Healthier options
- N/A
- I've seen the school menu. It seems like a lot of processed and packaged foods. I'd love to see fresh foods. Cooked from scratch as well.
- Anything healthy-protein ( real chicken strips, scrambled eggs)
- Something a little more healthier, not so many packaged items.
- N/a
- Chicken fried steak & chicken quesadillas
- Anything gluten free
- I never see the lunch menu so I have no idea
- Real food, not preserved heat and eat.
- Healthier options
- Healthier options
- I would like to see less sugary breakfast options
- Chicken wraps
- A full lunch not one or two items
- N/A - my kid doesn't eat school meals
- Henny penny and hamburgers
- Meal items are good but quality could be improved. Example have 3 kids that love pizza but not soggy school pizza
- Pot roast, pork chop
- Sandwich options turkey/ham/salad/Meatballs. Orange chicken
- Build your own sandwich
- Chicken sandwiches
- Unsure
- The school already has a decent menu
- Beef taquitos & beef and bean chimichangas
- Salads as main, potstickers, soups, stews, especially during winter days
- I don't know what is currently served.
- Meatballs or salad bar
- No clue
- SPAGHETTI AND SUB SANDWICHES
- ?
- Tacos & chili crispitos
- Fresh salad instead of mixed vegetables, more dairy free options for kid's with allergies for the main meal
- Chicken breast non breaded, cheeseburger with no sauce
- Meatball subs and rice
- More flavoring
- Healthy options for breakfast: oatmeal and breakfast sandwiches
- MAC & CHEESE
- To be honest, I'm not sure what they are offered on a daily basis.
- Spaghetti and meatballs
- Build your own pizza
- No idea

## Are there enough vegetarian and vegan options available daily?

64 responses

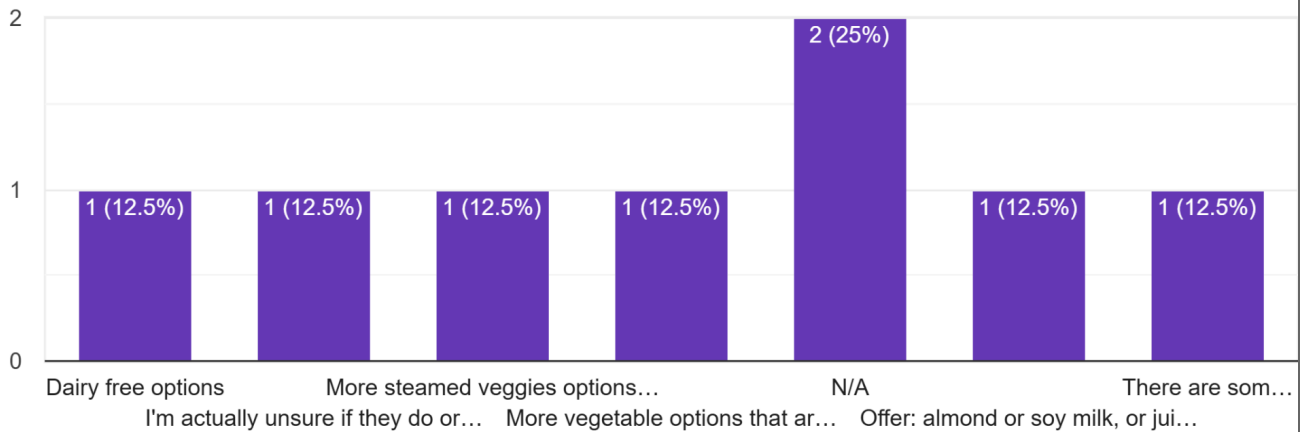


### Full responses for those that got cut off above.

- I've never seen the cafeteria food served so I'm not sure
- The menu needs more fresh vegetables/fruits
- No. If no, please, answer question below.
- We arent vegetarian so couldnt tell ya
- not sure-menu is not shared with family
- I'm unsure what they offer.As far as vegan or vegetarian , i'm sure the veggies cover it

If you answered, "No", to the above, please provide your preferences.

8 responses

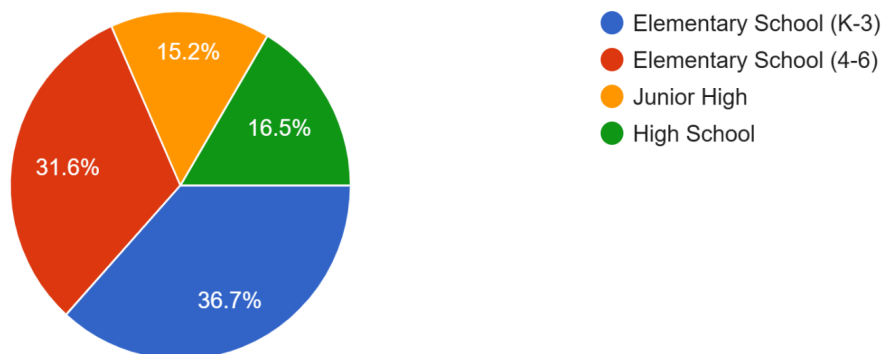


Full responses for those that got cut off above.

- Dairy free options
- There are some fruit and veggies but no other options that are truly vegan/vegetarian
- More vegetable options that are appealing. Teriyaki Rice bowls. Tacos, fresh fruit bowls with yogurts and granola.
- More steamed veggies options, more high protein options
- Offer: almond or soy milk, or juice instead of regular milk, dairy free yogurts, plant based cheese, more nuts please
- I'm actually unsure if they do or they do

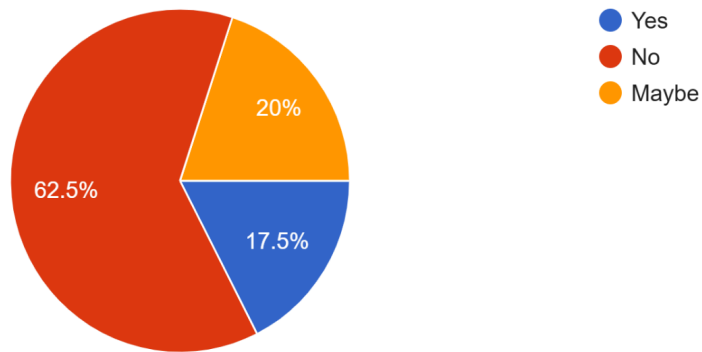
What is your child's or children's general grade? (Check all that apply.)

79 responses



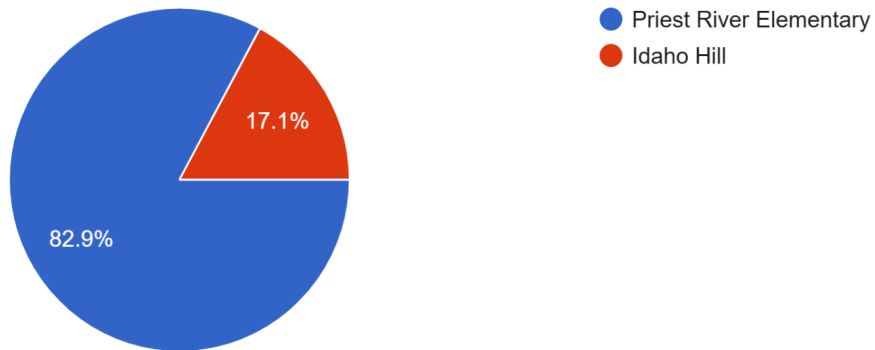
### Are you interested in participating in the summer meal program?

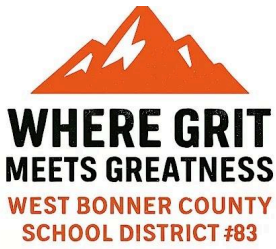
80 responses



### If you answered, yes or maybe, to participate in the summer meal program, which location would work best for you?

35 responses





## Spring 2026 Survey

# West Bonner County School District #83

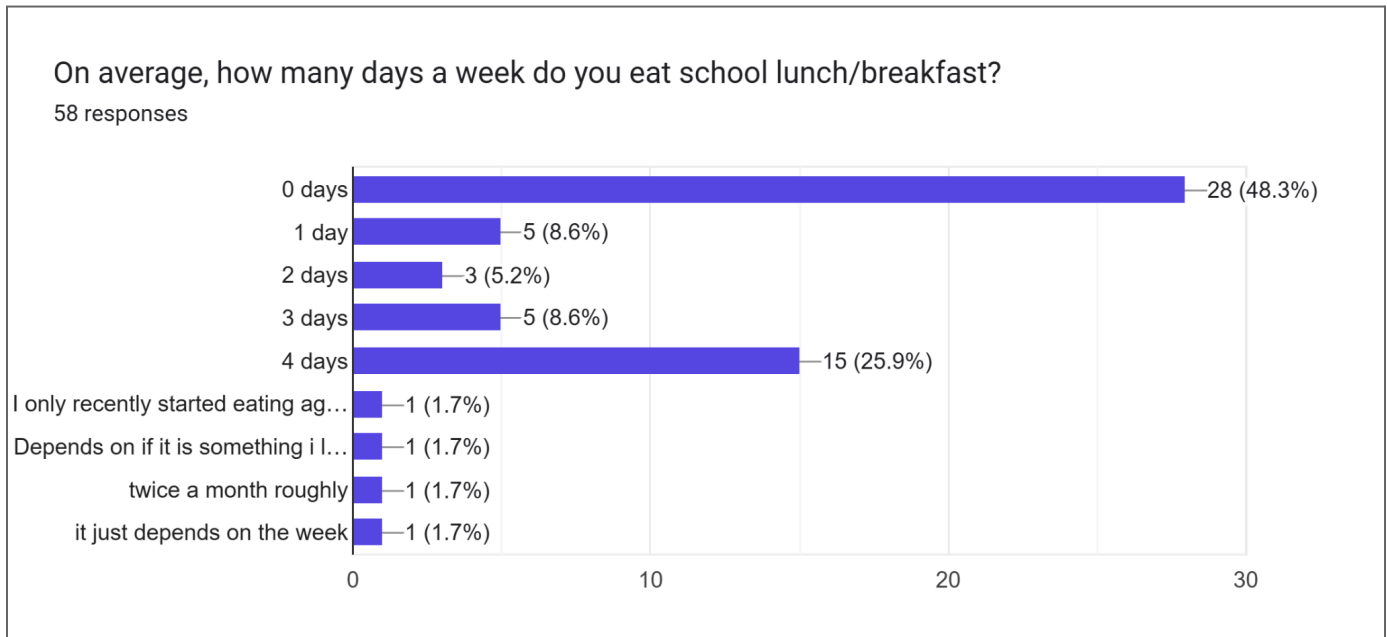
## Spartans - What Do You Like to Eat?

We'd love your input on what types of food that you'd like to see at the PRL Jr./Hs. Cafeteria. There are nutritional guidelines that we have to work within but value your input on what foods interest you and you'd enjoy.

We greatly appreciate your help.  
Thank you!

The WBCSD Child Nutrition Staff  
In partnership with the WBCSD Child Nutrition Program Task Force  
West Bonner County School District #83

## Survey Results

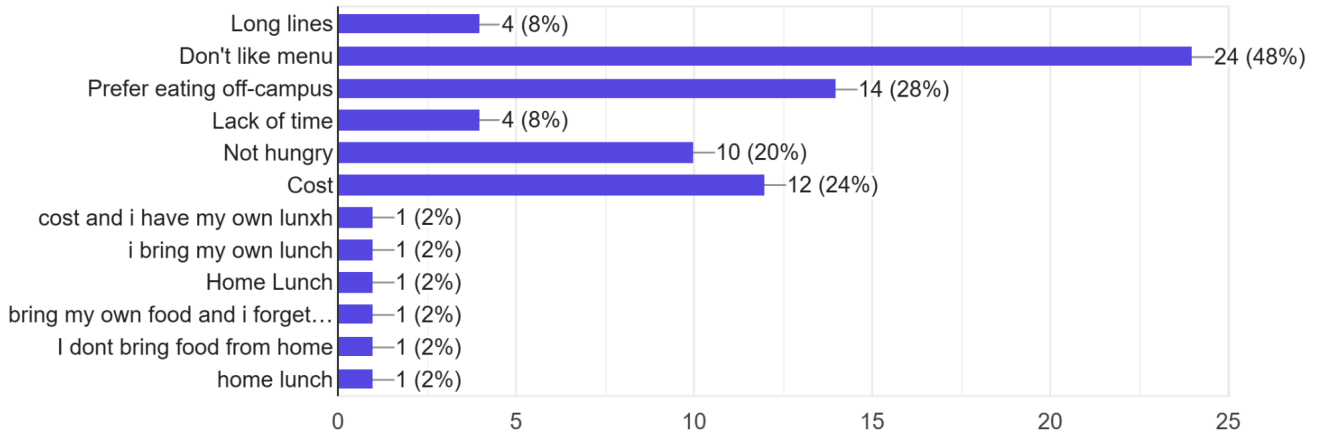


### Full responses for those that got cut off above.

- I only recently started eating again
- Depends on if it is something i like so it changes
- twice a month roughly
- it just depends on the week

**If you rarely eat at school, why do you typically skip school meals? (Select all that apply.)**

50 responses

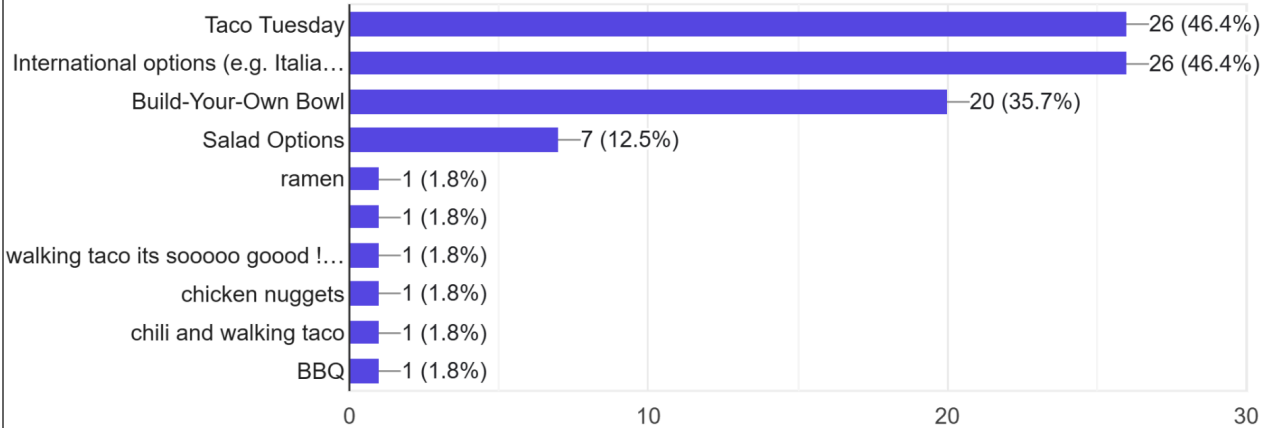


Full responses for those that got cut off above.

- bring my own food and i forget my password

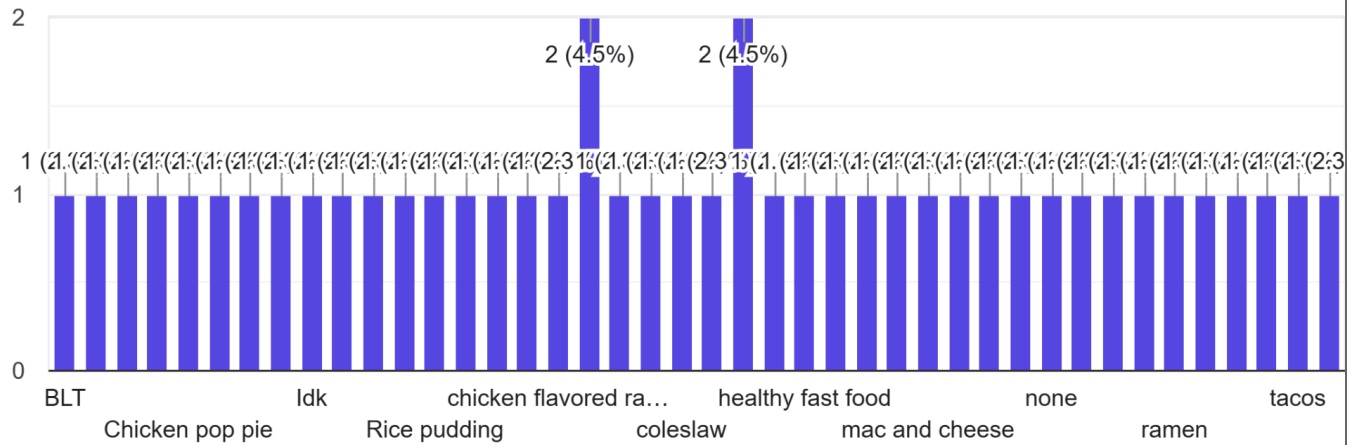
**Which of the following "theme days" would you most enjoy? (Choose top 2 choices)**

56 responses



## What is one specific food item not currently served that you would purchase if added?

44 responses

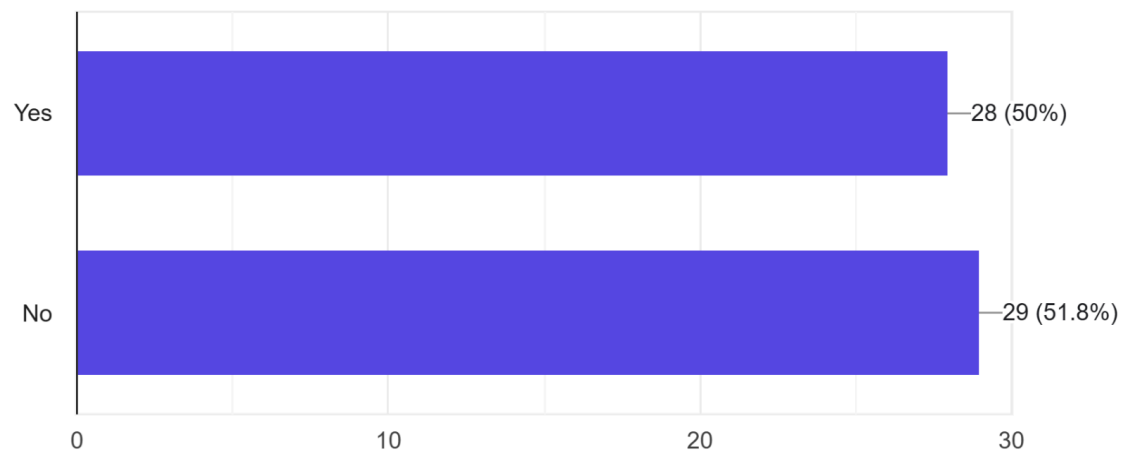


### Full list of responses:

- |                              |                                |                               |
|------------------------------|--------------------------------|-------------------------------|
| chicken strips               | pasta                          | enchiladas                    |
| Build your own bowl like how | tacos                          | Rice pudding                  |
| chipotle does                | Grilled Cheese                 | no idea                       |
| Chicken pop pie              | tacos and BBQ                  | ice cream on hot days         |
| healthy fast food            | not sure                       | pancake/waffle                |
| fried chicken                | idk                            | ramen                         |
| Loaded potato skins          | BLT                            | spicy mozzarella sticks       |
| loaded potatoes (baked       | chicken flavored ramen or beef | grilled cheese/ quesadilla    |
| potatoes with add ins)       | flavored ramen                 | fried chicken                 |
| coleslaw                     | Fried Rice and Terykai Chicken | TaQUITOS                      |
| colesaw                      | susi                           | none                          |
| nacho's                      | bbq rib burgers                | mac n cheese, make it cheesy, |
| Boneless wings               | Pork Chops                     | and not all watery and dry.   |
| Tacos                        | Prime rib                      | mac and cheese                |
| chicken strips               | chocolate chip cookie          | ldk                           |
| Chili with cinnamon rolls.   | smoothies                      | Baklava                       |

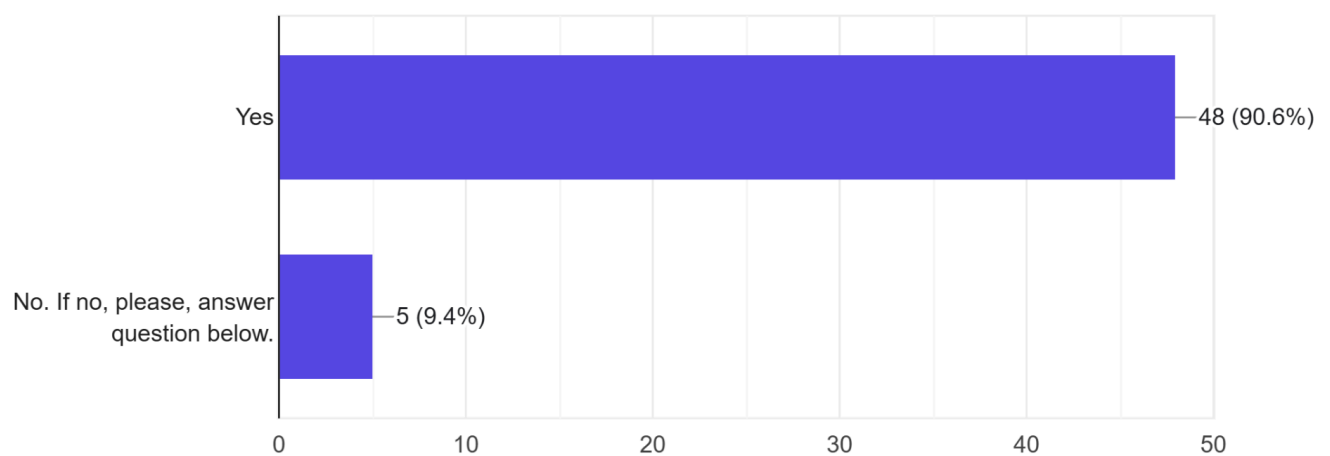
Do you feel that you have enough time to eat your meal without feeling rushed?

56 responses



Are there enough vegetarian and/or vegan options available daily?

53 responses



If you answered, "No", to the above, please provide your preferences. 4 responses

vegetarian are vegetables and they are very important

yes there are salads however, that seems to be the only option. most everything else is made with animal products or has meat. salads every single day would get kinda tiring if you only ate off of the vegan or vegetarian options

i want food

longer lunch times

## West Bonner County School District

### STUDENTS

3400

#### School Sponsored Extra-Curricular Activities

The Board recognizes that the goals and objectives of the district can best be achieved by providing a broad offering of purposeful learning experiences, some of which are more appropriately conducted outside of the regular school day and will be available to all students who voluntarily elect to participate.

#### Scope

Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school-sponsored extracurricular activities not listed.

#### Consequences for a Violation of Use or Possession of Alcohol, Other Drugs, and Tobacco

The following consequences outline the disciplinary action that will be taken in response to a violation of this policy concerning possession or use of alcohol, tobacco, or other drugs. These measures are designed to promote student safety, accountability, and integrity within the program while providing clear expectations for all student-athletes. All violations will be addressed consistently and in accordance with school policy and IHSAA guidelines, with each situation reviewed by administration to ensure fairness and appropriate application of consequences whether the violation is through drug testing or other means.

#### First Offense Grades 7-12- Drugs or Alcohol/Tobacco

1. The student shall be suspended for 20% of the competitions/contests for that season (ie. Basketball has 20 games so a student would be suspended for 4 games). If the suspension occurs during a time where there is less than 20% of games left to play, then the student would be done for the remainder of the season, including any district or state competition and the remaining percentage from the next season (i.e. 10 % at the end of basketball and 10% at the beginning of baseball). If the infraction occurs during a state competition, the student will be suspended from state play with possible additional suspensions at the discretion of the principal and athletic director. If suspended for any part of the season, the student forfeits any post-season league honors and if suspended for district and state play, the student forfeits their letter and school post season awards. During suspension, the student will be allowed to practice but will not be allowed to travel, suit up for games, or sit on the bench at home games.
2. A student must also enroll in a principal and athletic director approved drug and/or alcohol substance abuse assistance program. The enrollment must occur before the suspension is over. The cost of the assistance program will not be paid by the District.

3. If the student does not agree to and abide by the conditions stated above, the student will be suspended from athletics for the remainder of the current sports season.

### **Second Offense Grades 6-12**

A student athlete's second offense of the use or possession of smoking or chewing tobacco products, alcohol or drugs or any imitation, throughout grades 9-12, will result in the following action.

1. Student shall be suspended for the remainder of the season of the current athletic program he/she is participating and also the next sports season for which the student is eligible to participate.

### **Third Offense- Grades 6-12**

1. Student will be suspended from all extracurricular activities for the remainder of their junior high school/high school career. Offenses are cumulative through the career of the student-athlete in junior high school/high school.

Legal Reference: Vernonia School District 47J v. Acton, 515 U.S. 646 (1995)  
Todd v. Rush County, 139 F.3d 571 (7th Cir.), cert. Denied, 119 S.Ct. 68 (1998)  
Idaho Code 33-512 (12)

Policy History:

Adopted on:

Revised on:

2nd Reading: June 17, 2026

## **West Bonner County School District**

### **STUDENTS**

**3401**

#### **Extracurricular Activities Drug-Testing Program**

The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

#### **Purpose**

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his/her school under this program, other than as stated herein.

#### **Scope**

Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 7-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school-sponsored extracurricular activities not listed.

The independent laboratory receiving the samples will routinely test for alcohol, amphetamines, cocaine, and marijuana. Other drugs, such as LSD, may be screened at the request of this school district, but the identity of a particular student will not determine which drugs will be screened. The laboratory will be authorized to report test results only to the principal/administrative designee.

Samples will be collected on the same day the student is selected for testing or, if the student is absent on that day, on the day of the student's return to school. If the student is unable to provide a sample at any particular time, the student will be allowed to return later that same school day to provide the sample.

Any student athlete who willfully provides a false urine sample or otherwise tampers with a urine sample or undertakes any effort to obstruct, evaluate or impair the accuracy of the drug test will be suspended from further participation in the current sports season.

## **Consent Form**

It is MANDATORY that each student who participates in extracurricular activities has completed and return the Consent Form prior to participation in any extracurricular activity.

Each participant shall be provided with the Consent Form (3400F), which shall be dated, signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at Priest River Lamanna High School.

## **Frequency Testing**

1. All students will be tested at the beginning of the sport season and prior to participating. If the student athlete participated in a previous sport that year and has been subject to drug testing continuous thru the year, they will not be tested again on an initial sport season screening. If a student played a fall sport and did not play any more sports until the spring they would be subjected to an initial sport season screening prior to participating.
2. Random testing will occur at least once each month and may occur weekly during a sport season, ten percent of all student athletes, regardless of the sport, may be tested each week.

## **Testing Procedure and Chain of Custody**

1. Training and direction will be provided to those who supervise the testing program on proper method of collecting the urine samples and the setup of the collection environment.
2. The principal/administrative designee will be responsible for notifying and/or escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The administrator shall bring all the students drawn from the pool to the collection site simultaneously.
3. A sanitized specimen bottle will be given to each student. To maintain anonymity, the student's number, not name, will be on the specimen bottle. The bottle will remain in the student's possession until a seal is placed upon the bottle.
4. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to providing the urine specimen. The supervisor will also observe the student providing the urine specimen to ensure the specimen is not tampered with and is that student's specimen.
5. Before the student's urine is tested students will sign for their designated, pre-numbered, test kit.

6. Once the specimen is provided, the student will hand the specimen bottle to the supervisor and the student will be asked “Is this your urine?” With the response of “Yes” the supervisor will read and record the results of the test.
7. The specimen results must be read within 10 minutes of obtaining the specimen. If a specimen tests positive, the principal/administrative designee will notify the student testing positive, along with the student’s parent/guardian. (It is recommended that the urine is tested in a 2<sup>nd</sup> test kit, with the student preset, prior to notification of parent/guardian).
8. Before, any disciplinary action is taken, the student and his/her parent/guardian will be permitted (1) business day to submit verification of any prescription drug use, by providing proper documentation of the prescriptions to the building principal. Any documentation provided to the building principal will remain confidential.

### **Financial Responsibility**

1. The District will pay for all initial and random drug tests during the season.
2. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian. Such test must be performed within 24 hours of the initial positive test result.
3. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

### **Confidentiality**

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District’s commitment to confidentiality with regard to the program.

### **Consequences for a Violation of Use or Possession of Alcohol, Other Drugs, and Tobacco**

The following consequences outline the disciplinary action that will be taken in response to a violation of this policy concerning possession or use of alcohol, tobacco, or other drugs. These measures are designed to promote student safety, accountability, and integrity within the program while providing clear expectations for all student-athletes. All violations will be addressed consistently and in accordance with school policy and IHSAA guidelines, with each situation reviewed by administration to ensure fairness and appropriate application of consequences whether the violation is through drug testing or other means.

### **First Offense Grades 9-12– Drugs or Alcohol/Tobacco**

1. The student shall be suspended for 20% of the competitions/contests for that season (ie. Basketball has 20 games so a student would be suspended for 4 games). If the suspension occurs during a time where there is less than 20% of games left to play, then the student would be done for the remainder of the season, including any district or state competition and the remaining percentage from the next season (i.e. 10 % at the end of basketball and 10% at the beginning of baseball). If the infraction occurs during a state competition, the student will be suspended from state play with possible additional suspensions at the discretion of the principal and athletic director. If suspended for any part of the season, the student forfeits any post-season league honors and if suspended for \district and state play, the student forfeits their letter and school post season awards. During suspension, the student will be allowed to practice but will not be allowed to travel, suit up for games, or sit on the bench at home games.
2. A student must also enroll in a principal and athletic director approved drug and/or alcohol substance abuse assistance program. The enrollment must occur before the suspension is over. The cost of the assistance program will not be paid by the District.
3. If the student does not agree to and abide by the conditions stated above, the student will be suspended from athletics for the remainder of the current sports season.

### **Second Offense Grades 9-12**

A student athlete's second offense of the use or possession of smoking or chewing tobacco products, alcohol or drugs or any imitation, throughout grades 9-12, will result in the following action.

1. Student shall be suspended for the remainder of the season of the current athletic program he/she is participating and also the next sports season for which the student is eligible to participate.

### **Third Offense- Grades 9-12**

1. Student will be suspended from all extracurricular activities for the remainder of their junior high school/high school career. Offenses are cumulative through the career of the student-athlete in junior high school/high school.

Legal Reference: Vernonia School District 47J v. Acton, 515 U.S. 646 (1995)  
Todd v. Rush County, 139 F.3d 571 (7th Cir.), cert. Denied, 119 S.Ct. 68 (1998)  
Idaho Code 33-512 (12)

#### Policy History:

Adopted on: March 12, 2008  
Revised on: August 11, 2010  
Revised on: December 17, 2014  
Revised on: August 22, 2018  
Revised on: March 18, 2026

Revised on:

## West Bonner County School District

### COMMUNITY RELATIONS

4210

#### Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, ~~when such use does not interfere with the school program or school sponsored activities.~~ Such facilities may also be used for the operation of a senior citizen center. ~~Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.~~

Community use of West Bonner County School District #83 facilities shall be based on the following beliefs:

1. School facilities shall be provided primarily for the education of pupils.
2. Schools belong to the community and shall be available for other use, provided:
  - a. The activity shall not interfere with the educational program;
  - b. A community or civic group shall process a Facilities Use application and assume responsibility and liability of the use and care of the requested school facilities;
  - c. the user shall agree to the conditions stipulated on the form "Application for use of School Facilities."

~~Student and school related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs.~~ The Superintendent shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board ~~with each revision and update.~~ Use of school facilities requires the Superintendent's approval and is subject to the procedures ~~developed by the Superintendent and approved by the Board of Trustees.~~

For rental rate purposes, ~~organizations~~ *individuals and groups* seeking the use of school facilities have been divided into three categories:

#### Category 1 - School-Related or Child-Related Groups or other Government Agencies

Groups in this category are ~~basically~~ *Board recognized* community ~~groups~~ *organizations* (church or secular) whose memberships involve school-age children ~~whose~~ *with* leaders or advisors ~~that~~ are non-paid adults and ~~whose~~ *main* purpose is to ~~in some way~~ *educate the youngest member* and promote the welfare of youth or provide members of the community access to government programs to engage in opportunities for civic participation. These groups will not be charged a rental fee for the use of the buildings. ~~However, they will~~ *There may be charged* a charge for custodial fees ~~services~~ *and* minimum consumable items, such as paper products, should ~~their~~ use of the facility require ~~man hours beyond those which the custodial staff would have needed had the building not been used by the community group~~ *beyond the work day and/or work week* when additional staff are needed to supervise or clean the facilities.

Examples are: Scouts, Campfire, parent-teacher groups, 4-H, city or county sponsored recreation groups, garden clubs; polling places, presidential political caucuses and governmental groups.

### Category 2 - Nonprofit Groups

This category includes community non-profit organization with IRS Section 501- ( c ) 3 status (IRS numbers) and community groups of people whose leaders, advisors or coaches are paid adults who wish to use facilities owned by the school district which may require membership dues of entrance fees for lectures, promotional activities, political rallies, entertainment, college courses, athletic groups, exercise groups, dance groups, church services or church activities for which public halls or commercial facilities generally are rented. The district shall charge a rental rate, which will recover utility, capital expense, maintenance, energy and overhead costs for the use of the facility. Should there be custodial costs incurred as a result of the use, additional custodial costs will also be charged.

### Category 3 - Commercial Enterprises

This group shall include for-profit organizations not listed in #1 or #2 and non-profit organizations from outside the community.

### **Short-Term Use - Facility Use Agreement**

Application for use of school facilities shall be made for use up to four months.: Terms of use will be further spelled out in the Facility Use Agreement.

### **Long-Term Use - Rental Lease**

Application for use of school facilities shall be made for use four months or longer.: Terms of use will be further spelled out in a formal Rental Lease.

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the Superintendent's office.

Legal Reference: I.C. § 33-601      Real and personal property – Acquisition, use or disposal of same.  
I.C. § 33-602      Use of school property or buildings for senior citizen centers  
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

### Policy History:

Adopted on: March 12, 2008

Revised on:

**West Bonner County School District**

COMMUNITY RELATIONS

4210F

Fee Schedule for Community Use of School Facilities

**All fees indicated below are per hour.**

TYPE	SCHOOL DETAILS	Facility Use Agreement			Rental Lease
		Category 1	Category 2	Category 3	4 months or longer
<b>Gymnasium</b>	High School	No Charge	\$20	\$25	\$50
	Junior High School	No Charge	\$20	\$25	\$50
	Elementary Schools	No Charge	\$20	\$25	\$50
<b>Cafeteria</b>	High School	No Charge	\$10	\$15	\$30
	Junior High School	No Charge	\$10	\$15	\$30
	Elementary Schools	No Charge	\$10	\$15	\$30
	Kitchen Usage (District Nutrition Employee must be present)	\$20	\$35	\$45	\$90
<b>Library</b>	High School	No Charge	\$20	\$25	\$45
	Junior High School	No Charge	\$20	\$25	\$50
	Elementary Schools	No Charge	\$20	\$25	\$50
<b>Fields</b> (no admission charged)	High School	No Charge	\$15	\$25	\$50
	Junior High School	No Charge	\$15	\$25	\$50
	Elementary Schools	No Charge	\$10	\$15	\$30

TYPE	SCHOOL DETAILS	Facility Use Agreement			Rental Lease
		Category 1	Category 2	Category 3	4 months or longer
Fields (admission charged)	High School	No Charge	\$25	\$45	\$90
	Junior High School	No Charge	\$25	\$45	\$90
	Elementary Schools	No Charge	\$15	\$25	\$50
Auditorium with Sound System and Lighting	Junior High School	\$20	\$225 per day/event	\$325 per day/event	\$625
Classrooms	All Schools	No Charge	\$10	\$15	\$20

Should the services of additional personnel and consumable materials be required due to the nature of the use request, ~~the~~ charges will be based on \$20 per hour for ~~such~~ additional employee time and a reasonable cost for consumable materials.

**\*\*All fees collected by West Bonner County School District from community use of the facilities.**

Policy History:

Adopted on: March 12, 2008

Revised on:

Community Use of School Facilities - Facility Use Applications

~~Facility Use Applications:~~

School Facilities are primarily used to provide an educational program that promotes the welfare and education of students. From Time to time, community use of school facilities and equipment is permitted when it promotes the attainment of positive educational, cultural, recreational, and social or civic goals and values of the community.

Applications requesting use of ~~the~~ a school facility must be submitted to the ~~Facilities Office Superintendent or designee~~ at least ~~ten (10)~~ fourteen (14) days ~~or more~~ in advance of the ~~time desired~~ event/activity. ~~and~~ The application must be signed by a qualified representative of the organization desiring to use the ~~building~~ facility.

When considering facility use applications, the following ~~should will~~ be taken into consideration:

- a. The activity ~~should will~~ not interfere with the schedule of normal activities of the school or district.
- b. The content of the activity ~~should will~~ be reasonably appropriate in a school setting.
- c. The event is not in conflict with the health and safety of the District or community and does not violate any federal, state, or local ordinance.
- d. The user agrees to follow all health and safety protocols outlined by the District.

**Short-Term Use - Facility Use Agreement**

Application for use of school facilities shall be made for use up to four months.: Terms of use will be further spelled out in the Facility Use Agreement.

**Long-Term Use - Rental Lease**

Application for use of school facilities shall be made for use four months or longer.: Terms of use will be further spelled out in a formal Rental Lease..

~~The~~ Renting Use of school facilities will ~~ordinarily~~ be on a first-come-first-serve basis for eligible organizations, except ~~that~~ school-related activities shall have priority.

For available facilities and times, please view the school district web site at [www.sd83.org](http://www.sd83.org).

## Application Chain:

Building Principal - Community members / organizations may inquire about availability of facilities specific to each building. (during the time the school office opens in the summer and closes in the spring)

Superintendent or Designee - Facility Use Application must be submitted to Superintendent or designee at least 10 14 days prior to the desired dates of facility use.

Business Manager - all payments and final approval once payment is received.

Designee - After confirmation of the Facility Use Application approvals, the Designee will contact the group/individual using the facility to review Use Standards and provide a means to enter the facility.

## Right to Decline Use:

The use of the school premises will be denied when, in the opinion of the Superintendent or designee, such use may be construed to be solely for commercial purposes, there is probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings, or if it conflicts with any federal, state, or local public health ordinance or District health policy or procedure. The building principals ~~reserve the authority to may deny the application use of the District facilities~~ for good cause.

## Fees/Rental Costs:

The Superintendent, or designee, shall establish a schedule of fees and make additional adjustments in the fees as necessary for the use of any school facility or school grounds. Fees/rental charges shall cover costs of wages and benefits of school personnel involved and utilities. The Board of Trustees will review this fee schedule annually periodically.

## Categories Defined

For rental purposes, the organizations seeking the use of the school facility have been divided into three categories, please see 4210F for all the fee amounts schedule:

### Category 1

~~Groups in this eCategory 1 are basically is composed of~~ community groups (church or secular) whose memberships involve school-age children whose leaders or advisors are non-paid adults and whose main purpose is to in some way educate the youngest member. ~~These Category 1 groups will not be charged a rental fee for the use of the buildings school facilities. However, they will~~ There may be charged a charge for custodial fees services and minimum consumable items, such as paper products, should their use of the facility require man-hours beyond those

~~which the custodial staff would have needed had the building not been used by the community group beyond the work day and/or work week.~~

~~These include those organizations whose main purpose is to promote the welfare of boys and girls or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, parent teacher groups, 4-H, city or county sponsored recreation groups, garden clubs; polling places, presidential political caucuses and governmental groups. No fee shall be charged provided that additional staff are not employed to supervise or clean the facilities. A rental charge shall be established to recover additional utility costs which are incurred, in the event there are no school staff on duty, to reimburse the district for the costs of providing custodial services.~~

Groups in this Category 1 are basically composed of *Board recognized community groups organizations* (church or secular) whose memberships involve school-age children ~~whose with~~ leaders or advisors *that* are non-paid adults and ~~whose main purpose is to in some way educate the youngest member and~~ promote the welfare of youth or provide members of the community access to government programs to engage in opportunities for civic participation. ~~These groups will not be charged a rental fee for the use of the buildings. However, they will~~ There may be ~~charged~~ a charge for custodial fees services and minimum consumable items, such as paper products, should ~~their use of the facility require man-hours beyond those which the custodial staff would have needed had the building not been used by the community group~~ beyond the work day and/or work week when additional staff are needed to supervise or clean the facilities.

Examples are: Scouts, Campfire, parent-teacher groups, 4-H, city or county sponsored recreation groups, garden clubs; polling places, presidential political caucuses and governmental groups.

## Category 2

~~This e~~Category 2 includes community non-profit organization with IRS Section 501- ( c ) 3 status (IRS numbers) and community groups of people whose leaders, advisors or coaches are paid adults who wish to use facilities owned by the school district which may require membership dues of entrance fees for lectures, promotional activities, political rallies, entertainment, college courses, athletic groups, exercise groups, dance groups, church services or church activities for which public halls or commercial facilities generally are rented. The district shall charge a rental rate, which will recover utility, capital expense, maintenance, energy and overhead costs for the use of the facility. Should there be custodial costs incurred as a result of the use, additional custodial costs will also be charged.

## Category 3

~~This group~~ Category 3 shall include for-profit organizations not ~~listed defined~~ in Category #1 or Category #2 and non-profit organizations from outside the community

The following Custodial Fees apply:

1. \$20 when the custodian is required to open and close the building, but is not required to supervise or clean after the activity. At no time will a custodian supervise the activity.
2. When a custodian is required to open, clean, and close an area, ~~they~~ the custodian will receive the appropriate overtime rate based on the standard rate of pay for each employee. The custodian ~~must~~ will arrive one-half hour before the meeting starts, to ensure appropriate building use, clean as needed, and secure the building at the close of the activity.

Fees will be invoiced ~~and~~ to the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment. All fees/charges must be submitted to the ~~Facilities Director~~ ~~Director of Finance~~ District Office for final approval ~~before~~ of the ~~Facility Use Application is used~~ and or the renter will not be allowed to use the building until all fees/charges have been paid in full.

School Equipment: *(This section was moved from behind insurance coverage.)*

Each group is to use its own equipment, not that of the school unless special arrangements are made in advance. Under no conditions shall materials or equipment be taken from students' lockers or desks.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No District equipment shall be removed from the premises for use by non-district personnel unless otherwise provided for in ~~policy~~ procedure. All equipment used must be thoroughly cleaned and disinfected by the user.

Proper and accepted footwear shall be worn to ensure care of gym floors. Use of the gym can be cancelled immediately if not observed.

Tables and Chairs:

The District will charge a pre-paid fee of \$5 per table per day and 50 cents per chair per day to all community individuals or non-public agencies using these items off school premises. The renting individual or agency will also pay for any district costs associated with transporting these items, as well as all costs for replacement of any items lost or damaged during use. The funds collected for rental of these items will be placed in an account for purchase of replacing tables and/or chairs. District personnel and the renting individual/agency will inventory the number and condition of all items when they are taken and when they are returned to the district.

Keys/Card Keys:

Arrangements for Open/Close are the responsibility of the User and must coordinate with the ~~Facilities Director~~ **Superintendent or designee** at least one week prior to the first requested date of facility use. Keys will be provided by the building principal's office. There is a \$15 refundable key deposit, which will be forfeited if the key/card key is not returned on the agreed upon date entered on the Facility Use Agreement - 4220. If keys are not returned the ~~Facilities Director~~ **Superintendent or designee** is to be contacted immediately to deactivate card keys.

During approved activities by outside groups only authorized personnel may allow admittance to any building. The building principal for one-time use may give out keys. No non-school person may have a building key on a semi-permanent or permanent basis.

#### Insurance Coverage:

The Board ~~may~~ **requires** facility users to carry a commercial general liability insurance policy with a minimum limit per occurrence of \$1,000,000 and a \$2,000,000 aggregate limit. A Certificate of Insurance for the policy, naming the West Bonner County School District as an additional insured, ~~may also be~~ **is** required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event. All non-school groups must have proof of liability insurance on file at the District Office.

Each group is responsible to see that only its members are admitted **to the activity/event**.

Groups or individuals who use school property are responsible for any and all people they admit during their rental time. It is ~~recommended~~ **required** that groups limit access to facilities to their group or provide a person to monitor activity by members of the public who just show up. In any case, the renting group will be held responsible for the behavior of all people during their rental time.

#### **Inventory of Facility/Equipment**

**The District or organization renting the facility may create an inventory, including a graphic record to assure the facility/equipment is left in usable condition without repair needing to be made after use.**

#### Supervision:

At least one District employee must be on hand, paid for by the **community** organization, when in the opinion of the Superintendent or designee it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

Whenever ~~a cafeteria~~ **kitchen equipment** is used, it shall be under the supervision of a ~~school~~ **Child Nutrition** employee. The group using the facility shall ~~reimburse~~ **pay** the District ~~for~~ the **salary hourly rate and benefits** of the employee **for supervising use of the kitchen equipment**.

~~No school building or facility shall be used for any purpose which could result in~~ Activities prohibited by law as well as picketing, rioting, disturbing the peace and school operations are not permitted or allowed as these acts may cause, ~~or~~ damage to district facilities and/or equipment property ~~or for any purpose prohibited by law.~~

No access to other rooms or equipment in the building shall be permitted unless designated ~~by agreement~~ in the application.

#### Outdoor Facility Usage:

Because of the value of the District's playing fields and the community's total recreational opportunity, all residents may use the fields. Use must be appropriate and compatible with each playing field and its surrounding area. Such use shall not result in destruction, damage or undue wear or pose a hazard to children or others. Activities, which endanger others or cause damage to field and lawns, are prohibited. Should damage to fields or lawns occur, the Superintendent shall make a reasonable effort to obtain restitution for the damage.

The following applies to all District outdoor facility rentals:

1. The rental group shall be responsible for the full replacement cost of any facility or equipment damage.
2. The procedure for cancellation of outdoor events due to threatening weather and/or field conditions is as follows:
  - a. If field conditions are such that play is not recommended, the ~~Facilities Director Superintendent or designee~~ shall notify the rental group as far in advance as possible that contests must be cancelled. Practice field rental will be substituted, if possible.
  - b. If there is rain the day of the scheduled contests, the game field rental is considered cancelled and game fields are not to be used. Questions can be answered by calling the ~~Facilities Director Superintendent or designee~~.
3. All equipment items the rental group desires must be listed on the rental agreement.
4. Requests for night rentals will be reviewed on a case-by-case basis.
5. Rental Groups are responsible for picking up trash at the field. If custodians are required for clean up rental groups will be assessed a custodian fee.

#### Fees:

All fees collected by West Bonner County School District from community use of the facilities will be ~~designated~~ credited to the school facility account in which the facilities use of the facility takes place.

Legal Reference: I.C. § 33-601      Real and personal property – Acquisition, use or disposal of same.  
I.C. § 33-602      Use of school property or buildings for senior citizen centers  
Lamb’s Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

Adopted on: March 12, 2008  
Revised on: October 15, 2014  
Revised on: August 19, 2020  
Revised on: February 6, 2024  
Revised on: February 6, 2025

WEST BONNER COUNTY SCHOOL DISTRICT #83

School Board Meeting--- June 17, 2026

District Office

- Met June 11, 2026 in Jared Hughes classroom
  - a. Jared Hughes and Johnathan Walsh participated in the review and the vote on the curriculum
  - b. Jared shared the school policy in regards to curriculum adoption and purchase
  - c. Jared shared the CTE standards from the state
  - d. Limited options (only the ones that Jared shared)
  - e. Cengage wildlife and natural resource management 4<sup>th</sup> edition
  - f. The state does not have a state approved book for Forestry and Wildlife
  - g. Book has the basics of natural resources
  - h. Introduction to Forestry and Natural Resources Edition 2
  - i. Both textbooks are introduction to college level
  
- Requesting approval for the adoption of
  - a. **The grant was \$8000**
    - i. **All funding will come from the grant**
  - b. Classroom set of 30
  - c. Quotes: Elsevier \$2679.72 (Forestry book), Cengage \$4389 (Wildlife book) includes everything. Total of \$7068.72 includes shipping.
  
- Time Line:
  - a. November-December 2025—Board approval for Forestry and Wildlife Adoption Committee
  - b. January-March Quotes have been received
  - c. May—CTE advisory board informed and asked to attend curriculum committee meeting
  - d. June 11<sup>th</sup> –Curriculum Committee Meeting
  - e. June 17<sup>th</sup>-- Board Meeting for approval of curriculum
  - f. June 2026-- Order curriculum August 2026
  - g. Implement the curriculum with all firefighting classes

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Product	ISBN	Quantity	Sales Price	Total Price
Wildlife & Natural Resource Management	9781305627741	30.00	USD 133.00	USD 3,990.00
	Subtotal		USD 3,990.00	
	Total Price		USD 3,990.00	
	Shipping and Handling		USD 399.00	
	Grand Total		USD 4,389.00	
	Total Savings		USD 0.00	

**Accept Quote**

Order Creation Link <https://cengageorg.my.site.com/Service/s/k12-order?orderId=00147399>

**Terms & Conditions**

This quote shall be deemed accepted by Customer upon Cengage receiving (i) any written confirmation indicating acceptance, or (ii) a Customer purchase order. Any terms or conditions contained in any written confirmation or Customer purchase order will have no force and effect and will not amend or modify this quote. Once confirmed, an invoice will be sent on the start date of Customer purchase. Notwithstanding anything in the Terms (defined below), invoices are due and payable within thirty (30) days from receipt of the applicable invoice. This quote shall be governed by the terms and conditions for Products and/or Offerings found at <https://cengage.widen.net/s/glsqhrqfht/ngl-online-sales-terms--jan-2025> (the "Terms"), except (i) where Customer has a written sales agreement executed by Cengage for the Products and/or Offerings referenced herein, in which case such written sales agreement will govern, or (ii) as otherwise set forth herein.

If Customer wishes to negotiate terms, please reach out to Cengage to obtain the proper agreement. All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage.

**Additional Information**

**Comments**

# INVOICE

IDAHO SCHOOL BOARDS  
ASSOCIATION, INC.  
199 N Capitol Blvd Ste 503  
Boise, ID 83702-5937

info@idsba.org  
+1 (208) 854-1476



**Bill to**  
West Bonner County SD #083  
134 Main St  
Priest River, ID 83856-5059

**Ship to**  
West Bonner County SD #083  
134 Main St  
Priest River, ID 83856-5059

## Invoice details

Invoice no.: 4628  
Terms: Net 60  
Invoice date: 05/21/2026  
Due date: 07/20/2026

#	Product or service	Description	Qty	Rate	Amount
1.	<b>Member Dues Next Year</b>	ISBA Membership Dues for July 2026 – June 2027	1	\$2,649.69	\$2,649.69
				<b>Total</b>	<b>\$2,649.69</b>

100-632.310

May 21, 2026



Dear ISBA Members,

On behalf of the ISBA Executive Board, officers, and staff, I want to take this opportunity to thank you for your continued support of ISBA and our mission to ensure, in full partnership with you, that Idaho's school boards are empowered to effectively govern for the success of their students. It is through your membership that ISBA can be the voice of school board members throughout the state of Idaho. As a member organization, we provide you with a myriad of services to support you in the education of all of Idaho's public school students.

**We stand committed to ensuring ISBA focuses on uniting our members to tackle the common challenges facing all school board members, whether they hail from larger urban areas or our most rural parts of Idaho.** Here is a *snippet* of the opportunities your board and staff have received from ISBA this past year:

- The **2025 Annual Convention** marked the highest attendance in ISBA's history (over 560), with 88.9% of attendees rating the event as very good to excellent. We offered 80 workshops throughout the event to offer a wide variety of learning opportunities.
- **Regional Meetings** provided attendees the chance to network with neighboring board members facing similar challenges, discuss legislative proposals, and share lessons learned.
- The **Policy Update Service** covered topics this year such as alternative vehicles used to transport students, changes in public record law, and requirements for managing federal funds and making purchases with them. We also presented our newly-rewritten model dress codes for staff and students. We continued to provide Policy Update Webinars to help explain the major policy updates. ISBA continues to offer and provide our Policy Rewrite Service to help boards overhaul their policy manuals.
- **Advocacy and Government Affairs Representation** such as working to protect students accessing Idaho Digital Learning Alliance amid budget cuts, protecting K-12 budgets from across-the-board cuts, advocating for budget flexibility, shifting accountability to a meaningful 3-year plan with goals established by the local school board, and advocating for local school boards to retain governance authority over their schools. This also includes year-round advocacy both at the state and federal level. Your membership to ISBA gives you access to advocacy events like Day on the Hill, as well as need-to-know information on urgent legislative alerts, weekly Capitol Notes newsletters, a bill tracker during the legislative session, and legislative implementation support. New this year was "The Hill", our report focusing on federal issues and federal court cases impacting school operations, along with the "ISBA Leg Rep" Program, designed to empower each local board to have a voice in statewide advocacy. Participation was strong with 61 school districts and charter schools taking part!
- Access to a **wide range of valuable resources, services, and tools** to support your board's work. These include a yearly updated salary schedule and master agreement bank, timely insights into hot topics in school board governance through "Bite Size Governance" webinars, comprehensive toolkits covering school board vacancies and board roles, guidance on implementation such as recent laws surrounding teachers unions, the Superintendent Search Service, a model job description service, ISBA's Job Center for posting district/charter career opportunities, and much more.

*Empower and champion school boards to foster student success.*



- In addition, **your membership extends to national resources** through the Consortium of State School Boards Associations (COSSBA), giving you access to webinars, events, and a broader support network on a national level.
- Regular online learning opportunities, including the **monthly Board Chair Meet-Up, Webinars for new board members, Policy Webinars, Legislative Update Webinars, and our Charter Board Member Networking.**
- **Services for Board Clerks** including monthly trainings, professional development events, resources, and more.

To ensure that ISBA can carry out these goals and continue to be a powerful advocate on behalf of Idaho's public school students, your continued membership is vital. As a reminder, the dues formula is based strictly on student enrollment – including a base dues amount and enrollment factor. The ISBA Executive Board voted and unanimously approved **no dues factor increases this year.** Because of the formula and changes in your enrollment, you may see some changes in the dues being assessed to your school district or charter school. If you have any questions about your dues, please feel free to give me a call.

In closing, I want to **thank you for your service** to your local school district or charter school. You remind me why a local school board is ideally positioned to be a model of innovation by volunteering to serve a vital need for Idaho students and families. And, with your support, we are building the bridges necessary to carry us forward into 2027 and beyond.

**We are proud to offer a wide range of valuable benefits and services as part of your membership. Please see the enclosed brochure highlighting some of our most popular benefits.**

I look forward to working with you to serve Idaho's public schools and their students. Please contact me with any questions or comments.

Best Regards,

A handwritten signature in black ink that reads 'Misty Swanson' in a cursive script.

Misty Swanson  
Executive Director

Enclosure

*Thank you for your service!  
Please reach out if I can  
be of help. - Misty  
c: 208 841 2104  
e: misty@idsba.org*

*Empower and champion school boards to foster student success.*



REPRESENTING IDAHO'S PUBLIC SCHOOL BOARDS WITH PURPOSE SINCE 1942



# YOUR ASSOCIATION YOUR MEMBERSHIP

- Idaho-based • Member-driven • Promotes local governance
- Serving rural and urban communities

## MOST USED MEMBER-ONLY BENEFITS



### 1. COLLECTIVE VOICE FOR PUBLIC EDUCATION & SCHOOL BOARD MEMBERS

Your voice matters—and we make sure it's heard. Since 1942, ISBA has represented members year-round at the Statehouse, in committees, with constitutional officers, and with key decision-makers. We follow member-driven advocacy for school districts and charter schools on the issues that matter most, helping shape education policy across Idaho.

*ISBA provided testimony and policy guidance on over 60 pieces of legislation during the 2026 legislative session.*



### 2. TIMELY EXPERTISE & ON-DEMAND RESOURCES

Get timely answers when you need them. ISBA staff provide trusted guidance on governance, policy, negotiations, and emerging issues, helping you make informed decisions with confidence. We are available for your questions and requests for information.

*A recent example is the new teacher union restrictions FAQ sent in April 2026.*



### 3. EVENTS

Build strong, effective boards through high-quality training and connection. ISBA offers members-only opportunities to learn, collaborate, and grow through events such as:

- Annual Convention
- Day on the Hill
- Leadership Institute
- Region Meetings
- Board Chair & Clerk Monthly Meet-Ups
- Legislative Rep Network Meetings
- Policy Update Webinars
- Webinars and Required Trainings

*Member-exclusive events designed for Idaho school leaders.*

**800+ IDAHO PUBLIC SCHOOL BOARD MEMBERS**



#### 4. POLICY & LEGAL SERVICES

Stay compliant and protected in a changing environment. ISBA provides ongoing policy updates and resources to keep your district current with state and federal requirements. Membership also includes four hours of pre-paid legal services annually through Anderson, Julian & Hull.



#### 5. BOARD DEVELOPMENT WORKSHOPS

Strengthen your board's effectiveness with tailored training designed to meet your unique needs. ISBA offers both complimentary and reduced-fee workshops focused on governance, leadership, and team development.

*We can customize workshops around your board's goals.*



#### 6. PUBLICATIONS & ESSENTIAL TOOLS

Stay informed with timely updates and practical resources that support your work, including: the SLATE magazine, Capitol Notes, The Hill and Federal Court Report, Clerk's Manual, and Election Timeline.



#### 7. ADDITIONAL SERVICES

Access specialized services that support your district's or charter's success: Superintendent Search Service, Board Clerk Program, and Job Center. Your ISBA membership also provides access to the national organization, COSSBA, and its events and services.

*ISBA provides the only program in the state providing support for board clerks in their important role. We hold monthly meetings, a retreat, and on-demand Q&A opportunities.*



#### 8. STATEWIDE ENGAGEMENT

ISBA helps members stay informed before major decisions are made. Our strong relationships with education stakeholders across the state help amplify your voice and represent member perspectives in statewide discussions.



#### 9. LABOR RELATIONS

ISBA produces labor relation resources each year including the Salary Schedule, Master Agreements Database, and Job Center. We also provide negotiations trainings and offer a Model Job Description Manual.

*Contact ISBA with questions related to your negotiations – before, during, or after.*



#### 10. INSURANCE PROGRAM

Members have access to the ISBA Insurance Plan, provided through Moreton & Company, offering property, liability, and travel coverage tailored to Idaho school districts and charter schools.

*Serving Idaho schools with trusted coverage since 1984.*

### SUPPORTING YOU EVERY STEP OF THE WAY

ISBA membership ensures you are informed, supported, and represented—so you can focus on what matters most: serving students and your community.

## RESOLUTION 26\_27-1

Resolution of the West Bonner County School District No. 83 authorizing the entry into a Cooperative Service Agreement (North Idaho Region 1 Co-op for Nutrition Services) with other school districts as authorized by Idaho Code 33-317.

WHEREAS, West Bonner County School District No. 83 is vested with certain powers and duties as authorized by Idaho Code Title 33, with particular reference to Idaho Code 33-317 Cooperative Service Agencies; and, WHEREAS, it is deemed in the best interests of the District and patrons there of the District enter into such an Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of West Bonner County School District No. 83 enter into an agreement with other school districts within the five northern counties of Idaho, and participate in the North Idaho Region 1 Co-op for Nutrition Services formed pursuant to the Idaho Code 33-317.

BE IT FURTHER RESOLVED that the chairman, or in the Chairman's absence, the Vice Chairman, and the Clerk of the Board of Trustees be and hereby are authorized to execute the Cooperative Service Agency Purchase on behalf of the District.

Dated this 17th day of June, 2026.

\_\_\_\_\_  
Sonja Ann Yount, Board Chair

\_\_\_\_\_  
Margaret Hall, Vice Chair

\_\_\_\_\_  
Delbert Pound, Board Trustee

\_\_\_\_\_  
Kathy Nash, Board Trustee

\_\_\_\_\_  
Robert Bauer, Board Trustee

Attest:

\_\_\_\_\_  
Darcie J Humphrey, Clerk of the Board

**West Bonner County School #83**

The prices are based on adjusting SY 2025-26 price requirement by the 2% rate increase plus the Consumer Price Index (3.85%).

SY 2026-27 Weighted Average Price Requirement	
Requirement to the nearest cent	Requirement ROUNDED DOWN to the nearest 5 cents
\$ 4.08	\$ 4.05

**SY 2026-27 Price Raise Calculator**

**Step 1**

If the SY 2025-26 Weighted Average Price is equal to or above the target price of \$4.16 then the SFA is compliant for SY 2026-27.

**SY 2025-26 Weighted Average Price Calculator**

Enter the paid prices and number of paid lunches sold at each price for October 2025.

	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2025-26
1	1,053	\$ 3.95	\$ 4,159.35	
2	368	\$ 4.15	\$ 1,527.20	
3			\$ -	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
<b>Total</b>	<b>1,421</b>		<b>\$ 5,686.55</b>	<b>\$ 4.00</b>

**Step 2**

Shortfall or Credit
Enter any shortfall or credit carried forward from SY 2025-26

**Overview of the Calculations**

<b>Total Price Increase for SY 2026-27</b> (Based on the requirement rounded down to the nearest 5 cents)	
\$	<b>0.05</b>
<b>Required Weighted Average Price for SY 2026-27</b> (Increase with the 10 cents cap)	
\$	<b>4.05</b>
<b>Remaining Shortfall to Meet the Total Price Increase for SY 2026-27</b> (Based on establishing the price with the 10 cents cap)	
\$	-
<b>Credit From the Total Price Increase for SY 2026-27</b> (Based on a greater price in SY 25-26 and/or credit from the previous year)	
\$	-

**(Optional Step)**

**Pricing Estimation Calculator**

Below is a tool allowing users to manipulate prices to achieve the required weighted average price for SY 2026-27.

	Number of Paid Lunches	Paid Lunch Prices	Monthly Revenue	Weighted Average Price for SY 2026-27
1	1,100	\$ 4.00	\$ 4,400.00	
2	400	\$ 4.20	\$ 1,680.00	
3			\$ -	
4			\$ -	
5			\$ -	
6			\$ -	
7			\$ -	
8			\$ -	
9			\$ -	
10			\$ -	
<b>Total</b>	<b>1,500</b>		<b>\$ 6,080.00</b>	<b>\$ 4.05</b>

**Step 3**

[SY 26-27 Report](#)

To review the instructions for the SY 26-27 Price Raise Calculator:

[Instructions](#)

Attention: Users should only enter information in the cells highlighted in green. Modifications should not be made to the tool as changes can cause an incorrect new average price to be calculated which will impact future calculations.

# IDAHO HILL ELEMENTARY SCHOOL

*2026-2027*

*PARENT AND STUDENT HANDBOOK*



**“Where Everybody is Somebody”**

**402 E. 3<sup>rd</sup> Street S.**

**Oldtown, ID, 83822**

**(208) 437-4227 Fax (208) 437-2290**

### OFFICE HOURS

7:00 a.m. to 4:00 p.m. Monday - Thursday

### DAILY STUDENT SCHEDULE

7:45 a.m.- 3:25 p.m. Monday - Thursday



### IMPORTANT TELEPHONE NUMBERS

**Idaho Hill Elementary** . . . . .(208) 437-4227

Principal: Loretta Glazier

Secretary: Camie Kielkowski

#### Other District Schools

Priest River Elementary. . . . . (208) 448-1181

Priest Lake Elementary. . . . .(208) 443-2555

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 Students, Parents, and Guardians,

Welcome to Idaho Hill Elementary! We are honored to partner with you in your child's education and excited to have you as part of our school community.

At Idaho Hill Elementary, we believe every student can achieve at high levels when provided with strong instruction, meaningful support, and opportunities to grow. Our commitment to academic excellence is reflected in the high expectations we hold for all students. We strive to create engaging learning experiences that challenge students to think critically, work hard, and take pride in their accomplishments. Whether students are learning to read, mastering math concepts, exploring science, or developing problem-solving skills, our goal is to help every child reach their fullest potential.

While academic achievement is a top priority, we also recognize that education extends beyond the classroom. We are equally committed to helping students develop strong character and citizenship skills. We believe that respect, responsibility, kindness, and integrity are essential qualities that contribute to success in school and in life.

This year, we will place a special emphasis on manners and respectful interactions. Simple courtesies such as saying "please" and "thank you," listening attentively, using respectful language, and treating others with kindness help create a positive school culture where everyone feels valued and welcomed. Good manners demonstrate respect for ourselves and others and are an important part of becoming responsible citizens.

Our staff works diligently to create a safe, supportive, and inclusive environment where students are encouraged to do their best academically while developing the character traits necessary to become productive members of their communities. We know that the strongest educational partnerships occur when schools and families work together, and we encourage open communication and active involvement throughout the school year.

Thank you for entrusting us with your child's education. We look forward to a successful year filled with learning, growth, and achievement. Together, we will help our students develop the knowledge, skills, character, and confidence they need to succeed.

Welcome to Idaho Hill Elementary!

Warmly,

**Loretta Glazier**

Principal

**2026-2027 IDAHO HILL ELEMENTARY STAFF**

NAME	POSITION	CONTACT
Loretta Glazier	Principal	lorettaglazier@sd83.org
Camie Kielkowski	Secretary	camiekielkowski@sd83.org
	Counselor	@sd83.org
Angela Raffety	Kindergarten Teacher	angelaraffety@sd83.org
Savanna Bowman	Grade 1 Teacher	savannabowman@sd83.org
Nancy Gregory	Grade 2 Teacher	nancygregory@sd83.org
Shannon Morris	Grade 3 Teacher	shannonmorris@sd83.org
Retta Knapp	Grade 4 Teacher	rettaknapp@sd83.org
Sarah Fahey	Grade 5 Teacher	sarahfahey@sd83.org
Jodi Miller	Grade 6 Teacher	jodimiller@sd83.org
Jody Croff	Special Education Teacher	jodycroff@sd83.org
Jennah Carpenter	PE Teacher/Intermediate Math Interventionist	jennahcarpenter@sd83.org
Lucy French	Art Teacher	lucyfrench@sd83.org
Michelle Wendle	Music Teacher	michellewendle@sd83.org
Sonja Sheck	Title 1 Paraprofessional/Playground Aide	sonjasheck@sd83.org
Marie Crossley	Library Tech/STeAM Paraprofessional	mariecrosley@sd83.org
Ciarra Benton	Title 1 Paraprofessional	ciarrabenton@sd83.org
Cherice Guthrie	Title 1 Paraprofessional	chericeguthrie@sd83.org
Krystal Barton	Title 1 Paraprofessional	krystalbarton@sd83.org

Sammye Sevy	SPED Paraprofessional	sammyesevy@sd83.org
Roxanne Gawel	SPED Paraprofessional	roxannegawel@sd83.org
Susan Peterson	Kitchen Staff	susanpeterson@sd83.org
Mary Rife	Kitchen Staff	maryrife@sd83.org
Jamie Rodriguez	Custodian	jamierodriguez@sd83.org

## NEW STUDENTS TO WEST BONNER COUNTY SCHOOL DISTRICT

### 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.

## **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

1. 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.
2. 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.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. 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;

- b. Accessing information pertaining to the manufacture of weapons;
- c. Accessing uses that cause harm to others or damage property;
- d. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- e. Downloading copyrighted material;
- f. Using the network for private financial or commercial activities;
- g. Wastefully using resources, such as file space;
- h. Hacking or gaining unauthorized access to files, resources, or entities; uploading a worm, virus, or other harmful form of programming;
- i. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
- j. Using another user's account or password or some other identifier that misleads message recipients into believing that someone other than you is communicating;
- k. Posting material authored or created by another, without his/her consent;
- l. Posting anonymous messages;
- m. Using the network for commercial or private advertising;
- n. 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;
- o. Using the network while access privileges are suspended or revoked;
- p. Promoting political, personal, or religious causes in a way that presents such opinions as the view of the District;
- q. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications; and
- r. 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

4. 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:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or staff.
  - d. 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.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property of The District.
  
5. 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.

6. 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.
7. 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.
8. 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
9. 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.
10. 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.
  - a. 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.
  - b. 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.
  - c. 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.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and the student.
  - f. Violation of the copyright web publishing rules may result in denial of access to the network.
11. Use of Electronic Mail.
  - a. 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.
  - b. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.

- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. Use of the District's electronic mail system constitutes consent to these regulations.

## **INTERNET SAFETY**

- 1. 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.
- 2. 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.
- 3. 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.
- 4. 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**

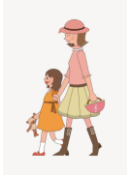
### **HOME / SCHOOL COMPACT / PARENT PARTNERSHIP**

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 30 minutes 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 assistance.



## 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.

## **STUDENT BEHAVIOR**

### **SAFE, RESPECTFUL, RESPONSIBLE, AND KIND BEHAVIOR 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:**

- Be honest
- No pushing/shoving
- No hitting/kicking
- No leaving classroom without permission
- No hiding in restroom

#### **RESPECTFUL:**

- Be honest
- Maintain an active learning environment (don't disrupt the learning of others)
- Use appropriate language
- Follow instructions the first time they are given
- Speak in a polite, calm tone

- Arrive on time and be prepared for class
- Don't write on desks, walls, or any school property

**RESPONSIBLE:**

- Be honest
- Be on time to school/class
- Listen carefully to teacher/instruction
- Listen while others are speaking
- Focus on **your** learning
- Ask questions to help you learn
- Study/complete homework

**KIND:**

- Be honest
- Play/work with others (don't exclude)
- Use kind words (if you can't say something nice, don't say anything at all)
- Have compassion for others

**Inappropriate or Unacceptable Behavior** will be dealt with in an appropriate, progressive manner:

- Warning
- Recess detention
- Lunch detention
- ISS - In School Suspension
- OSS - Out of School Suspension

A parent/guardian will always be called or emailed regarding inappropriate or unacceptable behavior by the classroom teacher and/or the principal, particularly if the student has been referred to the office.







**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 a 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 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.

# 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 front office door.
- The inside door of the office breezeway will remain locked.
- ALL visitors, parents, and guardians MUST check into the office before entering the building
- Visitors must present a valid picture ID to be scanned through the Raptor System, including parents who pick up their child(ren)
- All persons entering the building *MUST* check 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
4. 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: BB 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.

<https://resources.finalseite.net/images/v1753375928/sd83org/wzjimgbstpqrmxzrqss/SexualHarassmentDiscriminationandRetaliation.pdf>

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.

<https://resources.finalseite.net/images/v1753380752/sd83org/n5upaav0yjakxww3klrd/3290F.pdf>

### **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.

<https://resources.finalseite.net/images/v1753375914/sd83org/ulexfar7il2lncfswccg/HazingHarassmentIntimidationBullyingCyberBullyingandMenacing.pdf>

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.

## **CRITICAL MISCELLANEOUS INFORMATION**

### **CONFERENCES**

The vital link between home and school is strengthened by close communication. Parent/Teacher conferences for elementary students are scheduled for **November 4th and 5th from 1:30 - 8 p.m. Dismissal time is 1 p.m.** Please refer to the enclosed District calendar for all important 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.

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

These organizations are very beneficial and a welcomed part of the school's overall educational program. They have promoted and assisted in many excellent projects and activities focused on helping the students of this community. The September 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.

### **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 that a doctor's services are required, the child will be transported directly to the doctor. All minor injuries (minor cuts, scrapes, etc.) will be treated at school unless the school is directed 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 the event of an 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 of kids. 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 to be able to reach a parent/guardian quickly in the event of a student injury or student illness
- A current daytime phone number(s) **must** be provided to the school secretary
- In the event a parent/guardian cannot be reached and in the judgment of the school staff that a doctor's service is required, the student will be transported directly to a doctor
- All minor injuries (minor cuts, scrapes, etc.) will be treated at school unless the school is directed by a parent/guardian 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.

## FAMILY ENGAGEMENT

Idaho Hill Elementary values strong family involvement and hosts a variety of events throughout the year, including Open House, Turkey Bingo, family movie nights, Spring Fling, and Christmas concerts, providing opportunities for students, families, and staff to connect and celebrate together.



## SCHOOL PROGRAMS & RESOURCES

### 2026-2027 School Year Pricing Grades K-6



	Breakfast	Reduced	Milk	Lunch
Student	\$2.35	\$.30	\$.90	\$3.90
Adult	\$3.75	\$.40	\$.90	\$5.50



As a participant in the federal food program, Idaho Hill is able to offer a nutritious breakfast and lunch program for our students. The meals are cooked and served daily, 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 at <https://www.sd83.org/departments/childnutrition> 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-resentation 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.

## VOLUNTEERS

- We encourage parents/guardians to become involved by helping in the classroom
- Volunteers follow the same rules as the staff while in schools or on school grounds
- All volunteers must sign in and out at the office each time they visit; a volunteer badge will be issued
- **ALL VOLUNTEERS MUST HAVE THEIR DRIVER'S LICENSE SCANNED THROUGH THE RAPTOR SECURITY SYSTEM BEFORE VOLUNTEERING 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.
- Volunteer forms are available at the District Office; there is a fee associated with this process.



## SCHOOL ARRIVAL & DEPARTURE

- 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 AFTER SCHOOL ROUTINE

- Parents **must** send a note or call the office in advance explaining a change in regular after-school pickup routine
- **Notes are required** for a student who is to ride a different bus or get off at a different stop
- School personnel will send students home in their normal manner without prior notification from the legal guardian
- In the event advanced planning fails, phone the school and request a message be delivered to the child
- Please try to schedule all doctor or dentist appointments after school hours, after 1:00 p.m., or on Friday. Your assistance is greatly appreciated.
- 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.

**PLAYGROUND RULES:**

- Dress appropriately for weather conditions; follow the dress code in the student 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
- NO ROUGH GAMES shall be played involving pulling/tearing of clothing, tripping, kicking, or shoving
- Request permission to use the restroom
- Staff member on playground duty is person in charge
- No toys, cell phones, CD players, etc, are allowed on the playground

**RECESS**

- Our school requires all children to 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 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.

**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.

**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, 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 worn in the building

- clothing with symbols, words, pictures... alcohol or drug related, sexually explicit or implicit, or deemed inappropriate by Principal is not allowed
- shorts, dresses, or skirts must reach the end of students' fingers when arms at sides
- no belly shirts allowed, meaning no part of the stomach should be exposed
- students must wear footwear at all times
  - shoes with wheels are not permitted
  - snow boots are encouraged for outside use in the winter; they are **not** allowed in the gym
- tank top straps to be a minimum of 1 inch wide; backless shirts and halter tops are not allowed

**Exception to the rules: At the discretion of the building principal for dress up days or other activities/events**

## **ASSESSMENT AND STUDENT PROGRESS MONITORING**

At Idaho Hill Elementary, we use a variety of assessments throughout the school year to measure student learning, guide instruction, and ensure every student is making academic progress. These assessments provide valuable information to teachers, students, and families about academic strengths, areas for growth, and overall achievement. Assessment results help us make informed decisions to support student success and *all final assessment reports will be provided to families by the end of the school year.*

### **Idaho Standards Achievement Test (ISAT)**

The Idaho Standards Achievement Test (ISAT) is the State's annual assessment that measures student proficiency on Idaho Academic Standards. Students in grades 3-6 participate in ISAT testing each Spring.

The ISAT assesses student performance in the following areas:

- English Language Arts (Reading/Writing)
- Mathematics
- Science (Grade 5 only)

ISAT results provide information about how well students are mastering grade-level standards and help schools evaluate academic programs and instructional effectiveness. These assessments are one measure of student achievement and are used alongside classroom performance and other assessment data.

### **Idaho Reading Indicator (IRI) – Amira**

The Idaho Reading Indicator (IRI) is a statewide literacy assessment administered through the Amira platform. Students in Kindergarten through third grade participate in the IRI three times each year: Fall, Winter, and Spring.

The IRI measures foundational reading skills, including:

- Phonemic awareness
- Phonics
- Reading fluency
- Reading comprehension

Amira provides immediate feedback and detailed information about each student's reading development. This data helps teachers identify student needs, monitor growth throughout the year, and provide targeted instruction and intervention when necessary.

## **EasyCBM Benchmark Assessments**

EasyCBM is a District assessment tool used to monitor student progress and measure growth in reading and mathematics. Students in Kindergarten through sixth grade participate in benchmark assessments three times per year.

Benchmark assessments provide:

- A snapshot of student performance compared to grade-level expectations
- Information about academic growth over time
- Data that helps teachers plan instruction and identify students who may need additional support or enrichment

These assessments allow educators to evaluate student progress throughout the school year rather than relying solely on end-of-year testing.

## **Progress Monitoring**

In addition to benchmark assessments, some students participate in regular progress monitoring. Progress monitoring involves brief assessments administered more frequently to track student growth and determine whether instructional supports and interventions are effective.

Progress monitoring helps teachers with the following:

- Measure student growth toward specific academic goals
- Adjust instruction based on student needs
- Identify students who may require additional support
- Celebrate progress and achievement throughout the year

## **Using Assessment Data to Support Student Success**

Assessment data is only one part of understanding a student's academic progress. Teachers use assessment results along with classroom observations, assignments, projects, and daily performance to create a complete picture of student learning.

At Idaho Hill Elementary, our goal is to use assessment information to help with the following:

- Improve instruction
- Support individual student needs
- Monitor academic growth
- Ensure students are prepared for future learning opportunities

We encourage families to discuss assessment results with their child's teacher and work together to support continued growth and achievement. Through strong partnerships between home and school, we can help every student reach their full potential.

## **PROGRAMS**

Idaho Hill Elementary provides educational services for children in grades K-6. The West Bonner County School District has a curriculum which addresses each content area (reading, mathematics, language, etc.) found in the Idaho Core Standards. Teachers recognize that students are individuals who learn in different ways at different rates. They try to teach in ways that maximize learning opportunities for students and work closely with parents when students are having difficulty keeping up with the curriculum. Special services are also available.

### **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.

### **SPECIAL EDUCATION**

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

### **SPEECH AND LANGUAGE SERVICES**

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

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

August 31:	Students' First Day 😊
September 7:	Labor Day - Holiday—NO SCHOOL
October 29:	End of 1st Quarter
November 4 - 5:	Early Release 1:00 p.m. and Parent/Teacher Conferences 1:30 p.m. - 8 p.m.
November 23 - 26:	Thanksgiving Break- NO SCHOOL
December 21 - January 1:	Christmas Break— NO SCHOOL
January 4:	Students Return to School
January 21:	End of 2nd Quarter
March 25:	End of 3rd Quarter
March 29 - April 2:	Spring Break- NO SCHOOL
April 5:	Students Return to School
April 8:	Earl Release 1:00 p.m. and Parent/Teacher Conferences 1:30 p.m. - 4 p.m.
May 31:	Memorial Day - NO SCHOOL
June 10:	Last Day of School / End of 4th Quarter for students Early Release 1:15 p.m.

## WBCSD #83 2026-2027

### Student Calendar

Total Student Days: 146 Days  
 First Day of School: August 31, 2026  
 Last Day of School: June 10, 2027

### School Start & End Times

Jr/Sr High School: 7:45 - 3:25  
 Elementary Schools: 7:45 - 2:55 Walkers  
 7:45 - 3:10 Buses



July 2026						
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	

August 2026						
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					

September 2026						
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	25
27	28	29	30			

October 2026						
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

November 2026						
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					

December 2026						
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		

January 2027						
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						

February 2027						
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						

March 2027						
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			

April 2027						
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	

May 2027						
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					

June 2027						
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

# **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 fluid and cursive, with a large loop at the end of the last name.

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.

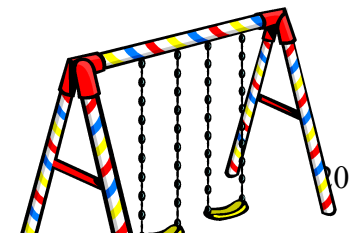
**A Severe Display of Inappropriate/Unacceptable Behavior** will result in a student/parent/principal conference. “Severe” includes, but is not limited to, the following:

- 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.

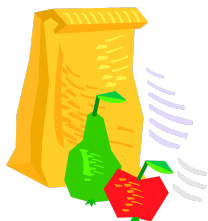
Students attending schools in this District are prohibited from engaging in the following behaviors:

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

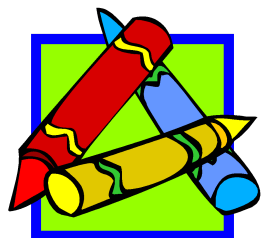
WBCSD #83 2026-2027						
<b>Student Calendar</b>			<b>School Start &amp; End Times</b>			
Total Student Days: 146 Days			Jr/Sr High School: 7:45 - 3:25			
First Day of School: August 31, 2026			Elementary Schools: 7:45 - 2:55 Walkers 7:45 - 3:10 Buses			
Last Day of School: June 10, 2027						
July 2026						
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	
August 2026						
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					
September 2026						
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			
October 2026						
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
November 2026						
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					
December 2026						
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		
January 2027						
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						
February 2027						
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						
March 2027						
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			
April 2027						
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	
May 2027						
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					
June 2027						
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\***



# ***PRIEST RIVER ELEMENTARY SCHOOL***

## ***Parent and Student Handbook 2026-2027***



*231 Harriet  
Priest River, Idaho 83856  
448-1181/Fax: 448-1328  
<http://pre.sd83.org>*

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WELCOME TO PRIEST RIVER ELEMENTARY

# Welcome from the Principal

Dear Students, Parents, and Families,

Welcome to the start of a new school year at **Priest River Elementary School**! Whether you are joining us for the first time or returning for another exciting year, we are thrilled to have you as part of our school family.

At Priest River Elementary, we are committed to providing a **safe, welcoming, and supportive environment** where every student feels valued, respected, and encouraged to succeed. Our goal is to ensure that all students have the opportunity to learn, grow, and develop the skills they need to become confident, successful learners.

Student learning is at the heart of everything we do. Our dedicated staff works hard to create engaging learning experiences that challenge students academically while making learning fun and meaningful. We believe that when students are excited about learning, they are more likely to discover their strengths, explore new ideas, and achieve their full potential.

A successful school year is built on a strong partnership between **home and school**. Parents, families, and educators all play an important role in supporting student success. By working together, communicating openly, and encouraging our children every step of the way, we can create the best possible learning experience for every student.

At Priest River Elementary, we proudly implement **Positive Behavioral Interventions and Supports (PBIS)** to help create a positive school culture. Our expectations are simple but powerful. We encourage all students to be:

• **Safe**

• **Responsible**

• **Respectful**

• **Kind**

These values guide our actions, strengthen our relationships, and help make our school a place where everyone can learn and thrive.

Our school mission reflects our commitment to every child:

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

Together, we will celebrate successes, overcome challenges, and create memorable experiences throughout the year. Thank you for trusting us with your child's education. We look forward to partnering with you as we work toward a successful and rewarding school year.

Welcome back, and let's make this year our best one yet!

Warm regards,

**Lynn Parker**

**Principal**

**Priest River Elementary School**

*Success for All — Strive for Greatness!*

**2026 - 2027 PRIEST RIVER ELEMENTARY STAFF**

<b>NAME</b>	<b>POSITION</b>	<b>CONTACT</b>
Lynn Parker	Principal	lynnparker@sd83.org
Calli Schmaltz	Secretary	callischmaltz@sd83.org
Angie Searles	Secretary	angelasearles@sd83.org
<b>OPEN</b>	Counselor	@sd83.org
Peggy Loutzenhiser	Elementary Coordinator	peggyloutzenhiser@sd83.org
Abigail Lynch	Preschool Teacher	abigaillynch@sd83.org
Pamela Stevens	Preschool Para/Resource Para	pamelastevens@sd83.org
Jayden Champoux	Kindergarten	jadynchampoux@sd83.org
Michelle McConville	Kindergarten/1st Grade	michellemcconville@sd83.org
Penny Whitaker	Grade 1	pennywhitaker@sd83.org
Darlene Ramey	Grade 2	darleneramey@sd83.org
Kelly Kystinak	Grade 2	kellykystinak@sd83.org
Amanda Moran	Grade 2-Grade 3 Combo	amandamoran@sd83.org
Karissa Callahan	Grade 3	karissacallahan@sd83.org
Jessica Shapland	Grade 4	jessicashapland@sd83.org
Amy Cary	Grade 4	amycary@sd83.org
Chris Naccarato	Grade 4	chrisnaccarato@sd83.org
Rhonda Kline	Grade 5	rhondakline@sd83.org
Terin Tyler	Grade 5	terintyler@sd83.org
<b>OPEN</b>	Grade 5	sd83.org
Liz Cork	Grade 6	lizcork@sd83.org
Paige Gazaway	Grade 6	paigegazaway@sd83.org
<b>OPEN</b>	Special Education Life Skills	

**2026 - 2027 PRIEST RIVER ELEMENTARY STAFF (CONT.)**

Joanne Walker	Special Education Resource Teacher	joannewalker@sd83.org
Chelsea Dehnert	Special Education Para	chelseadehnert@sd83.org
Tarra Knutson	Special Education Para	tarraknutson@sd83.org
Nicole Cupp	Special Education Para	nicolecupp@sd83.org
Ashley Offermann	Special Education Para	ashleyoffermand@sd83.org
Carol Mae White	Special Education Para	carolmaewhite@sd83.org
Brenda Davis	Speech Tech	brendadavis@sd83.org
Debbie Sinn	Title 1 Para	debbiesinn@sd83.org
Danielle Carey	Title 1 Para	daniellecarey@sd83.org
<b>OPEN</b>	Librarian/STEAM	@sd83.org
Brooks Perry	Physical Education	brooksperry@sd83.org
Lucy French	Art Teacher	lucyfrench@sd83.org
Michelle Wendle	Music	michellewendle@sd83.org
Caitlin Eller	Nurse	caitlineller@sd83.org
Miya McCarley	Kitchen Staff	miyamccarley@sd83.org
Sharon Reed	Kitchen Staff	sharonreed@sd83.org
<b>OPEN</b>	Kitchen Staff	@sd83.org
Ruth Willig	Lunch Duty	ruthwillig@sd83.org
<b>OPEN</b>	Lunch Duty	@sd83.org
Officer Chris Davis	SRO (School Resource Officer)	
Joey Adams	Custodian	
Rodney Bixler	Custodian	
Thomas Banuelos	Custodian	
Michael Dickson	Custodian	

**OFFICE HOURS**

7:30 a.m. to 4:00 p.m. Monday - Thursday

**DAILY SCHEDULE**

7:50 a.m.- 3:05 p.m. Monday - Thursday

**SCHOOL HOURS**

**Doors Open at 7:30**

First Bell: 7:45 a.m Tardy Bell 7:47

Dismissal Bell: Pick Ups/Walkers: 3:00

Bus Riders: 3:10 p.m.

Minimum Day Bell: 1:00

Minimum Day Bus Riders: 1:10

Students may arrive as early as 7:30

**IMPORTANT TELEPHONE NUMBERS**

**Priest River Elementary** ..... (208) 448-1181/ fax: 448-1328

Principal: Lynn Parker

Secretaries: Calli Schmaltz & Angie Searles

**Other District Schools**

Idaho Hill Elementary ..... (208) 437-4227

Priest Lake Elementary ..... (208) 443-2555

Priest River Lamanna Junior/Senior High ..... (208) 448-1211

**District Office**

Superintendent: Kim Spacek ..... (208) 448-4439

Special Education Director **OPEN** ..... (208) 448-4439

**Other Important Numbers**

Bus Shop ..... (208) 448-2451

Food Service ..... (208) 448-4439 Ext. 1105

School Closure number ..... (208) 448-1874



## **EQUAL EDUCATION NONDISCRIMINATION ACT - BOARD POLICY 3280**

West Bonner County School District is committed to providing **Equal Educational Opportunities for Students:** The District ensures that all students have equal access to educational opportunities regardless of 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 will be denied equal access to programs, activities, services, or benefits, nor limited in the exercise of any right, privilege, or advantage based on sex. Inquiries regarding discrimination should be directed to the District Title IX Coordinator. If a complaint arises, it should follow the Uniform Grievance Procedure (Policy 3210). The District annually notifies all students, parents, staff, community members, and unions of this policy and the designated coordinator, and this information is included in all handbooks.

**Title IX and Anti-Discrimination:** West Bonner County School District #83 adheres to Title IX, a federal civil rights law that protects students and employees from sex-based discrimination in all educational programs and activities receiving federal funding. This includes ensuring equal access to academic programs, athletics, extracurricular activities, and addressing concerns related to sexual harassment, sexual misconduct, and retaliation. The District is committed to promptly and appropriately responding to all Title IX concerns to maintain a safe, respectful, and equitable learning and working environment. The District does not discriminate on the basis of race, color, national origin, sex, disability, economic or social status, marital or parental status, homelessness, or age in its programs and activities.

The District does not tolerate discrimination, harassment, hostile treatment, derogatory remarks, or violence based on disability or any protected status. Concerns or complaints regarding discrimination should be directed to the District's Title IX Coordinator and addressed through the District's grievance procedures.

**Title IX Coordinator Contact Information:** Kim Spacek, Superintendent West Bonner School District 83 134 Main St, Priest River, ID 83856 Phone: 208-448-4439 ext 2

<https://resources.finalseite.net/images/v1753375915/sd83org/ofzly6ftltjrdaugciv4/EqualEducationNondiscriminationandSexEducation.pdf>

## **STUDENT INFORMATION: RIGHT TO PRIVACY FERPA - BOARD POLICY 3570, 3570F, & 3570**

The **West Bonner County School District** follows the Family Educational Rights and Privacy Act (FERPA), which provides certain rights to parents/guardians and eligible students (those over 18 years of age) concerning student education records.

Here's a breakdown of those rights.

- Right to Inspect and Copy Records
- Right to Request Amendment of Records
- Right to Permit Disclosure of Personally Identifiable Information
- Right to Prohibit Release of Directory Information
- Right to Request Information Not Be Released to Military Recruiters and/or Institutions of Higher Education
- Right to File a Complaint: If you believe the District has failed to comply with FERPA requirements, you have the right to file a complaint with the U.S. Department of Education's Family Policy Compliance Office.

Therefore, we must have your permission in order to release information to the public in any form including, but not limited to: district or school newsletters, local newspapers/TV stations/radio stations, and district or school websites. If you do not want the name or picture of your child released for any reason (i.e., honor roll, class member lists, etc.) please notify us immediately. These lists are public record, along with student addresses, phone numbers (unless unlisted), and birthdays. We will follow your instructions and omit the information requested as per your direction. (

<https://resources.finalsite.net/images/v1753375883/sd83org/t5trdvjrnxi0naxwj0oe/StudentRecords.pdf> )

**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.**

## **ENROLLMENT** Policy 3020 - Enrollment and Attendance Records:

West Bonner County School District (WBCSD) serves approximately 1,000 students across three elementary schools, one junior/senior high school, an online/homeschool program, and a developmental preschool. Our dedicated teachers and staff are committed to providing every student with a high-quality educational experience.

WBCSD new online school enrollment procedure. Please see the West Bonner County School District website: <https://www.sd83.org/enrollment-information> On this webpage you will find links to: New Student Enrollment, Open Enrollment Information and Forms, Documents required for enrollment. Documents needed are: Birth Certificate & Immunization Records or exemption.

We have some exciting news to share with you! As we prepare for a new school year, we will transition to Skyward's newest technology, Qmlativ. This new student information system will provide a new look, redefined processes, and a more comprehensive experience for our district's families.

Similar to our previous software, SMS 2.0, Qmlativ will continue to provide up-to-date information on your students' attendance, grades, upcoming assignments, and other important details at any time on your computer or mobile device. Your children will have their own accounts where they can check grades, complete online assignments, and more.

Please check out Skyward's parent resources for the Qmlativ toolkit at <https://www.skyward.com/parents-and-students/qmlativ-toolkit/parents> Here, you'll find more information and training videos to help you get a head start with Qmlativ. We are excited about the potential of Qmlativ Family Access to help us reach more of our students and their families.

## **MEDICAL INFORMATION / IMMUNIZATION LAW**

Any child attending grades preschool through grade twelve of any public school shall be immunized. Parents must provide school personnel with proof that these immunizations have been received. Parents may provide laboratory proof of immunity in lieu of receiving any/all of the immunizations. In addition, per Idaho Code 33-4802, parents may claim an exemption to any/ all of the required immunizations for medical, religious, or philosophical reasons by requesting an Idaho Certificate of Immunization Exemption form.

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

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

*Children born on or before September 1, 1999:* 4 – Dtap, 3 – Polio, 3 – Hep B, and 2 – MMR

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

Contact your family physician or Panhandle Health Dep. (263-5159) for information concerning immunization service.

## **CURRICULAR / INSTRUCTION POLICIES BOARD POLICY - 2100-2160 Instruction**

The West Bonner County School District has several policies in place regarding curriculum and instruction to ensure a comprehensive and effective educational program.

**Curriculum Development** - The Board of Trustees is responsible for adopting the curriculum and must approve all significant changes, including new textbooks and courses. The Superintendent makes recommendations for the curriculum. The curriculum is designed to align to current state content standards. The District has a curriculum review cycle and timelines for evaluation of curriculum.

**Assessment** - Student progress is assessed in all program areas and at all levels using various tools, such as standardized tests, criterion-referenced tests, teacher-made tests, and ongoing classroom evaluations. The results from these assessments are used to improve educational programs.

**Technology Integration** - Technology is integral to the curriculum, instruction, and assessment throughout the District's educational system. Classroom activities incorporate multimedia, distance learning, and other technologies.

**Diagnostic Assessments** - Parents can examine assessment material by contacting the Superintendent, and parental approval is needed for all psychological assessments.

**Self-Directed Learners** - The District offers a self-directed learner designation for students to have additional flexibility in meeting graduation requirements. This allows for customized educational activities to meet individual learning goals. The process for designation and maintaining this status is outlined in Procedure 2470P.

For more information on Curriculum and Instruction go to: <https://www.sd83.org/board-of-trustees/policy/2000-instruction>

## **SCHOOL WIDE TITLE I / PARENT PARTNERSHIP**

Priest River Elementary is considered a School Wide Title 1 School. A Schoolwide Title I program is a federally funded public school model where Title I funds are used to upgrade the *entire* educational program of a school, rather than just helping specific students. To qualify, at least 40% of the student population must come from low-income households. The benefit of being a Title 1 School is that instead of pulling specific students out of class for extra help, resources are integrated into the general curriculum to raise the academic achievement of *all* students, particularly those furthest from meeting state standards.

All Students who have been identified by their teacher as needing support in core academic areas may receive assistance from a trained intervention specialist. Students are referred for additional instruction based on performance on local and state tests, teacher referral, and classroom performance. Students may receive this help in their classrooms or in a separate room, either individually or in small groups. Title 1 funding also offers opportunities throughout the year for families to attend activities and meetings in order to help students succeed in school. The Priest River Title I staff are always available to support families and answer questions. A District Title 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. This can be accomplished by using the following Home/School compact.

### **TITLE 1 SCHOOL/PARENT COMPACT**

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

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

#### **Student:**

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

#### **Teacher:**

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

Federal law requires school districts that receive Title I funding to notify parents/guardians that they have the right to request information about the professional qualifications of their child's classroom teacher(s).

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

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

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

### **SITE COUNCIL**

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

One of the jobs of the Site Council is to collaborate with teachers, staff and principal on how to spend our Title 1 funds to best meet the academic needs of our students.

### **HOMELESS**

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

## **ATTENDANCE - BOARD POLICY 3040**

The West Bonner County School District emphasizes the importance of daily student attendance for successful learning. Here's a detailed overview of the attendance policy.

### **General Attendance Policy**

Students are generally allowed to accumulate nine (9) absences each semester, which includes both excused and unexcused absences. Students who exceed nine absences for any reason, including family convenience, may be denied promotion to the next grade or credit for their courses. Even with passing grades, students who do not meet the attendance requirement may not receive credit.

### **Absences**

- **Notification:** A telephone call, email, or note from a parent/guardian is required for any student absence or tardiness. Notes must be given immediately to the attendance secretary. If no call is received, an automated system will contact the parent.
- **Sign-in:** When a student arrives late or returns after an absence, they must report directly to the attendance office to sign in and present documentation for their absence.
- **Recording:** All absences and tardies will be recorded on the report card.
- **After-school activities:** Students who are absent will generally not be permitted to attend after-school activities or parties, with the exception of excused absences like doctor's appointments.

### **Excused Absences**

An absence will be excused with written or verbal documentation from a parent/guardian for reasons such as.

1. Illness
2. Bereavement
3. Other reasons prescribed by Board policies, including medical or legal appointments or family emergencies. Verification may be required.

While these absences are excused, they still count towards the nine (9) absence policy. Schoolwork missed during an excused absence can be made up for full credit. The Principal may grant exceptions due to extenuating circumstances.

### **Extraordinary Absences**

These are missed class times or school days for reasons other than parent/guardian excused or school extracurricular activities. If such circumstances occur, written verification and notification to the building principal will be reviewed on a case-by-case basis.

### **Unexcused Absences**

Absences for reasons other than those listed above are considered unexcused. The student and parent/guardian are responsible for making up missed work. Suspensions are not considered unexcused absences.

### **Tuancy Idaho Code 33-206 & 207**

- **Habitual Tuancy:** Defined by Idaho Code 33-206 as a public school pupil who repeatedly violates attendance regulations or a child whose parents fail to cause them to be instructed.

### **Tardies**

Punctuality is crucial. Students arriving late must have a parent report to the Main Office and sign them in. Excessive tardies may result in detention to make up missed work. For quarterly awards and "Miss School/Miss Out," four tardies equal one absence.

## **STUDENT BEHAVIOR EXPECTATIONS & CONSEQUENCES**

### **Priest River Elementary is a PBIS (Positive Behavior Intervention Support) School -**

Where the Four Behavior Expectations are: SAFE, RESPECTFUL, RESPONSIBLE, and KIND behavior is expected at all times.

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

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

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

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

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

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

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

Continued inappropriate, or severe behavior will result in a Student/Parent/Principal Conference and increased disciplinary consequences. Consequences appropriate to the seriousness of the above-referenced behaviors (i.e., loss of privileges, suspension, expulsion, referral to law enforcement etc.) will be used to assist the child in learning and exhibiting appropriate behavior and to maintain a safe environment for all of our students. Priest River Elementary faculty and staff will endeavor to support students for positive behaviors at all times.

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

## **HARASSMENT POLICY- BOARD POLICY 3295**

West Bonner County School District is committed to maintaining a positive and productive learning and working environment free from hazing, harassment, intimidation, bullying, and cyberbullying. These behaviors are strictly prohibited and will not be tolerated.

### **Prohibited Behaviors:**

The policy prohibits actions on school grounds, school property, school buses, at bus stops, at school-sponsored events and activities, and through electronic technology or communication equipment on school computers, networks, forums, or mailing lists. It also extends to actions outside these locations if they interfere with or disrupt the educational environment or impinge on the rights of other students.

Specifically, students are prohibited from engaging in.

- Physical abuse: This includes, but is not limited to, hitting, pushing, tripping, kicking, restraining movements, inappropriate touch, damaging property, and taking belongings.
- Verbal comments or threats: This includes name-calling, threatening, sexual comments, taunting, and malicious teasing.
- Psychological abuse: This includes spreading harmful rumors, drawing inappropriate pictures, writing inappropriate statements, and intentionally excluding others from groups.

### **Definitions of Harassment:**

- Harassment: Any act that subjects an individual or group to unwanted, abusive behavior (nonverbal, verbal, written, electronic, or physical) based on an actual or perceived characteristic such as age, race, religion, color, national origin, disability, marital status, gender, sex, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, expression, or weight.
- Harassment, Intimidation, or Bullying: Any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school.
- Harming a student or damaging a student's property.
- Knowingly placing a student in reasonable fear of harm to the student or damage to the student's property.
- Cyberbullying: Includes misuses of technology such as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) through the district's computer network and the Internet. Disciplinary actions for off-campus cyberbullying will be based on whether the conduct interferes with or disrupts the educational environment or impinge on the rights of other students at school.
- Intimidation: Any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, gender identity and expression, or sexual orientation.

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

## **DRUG, ALCOHOL & TOBACCO POLICY- BOARD POLICY 3300-3305**

WBCSD Schools are Drug Free School Zones: In accordance with Federal law, the Board hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any district-related event.

**TOBACCO POLICY:** The Board prohibits tobacco use and possession by students at any time in a school building or on any school property, buses, vans, or vehicles that are owned, leased, or controlled by the District. All counterfeit or pseudo drugs which bear a likeness (labeling or container), or is intended to represent, any drug by the deliverer, possessor, and/or recipient shall also be considered as “illicit drugs.”

If a student is determined to be under the influence of, or in the possession of, any alcohol or illicit drug while on school property or any school sponsored function. 1st Offense: minimum three (3) day in-school suspension and the local law enforcement officials and parents/guardians will be notified immediately. 2nd Offense: five (5) day suspension. Parents and law enforcement will be notified. 3rd Offense: parents and law enforcement will be immediately notified, and the student will be recommended for expulsion.

If a student is found to be in possession of, or found to have used, any tobacco or vaping products while on school grounds or at any school sponsored function. 1st Offense: Three (3) day in-school suspension and the local law enforcement officials and parents/guardians will be notified immediately. 2nd Offense: Five (5) day suspension. Parents and law enforcement will be notified. 3rd Offense: Parents and law enforcement will be immediately notified, and the student will be recommended for expulsion.

## **WEAPONS POLICY- BOARD POLICY 3300**

<https://resources.finalseite.net/images/v1753375908/sd83org/aecjjovtk2x99dfpgi53/StudentDiscipline.pdf>

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

Students found in possession of weapons shall immediately be referred to the appropriate law enforcement agency and suspended from school until a thorough investigation is made of the circumstances. Parents/guardians and the Superintendent of the West Bonner County School District shall be notified immediately. Unless there is satisfactory evidence the offending student’s continued attendance will not be dangerous to other persons, expulsion proceedings will be initiated.

## DRESS CODE -

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

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

- Clothing with any symbols, words, pictures, etc. that are alcohol/drug related, are sexually explicit or implicit, or deemed inappropriate by the building principal are not allowed.
- Shorts, dresses, skirts, and slits in skirts **must** reach the mid-point on the thigh. Mid-point is measured with arms down, fingers extended.
- All tops must have straps at least one inch in width and be long enough to reach the top of the pants or skirt when the arms are extended above the head.
- Students must wear shoes at all times. Snow boots are encouraged in the winter. Flip-Flops are not to be worn to school. They are a trip hazard and not a safe form of footwear for the classroom or playground.
- No underwear may be exposed (tank top undershirts may not be worn as outerwear). Clothing with low necklines is not appropriate.
- Students are not allowed to wear any makeup unless needed for medical reasons and is approved by the Principal. Face paint is not permitted at school.
- "Heelys" or shoes with wheels are not allowed on school grounds during school hours. Students seen using them will be asked to take the wheels out or change into their PE shoes.

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

## TOYS / ELECTRONIC TOYS

Toys and Electronic Devices **are not allowed** at school. Students are to keep all toys/electronic toys (ex: CD players, iPods, Gameboys, sports, Pokémon trading cards etc.) at home so items are not lost, broken, stolen or damaged. We do however understand that some students have very lengthy bus rides and these can help keep them entertained. If this is the case, the student is responsible for the item at school and therefore we ask them to keep their toys in their backpacks during school hours so it stays as safe as possible. Items will not be permitted out of the backpack from the start of the school day until the end (7:30-3:05).

## **CELL PHONES - STUDENT OWNED ELECTRONIC COMMUNICATION DEVICES- BOARD POLICY 3265-3275P**

<https://resources.finalsite.net/images/v1764693261/sd83org/am9vo7ejyso0xkmryuv2/StudentOwnedElectronicCommunicationDevices3265.pdf>

West Bonner County School District has a detailed policy regarding student cell phone and electronic device usage to ensure a distraction-free learning environment. Therefore, cell phones, smart watches, and wireless headphones (capable of connecting to the phones) are prohibited during instructional time in all areas of the building. This includes classrooms, hallways, commons, restrooms, library, foyer, etc.

If a student has their device out during school:

**1st Offense & 2nd Offense** - The device will be given to the office. A parent/guardian will be notified. The student or a parent will pick it up at the office at the end of the school day.

**Subsequent Offenses** - The device will be given to the office. A parent/guardian will be notified. The parent will pick it up at the office at the end of the school day, or when is convenient for them.

Parent/guardian and student conference with an administrator or designee. The student will serve in-school disciplinary consequences followed by progressive discipline for refusal to comply with a reasonable request. The District is not responsible for the loss, theft, or destruction of student-owned devices brought onto school property.

**Containment of Devices:** When cell phone use is not permitted, devices must be stored in.

- The student's bag, purse, or pocket and out of sight.
- A location in the classroom designated by the teacher.
- A secure bag or other receptacle provided by the teacher or principal.

There is a telephone in the office available for student use only in cases of an emergency. There are also classroom phones in each classroom students could use in an extreme emergency. Cell phones can be used before school and after school.

**Emergency Contact for Parents/Guardians:** If a parent/guardian needs to contact a student during school hours for an emergency, they should call the school office. The administration will then relay the message or bring the student to the office to speak with the parent/guardian.

**General Rules for Personal Electronic Device Use:**

- Any use of personal electronic devices at school or school events must comply with the Acceptable Use of Electronic Networks (Board Policy 3270).
- Student-owned devices must not disrupt the educational learning environment, threaten academic integrity, or violate confidentiality or privacy rights.

- Access to devices is a privilege, not a right.
- Students must follow the Acceptable Use of Electronic Networks Policy and the Internet Access Conduct Agreement.
- Internet access must be through the filtered District connection, regardless of the device.
- District staff will not provide software or technical assistance for student-owned devices.
- Charging devices in classrooms, hallways, or any other location that may be a safety concern is not allowed due to power cord safety issues.
- The use of cameras on any electronic device is strictly prohibited in locker rooms and restrooms. Limited use is allowed in public areas of the campus when authorized by the supervising classroom teacher for school assignments, projects, or publications.
- Permission must be obtained before taking a photograph or video of any individual.
- Posting photos or videos on social networking sites or other internet sites without prior written authorization from the supervising teacher is strictly prohibited.
- Using electronic devices to cheat on any assessment, project, or assignment is subject to discipline.

### **DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, & NETWORKS - BOARD POLICY 3270**

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Students utilizing school provide internet access, are responsible for good behavior on-line. The failure of any user to follow policy procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

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

For more information please refer to policy 3270 which can be found on the district webpage.

<https://resources.finalseite.net/images/v1753375918/sd83org/kwgmajerxaskicrraoi/DistrictProvidedAccesstoElectronicInformation.pdf>

## SAFETY PROCEDURES: BOARD POLICY 3000

<https://www.sd83.org/board-of-trustees/policy/3000-students>







### Building Security

- During school hours, ALL exterior doors will be locked to outside entry. Please ring the doorbell for entry to our main door. ALL VISITORS, PARENTS & GUARDIANS MUST CHECK INTO THE OFFICE BEFORE ENTERING THE MAIN BUILDING. Visitors must present a valid picture ID to be scanned through the Raptor System.
- Emergency evacuation drills are conducted on a regular basis. Procedures are in place to evacuate students off site in school buses should the need arise.

### ADDRESS/PHONE NUMBER/EMAIL CHANGES

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

# 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.

## **STUDENT SECURITY**

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

## **SCHOOL PHONES & MESSAGES TO STUDENTS**

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

## **MEDICATIONS**

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

## **OPIOID ANTAGONIST (Narcan)**

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

## **STUDENT INJURY**

If a student is seriously injured at school, first aid will be administered and every effort will be made to notify parents immediately. When a student's parents cannot be reached, and in the judgment of the school staff that a doctor's services are required, the child will be transported directly to the doctor. All minor injuries (minor cuts, scrapes, etc.) will be treated at school unless the school is directed in writing by the parent(s) or guardian(s) to do otherwise.

The best precautions and the closest supervision do not guarantee accidents will not happen. Accidents are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child(ren) be injured. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school.

## **MISSING CHILD REPORTING ACT**

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

## PARENT ENGAGEMENT

### VOLUNTEERS

We sincerely hope you will visit our school throughout the year. We pride ourselves in the number of volunteer hours recorded every year. We have many needs and opportunities for volunteers on a regular or part-time basis. There will be a Volunteer In-Service Program (VIP) Training a couple of times during the first few months of school to train volunteers, and fill out district volunteer paperwork. We know you would make a difference!

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility in school, on the playground and on field trips. All volunteers will be required to sign a code of confidentiality form as per the district policy #4600. Volunteers who have unsupervised access to children are subject to the District's policy mandating background checks. Forms are available at the district office, and there is a fee involved.

### SCHOOL VISITS, CUSTODY & CONFERENCES

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

Our main entry doors have doorbells to permit access to the building, we will answer the door as soon as possible, and your driver's license will be run through Raptor System to ensure eligibility to be on campus.

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

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



## SCHOOL BREAKFAST & LUNCH PROGRAM

### Free or Reduced Price School Meals

All free and reduced price meal eligibility approval benefits EXPIRE at the end of each school year. To renew your meal eligibility benefits, you must complete a new application for the current school year. **URL:**

### Paying for Meals

Online payments are a simple, safe and secure way to add funds to your student's account 24 hours a day, at your convenience. You will need to sign into your Qmlativ account, under Home navigate to Food Service. Meal payments are also accepted in the school cafeteria by cash or check. Meals are to be paid in advance or at the time of service. **URL:**

### HOMEMADE FOODS / ENERGY DRINKS

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

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

### Special Diet Meal Accommodations

Does your child have a food or beverage allergy, or a medical condition resulting in the need for a meal accommodation?

For the child's safety and the school district's compliance with USDA regulations, all meal accommodations require a current medical statement to be completed by your physician and submitted to the school kitchen prior to making any meal modifications.

To obtain the approved medical statement form, please click this link:

[https://resources.finalseite.net/images/v1751485107/sd83org/twcl66zk725bld7zvnf7/meal\\_accommodations.pdf](https://resources.finalseite.net/images/v1751485107/sd83org/twcl66zk725bld7zvnf7/meal_accommodations.pdf)

### **Meal Prices for grades K-6 for 2026-2027 are as follows:**

*Menus will be provided on a monthly basis*

	Breakfast	Reduced	Milk	Lunch
Student	\$2.35	\$.30	\$.90	\$3.90
Adult	\$3.75	\$.40	\$.90	\$5.50



WAITING FOR  
UPDATED PRICES

### LUNCH SCHEDULE

<b>Grade</b>	<b>Times</b>	
	<b>Lunch</b>	<b>Recess</b>
Kinder	11:00 -11:15	11:15-11:45
3rd/4th	11:30-11:45	11:45-12:00
5th	11:50-12:05	12:05-12:20
6th	12:10-12:25	12:25-12:40
	<b>Recess</b>	<b>Lunch</b>
1st/2nd	11:00-11:15	11:15-11:35

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

### CHECK ACCEPTANCE POLICY

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.

Priest River Lamanna  
Junior/Senior High School



Student Handbook  
2026 - 2027

*Excellence in all we do!*

# *Home of the* **SPARTANS**

596 HWY 57, Priest River, Idaho 83856

*Principal: Vanessa Haggett*

*Assistant Principal: Tommy Hansen*

*Counselor: Janice Mitchell*

*Activities Director:*

ext. 4

Front Office (208) 448-1211 Attendance  
(208) 448-1211 ext. 1 JH Athletics (208)  
448-1211 ext. 2 HS Athletics (208)  
448-1211 ext. 3 Counselor (208) 448 1211

Vice Principal (208)448-1211 ext. 5  
Cafeteria (208)448-1211 ext.6 Registrar  
(208)448-1211 ext. 8

<https://lam.sd83.org/>

**\*\*\*The Priest River Lamanna Junior/Senior School administration may update or revise this handbook at any time by updating and reposting it on our website. Please visit our website for the most current information regarding school policy/guidelines.**

## **Bell Schedules**

Monday-Wednesday	
Period 1	7:45 - 8:43
Period 2	8:47 - 9:46
Period 3	9:50 - 10:48
Period 4	10:52 - 11:50
JH Lunch	11:50 - 12:20
JH Period 5	12:24 - 1:21
HS Period 5	11:54 - 12:51
HS Lunch	12:51 - 1:21
Period 6	1:25 - 2:23
Period 7	2:27 - 3:25

Thursday Advisory	
Period 1	7:45 - 8:40
Period 2	8:44 - 9:39
Advisory	9:43 - 10:02
Period 3	10:06 - 11:01
Period 4	11:05 - 12:00
JH Lunch	12:00 - 12:30
JH Period 5	12:34 - 1:29
HS Period 5	12:04 - 12:59
HS Lunch	12:59 - 1:29
Period 6	1:33 - 2:28
Period 7	2:32 - 3:25

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## **WELCOME**

Welcome to Priest River Lamanna Junior/Senior High School (PRLHS). We hope you learn more about what makes up Priest River Lamanna Spartan Pride and what services we offer for our student body. A significant amount of information is contained within these pages, and we hope you will find answers and forms of communications to any of your questions.

Our students, faculty, support staff, and administration strive to create a positive school climate by demonstrating mutual respect for everyone that enters our building. PRLHS has a staff that cares deeply about students and student learning. PRLHS supports the West Bonner County School District's mission: *Strive for Greatness!*

“Respect, hard work, and grit” is the theme at PRLHS. Students are constantly encouraged to make educated decisions that will have a positive impact on their future. Students are asked to explore personal interests and to get involved at school. By making good choices and setting goals in their learning and in their personal lives, our students will succeed and excel both in the classroom and in their extra-curricular activities.

## OUR MISSION

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

## OUR VISION

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

## OUR BELIEFS

- Our school must be a place of mutual respect where staff and students can feel physically and emotionally safe.
- A climate of mutual respect is critical to building a positive learning environment. ● A climate that encourages open communication is important to student learning. ● We believe all students can learn and learning is a lifelong process.
- Students learn best when they are actively involved and engaged.
- Individual strengths should be encouraged and developed.
- Every person at PRLHS is important. Students and staff are equally important. 2

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- Student Services Page 50-55** ○ Counseling Center Page 50 ○ Food Service Page 51 ○ Health Service Page 52 ○ Insurance Page 52 ○ Internet/Technology Page 52 ○ Library Page 52 ○ Skyward Page 53 ○ Buses Page 53 ○ College Visitations Page 54 ○ Military Recruitment Page 54 ○ Advanced Opportunities Page 54 ◆◆
- Activities Page 56** ○ Mission Page 56 ○ PRLHS Activities Page 56 ○ Attendance at Events Page 56 ○ Athletic Rules/Guidelines Page 56

## 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, Kim Spacek. 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

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## **SCHOOL TRADITIONS**

### **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.

### **SCHOOL SPIRIT**

**School Colors:** Orange & Black

**High School Mascot:** Spartans

**Junior High Mascot:** Spartans

Members of the student body, faculty, alumni and parents stand during the school song.

### **SCHOOL FIGHT SONG**

Priest River High, Priest River High

We're the Kind that never Die!

As the Spartans go Marching Along;

As the Spartans go Marching Along.  
 Up and Down; through the town, we're the toughest Gang around  
 As the Spartans go Marching along.  
 For it is High, High Hee – On to Victory!  
 Shout out your Colors Loud & Strong – Orange and Black!  
 Priest River High, Priest River High  
 We're the Kind that never Die!  
 As the Spartans go Marching Along  
 As the Spartans go Marching Along.

**GOOOOO SPARTANS!!!!**

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## **ASSOCIATED STUDENT BODY STUDENT COUNCIL**

Student council is the student governing body of elected representatives responsible for leading student activities and governing the general affairs of the student body. They work closely with the administration of PRLHS to develop policies and practices impacting the daily life of the students. It is the student voice of PRLHS and is vital to the successful operation of the school and training of our future leaders.

<b>Position</b>	<b>Name</b>
ASB President	Alexis Scott
ASB Vice President	Stormy Ray
Senior Class President	Donovan Baldwin
Junior Class President	Sean McMahon
Sophomore Class President	Kaylee Minish
Sophomore Class Vice President	Naia Lamb
Advisor	Alyssa Meyn

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**2026-2027 PRLHS/JH Certified and Administrative Staff**

<b>NAME</b>	<b>POSITION</b>	<b>CONTACT</b>
Vanessa Haggett	Principal	vanessahagget@sd83.org
Margaret Fitzmorris	Attendance Secretary	margaretfitzmorris@sd83.org
Nicole Snow	Registrar	nicolesnow@sd83.org
Janice Mitchell	Counselor	janicemitchell@sd83.org
Open	Athletic Director & PE	@sd83.org
Angie Goins	JH Athletic Director	angiegoins@sd83.org
Tommy Hansen	Vice Principal	tommyhansen@sd83.org
	<b>CTE Teachers</b>	
Jared Hughes	Forestry	jaredhughes@sd83.org
Matt Hansen	Welding & Industrial Maintenance	matthansen@sd83.org
Julie Behrens	Business & Technology	juliebehrens@sd83.org
Mike McMahon	Fire Science & Outdoor Rec	mikemcmahon@sd83.org
	<b>Humanities Teachers</b>	
Open	Band/Choir	@sd83.org
Dominic Smith	Art	dominicsmith@sd83.org
	<b>PE</b>	
Alex Zepeda	PE, Health, & Weights	alexzepeda@sd83.org
Christina Leonard	PE, Health, & Weights	christinaleonard@sd83.org
	<b>English</b>	
Alyssa Meyn	English, Leadership, Journalism	alysameyn@sd83.org
Jerry England	English & Broadcasting	jerryengland@sd83.org
Alan Monk	English & Communication	alanmonk@sd83.org
Stephen Wimer	English	stephenwimer@sd83.org
	<b>Math</b>	
Nicole Anderson	Math & DC Math	nicoleanderson@sd83.org

open	Math	@sd83.org
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open	Math	@sd83.org
	<b>Science</b>	
Kim Colombini	Biology, Forensics, Anatomy	kimcolombini@sd83.org
Kathy Hara	7th Science & Earth Science	kathyhara@sd83.org
Chris Anderson	8th Science & Physical Science	chrisanderson@sd83.org
	<b>Social Studies</b>	
Terry Martin	US History, Econ, Hist of Rock	terrymartin@sd83.org
Alexandra Riley	Government, Early US, Psychology	alexandrariley@sd83.org
Brian Hall	7th History, 8th History	brianhall@sd83.org
	<b>Special Education</b>	
Patty Cram	7th-9th Resource	pattycram@sd83.org
Sharlene Anderson	10th-12th Resource	sharleneanderson@sd83.org
Angela Anderson	Life Skills	angelaanderson@sd83.org
	<b>Cares</b>	
Karen Craner	Cares	karencraner@sd83.org

## SCHOOL EVENTS CALENDAR

Events are subject to change due to cancellations or rescheduling.

All events are posted and updated on the following website:

<https://priestdriverspartans.bigteams.com/main/calendar/>

## WBCSD #83 2026-2027

### Student Calendar

Total Student Days: 146 Days  
 First Day of School: August 31, 2026  
 Last Day of School: June 10, 2027

### School Start & End Times

Jr/Sr High School: 7:45 - 3:25  
 Elementary Schools: 7:45 - 2:55 Walkers  
 7:45 - 3:10 Buses



July 2026							August 2026							September 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1			1	2	3	X	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	X	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	X	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	X	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

October 2026							November 2026							December 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	X	3	1	2	3	4	5	X	7			1	2	3	X	5
4	5	6	7	8	X	10	8	9	10	11	12	X	14	6	7	8	9	10	X	12
11	12	13	14	15	X	17	15	16	17	18	19	X	21	13	14	15	16	17	X	19
18	19	20	21	22	X	24	22	X	X	X	H	X	28	20	X	X	X	X	H	26
25	26	27	28	29	X	31	29	30						27	X	X	X	X		

January 2027							February 2027							March 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					H	2		1	2	3	4	X	6		1	2	3	4	X	6
3	4	5	6	7	X	9	7	8	9	10	11	X	13	7	8	9	10	11	X	13
10	11	12	13	14	X	16	14	15	16	17	18	X	20	14	15	16	17	18	X	20
17	18	19	20	21	X	23	21	22	23	24	25	X	27	21	22	23	24	25	X	27
24	25	26	27	28	X	30	28							28	X	X	X			
31																				

April 2027							May 2027							June 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				X	X	3							1			1	2	3	X	5
4	5	6	7	8	X	10	2	3	4	5	6	X	8	6	7	8	9	10	X	12
11	12	13	14	15	X	17	9	10	11	12	13	X	15	13	14	15	16	17	18	19
18	19	20	21	22	X	24	16	17	18	19	20	X	22	20	21	22	23	24	25	26
25	26	27	28	29	X		23	24	25	26	27	X	29	27	28	29	30			
							30	H												

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 8-9:	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-4 Released at 1:00
P/T Conferences Hours on Nov. 4-5, 2026 & April 8, 2027
K-4 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-4 April 8, 2027 1:30 - 4:00
7-12 April 8, 2027 1:30 - 8:00

Calendar Templates by Vertax42.com

<https://www.vertax42.com/calendars/school-calendar.html>

Revised on 3/23/2026

# GENERAL INFORMATION/CAMPUS EXPECTATIONS

## SPARTAN WAY

### Student Expectations

- ◆◆ Be Responsible-take ownership of their actions

- ◆◆ Be Respectful-to self, others, and community
- ◆◆ Be Reflective-strive to improve by learning from mistakes
- ◆◆ Be Risk takers-embrace mistakes as part of learning
- ◆◆ Be Relentless-***NEVER*** give up!!

### Parent Expectations

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

- ◆◆ Ensure their student is appropriately dressed for school each day
  - ◆◆ Ensure their student has all required materials
  - ◆◆ Ensure their student is on time to school each day
  - ◆◆ Follow student progress by periodically checking grades and homework completion
  - ◆◆ Communicate with teachers/school in a respectful and professional manner ◆◆
- Work with the teachers/school to develop a professional relationship that best supports the student

### School Expectations (teachers, administrators, staff)

- ◆◆ 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 all grades in a timely manner
- ◆◆ Be professional and respectful in all interactions with students and parents
- ◆◆ Communicate with students and parents when any issues arise with a student

### Classroom Norms

- ◆◆ Students must ask for permission to leave their seats, for any reason, and only outside of instructional time.
- ◆◆ Students must ask permission to use the restroom outside of instructional time and not during the 1st or last 10 minutes of class. (request may be denied if work is not

completed)

- ◆◆ Students must ask permission to talk to the counselor, administration, resource officer, or office staff outside of instructional time AFTER ALL their work is completed.
- ◆◆ Late homework will not be accepted after the unit/chapter test over the material that was covered by the assigned homework.
- ◆◆ Students must place cell phones in their lockers, and not have them out during class time.

## **FREEDOM OF SPEECH**

Students are guaranteed freedom of speech as long as they do not disrupt the educational process, are compliant with rules and expectations (dress code/offensive language) of PRLHS and WBCSD #83, or ***do not interfere with the property or the constitutional rights of others.*** Freedom of speech at PRLHS should be for the enhancement of learning and not actions that are harmful or inciting, profane or offensive, prejudice or lack of tolerance.

## **STUDENT PARKING/PARKING LOT**

All student vehicles must have a school issued Parking Permit. These permits (\$2) are required for safety and security and may be purchased at the School Office. Student vehicles found to not have the proper school parking pass displayed while parking on school property will be issued a parking ticket which carries a \$5.00 fine. Lost permits can be replaced at the cost of \$5.00. Driving must be in a reasonable and safe manner. The speed limit on campus is 10 mph. Students who need to visit a vehicle during school hours must have permission from the front office before doing so.

Some students have been awarded a parking space for their academic efforts. As such, their parking spaces will be treated as their property. Parking in someone else's parking space will result in disciplinary action and a fine of \$5. If repeated violations occur the offending vehicle may be towed.

***For the safety and protection of all students and staff, students are prohibited from loitering in the parking lot during school hours from 7:45 am-4:00 pm daily. This includes, but is not limited to sitting in vehicles, standing around in the parking lot, and hanging out in the parking lot during the school day, including lunch. Students taking advantage of open***

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***campus for lunch will need to remain off campus or enter the building immediately upon returning from lunch. Failure to comply may result in restriction of parking privileges and/or other disciplinary actions.***

**OPEN CAMPUS/CLOSED CAMPUS AT LUNCH** PRLHS allows for students meeting a certain criteria to leave campus at lunch (open campus). This privilege is limited to students who have shown they can act responsibly in the community by showing responsible behavior in the classroom and hallways while in school. Students must maintain a 2.5 cumulative GPA, not have major disciplinary issues, and be a Sophomore, Junior, or Senior. (7th through 9th grade students are not eligible for open campus). Each semester, students may appeal to the principal to receive a pass to leave campus at lunch. The off campus pass will be signed by a parent, returned to the principal, laminated, then given to the student. The pass is revocable at any time if the student fails to meet the above criteria or shows they are not responsible enough to leave campus at lunch. *The open campus pass does NOT allow students to loiter or sit in their vehicles in the parking lot during lunch.*

Students may utilize the outside eating areas during lunch without an open campus pass. Students must remain in the area on or between the sidewalk directly in front of the school to the building itself where they can be supervised by “line of sight” by staff on lunch duty.

## **VISITORS AND GUESTS**

Parents and patrons are welcome to visit the school. In order to maintain order and safety, all visitors **MUST** enter the school through the main entrance and register in the school office where they will be run through the Raptor Background Check System, and if passed will be issued a visitor badge. Student visitation is not allowed except with special permission of the principal.

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 Priest River Lamanna Junior/Senior High School:

- Use of personal electronic devices at school is not allowed (includes cell phones, smart watches, and other personal mobile or wearable technology).
- Personal electronic devices are not to be in any learning space during school hours and should be kept in students’ lockers.
- Cell phones 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.” Earbuds and headphones are not allowed, except when used as an assistive technology, or used as part of a personal/individual plan.
- Personal electronic devices are allowed before and after school hours only. High school students leaving campus for lunch may take their devices with them, but they must remain “out of view” while exiting and entering the building.

### **Policy Violation Consequences:**

#### **1st Offense**

- The device will be turned into the Office\*
- Parent/guardian will be notified.
- Devices are held in the office until the end of the day.
- Student or parent/guardian will sign for the device when picking it up from the office.

#### **2nd Offense**

- The device will be turned into the Office\*
- Parent/guardian will be notified.
- Devices are held in the office until the end of the day.
- Parent/guardian will sign for the device when picking it up from the office.

#### **Subsequent Offenses**

- The device will be turned into the Office\* and delivered to the office.
- Parent/guardian will be notified.
- Devices are held in the office until the end of the day.
- Parent/guardian will sign for the device when picking it up from the office. ● Parent/guardian and student will conference with an administrator or designee. ● Student will serve in-school disciplinary consequences followed by progressive discipline for insubordination/defiance for any subsequent infractions.

\*Refusal to turn over the device is considered defiance and will result in the appropriate progressive disciplinary action.

Need to get hold of a student? Emergency? CALL THE SCHOOL OFFICE.

## DRESS CODE

Parents are ultimately responsible for ensuring their students are appropriately dressed for school.

Since schools are a somewhat formal setting, “*business casual*” should be the guiding principle when determining if clothing is appropriate to wear to school.

Styles or manner of dress that are extreme will be addressed individually and the student will be asked to change the article of clothing.

Any kind of dress or grooming that presents a distraction or disrupts the educational process will not be allowed during the school day or school activities.

PRLHS Dress Code allows for student expression without a disruption or counter to the educational mission of the school.

Failure to comply with a reasonable request by any staff member will result in disciplinary action.

### **The following are PRLHS guidelines and expectations:**

◆◆ School appropriate clothing shall not contain images, logos, symbols, words, etc., that are alcohol/drug related, sexually explicit or implicit, racially or religiously offensive, gang related, or deemed inappropriate by the administration.

◆◆ It is up to the individual teacher whether hats are allowed inside a classroom. ◆◆ Hoods of any kind will not be allowed in the hallways or classroom.

◆◆ Follow the guidelines of “business casual” regarding covering of the

#### **Lower Body**

◆◆ tears in pants, jeans, or any type of leg covering must be below mid thigh, or have leggings or shorts under pants

◆◆ shorts, skirts, kilts, and dresses must not be more than 2 inches above the knee (this should be below the fingertips when standing at rest)

#### **Upper Body**

◆◆ neckline/back must not expose skin below the line of armpits

◆◆ all tops must have a minimum top of shoulder covering of at least 1 inch wide ◆◆ tops must meet waistline of pants when standing and arms are at rest

#### **Undergarments**

◆◆ should not be showing at any time

#### **All Clothing**

◆◆ must be of opaque material

◆◆ must not allow skin to be seen (sheer material) when stretched

\*Exception to the rules: At the discretion of the building principal for such days as dress up days, i.e. Homecoming, school spirit week and other days as agreed upon with student leadership. **The school administration reserves the right to interpret the dress code as they see fit at any time.**

## BEHAVIOR FOR SUBSTITUTE TEACHERS

Substitute teachers are guests in our building and must be treated with the utmost respect. Any student behavior that results in a referral to administration by a substitute teacher will automatically result in 1 day in-school suspension.

## LOCKERS

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. Security is the responsibility of the student; **LOCK YOUR LOCKER!** The same locker policy applies to the athletic and PE lockers. Students should not put anything in their lockers or carry anything in their possession that they would not want the authorities to know about. Discovery of illegal items will result in discipline action and/or referral to appropriate authorities.

***1. LOCKERS ARE THE PROPERTY OF THE WBCSD AND NO EXPECTATION OF PRIVACY IS CONNECTED TO THEM. PRLHS LOCKERS MAY BE INSPECTED INSIDE AND OUT AT ANY TIME (ANNOUNCED OR UNANNOUNCED) BY SCHOOL PERSONNEL.***

2. If a student's lock is lost, or the locker is damaged in any way during the school year, or identified at the end of the year check out, the student should report the damage immediately to the office. If the student is at fault, reimbursement by the student of the cost of the lock along with time and materials associated with the repair of the locker is required. Replacement of a lock is \$5.00.

## STUDENT INTERACTIONS

As our school welcomes both junior high and high school students into the same building, it is important that we establish a respectful, inclusive, and positive environment. The interactions between junior high and high school students should reflect our school's values of kindness, respect, and mutual support. This section outlines expectations for how students from different grade levels should interact with one another to ensure a safe and welcoming atmosphere for everyone.

**Politeness and Courtesy:** Students are expected to communicate with one another in a polite and respectful manner at all times. This includes using appropriate language, listening when others are speaking, and being mindful of each other's feelings and perspectives.

**Inclusive Language:** Avoid using language that is hurtful, demeaning, or exclusive. All students should feel welcome and included in conversations, regardless of their grade level.

**Conflict Resolution:** If disagreements arise, students should seek to resolve them calmly and respectfully, using peaceful communication strategies. High school students are encouraged to model positive conflict resolution for junior high students.

**Positive Role Models:** High school students are in a unique position to be role models for younger students. By demonstrating leadership, responsibility, and maturity, high school students can positively influence the junior high students.

**Peer Support:** Junior high students should feel comfortable seeking advice and support from high school students. High school students are encouraged to offer help, whether it's related to academics, navigating school routines, or social situations.

**Mentorship Opportunities:** The school may offer formal mentorship programs where high school students can volunteer to guide junior high students, providing them with advice, encouragement, and support as they adjust to the new environment.

**Respect for Shared Areas:** As students will share common areas such as hallways, the cafeteria, and recreational spaces, it is important to be mindful of one another's presence. High school students should be aware of the younger students in these spaces and avoid behaviors that may intimidate or exclude them. Students should only enter the other section of the building when absolutely necessary.

**Positive Interactions:** Encourage interactions that foster a sense of community. This includes being friendly, offering help if someone seems lost or confused, and making an effort to include students from different grade levels in group activities when appropriate.

## **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.

Bathrooms at the south end of the building are for Junior High students only. High school students are restricted to the main hall bathrooms and cafeteria bathrooms only.

Bathroom use is a privilege, not a right. Vandalism will result in the closure of bathroom(s) and potentially require checking into the main office for keycard access.

Each teacher will have one keycard to allow student access to the bathrooms during class time.

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## **HARASSMENT/BULLYING**

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

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

Law Enforcement will 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, Counselor or Dean. Forms on which to report harassment are available in the main office.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection should be limited to holding hands and a quick hug. School is a public and a professional workplace, not appropriate for displays of affection beyond what is listed above. Anything beyond this may result in disciplinary action.

## DANCES/DANCE GUIDELINES

School dances are for currently enrolled students of PRLHS, present for all class periods in which a student is enrolled the day of a dance.

- ◆◆ All school regulations and policies are in effect during school dances. ◆◆ Students are prohibited from dancing in a manner that is considered lewd or vulgar by the chaperones present. This includes “grinding” from the front or behind another student, sexually explicit movements, and inappropriate touching.
- ◆◆ Junior high will have separate dances from High school.
- ◆◆ Students below the 9th grade will not be allowed at high school dances. ◆◆ Students above 8th grade will not be allowed at junior high school dances (unless helping to run the event)
- ◆◆ Invited guests must be registered in the office and approved by the administration three days before the dance. No one 20 years old or older will be admitted.
- ◆◆ ***Invited guests must be currently enrolled in a high school and get their school’s administrator signature regarding them being a student in good standing.***
- ◆◆ ***No guests will be allowed to Junior high dances.***
- ◆◆ One hour after the dance begins, the doors will be closed. A student who leaves the dance will not be readmitted. Parents are not notified.
- ◆◆ Chaperones: A dance cannot begin until all chaperones are present.
- ◆◆ Four chaperones are required for all dances and may include a combination of faculty and/or parents, but must include school resource officer, administrator or his/her designee and four approved and validated adults. At least one Staff member of the Sponsoring Organization for the dance must be present for the entire time.

- ◆◆ An activity request to sponsor a dance will be considered for approval by school administration and PRLHS Student Council only when the request is made in writing at least two (2) weeks prior to the date proposed for the dance.
- ◆◆ Any and all students may be requested to take a breathalyzer test upon admittance into the dance or activity. Refusal may result in non-admission to the dance.

## **HOMEWORK POLICY/LATE WORK**

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.

Students with excused absences will be allowed to make up school work and use the following guidelines:

- ◆◆ Students with excused absences and/or suspensions may make up all homework, school work, tests, etc. using the following schedule:
  - β Upon returning to school, students will have one class day to make up work; β After that, work may not be accepted by a teacher or points may be reduced for assignments turned in late.

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- ◆◆ *It is the student's responsibility to obtain the makeup work and to have it completed on time and turned in to the teacher.*
- ◆◆ Make up work that is not completed or turned in on time may not receive credit.
- ◆◆ Students may have to complete a make-up test immediately upon returning to school if they have not missed any significant review.
- ◆◆ Deadlines on projects or assignments set prior to a student's absence may still have the same due date.

## **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.

Students and their families are required to review and sign the Acceptable Use Policy (AUP) prior to being issued a school device. By signing, they agree to use the device for school-related purposes only and to follow all district guidelines for appropriate use. Students and families also accept responsibility for the care of the assigned device and may be held financially responsible for any damage, loss, or misuse.

Upon receipt of a textbook, the student is responsible for writing his/her name, school year, room number, class period and teacher's name in ink on the inside of the front cover. This information will be used in returning lost books to the owner.

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

***Fees will be paid before any diploma is issued or students will be allowed to participate in graduation ceremonies.***

The office secretary maintains a list of student fines.

## **MEDICATIONS**

A student will only be given medication at school after the parents have properly filled out a district Student Medication Form. This form provides the school with all the information that is needed to properly dispense the medication. Students are not to have any medication at school until this form has been received in the office. All medication will be kept in the school main office. Tylenol and Ibuprofen products will only be administered by the school nurse or office personnel with a written permission slip from the parent/guardian. These procedures are required to protect the safety of all students at PRLHS.

## **WEAPONS/ILLEGAL SUBSTANCES**

Weapons, alcohol, tobacco, or other illegal substances are not allowed on campus or at school activities. Violation of this rule by individuals regardless of age is strictly prohibited. The School Resource officer will periodically schedule the use of drug dogs as a deterrent.

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# **ENROLLMENT**

## **CHANGE OF ADDRESS**

Each student's correct mailing and physical address and telephone (parent/legal guardian) contact number(s) where parent/legal guardian can be reached at all times must be on file and corrected in the main office. Please inform the school office whenever there is a change of address and/or telephone number(s). PRLHS must have a contact and an emergency number for each student.

***Contact information can be updated at any time in Skyward.***

## **IDENTITY & BIRTH INFORMATION VERIFICATION**

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

## **IMMUNIZATIONS**

Per Idaho Code 33-4801, no child shall enter a private or public school in Idaho without documentation or immunization status.

Minimum requirements are available on the Idaho Department of Health & Welfare website.

## **INSURANCE – SCHOOL/ACTIVITY**

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

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## **RECORDS**

As a result of federal legislation guaranteeing an individual's right to privacy (FERPA), attention has been focused on school records and the content of those records. The following is a summary of the basic provisions contained in the laws and regulations which the school is obliged to follow:

- ❖❖ Parents of children under the age of 18 (including the non-custodial parent in the case of divorced parents) must be granted access to all official records maintained in any form by the school pertaining to their children.
- ❖❖ Students under the age of 18 (with parental consent) shall also have access to their records. If a student is eighteen (18) years of age or older, only that student has access to his/her records. Students and parents who wish to review records shall contact the registrar and make an appointment.
- ❖❖ The student's records, or information contained in those records, shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents. If a student is eighteen (18) years of age or older, only that student may grant such a release.
- ❖❖ The parent or student shall be provided an opportunity to challenge or rebut information contained in the student's records.

◆◆ The school shall provide appropriately trained educational personnel to assist the parent or student in understanding school records.

## REGISTRATION

In the Spring of each year, all students will request courses for the following school year. A few weeks prior to the start of school, parents will need to register their student for the school year by verifying their information in Skyward. This can be done online once registration opens.

Once students register, class sizes are balanced, and the school has an accurate estimate of the number of students attending students and parents will be able to see schedules in Skyward.

## STUDENT DIRECTORY INFORMATION

Directory information may be released without parental consent if parents do not object in writing to the release of directory information within fifteen (15) days following the first day of school. Directory information means a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and degrees and awards received – including honor roll listings. PRLHS students have the right to request in writing that personal information be withheld from military recruitment and other solicitations.

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## TRANSCRIPTS

All grades, activities, and special test results are kept on a permanent student record file in the office. Institutions of higher learning, potential employers, and military services may request student transcripts and/or records. Students and parents are free to examine all materials contained in the student record. However, student records are confidential and will not be released without prior consent from the student or the parent if the student has not reached the age of eighteen (18). Students requesting transcripts to be sent to colleges after graduation should put the request *IN WRITING prior to the last day of school*.

## TRANSFER STUDENTS

Students transferring from accredited public schools outside this district will receive credit toward high school graduation for those classes taken at the previous public school as provided by official school records.

Students transferring from nonpublic schools, including parochial and home study, will receive credit toward high school graduation for courses taken at the nonpublic school as follows: 1. If the nonpublic school is accredited by the Idaho State Board of Education or other regional

accreditation agency, the student will receive credit as awarded by the nonpublic school for all non-secular courses.

2. If the nonpublic school is not accredited, the student's official transcript and description of course content will be evaluated by the school district. The student may receive credit as follows:
  - a. Credit awarded by the nonpublic school for courses determined by the building principal as consistent in content with approved State Board of Education curriculum guides.
  - b. Credit for other courses as determined by the school district.
3. The school district may assess a student's knowledge of the subject matter by requiring he/she pass a comprehensive examination and/or other demonstration of competency.
4. A student transferring from a nonpublic school may receive credit by examination for no more than one-half (1/2) of the total credits required for graduation and for no more than one-half (1/2) of the core credits required for graduation by this district.
5. Students transferring from parochial schools will, in no case, receive more than one-half (1/2) credit per semester credit awarded by the parochial school for courses in Old Testament/Bible Literature and New Testament/Bible History.

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## **STUDENT WITHDRAWAL OR TRANSFER**

Students who find it necessary to withdraw from PRLHS and transfer to another school or educational program must do the following:

1. Parents contact the school office to verify withdrawal and/or transfer.
2. Pick up a withdrawal form from the office.
3. Return all books and school materials to appropriate teachers and have teachers sign the withdrawal form and provide a grade in progress for that class.
4. Pay all outstanding fees and fines owed; all fees and fines must be paid before building principal signs withdrawal form.
5. Return form to the main office and school secretary to complete the process and withdraw from PRLHS.

## **ACADEMICS/GRADUATION REQUIREMENTS**

### **JUNIOR HIGH PROMOTION REQUIREMENTS**

IDAPA Code 08.02.03.107 states:

*“A school district or LEA must implement a credit system no later than grade seven (7) that includes components that address the credit requirements, credit recovery, alternate mechanisms and attendance. The LEA may establish credit requirements beyond the state minimum. 01. (3-15-22) Credit Requirements. Each LEA credit system shall require a student to attain a portion of the total credits attempted in each area in which credits are attempted except for areas in which instruction is less than a school year before the student will be eligible for promotion to the next grade level. 02. (3-15-22) Credit Recovery. A student who does not meet the minimum requirements of the credit system shall be given an opportunity to recover credits or complete an alternate mechanism in order to become eligible for*

*promotion to next grade level.”*

## PRJH PROMOTION REQUIREMENTS

**All students must have an overall GPA of 2.0 and recover any failed credits in the core courses at the end of the school year to be promoted to the next grade.**

**Students not meeting the above requirement must attend summer school for any failed core courses, or scored proficient or better on the math and ELA Spring ISAT.**

**Per IDAPA code 08.02.03.103:**

*“A student must have met the grade eight (8) mathematics standards before the student will be permitted to enter grade nine (9).”*

<b>CORE COURSES</b>	<b>English</b>	<b>2 credits</b>	2- English
	<b>Math</b>	<b>2 credits</b>	2- Math
	<b>Science</b>	<b>2 credits</b>	2-Science
	<b>Social Studies</b>	<b>2 credits</b>	2- Social Studies
<b>ELECTIVES</b>	<b>Physical Education</b>	<b>1 credits</b>	PE
	<b>Health</b>	<b>1 credit</b>	Health
	<b>Other Electives</b>	<b>2 credits</b>	Courses outside those listed above
	<b>8th Grade Career Pathway Plan</b>	<b>Pass/Fail</b>	Completed with Counselor

◆◆ No later than the end of grade eight (8) each student shall develop a parent-approved student career pathway plan for their high school and post-high school options. The career pathway plan shall be developed by students with the assistance of parents or guardians, and with advice and recommendation from school personnel. It shall be reviewed annually. The plan should include at minimum, a list of courses and learning activities in which the student will engage while working toward graduation standards.

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## **HIGH SCHOOL GRADUATION REQUIREMENTS** All

credit-bearing classes will be aligned with the state high school standards in the content areas for which standards exist. Students who desire to receive a PRLHS Diploma and participate in the graduation ceremony must earn a minimum number of credits as outlined in board policy. In addition, *any student who is suspended (whether in school or out of school during the time of graduation) will not be allowed to participate in the commencement ceremony.* Recommended classes for graduation are listed in the PRLHS Course Description Guide.

◆◆ All High School Students are required to have a 4-year learning plan when entering 9th grade. Reasonable attempts must be made to acquire parent signatures of the Learning Plan. The learning plan outlines a student’s program of study, which will include a rigorous academic core and a related sequence of electives in academic, professional-technical education (PTE), or

humanities aligned with the student’s post-graduation goals and aspirations.

- ◆◆ SAT test taking will be provided for all students by the State of Idaho.
- ◆◆ Students enrolled in year long classes will not be allowed to transfer out of these classes. Exceptions can be made with teacher and principal approval. Classes being transferred into must be of equal or greater rigor.
- ◆◆ PRLHS offers dual credit enrollment through IDLA. Other Dual Credit/AP courses are available on-site by PRLHS teachers who also serve as North Idaho College professors. Because of the potential impact of college credit bearing classes, ALL students must meet with their Counselor before registering in ANY Dual Credit/AP courses. Coursework must be approved by the Counselor.
- ◆◆ **Credit Recovery/Repeated Courses**--A course which has been passed with a grade of “D” or better cannot be repeated. Some classes may be repeated for credit recovery with prior approval by the Counselor and Administration. The grade received in a repeated class will be transcribed along with the prior “F” grade on the permanent record. The following restrictions may apply:
  1. These students will not be eligible for certain academic honors at graduation (i.e. valedictorian, salutatorian, honors recognition, top ten, etc.).
  2. Credit recovery classes completed in an approved credit recovery program may receive a Pass/Fail grade and/or a letter grade depending on the course and content.
  3. Students will be allowed to take two credit recovery classes during the same semester through either/or EdOptions, IDLA, or other district accepted courses. (Exceptions may be made by the PRLHS principal.)

<b>PRLHS GRADUATION REQUIREMENTS</b>		
<b>Class of 2025 and beyond</b>		
<b>48 Credits as follows:</b>		
<b>English</b>	<b>8 credits</b>	2 each year for 4 years
<b>Communications</b>	<b>1 credit</b>	
<b>Math</b>	<b>6 credits</b>	2 Algebra

		2 Geometry
		2 Elective Math (Algebra 2 recommended for college)
<b>Science</b>	<b>6 credits</b>	2 Earth Science
		2 Biology
		2 Physical Science
<b>Social Studies</b>	<b>6 credits</b>	2 US History
		2 US Government
		2 Elective Social Studies
<b>Economics with Personal Finance</b>	<b>1 credit</b>	
<b>Physical Education</b>	<b>2 credits</b>	PE, Weights, or completion of athletic season
<b>Health</b>	<b>1 credit</b>	
<b>Career Technical (CTE)</b>	<b>3 credits</b>	Shop, business, or computer courses
<b>*Digital Literacy</b>	<b>1 credit</b>	Media Tech Fundamentals, or Fundamentals of Information Systems Technology or Business Computer Applications
<b>Humanities</b>	<b>2 credits</b>	Art or music courses
<b>Electives</b>	<b>12 credits</b>	Courses outside those listed above
<b>Senior Project</b>	<b>Pass/Fail</b>	Completed in Senior English class
<b>College Entrance Exams</b>	PSAT (10th grade)	
	SAT (11th grade)	
<b>Civics Test</b>	<b>Pass/Fail</b>	Completed in Government class

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**\*Digital Literacy Requirement-** IDAPA 08.02.03.105 The digital literacy requirement is a one-credit, stand-alone high school course based on selected Information & Communication Technology and Computer Science standards, required for all students graduating after January 1, 2028.

Dual Credit engineering and computer science courses aligned to the state standards for grades 9 through 12, including AP Computer Science and dual credit computer Science courses may be counted as a mathematics credit if the student has completed Algebra II (or equivalent integrated mathematics) standards.

\*\*\*\* Up to 2 credits in dual credit engineering and computer science courses aligned to the state

standards for grades 9 through 12, including AP Computer Science, Dual Credit Computer Science, may be used as science credits.

*Students who choose to take Computer Science and Dual Credit Engineering may not concurrently count such courses as both a mathematics and science credit.*

(Elective credit includes but is not limited to any additional courses in a particular subject area beyond the number of required credits)

**GRADUATION COMMENCEMENT CEREMONY PARTICIPATION** Participation in the graduation ceremony provided by the Trustees of WBCSD No. 83 is a privilege. Graduates' participation is conditional upon their display of good citizenship, responsible behavior, and proper attire to contribute to a dignified ceremony. As per School District Policy 2720A, in order to participate in the commencement ceremony at PRLHS all credits/graduation requirements must be completed before the date of the ceremony. PRLHS will interpret this to mean ***verification of completion of all credits, graduation requirements, correspondence and credit recovery courses must be completed by 3:00pm on the last day seniors are scheduled for classes.*** PRLHS will further interpret this to mean students who have not met the above listed graduation requirements will not participate in the graduation ceremony. Students must attend graduation practice to participate in the ceremony.

#### **FAILURE TO COMPLETE CREDITS**

Students and parents are ultimately responsible for keeping track of meeting State and School District graduation requirements, with the assistance of the Counselor. Students who fail to complete required credits by their planned graduation date should see the counselor and/or principal to make arrangements to earn their diploma. This may involve online courses or enrollment in a comprehensive credit recovery program. Each case will be dealt with on an individual basis. A resident student does not participate in graduation ceremonies unless all requirements have been met.

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#### **VALEDICTORIAN/SALUTATORIAN**

The Valedictorian and Salutatorian will be determined by the Principal after the seventh semester of high school and on the basis of the grade point average (GPA). The GPA is calculated on a weighted scale and carried out to three (3) decimal places. There may be co-valedictorians if two or more students have identical GPAs. To be considered for selection as Valedictorian or Salutatorian, students must have enrolled at PRLHS by the end of the 1st quarter of their junior year, have all transfer credits earned from an accredited institution, and maintain "full-time" enrollment as defined by Idaho code through the completion of their 1st semester of their senior year.

#### **ACADEMIC RECOGNITION**

◆◆ A student may pursue an Honors Recognition by completing the following: maintain an unweighted cumulative GPA of 3.5, and have completed 10 Honors Course credits. ◆◆ A student may pursue a High Honors Recognition by completing the following: maintain an unweighted, cumulative GPA of 3.8 and completed 14 Honors Course credits. ◆◆ A student may pursue an Academic Recognition by completing the following: maintain an unweighted cumulative GPA of 3.0 and completed 10 Honors Course credits. ◆◆ Honors, High Honors, and Academic recognition will be determined and based on the completion of the 7<sup>th</sup> semester for all students.

◆◆ Approved honors courses for the graduating class of 2018 and beyond include: Honors English 9,10,11, Honors US History, Honors Government, Pre-Calculus, Calculus, Anatomy and Physiology, Physics, Chemistry, All Dual Credit and Advanced Placement Courses, and Foreign Language (3<sup>rd</sup> and 4<sup>th</sup> year).

◆◆ Industry Certification recognition can be obtained by obtaining an industry specific certification offered at PRLHS (examples include: welding, Adobe Suite, and Microsoft)

## GRADES

Report cards are mailed to the student's address listed in Skyward after 1<sup>st</sup> and 2<sup>nd</sup> semester only. Quarterly report cards will not be mailed home. Parents are asked to review grades through their student's Skyward page.

PRLHS uses weighted grades for determining Valedictorian and Salutatorian honors recognition requirements. Weighted grades will not be used on transcripts. Weighted grading systems of 5.0, 4.5 and 4.0 means that the point value for grades are based upon a "weighted scale" of difficulty when a student GPA is to be calculated. An academic course considered to be more challenging (AP or Honors courses for example) will be given "heavier" point value. The definition of advanced courses will include courses listed on the Idaho State Department of Education website. A student grade point average (GPA) of 4.0 means the student has earned A's in all

courses taken to date. A 3.0 GPA means a B average and a 2.0 GPA is equivalent to a C average. However, students taking academically challenging courses may have a GPA exceeding 4.0 due to the weighted value (difficulty) of their selected courses. A list of approved weighted courses will be published each year as part of the student forecasting process.

Students receiving an “I” representing an incomplete in place of a grade are required to complete the necessary work and submit it within a two week period. In exceptional situations and with approval based on the situation, this timeline may be modified. Grades of Pass/Fail require special consideration and permission.

### **GRADING SCALE:**

A: 90-100  
B: 80-89  
C: 70-79  
D: 60-69  
F: 0-59

Credit is awarded only at the end of the semester when a semester grade is given. Courses where a D or better were earned will receive credit. Letter grades are used to designate academic grades at PRLHS.

## **HONOR ROLL**

At the end of each semester an Honor Roll list will be completed using the guidelines below for eligibility.

4.0 Principal’s Honor Roll  
3.5 –3.99 (unweighted) High Honors  
3.0 - 3.50 (unweighted) Honor Roll

Students named to the PRLHS Honor Roll must meet the following requirements each semester:

- ◆◆ Receive 7 full credits per semester
- ◆◆ Have earned a minimum 3.0 grade point average or grades consisting of A’s and B’s. 30

## **REGISTRATION/SCHEDULING**

In the Spring of each year, all students will request courses for the following school year. A few weeks prior to the start of school, students will need to register for the school year by verifying their information in Skyward. This can be done online once registration opens.

Once students register, class sizes are balanced, and the school has an accurate estimate of the number of students attending students and parents will be able to see schedules in Skyward.

## **FINALS**

Final summative exams will be administered in all classes the last few days of first and second semester. The type of exam will be determined by the teacher. ***There will be no early final exams allowed*** without administrative approval. Parents are advised to plan accordingly.

## **ADVANCED OPPORTUNITIES**

“Students attending public school in Idaho will be eligible for \$4,625.00 to use towards overload courses, dual credits, college credit-bearing examinations, workforce training courses and professional certification examinations.” (Idaho Code 33-4602)

Students are required to complete a Fast Forward Participation Form in order to participate in the Fast Forward program through the Idaho State Department of Education as authorized by Idaho Code 33, Chapter 46: Advanced Opportunities. By signing this form, the student and parent/guardian agree to the conditions and provisions of the program.

If a student fails to earn credit for a course paid for by Fast Forward, the student must subsequently pay for a “like” course on their own before he/she is eligible for further Fast Forward funding. If a student performs inadequately on an examination paid for by Fast Forward, the local school district will decide whether the student may continue utilizing Fast Forward funding, or if she/he must pay for the cost of a “like” examination before using further funds. Fast Forward funds may not be used for repeated or remedial course work.

Students simultaneously attending classes on campus at Priest River Lamanna High School (PRLHS), and North Idaho College (NIC), shall manage their schedules so there are no conflicts between scheduled classes at either location. Attendance for a class on campus at NIC shall not be an excuse for missing or being tardy to a scheduled class at PRLHS.

### Statewide Minimum Standards for Admission to Higher Education

Admission requirements vary with each higher education institution in Idaho. Consult the high school counselor or refer to the “Higher Education in Idaho” booklet for details. For the most detailed, updated admissions information students should refer directly to the website of the college they are considering. PRLHS and/or the high school counselor cannot be held responsible for knowing current admissions requirements for ALL colleges.

**Parents and students take note:** If a PRLHS student has a desire to participate in NCAA sports at a Division I or II college or university the student and parent/guardian should visit the NCAA

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Eligibility Standards at <https://web1.ncaa.org/eligibilitycenter/common/>. Students should meet with their high school counselor in 9th grade to review necessary coursework that is NCAA approved.

**ATTENDANCE REQUIREMENTS AND  
PROCEDURES**

## ATTENDANCE EXPECTATIONS

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

## ATTENDANCE POLICY

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

Students not meeting the attendance requirement will ***not receive credit even though they may have passing grades.*** Those students who have valid reason to 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 and determine whether the student will receive credit. Attendance Committee decisions may be appealed to the Superintendent. The decision of the Superintendent is final. (Further detailed information is provided below under the 90% Policy section.)

Students simultaneously attending classes on campus at Priest River Lamanna High School (PRLHS), and North Idaho College (NIC), shall manage their schedules so there are no conflicts between scheduled classes at either location. Attendance for a class on campus at NIC shall not be an excuse for missing or being tardy to a scheduled class at PRLHS.

## ABSENCES

A telephone call, email, or a note from either parent or guardian is required to excuse any and all absences and when late for any reason. Notes must be given immediately to the attendance

secretary. When a student arrives late or returns after an absence, the student is required to report directly to the attendance office. All absences and each tardy will be recorded on the report card.

### **Activities or Preplanned Absences**

◆◆ It is the student's responsibility to notify the administration, Attendance Office, and all assigned teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) class day to make up work.

◆◆ In the event a student must be absent during scheduled finals, written notification by parent must be provided at least one (1) week in advance to administration for approval to take finals late. If notification is not received, students may receive a zero "0" on the final.

◆◆ Absences for school-sponsored activities are excused, but students are held responsible for the work missed and are expected to either complete class assignments prior to activity or before the next scheduled class period. Failure to stay in good standing with assignment completion may result in lunch detention.

### **Excused Absences**

An absence shall be excused upon written or verbal documentation from parent/guardian when the absence is due to the following (please note that absences may be excused but still count against the student under the 90% Policy).

◆◆ Illness

◆◆ Bereavement

◆◆ College Visits

◆◆ Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies. Verification should be available when requesting an admit slip. ***\*School work missed during an excused absence can be made up for full credit.***

◆◆ The Principal may grant an exception due to extenuating circumstances. 34

### **90% Policy**

Students can accumulate Nine (9) absences per class each semester. This includes excused and unexcused (truancy), but does not include extracurricular absences. The student has the responsibility within three (3) school days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the building administrator. After each absence, parent/guardian should

call or provide appropriate documentation such as a doctor's note for the absences. When the attendance office receives the proper documentation, the absence will be changed to a waived absence.

Students may appeal a loss of credit to the Attendance Committee. The decision of the Attendance Committee may be appealed to the Superintendent. The appeal must be submitted to the superintendent within ten (10) working days after receiving the decision from the attendance/appeals committee. The decision of the Superintendent is final.

### **Extraordinary Reasons for Absences**

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

Upon receiving written documentation from parent/guardian, state agency, healthcare provider, or agent of the court, the principal or designee have the authority to exempt the absence and request the assignments, grades and credit be awarded on the date of those absence(s). It is in the best interest of the student whenever possible for all absences to be pre-arranged. Example of Extraordinary Absences are but not limited to: Extended illness/accident and recovery time for student or immediate member of family; court appearances except for traffic fines and tobacco violations; bereavement for immediate family including grandparents, aunt, uncles, cousins with limited number of days in consideration of travel time necessary; and other presented for consideration by building principal and should be pre-arranged when possible.

## **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 PRLHS students.

### **Tardy to school or from lunch**

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.

### **Classroom Tardies**

Attendance will be taken at the beginning of each class period. A student reporting late for any class will be considered tardy. Each teacher will document their classroom tardies and follow their classroom tardy policy.

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Students who have amassed ***five (5) tardies in one class period per semester will receive one (1) absence for that class.*** Students will receive an additional absence for every five (5) tardies thereafter. The number of tardies related to a student's attendance is reset at the beginning of each semester. Students having received an absence due to tardiness will be notified by the school Administration. If necessary, absences due to tardiness will be considered by the attendance appeal committee.

## **SIGNING IN AND OUT OF SCHOOL**

All students who arrive at school late **MUST** sign in with Student Services in the Office, no exceptions. Parent contact via telephone or note is required to excuse ALL absences. Prior to a student leaving during the day, parents must telephone the office if a student is supposed to leave school during any period of the day on short-notice, stating the time the student is to leave and the reason for leaving. Students must sign-out at the front office before leaving the building.

**DRIVER'S LICENSE SUSPENSION/DROP-OUT RULE** When a student fails to meet the enrollment and attendance policy of PRLHS, the Administration is required to report the student's non-attendance to the Idaho Transportation Department (ITD) with a request that the student's driving license be suspended (whether or not the student is licensed.) When the ITD suspends driving privileges, it suspends the driver's license and/or privilege from applying for a license, instruction permit, or driver-training permit. For a complete copy of the Code and the procedures contact the high school office.

## **TRUANCY**

***ALL unexcused absences are considered truant and may result in disciplinary action.*** When the absence is unexcused, the student will not be given the opportunity to earn credit for the work missed (this includes tests and final exams).

### **Habitual Truancy – Idaho Code 33-206 and 207**

#### **Idaho Code 33-206 – Habitual Truant Defined**

(1) A habitual truant is:

- (a) Any public school pupil who, in the judgment of the board of trustees, repeatedly has violated the attendance regulations established by the board; or
- (b) Any child whose parents or guardians, or any of them, have failed or refused to cause such child to be instructed as provided in section 33-202 Idaho Code

(2) A child who is a habitual truant shall come under the purview of the juvenile corrections act if he or she is within the age of compulsory attendance.

### **Idaho Code 33-207 - Proceedings against parents or guardians**

“Whenever the parents or guardians of any child between the ages of seven (7) years, as qualified in section 33-202, Idaho Code, and sixteen (16) years, have failed, neglected or refused to place the child in school as provided in this chapter or to have the child comparably instructed, or knowingly have allowed a pupil to become an habitual truant, proceedings shall be brought against such parent or guardian under the provisions of the juvenile corrections act or as otherwise provided in subsection (2) of this section.

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(2) Whenever it is determined by the board of trustees of any school district that a child enrolled in public school is a habitual truant, as defined in section 33-206, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the child's residence. Proceedings may be brought directly against any parent or guardian of a public school pupil who is found to have knowingly allowed such pupil to become a habitual truant, and such parent or guardian shall be guilty of a misdemeanor.

(3) Whenever it is determined by the board under provisions providing due process of law for the student and his or her parents that the parents or guardians of any child not enrolled in a public school are failing to meet the requirements of section 33-202, Idaho Code, an authorized representative of the board shall notify in writing the prosecuting attorney in the county of the pupil's residence and recommend that a petition shall be filed in the magistrates division of the district court of the county of the pupil's residence, in such form as the court may require under the provisions of section 20-510 Idaho Code."

## **DISCIPLINE GUIDELINES AND PROCEDURES**

### **BEHAVIORS AND CONSEQUENCES**

Every student at PRLHS is guaranteed the right to learn in a safe, supportive, and professional environment. No student has the right to infringe on the rights of others to that end. Students engaging in behaviors that in any way interfere with the rights of others to learn in a safe,

supportive, and professional environment are subject to disciplinary actions outlined below.

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

**Priest River Lamanna Junior/Senior High School  
Behavior Management Plan**

<p><b><u>General Classroom Disruption</u></b> <b>(Handled by the Classroom Teacher)</b></p> <p><b>Including, but not limited to:</b>          Unacceptable Language          Excessive Talking          General Disruption/Disturbance          Inappropriate Assembly Behavior          Inappropriate Hall Behavior          Public Display of Affection</p> <p style="padding-left: 40px;"><b>1st Offense=</b> Warning  <b>2nd Offense=</b>30 Minute Detention  <b>3rd Offense=</b>60 Minute Detention  <b>4th Offense=</b> Referral to Office (possible ISS)</p>	<p><b><u>Dress Code Violation</u></b>  <b>All staff members are expected to address students in violation of the PRLHS Dress Code.</b></p> <ol style="list-style-type: none"> <li>1. Student will be instructed to correct the violation or change clothes and may return to class.</li> <li>2. If violation cannot be corrected at school, the student will need to call home for a change of clothes to be brought to school. Once changed, the student will return to class.</li> <li>3. If no clothes can be brought from home, the student will spend the remainder of the day in ISS.</li> </ol> <p><b>Habitual dress code violations may be subject to further disciplinary action.</b></p>
<p><b><u>Mobile Device Violation</u></b>  <b>1st and 2nd Offense</b></p> <ul style="list-style-type: none"> <li>● The device will be confiscated* and delivered to the office.</li> <li>● Parent/guardian will be notified.</li> <li>● Devices are held in the office until the end of the day.</li> <li>● Student or parent/guardian will sign for the device when picking it up from the office.</li> </ul> <p><b><u>Subsequent Offenses</u></b></p> <ul style="list-style-type: none"> <li>● The device will be confiscated* and delivered to the office.</li> <li>● Parent/guardian will be notified.</li> <li>● Devices are held in the office until the end of the day.</li> <li>● Student or parent/guardian will sign for the device when picking it up from the office.</li> </ul>	<p><b><u>Medium Offenses</u></b>  <b>Staff will refer students to the office for disciplinary action for behaviors including, but not limited to:</b></p> <p>Vandalism/Theft under \$25          Field Trip/Activity Behavior          No Show for Detention          Disrespect to Staff          Insubordination          Truancy (Unexcused Absence)          Possession of a pocket knife or box cutter</p> <p style="text-align: center;"><b>PARENTS WILL BE NOTIFIED</b>  <b>1st Offense=</b> 1 day ISS  <b>2nd Offense=</b>3 days ISS  <b>3rd Offense=</b>High Offense (1 day OSS)</p>

<ul style="list-style-type: none"> <li>● Parent/guardian and student will conference with an administrator or designee.</li> <li>● Student will serve in-school disciplinary consequences followed by progressive discipline for insubordination/defiance for any subsequent infractions.</li> </ul> <p>*Refusal to turn over the device is considered defiance and will result in the appropriate progressive disciplinary action.</p>	
<p><b><u>High Offenses</u></b>  <b>Staff will refer students to the office for disciplinary action for behaviors including, but not limited to:</b></p> <p>Out of control/Severe Bad Behavior  Vandalism/Theft between \$25 and \$50  Fighting  Bullying/Harassment  Intimidation/Menacing  Extortion  Possession or use Alcohol, Nicotine, or other Controlled Substance  Possession of a Non-Gun weapon (knife with blade over 2 inches, etc)</p> <p style="text-align: center;"><b>PARENTS WILL BE NOTIFIED  LAW ENFORCEMENT WILL BE NOTIFIED</b>  <b>1st Offense= 3 days OSS</b>  <b>2nd Offense=5 days OSS</b>  <b>3rd Offense=Extreme Offense</b></p>	<p><b><u>Extreme Offenses</u></b>  <b>Staff will refer students to the office for disciplinary action for behaviors including, but not limited to:</b></p> <p>Vandalism/Theft over \$50  Fighting with medical attention required  Physical Attack of Staff  Threat of Force or Harm to Person or Property  Distribution or Sale of Alcohol, Nicotine, or other Controlled Substance  Possession of a Gun</p> <p style="text-align: center;"><b>PARENTS WILL BE NOTIFIED  LAW ENFORCEMENT WILL BE NOTIFIED RECOMMENDATION FOR  EXPULSION</b></p>

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

## **DETENTION**

Staff may assign detention to be served with the teacher or with our behavioral interventionist. Detentions may be assigned during lunch, before school, or after school. Detention time CANNOT be served during regularly scheduled classes.

Detentions assigned before or after school should be arranged with a parent 24 hours in advance to ensure the student has a ride home.

Lunch detentions should be assigned at least 1 day in advance to ensure that students have arranged for lunch (if they are allowed to leave campus at lunch).

## **IN-SCHOOL SUSPENSION**

In-school suspension (ISS) is served all day with our behavioral interventionist. Students in ISS are not allowed to have access to their phones, will not be allowed in the halls during passing periods, and will not be allowed to attend lunch with other students. They will be required to work on any assigned work for that day from all of their classes, bring all necessary materials to complete their work, and behave appropriately.

The behavioral interventionist will work with administration to determine any deviations from the above mentioned expectations.

**Athletes in ISS are not allowed to participate in practices or games scheduled for that day.**

## **OUT OF SCHOOL SUSPENSION**

Students given out of school suspension (OSS) are not allowed on school property during their suspension. This includes, but is not limited to any school events, home or away.

Homework can be made up as if the absence were “excused”.

**Athletes given OSS are not allowed to participate in practices, games, or attend any school**

**sponsored events scheduled during their suspension.**

## **EXPULSION**

Expulsion is determined by the Board of Trustees. The school principal can recommend expulsion, but a hearing in front of The Board occurs before a decision is made.

Parents and students retain the right to due process through all expulsion proceedings. 40

## **ACADEMIC HONESTY**

Students are expected to adhere to the moral values of honesty and responsibility. Academic dishonesty or academic misconduct is any type of cheating for academic gain such as for grade improvement. Students are expected to do their own work with the highest standards of honesty. Academic dishonesty, cheating and plagiarizing of any form cannot be tolerated in the school environment.

Academic Dishonesty/cheating/plagiarism includes, but is not limited to the following: copying answers, sharing answers via electronic devices, use of non-authorized electronic devices, or passing assignment over to another student for them copy answers, working together without specific permission from teacher(s), using prohibited written and/or oral information during tests, quizzes, or examinations, buying or selling answers to or the test exam or quiz itself, stealing answers, stealing or buying essays or research papers, plagiarizing in any form by not giving appropriate credit to authors, including inappropriate use or misuse of the Internet programs and the school's computer network to obtain answers or written material.

### **Cheating**

Giving or receiving unauthorized help on an academic assignment/quiz/test such as sharing information on an assignment/quiz/test, looking at someone else's answers during a quiz/test, using some sort of "cheat sheet" or an electronic device to share or provide answers.

### **Plagiarism**

Copying and using in an assignment or report any word(s), phrase(s), statement(s), idea(s), thought(s) of someone else without citing the source and documenting properly according to APA or MLA form (i.e., taking material from Internet websites without proper acknowledgement and documentation). This includes copying artificial intelligence (AI).

### **Deception**

Giving a teacher/instructor false information about an academic assignment such as providing a false excuse for a missed deadline or being less than truthful about having turned in work.

If academic dishonesty is detected, the teacher(s) will confiscate the evidence, document the

circumstances, and submit a report to the building administrator. Depending upon the circumstances, the consequences for academic dishonesty/cheating may include, but are not limited to, the following:

- The student will receive a “0” for the assignment, test/exam.
- A notice of the offense will be placed in the file in the Administration Office. ● The student will not be allowed to make up that grade by extra credit or any other method.
- The parent/guardian will be notified, and, if necessary, a conference will be held with the student and administration.
- Second offense will result in no credit for the assignment and removal from the course with a failing grade.

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## 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.**







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## **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

 <p>YOU'LL HEAR: <b>All Call</b></p>	<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> 
 <p>YOU'LL HEAR: <b>All Call</b></p>	<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> 
 <p>YOU'LL HEAR: <b>Fire Alarm</b></p>	<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.

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## **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:

- ◆◆ Parent or legal guardian conference with administrator and/or advocate team representatives.
- ◆◆ Referral to a law enforcement agency.
- ◆◆ 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

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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.

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## **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.

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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.

## **STUDENT SERVICES**

### **COUNSELING CENTER**

The goal of the PRLHS Counseling Department and Advisory is to *support* students in having a successful educational experience, provide equal access to Counseling Services to ALL PRLHS students, and to assist students in the transition from high school to post-secondary pathways.

The Counseling office is open from 7:30 am to 4:00 pm daily. Parents desiring to meet with Counselors should call the Main Office or Counseling office for an appointment.

The following is a list of services provided by the counseling department: ❖❖

Assistance with proper course selection to meet graduation requirements

❖❖ Career guidance

❖❖ Guidance for preparation for entrance into four-year colleges and universities, vocational-technical programs, community colleges, workforce and military ❖❖ Advice and assistance with academic problems

❖❖ Credit check and monitor student progress towards graduation

❖❖ Schedule and registering for individual testing (PSAT, SAT, ACT,

ASVAB) ❖❖ Interpretation of test scores

❖❖ Information about credit recovery, remediation for State Testing, enrichment programs, and alternative schooling (i.e., correspondence courses, IDLA, homeschooling programs and vocational training)

❖❖ Confidential counseling and Referral to agencies to assist students with personal problems

***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.***

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## **FOOD SERVICE**

### **BREAKFAST AND LUNCH**

Breakfast and lunch are available each school day. We offer a variety of choices each day. Lunch is served in the cafeteria. All money for meal purchases should be given to the Cafeteria Staff in the cafeteria. Each student has a MealTime account which is used for breakfast, lunch or milk purchases. For your convenience, money can and should be deposited into the student account.

- ❖❖ In the meal line, students access their account using their Meal Time number. The cashier will inform the student when the meal account is running low on funds. Charging to the meal account is strongly discouraged and only allowed in special circumstances.
- ❖❖ Application forms for the Free and Reduced Meal Program are given to each student upon registration and are available at the school cafeteria, school office, district office and issued upon request throughout the school year. Free and reduced lunch may be applied for during the school year. This confidential federal program is based on household size and income.
- ❖❖ Lunch is an open campus for PRLHS sophomores, juniors, and seniors. These students may leave the campus during their lunch period but must be in class prior to the tardy bell for the next class. Open campus is a privilege that can be revoked at the discretion of the administration.
- ❖❖ 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.

## LUNCH AND CAFETERIA EXPECTATIONS

WEST BONNER COUNTY SD #83  
2025/26 MEAL PRICING

### BREAKFAST PRICING

ELEMENTARY- \$2.35  
Jr/Sr HIGH- \$2.85  
ADULT- \$3.75  
REDUCED PRICE- \$.30

### LUNCH PRICING

ELEMENTARY- \$3.90\*  
Jr/Sr HIGH- \$4.15\*  
ADULT- \$5.50  
REDUCED PRICE- \$.40  
MILK- \$.90\*\*

\*PLE TOOL AVERAGE WEIGHTED PRICE OF \$4.01

\*\* MAY CHANGE AFTER BID PROCUREMENT IS CONFIRMED. BID ENDS ON 8/5/2025

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

Priest River Lamanna has an open campus for students in grades 10-12. Open Campus privileges can be revoked due to Academic or Behavior reasons. All 9th Graders will eat lunch and stay on campus. A cumulative grade point average of 2.5 must be met before 10<sup>th</sup> graders will be allowed to leave campus.

❖❖ Lunch line is based on a first come, first-served basis. No Cuts or Saving Places allowed. *Teachers step to the head of line so that they may get some work done during their lunch.*

❖❖ Students are expected to deposit all trash in proper receptacles provided.

❖❖ Students are to be in the designated areas during lunch time (cafeteria 600 hall, gymnasium or outside areas). Students can go to the classroom areas with permission from the office and teacher.

❖❖ Charges will be limited to 2.

❖❖ Checks are to be made out to PRLHS Cafeteria ONLY; no change or check cashing will be allowed.

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## HEALTH SERVICES

The school district employs a Part-time nurse for the entire district. They are available to come to the school and check on a student's health.

## INSURANCE

Student insurance is available through a 3rd party provider for PRLHS students. Options are

available to cover students participating in athletics as well as football. The insurance is intended to cover the student during the school day and when participating in school events.

## **INTERNET/TECHNOLOGY**

We are pleased to offer students of the West Bonner County Public Schools access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return the form to the office. Students 18 and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. WBCSD will consistently maintain a filtering system to limit inappropriate access and use of the District systems and computers.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately a partnership between parents/guardians of minors, students, and the school to responsibly set, convey, and maintain the standards that their children should follow when using media and information sources is the goal. To that end, the West Bonner County District and Schools support and respect each family's right to decide whether to apply for access.

## **LIBRARY**

- ◆◆ Students should familiarize themselves with book/magazine check-out procedures early in the school year.
- ◆◆ Students coming to the library from class during the day without a teacher must have a student pass from their assigned teacher at that time.
- ◆◆ Students are expected to replace library materials that are lost or damaged. ◆◆ Unless prearranged by a teacher there will be a small fee for printing and making of copies in the library.

## **SKYWARD**

The West Bonner School District uses Skyward as a student information system to track grades, attendance, and other information about students and family contact information. Every student and parent is given access to Skyward to view grades and attendance. It is highly recommended that parents frequently check student grades to ensure accuracy.

Parents may update contact information at any time through Skyward.

## **BUSING**

Many students ride buses to school. It is important that proper discipline is maintained on buses for safety. All school rules and regulations apply to bus conduct. Misconduct may result in suspension of bus riding privileges. All school rules apply on the bus and at the bus stop. Any questions related to bus misconduct should be directed to the specific route bus driver, Operations Director and/or the building principal. Cameras installed and activated on district buses are used randomly to monitor behavior.

\*Please review and be familiar with the following 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.

## **COLLEGE VISITATIONS**

Students in grade twelve (12) who are on track to graduate and have a 2.0 grade point average in their CORE classes are allowed two (2) college visitation days during their senior year. Students in grade eleven (11) are allowed one (1) college visitation in the spring of their 11<sup>th</sup> grade school year if they are on track to graduate and have a 2.0 grade point average in CORE classes. It is

the student's responsibility to provide the attendance office with documentation from the respective college they are planning to visit. If a student requests a third (3) College visitation day for seniors may be waived if arrangements are made with the attendance officer and administration prior to the visit. If prior notification and permission is not given the absence will count as one of the student's allowable absences for the semester.

## **MILITARY RECRUITMENT**

Section 9528 of the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001 requires school districts to provide the United States Military Recruiting Command with a list which includes the name, address, and telephone number of all high school students registered in the district. **Individual students and/or their parents may request that their names be withheld from this list. To facilitate such requests, we have prepared an "Opt-Out" form for your use. This form may be picked up at the High School office.**

## **ADVANCED OPPORTUNITIES**

"Students attending public school in Idaho will be eligible for \$4,625.00 to use towards overload courses, dual credits, college credit-bearing examinations, workforce training courses and professional certification examinations." (Idaho Code 33-4602)

Students are required to complete a Fast Forward Participation Form in order to participate in the Fast Forward program through the Idaho State Department of Education as authorized by Idaho Code 33, Chapter 46: Advanced Opportunities. By signing this form, the student and parent/guardian agree to the conditions and provisions of the program.

If a student fails to earn credit for a course paid for by Fast Forward, the student must subsequently pay for a "like" course on their own before he/she is eligible for further Fast Forward funding. If a student performs inadequately on an examination paid for by Fast Forward, the local school district will decide whether the student may continue utilizing Fast Forward funding, or if she/he must pay for the cost of a "like" examination before using further funds. Fast Forward funds may not be used for repeated or remedial course work.

Students simultaneously attending classes on campus at Priest River Lamanna High School (PRLHS), and North Idaho College (NIC), shall manage their schedules so there are no conflicts between scheduled classes at either location. Attendance for a class on campus at NIC shall not be an excuse for missing or being tardy to a scheduled class at PRLHS.

### Statewide Minimum Standards for Admission to Higher Education

Admission requirements vary with each higher education institution in Idaho. Consult the high school counselor or refer to the "Higher Education in Idaho" booklet for details. For the most

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detailed, updated admissions information students should refer directly to the website of the college they are considering. PRLHS and/or the high school counselor cannot be held responsible for knowing current admissions requirements for ALL colleges.

**Parents and students take note:** If a PRLHS student has a desire to participate in NCAA sports

at a Division I or II college or university the student and parent/guardian should visit the NCAA Eligibility Standards at <https://www.ncaa.org/sports/2021/2/8/student-athletes-future.aspx>. Students should meet with their high school counselor in 9th grade to review necessary coursework that is NCAA approved.

### **Athletic Eligibility – Enrollment and Academic Requirements**

In accordance with **Idaho High School Activities Association (IHSAA) Rule 8**, students must meet minimum academic and enrollment standards to be eligible for participation in interscholastic athletics and activities.

To be considered a full-time student at Priest River Lamanna Jr/Sr High School, a student must be enrolled in **a minimum of five (5) credit-bearing classes** during the current semester. Only students meeting this full-time enrollment requirement will be eligible to participate in IHSAA-sanctioned sports and activities.

In addition, student-athletes must be **passing all enrolled classes** to maintain eligibility. Academic progress will be monitored on a regular basis. Any student who is failing one or more classes may be subject to probation or immediate ineligibility, in accordance with IHSAA rules and school policy, until grades are brought back to passing.

Failure to maintain both full-time enrollment and passing grades will result in loss of athletic eligibility.

## **ACTIVITIES**

### **MISSION**

The Board of Trustees believes that a dynamic program of student activities is vital to the development of all students. Activity programs should provide a variety of experiences to aid in

the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. Activity programs should function as an integral part of the total curriculum. They should offer opportunities for the student to develop all-around growth, to learn the qualities of good citizenship, and to develop positive self-esteem.

## **PROVIDED ACTIVITIES**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Year Round</b>
Boys/Girls Soccer Cheer Boys/Girls Cross Country Football Volleyball	Boys/Girls Basketball Boys/Girls Wrestling Cheer	Boys/Girls Track Boys/Girls Golf Softball Baseball	Band Choir Academic Decathlon Drama/Theater Student Council National Honor Society

## **ATTENDANCE AT EVENTS**

All school rules and School Board Policies are in effect and apply to all students that participate or attend activities which involve PRLHS. This includes any and all activities & events, home or away, or any event such as, but not limited to, athletic contests or field trips.

## **ATHLETIC RULES/GUIDELINES**

**Please Refer to the WBCSD Athletic Handbook**

*The PRLHS and PRJH Student and Athletic Handbooks are approved policy and is identified under WBCSD #83 Policy & Idaho Code.*

## **6th Grade Athletic Participation**

West Bonner County School District may permit eligible 6th grade students to participate in select junior high athletic programs when approved by the District, applicable league, and school administration. The purpose of allowing 6th grade participation is to provide additional opportunities for student-athletes while maintaining a safe, educational, and developmentally appropriate athletic experience.

### **Sports Eligible for 6th Grade Participation**

Eligible 6th grade students may participate in approved junior high sports with the following provisions:

#### **Guaranteed Participation Sports**

Because these sports do not have roster limitations, eligible 6th grade students who register by the established deadline shall be permitted to participate:

- Cross Country
- Wrestling
- Track and Field

Roster cuts and tryouts described below do not apply to these sports.

#### **Roster-Limited Sports**

For all other junior high sports, participation by 6th grade students is contingent upon available roster space and team needs. The head coach may establish roster limits and conduct evaluations or tryouts when necessary.

If the number of participants exceeds the available roster positions:

- Student-athletes may be selected based on safety, skill level, coachability, effort, and overall readiness.

- Coaches may reduce the roster to maintain an appropriate team size.
- If a 6th grade student is not selected, the parent or guardian may request a meeting with the head coach and Athletic Director to discuss the decision.
- When available, families may be directed to community or youth sports programs as an alternative opportunity for participation.

### **Football Exception**

Due to safety considerations and district policy, **6th grade students are not eligible to participate in junior high football.** Participation in junior high football begins in the **7th grade.**

### **Coach's Authority and Student Readiness**

Participation by a 6th grade student is subject to the determination of the head coach that the student is physically, emotionally, socially, and developmentally prepared to safely compete with 7th and 8th grade student-athletes.

The health, safety, and welfare of all participants shall be the primary consideration in all roster decisions.

### **Participation at the Junior High Level**

Students participating as 6th graders understand that they are joining the junior high athletic program and will practice and compete with 7th and 8th grade students. Once participating at the junior high level, they will continue to compete within the junior high program until entering high school.

### **Academic, Attendance, and Conduct Expectations**

All 6th grade participants are considered student-athletes and are expected to comply with all district, school, athletic department, and team rules.

This includes, but is not limited to:

- Attendance requirements.
- Academic eligibility requirements established by the district.
- Behavior and citizenship expectations.
- Team rules established by the coaching staff.
- Student conduct policies, including electronic device and cell phone policies.
- Sportsmanship expectations at practices, contests, and school-sponsored activities.

Because elementary grading practices may differ from junior high grading systems, eligibility determinations may include consideration of attendance, behavior, academic progress, and other criteria established by school administration.

### **Home School and Non-Traditional Students**

Home school and other eligible non-traditional students participating in junior high athletics are subject to the same athletic eligibility requirements, conduct standards, team rules, and disciplinary expectations as traditionally enrolled students.

### **Registration and Communication**

Registration for 6th grade participation may begin once league calendars and season dates have been finalized. Families will be provided information regarding registration timelines, expectations, and any applicable tryout procedures prior to the start of the season.

### **Transportation**

Transportation for away contests involving participating 6th grade students shall be coordinated in accordance with district transportation policies and procedures.

## **Administrative Authority**

The District reserves the right to limit participation, establish roster sizes, modify procedures, or implement additional participation requirements as necessary to ensure student safety, maintain competitive balance, comply with league regulations, and support the educational mission of the athletic program.

PRIEST RIVER LAMANNA  
HIGH/JUNIOR HIGH SCHOOL  
ATHLETIC HANDBOOK



2026-2027

## Part I: Handbook Purpose

### Introduction:

The interscholastic athletic program is completely voluntary. Participation is not required for graduation, nor are athletic credits needed for college entrance. Involvement in the athletic program, however, does require extra effort and time on a voluntary basis beyond the regular school day. Although interscholastic athletics are voluntary, those participating do represent their student body and communities. Therefore standards, including academic requirements, citizenship, sportsmanship, conduct and loyalty must be maintained at a high level. The total school program is reflected in the interscholastic athletic program.

The selection of team members is necessary. However, the selection of team members is not based solely upon athletic performance, but also upon attitude, conduct, cooperation, loyalty and an earnest and sincere desire by the student to participate on the team in a fashion that compliments the school and community. All students, grades nine through twelve are subject to the school's cut policy.

### Philosophy of Activities

The Board of Trustees believes that a dynamic program of student activities is vital to the development of all students. Activity programs should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. Activity programs should function as an integral part of the total curriculum. They should offer opportunities for the student to develop all-around growth, to learn the qualities of good citizenship, and to develop positive self-esteem.

### Statement of Purpose

The purpose of the West Bonner County School District #83 Activity Programs:

1. To provide an atmosphere in which each student's self-image is positively influenced.
2. To provide a positive image of the school district.
3. To strive for excellence.
4. To provide a field of exploration that will allow our students to develop life skills and positive characteristics. This field of exploration should provide adequate and natural opportunities for:
  - a. Physical, mental, and emotional growth.
  - b. Acquisition and development of special skills in the activities of each student's choosing.
  - c. The development of team values, such as loyalty, cooperation and fair play.
  - d. Directed leadership and supervision that stresses self-discipline, self motivation, and the ideals of good sportsmanship that make for winning and losing graciously.
  - e. Achievement of initial goals as set by the activity group in general and the student as an individual.

**Parental/Booster Club Relations:** A positive relationship between all the interested parties is necessary for the overall success of each activity and the entire program. Each coach, parent, booster, and fan has an important impact upon the outcome of the experience of the athletes.

1. Coaches - are in charge of the program and the students. They decide team make-up, starting positions, strategies, playing time, and any other questions involving the welfare of their activity.
2. Parents - support the program, coaches, individual team members, and their child in a positive and constructive manner.
3. Boosters - support the entire program, the coaches, students, and work to improve facilities, equipment, and opportunities for every student in every activity.
4. Fans - support the programs, coaches, students and parents.

**Chain of Command:** The Chain of Command should be followed by coaches, participants, and parents.

- Assistant Coach - resolution to issues should begin here if applicable. If a satisfactory resolution cannot be accomplished at this level, appeal to the head coach.
- Head Coach- If the problem cannot be resolved at this level, progress to the Athletic director.
- Athletic Director-If the problem cannot be resolved at this level, progress to the principal.
- Principal. If the problem cannot be resolved at this level, progress to the superintendent.
- Superintendent-If the problem cannot be resolved at this level, progress to the Board of Trustees

## Part II: Student Athlete Section

**Rules and Regulations:** The following rules and regulations concerning interscholastic athletics apply to all student athletes at Priest River Lamanna High School only during each given sports season as defined by the Idaho High School Activities Association (IHSAA), unless otherwise specified. Rules go into effect the first practice day for any given sport season.

1. Each student shall abstain from the use or possession of alcoholic beverages, tobacco products, (in the case of chewing tobacco, imitation products are included as well), drugs and narcotics during a given sports season. Drugs prescribed by a physician do not apply. The participant should notify the coach involved when he/she is receiving medication prescribed by a physician.
2. Students are not to attend any student parties or functions in which they have prior knowledge that alcohol or drugs will be present or in use. When a student attends a student function in which he/she discovers the presence or use of alcohol or drugs after he/she has arrived, he/she is to leave that function and notify their coach of the situation as soon as possible.
3. Each student athlete is expected to be a good citizen in school, in the community, and in all athletic events.
4. Each student athlete shall be in attendance at school for **all classes enrolled** in order to be eligible for participation in practice or a contest on that day. Exceptions due to waivable absences (ex. medical/dental appointments, college visits or bereavement) may be made but only when prior arrangements have been made through the athletic director or the principal **prior to the start of that school day the student may be missing**. Non waivable absences (ex. hunting, sleeping in) will not be excused even with prior arrangements. Circumstances beyond the student's control will be evaluated by the athletic director and principal on a case by case basis.
5. Student athletes must be in good standing with attendance and academics. Students must follow the academic eligibility rules outlined below.
6. Each student athlete representing Priest River Lamanna High School is expected to exemplify the highest standards of good sportsmanship and character.
7. Practices are considered of utmost importance for effective team learning and team commitment. Disciplinary action for missed practices will be determined by head coaches of each particular sport and will be communicated to the parents prior to the start of the season. Repeated instances of missing practice may result in dismissal from the team.

**Violation of Rules and Regulations:** A student athlete who does not abide by the above rules and regulations shall be subject to progressive disciplinary actions. Any disciplinary decisions, resulting from any violation, shall be subject to the following procedure:

1. In the event a coach has reason to suspect a student athlete of a violation of the rules, he/she shall have a conference with the athlete. If in the coach's judgment a violation has taken place, disciplinary action will be taken.
2. In incidents which may occur on any court, practice field, or during any athletic contest which require disciplinary action, (but not to the extent of dismissal of the participant) the coach of that squad will carry out the appropriate action.
3. Before dismissal, the head coach will discuss the situations with the athletic director and/or the principal within a reasonable amount of time.
4. Each student athlete of the Priest River Lamanna High School has the right of grievance for all athletic disciplinary actions. The discipline grievance procedure will follow the appropriate chain of command (coach, athletic director, principal, superintendent, board of trustees) in order to effectively resolve the situation.
5. If a student athlete is dismissed from a team for the remainder of the season for violation of rules and regulations, the student shall be ineligible for any and all awards for that season. The student will also need to follow the following guidelines.
  - a. Meet with the school principal, the athletic director, and possibly the coaches of the sports in which the athlete participates.
  - b. Request a meeting with the athletic director and coach prior to participating on another team. They will review previous violations and determine if the student-athlete will or will not be allowed to participate.

**Violation of Drug, Alcohol, Tobacco Use**

**First Offense- Grades 9-12**

1. The student shall be suspended for 20% of the competitions/contests for that season (ie. Basketball has 20 games so a student would be suspended for 4 games). If the suspension occurs during a time where there is less than 20% of games left to play, then the student would be done for the remainder of the season (including any district or state competition) and the remaining percentage from the next sport season (i.e. 10% at the end of basketball and 10% at the beginning of baseball) . If the infraction occurs during a state competition, the student will be suspended from state play with possible additional suspensions at the discretion of the principal and athletic director. If suspended for any part of the season, the student forfeits any post-season league honors and if suspended for district and state play, the student forfeits their letter and school post season awards. During suspension, the student will be allowed to practice but will not be allowed to travel, suit up for games, or sit on the bench at home games.
2. A student must also enroll in a principal and athletic director approved drug and/or alcohol substance abuse assistance program. The enrollment must occur before the suspension is over. The cost of the assistance program will not be paid by the district.
3. If the student does not agree to and abide by the conditions stated above, the student will be suspended from athletics for the remainder of the current sports season.

**Second Offense-Grades 9-12**

1. A student athlete's second offense of the use or possession of smoking or chewing tobacco products, alcohol or drugs or any imitation, throughout grades 9-12, will result in the following action.
2. Student shall be suspended for the remainder of the season of the current athletic program he/she is participating and also the next sports season for which the student is eligible and wanting to participate.

**Third Offense- Grades 9-12**

1. Student will be suspended from all extracurricular activities for the remainder of their high school career.

**Hazing or Initiations:** For the purpose of clarification, hazing shall be defined as: An act committed against a student or a student is coerced into committing an act that creates a risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any group, club, athletic team, grade level, activity or organization. Students engaging in hazing are subject to disciplinary action including school suspension and dismissal from the team.

**Academic Eligibility:**

**In order to participate in activities at PRLHS:**

- a student must have received passing grades and earned credits in the required number of courses during the previous reporting period. Equivalency is determined by the following criteria:
- For athletic eligibility purposes, Priest River Lamanna High School defines full-time enrollment as enrollment in a minimum of five (5) credit-bearing classes throughout each semester throughout the school year.
- Students enrolled in fewer than five (5) classes are not considered full-time students and are not able to participate in interscholastic athletics.

5 classes attempted - must pass at least four

6 classes attempted - must pass at least five

7 classes attempted - must pass at least five

8 classes attempted - must pass at least six

- athletes may participate in an administrator approved credit recovery program OUTSIDE THE REGULAR SCHOOL DAY during the semester of competition (practice time may have to be missed)
  - Students participating with a cumulative GPA below 2.5 must have an academic improvement plan in place as developed by West Bonner County School District #83. This plan must include monitoring, additional assistance, time provided for assistance, and an appropriate timeline.
- have a cumulative GPA of at least 2.00
  - be "on track" to graduate, meaning credits needed to graduate have, and are, being obtained in a manner allowing them to graduate with their "class"

- Incomplete grades shall be treated as failing grades until the deficiency has been corrected and verified by school administration.
- The Athletic Director and Principal shall determine athletic eligibility based on official grade reports and school records.

**During the participating season:**

- the Athletic Director will supply coaches with bi-weekly lists of grades
- a "3 strike" system will be implemented for students with "F's"

1st strike- student will be encouraged to attend tutoring to bring those grades up (2 week Probation)

2nd strike- student will not participate until the grade in question has been brought up to passing (Ineligible)

3rd strike- student will not participate for remainder of that season

**Participation:**

1. Paperwork Forms (link to register is found below)- Prior to a student participating on an athletic team or being issued any equipment, he/she is responsible for having on file with school officials a record of the following:
  - a. Interim Questionnaire – Insurance and Parent contact information Parent signature on insurance waiver stating that the student is adequately covered by medical insurance Third party insurance information will be provided by the school.
  - b. Physical – Mandatory for 9<sup>th</sup>/11<sup>th</sup> grades or any incoming 10<sup>th</sup>/12 grade students.
  - c. Drug Testing Consent Form
  - d. Accident/Serious Injury Warning Page
  - e. Activity Contract Agreement
  - f. Concussion Awareness Form

[https://static1.squarespace.com/static/59033fcdeb1a7690b7d53f/t/628c0b7e085a2e4da3be2028/1653345151052/Signup%2BHandout\\_vFinal\\_2022-23.pdf](https://static1.squarespace.com/static/59033fcdeb1a7690b7d53f/t/628c0b7e085a2e4da3be2028/1653345151052/Signup%2BHandout_vFinal_2022-23.pdf)

2. Testing – Students must complete a baseline concussion (ImpACT) test prior to their 1<sup>st</sup> practice and pass a drug test prior to their 1<sup>st</sup> competition
3. Fees – Each athlete must pay a \$50 ASB fee prior to their first practice. This is a one-time charge for the school year and covers participation in all sports.
4. A student will participate in only one sport per sport season. The athletic director may grant exceptions. A student who wishes to compete in dual sports will need to meet with the athletic director, the head coaches of both sports he/she is wanting to participate in, and his/her parents to fill out and sign the dual sport contract. See Appendix A
5. No athlete dismissed from any team for disciplinary reasons will be allowed to join another school team during the same sport season.
6. Athletes who are "cut" from a team by the coach, following team tryouts, are allowed to participate in another sport during the same sport season, regardless of the number of team practice sessions which may have accrued.
7. Within the first ten practice days of a new sport season, an athlete may quit a sport and join another team, on his own. After ten practice sessions, this will be highly discouraged and allowed only with the mutual consent of the coaches involved.
8. Athletes, who quit a particular sport on a physician's orders, may participate in another sport during the same sport season with the same physician approval in writing.
9. Athletes held out from participation in practice or a contest by physician's orders may resume such activities only after he/she has been released in writing by a physician.

**Equipment**

1. School equipment checked out by the student is his/her responsibility. He/she is expected to keep it clean and in good condition.
2. Loss of issued equipment or damage to issued equipment except during participation will be the student's financial obligation.
3. Issued equipment is to be worn only while participating with the team in practice, during scheduled contests, or for spirit purposes on contest day. Warm-up jackets, sweats, etc. are not to be worn as personal clothing.

**Travel:** The West Bonner County School District will provide transportation for athletic teams to and from contests. Transportation will be fully provided when district resources allow; however, in the event a bus driver is not available, teams may need to coordinate alternative transportation options in collaboration with the Athletic Director and building administration

1. All student athletes must travel to and from athletic contests with the team and in transportation provided for this purpose. Only upon personal request by the parent/guardian to the athletic director prior to the start of the day of the event, will this be waived to allow the student athlete to travel with his/her parents/guardians.
2. Each team member will remain with the team under the supervision of the coaching staff when attending away games. Team members will not leave the building or the field when at away events.
3. Each member, while traveling to and from athletic contests, will follow district bus rules as stated in the PRLHS student handbook.
4. Students are allowed to ride home with their parents from contests providing parents meet with the head coach at the activity site and sign the proper documentation.
5. Students wishing to return from a contest with someone other than their parent must meet the following requirements:
  - a. Submit a request in writing from their parent in the office of the athletic Director the day of the contest at the latest and receive verbal confirmation from an administrator
  - b. Student must be riding with someone over the age of 21 and will preferably be a family member or parent of a teammate.
  - c. Any student who violates this provision are subject to disciplinary action.

**Student Manager:** Each manager is to be selected by the coach in charge of the sport. The managers are expected to be assigned to certain duties by the coaches/sponsors and be held responsible for such assignments. Discretion should be used in selection of mixed gender managers. Student managers are expected to follow the same participation, eligibility, and behavior rules as the student athletes. Number of managers per sport and lettering requirements is at the coach's discretion.

### **Lettering**

1. In order to qualify for an athletic letter, the student must meet the requirements set forth by the head coach of each sport. It is the discretion of the head coach to determine these requirements and which individuals have met these requirements. The criteria for lettering in each sport/activity must be on file in the Athletics Office before the beginning of each season. These letter requirements must be reviewed with the parents and students at the opening meeting for the season.
2. General Requirements for lettering for all sports:
  - a. To be eligible to receive a letter, each student must complete the sport season, unless there are medical reasons for not doing so.
  - b. A student/athlete who is a senior and has not previously lettered in a given sport and who has participated in that sport for 3 consecutive years shall letter in that given sport
  - c. The athlete must be in good academic standing.

**Homeschool and Non-Traditional Student Eligibility** Students educated through homeschooling, private schools, charter schools, online programs, or other non-traditional educational settings who participate in Priest River Lamanna High School athletics shall comply with all applicable Idaho High School Activities Association (IHSAA) eligibility rules, including but not limited to Rules 8-1 (Academic Eligibility), 8-8 (Enrollment/Attendance), 8-14 (Transfers), and 8-16 (Non-Traditional Students), as well as all local district and athletic department policies.

### **Residency Requirement**

In accordance with IHSAA Rule 8-16, a non-traditional student must reside with a parent or legal guardian within the attendance area of Priest River Lamanna High School in order to participate for Priest River Lamanna High School through dual enrollment. Students must also satisfy all other applicable IHSAA eligibility requirements, including transfer and attendance regulations.

### **Compliance with IHSAA Eligibility Rules**

Pursuant to IHSAA Rule 8-16, homeschool and non-traditional students shall comply with the same rules and requirements applicable to traditionally enrolled student-athletes, except where specifically exempted by IHSAA Rule 8-16 regarding academic and full-time enrollment provisions.

In addition, homeschool and non-traditional students shall be subject to all Priest River Lamanna High School Athletic Department policies, team rules, codes of conduct, travel rules, attendance expectations, and disciplinary procedures.

### **Academic Proficiency Verification**

As required by IHSAA Rule 8-16, prior to participation, homeschool and non-traditional students must demonstrate grade-level academic proficiency through one or more of the following:

- Official transcripts;
- Grade reports;
- A State Board of Education recognized achievement test;
- A portfolio demonstrating grade-level academic proficiency;
- Another State Board approved assessment mechanism;
- A nationally normed assessment demonstrating average or above-average performance; or
- Other documentation approved by the Athletic Director and Principal.

Students using nationally normed assessments must achieve a minimum composite, core, or survey score within the average or higher-than-average range as established by the testing service.

Demonstrated proficiency shall be used to establish eligibility for the current and following school year, consistent with IHSAA Rule 8-16.

**Portfolio Documentation** For purposes of athletic eligibility, a portfolio shall be a collection of materials documenting and demonstrating a student's academic achievement and grade-level proficiency.

Examples include, but are not limited to:

- Coursework samples;
- Assessments and examinations;
- Writing samples;
- Grade reports;
- Curriculum progress reports;
- Academic projects;
- Work-based learning experiences; and
- Other evidence of academic learning.

The Athletic Director and Principal will review the portfolio to ensure academic achievement and may ask for additional info.

### **Local Academic Eligibility Standard**

Priest River Lamanna High School defines full-time athletic eligibility as academic progress equivalent to enrollment in a minimum of five (5) credit-bearing courses.

Homeschool and non-traditional students must demonstrate academic progress equivalent to:

Enrollment in at least five (5) courses; and  
Successful completion of at least four (4) of those courses during each grading period.

**Grade Check Requirements** Whenever academic eligibility checks are conducted for Priest River Lamanna High School student-athletes, homeschool and non-traditional students must provide updated academic documentation by the same deadline established for all student-athletes.

Acceptable documentation may include:

- Transcripts
- Grade reports
- Portfolio updates
- Assessment results

- Curriculum progress reports

Failure to provide required documentation by the established deadline shall result in the student being treated as academically ineligible until satisfactory documentation is received and eligibility is verified by the Athletic Director or school administration.

### **Responsibility for Eligibility Documentation**

The responsibility for establishing and maintaining athletic eligibility rests with the student and the student's parent or guardian.

Priest River Lamanna High School shall not be responsible for obtaining academic records or eligibility documentation from homeschool providers, private schools, charter schools, or other non-traditional educational programs.

### **Conduct and Consequences for Non-Compliance**

Homeschool and non-traditional student-athletes are subject to the same rules, standards, and disciplinary procedures as traditionally enrolled Priest River Lamanna High School student-athletes. Failure to comply with IHSAA rules, West Bonner County School District policies, the Priest River Lamanna High School Athletic Handbook, team rules, academic verification requirements, attendance expectations, or Athletic Department policies may result in disciplinary action.

Consequences may include, but are not limited to:

- Verbal or written warning.
- Suspension from practices.
- Suspension from contests or competitions.
- Temporary or permanent loss of athletic eligibility.
- Ineligibility until required academic documentation or eligibility verification is received and approved.
- Removal from a team or athletic activity.
- Restriction from participating in practices, contests, team travel, or other team functions.
- Suspension from athletic participation for a portion of a season.
- Suspension from athletic participation for an entire school year.
- Restriction from attending athletic events.
- Trespass from school property or athletic facilities when authorized by district administration and permitted by law.
- Community service.
- Restitution for damages or losses resulting from misconduct.
- Additional disciplinary measures deemed appropriate by the Athletic Director, Principal, or District Administration.

Repeated or serious violations may result in progressively more severe disciplinary action, up to and including exclusion from all Priest River Lamanna High School athletic programs and activities as permitted by district policy and applicable IHSAA rules.

**Parent and Spectator Sportsmanship:** Priest River Lamanna High School believes interscholastic athletics are an extension of the educational process and provide opportunities to teach character, citizenship, sportsmanship, responsibility, respect, and integrity. In accordance with IHSAA Rules 4 (Sportsmanship) and 9 (Game Management), parents, guardians, and spectators are expected to conduct themselves in a manner that reflects positively on the school, the athletic program, and interscholastic competition.

Parents, guardians, and spectators play an important role in creating a positive environment for student-athletes and are expected to model appropriate behavior at all athletic events.

### **Parent and Spectator Expectations:**

Parents, guardians, and spectators are expected to:

- Demonstrate respect toward players, coaches, officials, game workers, administrators, and opposing spectators.
- Encourage student-athletes through positive support and sportsmanship.
- Allow coaches to coach, players to play, and officials to officiate.
- Model self-control, integrity, and good character.
- Promote a positive image of Priest River Lamanna High School and the athletic program.
- Follow all school, district, league, and IHSAA rules and expectations.

**The following behaviors are prohibited:**

- Profanity or abusive language.
- Personal attacks directed toward players, coaches, officials, spectators, or school personnel.
- Harassment, intimidation, threatening behavior, or bullying.
- Disruptive conduct that interferes with the educational environment or athletic contest.
- Entering the playing surface, bench area, locker room, or team areas without authorization.
- Harassment of officials, coaches, student-athletes, administrators, or game personnel through social media, email, text message, phone calls, or in-person conduct.
- Any conduct that brings discredit upon the school, team, league, or IHSAA.

**Removal from Athletic Events:**

Consistent with IHSAA Rule 9 (Game Management), school administrators, event managers, security personnel, host school administrators, or contest officials may direct any spectator to leave an athletic contest due to unsportsmanlike conduct, disruptive behavior, abusive language, harassment, threats, or actions that interfere with the educational environment or the orderly administration of the contest.

Individuals directed to leave an event must do so immediately. Failure to comply may result in law enforcement involvement and additional disciplinary action.

**Ejections:**

Any parent, guardian, fan, or spectator ejected from an athletic contest shall be subject to IHSAA penalties, including:

- Immediate removal from the contest.
  - Suspension from the next two (2) regularly scheduled contests and all contests occurring in between.
  - Completion of the NFHS National Parent Credential, including the Positive Parenting Within School Programs course and The Parent Seat program, prior to reinstatement.
- Proof of course completion must be provided to school administration before attendance privileges are restored.

**Additional Disciplinary Action:**

In addition to any IHSAA penalties, Priest River Lamanna High School may impose additional consequences when deemed necessary to protect the safety, welfare, and educational environment of students and staff.

Consequences may include:

- Verbal or written warning.
- Suspension from future athletic contests.
- Restriction from specific athletic facilities or events.
- Suspension from all athletic events for a portion of a season.
- Suspension from all athletic events for an entire school year.
- Trespass from school property when authorized by district administration.
- Community service.
- Restitution for damages.
- Other corrective actions deemed appropriate by school administration.

**Repeated Violations:**

Repeated violations of sportsmanship expectations may result in progressively more severe consequences, including season-long or year-long restrictions from athletic events.

**Athletic Department Authority:**

The Athletic Director, Principal, and District Administration reserve the right to restrict attendance at athletic events when the educational purpose of interscholastic athletics is disrupted by conduct that is unsafe, disorderly, and unsportsmanlike.

Attendance at athletic events is a privilege, not a right.

## Part III: Coach/AD Section

### The IHSAA Code of Ethics for Athletic Coaches and Officials

Believing that my role as a coach and leader is an important part in the nationwide school athletic program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules of the game, observe the work of other coaches or officials and will, at all times, and attempt to improve myself and the game.
3. I will conduct myself in such a way that attention is drawn not to me, but to the young people playing the game.
4. I will maintain my appearance in a manner befitting the dignity and importance of the game.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make statements concerning "calls" after a game. I will respond when the news media requests scores/game information or ensure that the requested information is available in a timely manner.
6. I will uphold and abide by all rules of the IHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who play under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the IHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the game is more important than the wishes of any individual.

### Fourteen Duties for Athletic Administrators and Athletic Coaches Related to Negligence Litigation

**Several obligations or duties have been identified as absolute requirements for coaches and athletic program administrators. *These standards have the weight of moral obligation for coaches and athletic administrators and have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.***

1. **DUTY TO PLAN** – This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be rigorously implemented unless dangerous conditions prevent implementation. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g. equipment, emergency response, etc.). *Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.*
2. **DUTY TO SUPERVISE** – A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletics administrators who are expected to be able to supervise coaching staff members competently. In addition, athletics administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.
3. **DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION** - Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician. A new area of concern that may grow from the duty is the difficulty of assessing the readiness of handicapped children who are referred for practice and competition under the American with Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.
4. **DUTY TO MAINTAIN SAFE PLAYING CONDITIONS** – Coaches are considered *trained professionals* who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent

in defective equipment or hazardous environments. Courts have held athletics supervisors responsible to improve unsafe environments, repair, or remove defective equipment or disallow access to unsafe equipment or environments. The use of *sport-specific equipment safety checklists* can be helpful in enhancing the safety of participants. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.

5. **DUTY TO PROVIDE PROPER EQUIPMENT** – Coaches and athletic administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable and safe. Fitting should be carried out in accordance with manufacturer’s specifications. This is especially important for protective equipment which must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.
6. **DUTY TO INSTRUCT PROPERLY** – Athletics practice must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that lead to an enhanced progression of player knowledge, skill and capability. In this regard, instruction must move from simple to complex and known to unknown. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques and must include warning about unsafe techniques and prohibited practices.
7. **DUTY TO MATCH ATHLETES** –Athletes should be matched with consideration for maturity, skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **DUTY TO CONDITION PROPERLY** – Practices must account for a progression of cardiovascular and muscular-skeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health.
9. **DUTY TO WARN** – Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of safety instruction and warnings to players and parents are recommended.
10. **DUTY TO ENSURE ATHLETES ARE COVERED BY INJURY INSURANCE** – Athletic administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance. Deductible and co-payment requirements should be clearly explained to parents and athletes. Certain schools may need to publish this information in several languages. Comprehensions should be required of parents and athletes.
11. **DUTY TO PROVIDE EMERGENCY CARE** – Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries – especially those that are potentially life-threatening.
12. **DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN** – Athletic administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to: ensure access to a telephone, a stocked first aid kit, spine board and other emergency response equipment. The plan should also account for a timely call to EMS and an expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.
13. **DUTY TO PROVIDE PROPER TRANSPORTATION** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out of town competition, scrimmage or practices.
14. **DUTY TO SELECT, TRAIN AND SUPERVISE COACHES** – Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

**Board Policies:** As per board policy, each coach must adhere to the board policies outlined below:

**PERSONNEL – 5900 – WBCSD#83**

**Coaches Rules:** To ensure that the West Bonner County School District has qualified coaches on staff, it is a requirement that all junior high and high school coaches and activities directors of all IHSAA sanctioned activities meet the following requirements and all current IHSAA Rules for coaches (Rule 3): IHSAA sanctioned activities are: Football, Volleyball, Basketball, Track, Baseball, Softball, Cross Country, Wrestling, Golf, Cheerleading, Dance/Drill, Soccer, Tennis, Debate, Drama and Speech, Music

**Requirement for Coaches:**

1. The head coach of any IHSAA sport or activity must complete a coaching fundamentals course. Authorized courses are: NFHS Fundamentals of Coaching and ASEP Coaching Principles.
2. The assistant, JV and JH coach of any IHSAA sport or activity must complete a coaching principles course.
3. All coaches of IHSAA activities must complete a First Aid course with CPR component from a school district-recognized provider. A “recognized provider” is one whose curriculum is similar to the American Red Cross and American Heart Association. New coaches must complete the course during his/her first year of coaching. At no time may a team practice, travel or compete without at least one adult present who has met this requirement.
4. All coaches (includes head, junior varsity, volunteer and assistant coaches of all IHSAA activities) must take the NFHS online concussion course prior to the first day of practice.
5. All coaches with the assistance of the athletic director will be required to maintain the “Coaches Standards Summary Sheet”. The summary sheet will be part of the coach’s permanent personnel file.

**PERSONNEL – 5905**

**Coaches Discipline:** All coaches of West Bonner County School District coaching any IHSAA sanctioned activity will be held to the IHSAA Code of Ethics and West Bonner County School District Policies and Procedures. Any coach of West Bonner County School District violating Board Policy, IHSAA Code of Ethics for Coaches or established rules and regulations of the District will be held to the disciplinary action as stated in Board Policy 5825. Any coach accused of any criminal actions and/or any of the following acts: sexual misconduct, abuse, battery, assault, bullying or intimidation; may be placed on immediate suspension from all coaching activities until a full investigation has been conducted. In order for the coach to retain his or her position the investigation must prove the coach was not guilty of the allegations brought forth.

**Coaches Employment and Guidelines:** With those employees hired because of exceptional skills or expertise as a coach, it is understood that the employee has been employed to perform extracurricular duties and that the contract is separate from their teacher contract. If the school district terminates the employee’s extracurricular duties, this action shall be considered separate and apart from the termination or discharge from instructional duties.

**Coaches are considered to be “AT WILL” employees.** Coaches are hired with a seasonal contractual agreement with WBCSD #83. In simple terms this means the contract expires at the end of the season. No coach has any objective expectancy of reemployment, and no contract entered into pursuant to this section shall be construed employment pursuant to a subsequent contract, including a winning season. Athletic coaches shall be assigned annually to coaching duties. Non-renewal of a coaching assignment, for any reason, can be recommended by the Athletic Director. Coaches do not attain tenure.

**Authorization to begin coaching duties:** A coach or volunteer may not coach or be in contact with athletes during in-season, off-season, summer programs, or the school district approved athletic classes until he or she has been cleared by the Human Resource Department to begin the coaching assignment.

**Coaching General Responsibilities – Includes but not limited to:**

Pre-season

1. Have a team/participant meeting to distribute paperwork, start times, etc.
2. Make sure all participants have completed all paperwork, testing and paid fees before they practice
3. Emergency Information – Copies must be in Med Kit on every athlete/manager
4. Parent meeting – Take attendance and published information should be sent to parents not in attendance. See the Pre-Season Meeting Signature page See Appendix E for and Meeting outline.
5. Give athletic director a hard copy of your program’s guidelines, rules, expectations, etc.
6. Stock up on first aid items- make sure to check out and check in Med- kits
7. Coordinate practice times with athletic director, facilities, and other coaches
8. Attend ISHAA pre-season officials meeting/clinic
9. Inspect facilities and equipment to make sure you have all necessary equipment and it is safe.

10. Turn in official roster(s) at least one week prior to the first competition/contest.
11. Make sure all participants have completed **all** paperwork before they practice

#### During Season

1. Continue to effectively communicate program expectations to all stakeholders
2. Update the athletic office of any roster changes immediately
3. Monitor student grades and provide support through ASST if students are placed on study table.
4. Maintain care of equipment and facilities including locking up after use
5. Contact the Spokesman Review, Gem State Miner, Priest River Times, and Beacon after each home competition.
6. Official evaluations done on time.
7. Maintain character of the program in the public eye (looks, attitudes, body language)
8. Maintain the chain of command when working with issues
9. Adhere to handbook policies and support administrative decisions
10. Supervise the athletes at all times (before, during and after practice/contests) on the field, in locker rooms, waiting areas, etc.
11. Document practice plans
12. Document release to parents from contests
13. Evaluate, treat and report all injuries according to current procedures. See Appendix B
14. Report incidents of serious nature to the athletic director and/or principal immediately.
15. Attend league meeting before district tournament

#### Post Season

1. Turn in inventory within 2 weeks after the final game or contest of the season (this includes collecting uniforms)
2. Have an awards banquet within 3 weeks after the finish of the season (Need one week to order awards and prepare)
3. Evaluations of assistant coaches done within 2 weeks after the final contest
4. Meet with AD for final evaluation within 30 days of last contest

#### Volunteer Coaches

1. Volunteer coaches must seek prior approval from the athletic director as well as must meet the district guidelines set forth by the Human Resources Office. All newly appointed coaches and volunteers are subject to a background check based on district policy
2. Volunteer coaches must follow all guidelines set forth for coaches.

**Evaluation Process for Coaches:** The purpose of the evaluation is to provide a method for appraising coaching performances in a variety of different areas. This process will:

1. Recognize and reinforce outstanding coaching;
2. Mark accomplishments and note areas where improvement is needed;
3. Develop a plan of improvement for coaches who are not meeting expectations;
4. Determine whether continued assignment is warranted.

Coaches will be evaluated on the following criteria:

1. Coaching performance
2. Practice and game management
3. Organizational duties
4. Communication

Head coaches will be evaluated by the athletic director at the conclusion of the season for each sport he/she is coaching. The athletic director shall have an evaluation conference with the coach during a scheduled time within a four (4) week period at the conclusion of the coach's contract period.

1. The head coach shall sign the evaluation form denoting that the supervisor has reviewed the evaluation with the employee and the employee has received a copy, but the signature shall not imply concurrence with the findings.
2. The head coach has the right to include a written statement as an addendum to the evaluation. The addendum must be completed and submitted to the supervisor within five (5) days of the conference.
3. Evaluations shall be submitted to the Human Resource department with a copy to building principal at the end of the evaluation time line.

The assistant coaches will be evaluated by the head coach and Athletic Director. The written evaluations shall be completed within four weeks of the conclusion of the coaches' contract period as determined by WBCSD #83 policy.

**Practice Sessions:** Practice times should be coordinated between the head coach, the high school athletic director, and/or the athletic director of the junior high. During this time, the following should be established:

1. Calendar of dates established for the entire season.
2. Designate start and stop times of practices.
3. Field or gym rotation established

Additionally, the following should be taken into consideration when establishing practice schedules and plans:

1. All practices are to be held on school days if at all possible (Saturday practices are permissible, but not encouraged). Sunday practices, team meetings, or student activities must be voluntary.
2. Practices held on vacation days such as Thanksgiving, Christmas and Spring Break, shall not be scheduled if possible, taking into consideration the family commitments of the majority of the team members.
3. Detailed practice plans should be in writing and kept on file for review if needed.
4. Any change in practice times should be cleared through the Athletics Office.

**Scheduling of Events:** The athletic administrator is responsible for scheduling all interscholastic athletic contests for each team within the athletic program.

- 1) The athletic administrator shall consult the head coach to discuss teams to be scheduled at all levels of the respective program.
- 2) The athletic administrator may assign scheduling responsibilities to the head coach but retain the power of approval before the issuing of any game contracts.
- 3) The head coach is responsible for the scheduling of scrimmages.
- 4) **Contest Limitations:** The number of allowable varsity contests is regulated by state association (IHSAA) limits for respective sports. Some lower-level team limits may be reduced by local or league regulations for the respective sports. In non-revenue sports, the athletic administrator reserves the right to limit the number of contests in time of financial crisis. The following are the maximum events permitted per sport, per team, per season: Baseball (22), Basketball (20), Cross Country (8), Football (9), Golf (10), Soccer (16), Softball (22), Track (8), Volleyball (16), Wrestling (15)
- 5) **League Commitments:** Conference/league schedules drawn up by the athletic administrators and approved by the conference/league principals shall be played in their entirety. Any conference/league postponements shall have priority over other scheduled contests.
- 6) **Non-league Contest Considerations:** Every effort will be made to schedule teams that are on a competitive skill level with the squads of Priest River Lamanna High School. The following considerations will be given in scheduling non-league contests, special events, etc.: Natural Rivalries, Income to be Derived, Relationships of the Schools, Distance to be Traveled, Size of School, Expenses to be Incurred, Established Patterns of Scheduling Invitational Considerations, and Amount of School Time Missed.
- 7) **Invitational and Tournaments:** It will be the policy of the athletic department to host an invitational or tournament event whenever possible. The reasons are: Promote the Sport, Bring Large Numbers of Teams and Spectators into Our School, Income to be Derived, Expose Athletes to Extensive Competition, Establish Traditions

**Postponing Contests:** If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:

- 1) **Coaches confer with the athletic administrator.** (If unavailable, confer with the principal.)
- 2) **Factors considered in the decision are:** Playing conditions of the field, Safe travel for the team, Safe travel for the opponents, Safe travel for the officials, Safe travel for the students and fans, Safe travel for the game workers, Damage to equipment, ) Safety of the spectators in or on the school grounds, gym or field

After considering factors, it will then be up to the athletic administrator or principal to play the game or postpone the game. The athletic administrator will re-schedule the contest. Proper notification must be given the bus transportation office, athletic administrator's office, officials, visiting schools, etc. The decision to postpone an afternoon game or meet must be made in time to give notification to the visiting school(s).

**Open Gym/Facilities:** will be considered as a coach providing the supervision of a practice facility for the use of any student of the appropriate age level to use during "out-of season" time or "non-scheduled practice" time. (Example, a coach may hold open gym in the morning during the season but attendance cannot be mandatory and the facility must be open for any age appropriate individual who chooses to participate). Open gym facilities are for any age appropriate individual to use on a voluntary basis without pressure from the coach. A coach violates the intent of the open gym facility when he/she has mandatory or "so-called" voluntary attendance at open gyms/facilities. "So-called" voluntary attendance is an implied requirement for an individual to attend open gyms/facilities as prerequisite membership. All open gyms and player coach contacts must be in compliance with the IHSAA guidelines.

### **Camps:**

**Putting on a Camp:** All camps either individual or team related must be pre-approved by the athletic director and the proper paperwork on file prior to beginning the camp. Financial expectations must be met prior to the approval. All participants must fill out a liability waiver form approved by the WBCSD. All funds brought in must follow district policy regarding deposits and be placed in the sport's fundraising account.

**Attending a Camp:** No district general funds can be used to fund individual participants at any camp. These camps are voluntary only and should in no way be a requirement for in-season participation. Camps should be completely funded by each individual participant if at all possible and within IHSAA guidelines for any support outside of individual financial support. School equipment must not be used without letter signed by WBCSD Board of Trustees

**Season Cancellations:** The principal and athletic director reserve the right to cancel a season or level of a sport season at any time for reasons such as lack of participation or lack of funding.

**Game Management:** The athletic director will work with the PE department, coaches and custodians to set up facilities prior to the game.

**Annual Budget:** The administration of athletics has become a very complicated process involving large volumes of documentation in order to meet the demands of accountability. A major portion of the athletic administrator's duties involves finances; therefore, every athletic department needs to have a written policy on budgeting. It is the responsibility of the athletic administrator to create a budget that is balanced, defensible and fair to all concerned. A sequential procedure must be established and followed. Long- range rotation of large purchases for individual sports should be planned so that major requests from various sports may be staggered over several years. Continuity and adherence, plus the flexibility to handle emergencies, are all important.

### **Budget Responsibilities**

- 1) Head coaches are responsible for making the budget requests for their entire program in the areas of uniforms, equipment, transportation, entry fees, books, clinics, booster club and fund raisers. Assistant coaches in each program will make their budget requests through the head coach. Coaches should use the following criteria for developing their budgets: a) Present inventory of uniforms and equipment. b) Condition and age of existing equipment. c) Uniform rotation plan. d) Number of teams and athletes in the program. e) Equipment rule changes. f) Projected long-range needs of the program. g) Projected gate revenues. h) Projected assistance from the school board/booster club. Head coaches will submit the budget requests for the next year two weeks after the end of their season or at post- season evaluation conferences with the athletic administrator. Budget requests shall be on the appropriate forms and be accompanied by the end of season inventories for their sport.
- 2) The athletic administrator's budget responsibilities are: 1) project the total gate receipts and other athletic department revenues in order to determine the amount of money to request, 2) analyze the coaches' requests by sport to determine the amount to be budgeted for each respective sport within the limits of the total budget, and 3) prepare the budget request in the non-coaching facets of the athletic department operation. In most cases this would include: a) Awards, b) Officials, c) Transportation, d) Operating personnel (police, gate help, etc.), e) Coaching salary (unless a Board expense), f) Clinics - tournaments , g) Medical supplies (provided there is no trainer), h) Equipment repair, i) Field maintenance supplies, j) State and District Fees, j) Miscellaneous
- 3) The annual budget shall be prepared by the athletic administrator and be submitted to the administration and Board of Education for approval.

**Inventory of Equipment:** Head coaches will be responsible for the care, issuing and secure storage of athletic equipment and uniforms for their programs.

- 1) The head coach shall provide to the athletic administrator an Equipment-Uniform-Check-Out Sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.
- 2) Head coaches shall submit their athletic inventories to the athletic administrator within two weeks of the end of the season or at their post-season evaluation conference along with next year's budget request.
- 3) Once equipment and uniforms are no longer serviceable, the following procedure will be used for disposal:
  - a. Uniforms may be sold through the athletic office at a reduced price or discarded.
  - b. Equipment may be sold or given away with a written liability release.
  - c. Rejected football helmets shall be sawed in half before disposal.
- 4) During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.

**Fundraising:** All fund raising activities by groups or teams at Priest River Lamanna High School must be pre-approved by the Athletic Director, student council president, and the principal. Fundraising forms can be obtained in the Athletics Office. Any fundraiser that will be asking local business for "direct donations," must seek approval from the principal prior to completion of the standard fundraising form. See fiscal section for clarification.

**Gate Revenues:**

**1) Contests Requiring an Admission**

Admission tickets will be sold at all athletic events sponsored by the School District where the contest facility is designed to permit a controlled spectator environment. This policy may be affected and altered by: a) League rules and regulations, b) Spectator interest, c) Contest site

**2) Use of Gate Receipts**

All gate receipts collected will be used to finance the athletic programs of the School District as provided for in the annual athletic budget.

**3) Ticket Sale Policy**

The ticket admission price will be established by the local Board of Education following the recommendations set forth by the League/State Athletic Association. The proposed gate admission prices for 2017-2018 are:

**Ticket Prices**

**\$10 Adults**

**\$5 Students without ASB**

**\$3 Visiting Students with ASB**

**Free WBCSD Students with ASB, Children ages 4 and under (Must be accompanied by an adult)**

**Yearly athletic passes are available for purchase as follows:**

- **Family Pass – \$200**
- **Single Pass – \$100**

**These passes are valid for regular season home events only. They do not apply to special events such as Homecoming, Battle of the Border, District, or State contests. Admission to those events will require a separate ticket purchase.**

Note: Passes or discount tickets are not acceptable at any district or state-sponsored tournament contests being hosted by Priest River Lamanna High school or any other school.

**Accountability of Gate and Concession Receipts**

- 1) Cash Box Start-up: At the conclusion of the sales for each contest, the ticket seller will reconcile his cash box with the beginning and ending ticket numbers. The ticket seller will fill out and sign a ticket seller's report which will be verified by the athletic administrator who will take control of the monies.
- 2) Deposit of Receipts: The athletic administrator (or administrator on duty) will verify the deposit slip and immediately deposit all receipts (less the start-up change) in the high school vault for next day pick up by district courier.

**Athletic Worker Fees and Payment policy:**

- 1) The procedure for hiring workers for an athletic contest will be to survey non-coaching faculty members for availability during each sport season.
- 2) Priority for job assignment will be based on seniority in working athletic events followed by seniority on staff.
- 3) All co-curricular athletic workers who are employees of the school district will be reimbursed on their regular paycheck with the appropriate deductions applied to the additional wages.
- 4) Non-staff workers will be paid on the 25th of each month and be sent a 1099 Form at the year's end.
- 5) The following requirements are for all home games. Payments to workers come from the athletic master account.

<b>Position</b>	<b>Rate/Contest</b>	<b>No.</b>	<b>Report Time</b>	<b>End Time</b>
Pass Gate/Ticket Seller <i>(For all level games – Varsity, JV and C)</i>	\$25.00	1 to 2	90min prior	Start of 4 <sup>th</sup> quarter
Concessions Supervisor <i>(For all level games – Varsity, JV and C)</i>	\$25.00	1 to 2	90min prior	Conclusion of Game
Announcer <i>(For Varsity Games only)</i>	\$25.00	1	30min prior	Conclusion of Game
Score Board Operators <i>(For all level games – Varsity, JV and C)</i>	\$25.00	1 to 2	30min prior	Conclusion of Game
Book Keeper/Statistician <i>(For all level games – Varsity, JV and C)</i>	\$25.00	1 to 2	30min prior	Conclusion of Game
Chain Crew/Lines <i>(For all level games – Varsity, JV and C)</i>	\$25.00	2 to 4	30min prior	Conclusion of Game

### **Junior High Athletics**

The Junior High Athletic Program at West Bonner County School District is designed to introduce students to interscholastic competition while emphasizing personal development, teamwork, and academic responsibility. Junior High sports serve as a foundational experience to prepare student-athletes for high school-level athletics.

#### **Eligibility**

1. All 6th, 7th, and 8th grade students are eligible to participate in junior high sports, except basketball & football, which are restricted to 7th and 8th grade only.
2. Students must be in good academic standing. Grade checks will be conducted at the 2-week mark of each season. Any student earning an "F" will be placed on a two-week probation.
3. If the grade is not raised above an "F" by the end of the probation period, the student will be removed from the team.
4. Behavior and attendance will be monitored throughout the season. Repeated behavioral issues or attendance concerns may result in removal from the team at the discretion of administration.

#### **Clearance and Paperwork**

1. A current physical examination (valid for two years), concussion form, and all required paperwork must be completed and submitted through BigTeams prior to participation.
2. Athletes must receive a clearance card signed by the Athletic Director before attending any practices. Coaches may not allow athletes to participate without this clearance.

#### **ASB Fee**

1. A \$50 ASB fee is required prior to an athlete's first practice. This is a one-time fee per school year and covers participation in all junior high sports.
2. Athletes needing financial assistance must contact the Athletic Director to make arrangements. Failure to pay or arrange payment will result in ineligibility.

#### **Season Length**

1. Junior high sports seasons are designed to run approximately 5 to 6 weeks.

#### **Transportation**

1. Transportation to and from contests will be provided when district resources allow.
2. In the event that a bus driver is unavailable, teams may be required to arrange alternate transportation in coordination with the Athletic Director and building administration.

### **Athletic Passes**

1. Yearly passes are available for purchase:
  - Family Pass: \$200
  - Single Pass: \$100
2. Passes are valid for regular season home events only. Passes are not valid for special events such as Homecoming, Battle of the Border, or District contests.

### **Participation Philosophy**

1. Junior high sports are participation-based. All eligible athletes will receive meaningful playing time.
2. Coaches will prioritize skill development, effort, and attitude over competitive success.
3. No student will be cut from a junior high team due to lack of skill or experience.

### **Coach Expectations**

1. Junior high coaches are expected to develop all athletes, communicate clearly with families, and promote a positive environment.
2. Coaches must follow the same communication chain, clearance protocols, and ethical standards as high school coaches.

### **Program Goals**

1. Teach and reinforce the values of sportsmanship, accountability, and teamwork.
2. Ensure that students feel included, safe, and supported in their athletic endeavors.
3. Build a strong foundation for future athletic and academic success.

**Appendix A- Dual Sport Contract**

**Dual-Sport Participation Policy  
Priest River Lamanna High School**

**RATIONALE**

Priest River Lamanna High School seeks to provide quality co-curricular athletic opportunities for its students. Some students have talents and abilities which they have a desire to contribute to more than one team in a particular athletic season.

**RULES OF DUAL-SPORT PARTICIPATION**

1. A student who wishes to participate in two sports during the same season must designate a primary sport before the beginning of the first appointed date of practice set by IHSAA for the season of participation.
2. A primary sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any and all conflicts of schedule. If one sport has a contest and the other has practice, the contest will take precedence if agreed upon by both coaches.
3. The student must practice in both sports but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
4. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.
5. The student and parents or legal guardians, must sign a contract of dual-sport participation before the first practice session he or she attends.
6. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation. For example-Student A is suspended 20% of a season for drug use. That suspension is to be served for both the primary sport and non-priority sport.
7. The athletic director and the principal will serve in the capacity of advisors and final judgments on matters concerning dual-sports participation.

## Request for Dual Sport Participation

It is the intention of the athlete named below to participate in two sports during the same season. In order for this to occur, the following stipulations must be met in accordance with PRLHS Policy:

1. The process must be initiated by a scheduled conference with the athletic director.
2. The athlete must declare which sport is primary and secondary for participation purposes.
3. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.
4. Practice and game/meet requirements must be established prior to the sport season. Contests take precedence over practice if agreed upon by both coaches, and the primary sport contests take precedence over secondary sport contests. This should be detailed in writing below after a conference between the student, parent/guardian, athletic director, and coaches involved.

Name of Athlete: \_\_\_\_\_ Sports: \_\_\_\_\_

Primary Sport: \_\_\_\_\_

**Practice and Game/Meet Requirements (attach calendar):**

### Additional Stipulations:

\_\_\_\_\_  
Signature of Student Athlete      Date

\_\_\_\_\_  
Signature of Parent/Guardian      Date

\_\_\_\_\_  
Signature of Primary Sport Coach      Date

\_\_\_\_\_  
Signature of Secondary Sport Coach      Date

\_\_\_\_\_  
Signature of Athletic Director      Date

\_\_\_\_\_  
Signature of Principal      Date

**Appendix B**  
**Athletic Injury Protocol**  
**Priest River Lamanna High School**

**Athletic Medical Information**

It is the coach's responsibility to inform and ensure that all prospective participants, including managers, have the following on file with the trainer and athletic office before any participation begins: physical examination, medical history, insurance, consent to participate, release for treatment, personal medical notification, acknowledgment of injury risk, and drug testing form. Coaches and athletic trainers are responsible for the safety and wellbeing of students under their supervision.

All coaches are to have the properly signed authorization for medical services forms in their possession at all practices and contests.

Make sure participants inform coaches or trainer when they have been injured. Coaches must report injuries to the trainer or other appropriate person immediately upon occurrence. This may include parent, physician, EMT/Paramedic, trainer, or administrator, depending on severity. Coaches are responsible for the care of athletes when away from home. A coach will accompany any injured player to emergency room or doctor's office. At a contest, the decision as to whether or not an injured player may return to action is made in conference with the trainer and physician (if available). When an athlete has sustained an earlier injury and has seen a physician, the decision to continue practice or play in another contest shall be made by the trainer, assuming there is no physician's statement restricting participation.

The athlete's physician will make the final decision for continued play in the event of any injury to the athlete. This decision will over-ride any other decisions, including that of the coach, parent or other party. In the absence of a physician, the certified athletic trainer will make this decision. In the absence of the athletic trainer, the coach will wait for clearance from physician or athletic trainer before allowing an athlete to return play.

Whenever an accident occurs, the coach/trainer completes an Accident Report Form available from the athletic office or trainer. Copies need to be kept by the athletic trainer, athletic office and coach

Coaches are required to communicate to all of their student athletes the risks of severe bodily injury inherent in sports. This responsibility is to be fulfilled by exercising reasonable care for the protection of athletes. The coach is to provide proper conditioning and instruction in the necessary individual techniques as well as game participation skills to satisfy this responsibility.

Coaches will include in their practice plan instruction regarding the risks of bodily injury in that particular sport. This will be done at the beginning of each sport season and as the need arises during the season.

It is the required responsibility of the coach to report to the Athletic Director or Administration, any athletic facilities sites, or equipment in need of repair.

**Appendix C**  
**Pre-Season Meeting Signature Page**  
**Priest River Lamanna High School**

It is the responsibility of the administration to see that a pre-season meeting with parents is conducted for all sports. The coach assumes primary responsibility for conducting the meeting. The following is an outline of information that must be covered (additional items may be added by a coach):

1. Review of the activity code
  - a. Expectations for student/athlete behavior, including the expectation to “. . . set positive examples in the school and community with his/her personal conduct”.
  - b. School attendance (entire day) and practice/game participation
  - c. Discipline protocol and substance abuse violation
  - d. Lettering and team selection process
2. Parents assume financial responsibility for medical/dental expenses as a result of injuries. The school district has third party medical insurance available.
3. IHSAA Regulation: the school is a member of the Idaho High School Activities Association and is required to follow applicable regulations including the following:
  - a. Students are limited to 8 consecutive semesters of eligibility
  - b. Students may not participate in non-school competitions in the sport in which they are currently participating.
  - c. Academic eligibility – passing 5 out of 6 courses.
  - d. A student becomes ineligible on their 20<sup>th</sup> birthday
  - e. To maintain eligibility amateur status must be maintained
  - f. A student who transfers to or from another school must go through an application process.
  - g. Required paperwork and fees.
4. Review the IHSAA requirement that conduct of spectators “. . . must not disrupt the discipline, order, safety, or educational environment of high school activities.”
5. Review the appropriate time and method to address any parental concern
6. Review the understanding that any athlete’s directory information will be exchanged with other schools and media outlets
7. Encourage involvement with the booster club and parent support group
8. Review admission charges and available discounts (season passes – family and individual)

Sport: \_\_\_\_\_ Coach: \_\_\_\_\_

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

Appendix D

**Overall Progress of Program Evaluation Survey  
Priest River Lamanna High School**

**Extra-Curricular Philosophy:**

1. Was this program good for raising kids?
2. How would you evaluate the commitment and dedication of athletes?
3. Who are the leaders stepping forward?
4. What did you do to teach individual character development?

**Participant Numbers:**

1. How many players did you start with and how many did you end with?
2. What is the target number for next year?

**Future Improvements:**

1. What changes would you like to see in your schedule?
2. What can administration do to help the program progress?
3. Did you use weightlifting as part of your conditioning?
4. Do you have off-season plans for players and coaches?
5. What would one look for next year as signs of improvement?

## TICKET SALES REPORT FORM

EVENT \_\_\_\_\_ DATE \_\_\_\_\_

Amount of Change at Opening \$ \_\_\_\_\_ Cash Received \_\_\_\_\_

### \$10 Adult Tickets

Beginning Roll # \_\_\_\_\_

End Roll # \_\_\_\_\_

Total Number Sold # \_\_\_\_\_ @ \_\_\_\_\_ \$ \_\_\_\_\_

### \$5 Student Tickets w/out ASB

Beginning Roll # \_\_\_\_\_

End Roll # \_\_\_\_\_

Total Number Sold # \_\_\_\_\_ @ \_\_\_\_\_ \$ \_\_\_\_\_

### \$3 Tickets – Children 6-12, Visiting Students w/ ASB

Beginning Roll # \_\_\_\_\_

End Roll # \_\_\_\_\_

Total Number Sold # \_\_\_\_\_ @ \_\_\_\_\_ \$ \_\_\_\_\_

### Free Tickets – Children 4 and under +# WBCD Students w/ ASB, District/IHSAA Passes

Beginning Roll # \_\_\_\_\_

End Roll # \_\_\_\_\_

Total Number Sold # \_\_\_\_\_ @ \_\_\_\_\_ \$ \_\_\_\_\_

Total Cash Received: \_\_\_\_\_

Less Change: \_\_\_\_\_

Total Receipts Turned in: \_\_\_\_\_

I CERTIFY THE ABOVE FACTS FAIRLY REPRESENT THE TRANSACTIONS PERFORMED BY ME AS A TICKET SELLER.

\_\_\_\_\_  
(TICKET SELLER'S SIGNATURE) (DATE)

\_\_\_\_\_  
(VERIFIED BY) (DATE)

# DRAFT

## 2026-2027 Home Learning Network

August '26						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Stu Stu  
7 13

September '26						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Stu Stu  
17 19

October '26						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Stu Stu  
17 18

November '26						
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22	23	24	25	26	27	28
29	30					
31						

Stu Stu  
13 14

December '26						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Stu Stu  
11 12

January '27						
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24	25	26	27	28	29	30
31						

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16 18

February '27						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Stu Stu  
16 17

March '27						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Stu Stu  
16 17

April '27						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

Stu Stu  
16 16

May '27						
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23	24	25	26	27	28	29
30	31					

Stu Stu  
16 17

June '27						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Stu Stu  
0 4

July '27						
S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

Stu Stu

In lieu day for additional		
HLN assigned tasks	3	
Overture Staff Training	2	
WBCSD Staff In-Service	4	Student Days 145
Teacher Work Day	6	Staff Days 365
Field staff Holiday	5	
Vacation	15	
Days with Students	145	

	D	H/D	Total Hrs	
Student Days	145	6.62	669.9	7:45-3:20
Staff Days	165	8.50	1402.50	7:30-4:00

**WEST BONNER COUNTY SCHOOL DISTRICT #83**  
134 Main Street, Priest River ID 83856 | 208-448-4439

**CONSTRUCTION SERVICES AGREEMENT**

<b>Project Name</b>	
<b>Project Location</b>	
<b>Contract No.</b>	
<b>Agreement Date</b>	
<b>Commencement Date</b>	
<b>Substantial Completion Date</b>	
<b>Owner (District)</b>	West Bonner County School District #83
<b>District Representative</b>	
<b>District Phone/Email</b>	
<b>Contractor</b>	
<b>Contractor Address</b>	
<b>Contractor License No.</b>	
<b>Contractor Representative</b>	
<b>Contractor Phone/Email</b>	

**THE PARTIES NAMED ABOVE AGREE AS FOLLOWS:**

**1. SCOPE OF WORK**

Contractor shall perform all Work described in Exhibit A (Scope of Work) including all labor, materials, equipment, permits, and services necessary for full completion. Contractor shall:

- A. Comply with all applicable federal, state, and local laws, including Idaho Code and the ADA.
- B. Obtain and pay for all required permits and inspections unless otherwise specified.
- C. Maintain a safe, clean site; protect existing structures, utilities, and District property; promptly repair any damage at no cost to the District.
- D. Limit construction activity to 7:00 a.m.–5:00 p.m., Monday–Friday, excluding District holidays, unless the District approves exceptions in writing.
- E. Comply with District campus access, background check, and identification badge requirements per Idaho law.
- F. Perform Work per Exhibit C (Drawings and Specifications). Order of precedence: Change Orders > Agreement > Specifications > Drawings.
- G. Obtain written Change Orders before performing any changed or additional Work. Unauthorized extra work is at Contractor's sole risk and expense.

## 2. CONTRACT TIME

<b>Date of Commencement</b>	
<b>Substantial Completion</b>	
<b>Final Completion</b>	
<b>Contract Duration</b>	___ calendar days
<b>Liquidated Damages</b>	\$_____ per calendar day of delay

Within 10 days of execution, Contractor shall submit a construction schedule for District approval, updated monthly. The schedule shall avoid interference with the academic calendar. Time is of the essence. The District may deduct liquidated damages from any amount owed. Extensions may be granted for delays beyond Contractor's reasonable control (e.g., acts of God, unusual weather) if written notice is given within 5 days of onset.

## 3. CONTRACT SUM & PAYMENT

<b>Base Contract Sum</b>	\$
Alternate No. 1 (if accepted): _____	Add/Deduct \$
Alternate No. 2 (if accepted): _____	Add/Deduct \$
<b>TOTAL CONTRACT SUM</b>	\$

Progress payments shall be made monthly within 30 days of a properly submitted Application for Payment. Within 10 days of execution, Contractor shall submit a Schedule of Values (no front-loading). Retention is 5% of each progress payment, released 35 days after Notice of Completion and resolution of all claims. Final payment (including retention) is due within 35 days after Notice of Completion upon delivery of all closeout documents and resolution of all claims. The District may withhold payment for defective Work, unresolved claims, unpaid subcontractors, or failure to comply with District requirements. Late payments accrue interest at the legal rate.

## 4. INSURANCE & BONDS

Prior to commencement, Contractor shall maintain at its expense the following coverages from insurers rated A-VII or better (A.M. Best). The District shall be an additional insured on all policies except Workers' Compensation; all policies shall be primary and non-contributory. All policies shall include a waiver of subrogation in favor of the District.

Coverage	Minimum Limit	Notes
Commercial General Liability	\$2M/\$4M	Incl. completed operations 3 yrs post-completion; no sexual misconduct exclusion
Automobile Liability	\$1M per accident	All vehicles used on Project
Workers' Compensation	Statutory; EL \$1M	

Builder's Risk	Full replacement cost	District and Contractor as named insureds
Umbrella/Excess	\$5M per occ./agg.	Follow-form over CGL, Auto, EL
Professional Liability (if design-build)	\$1M per claim/agg.	Maintain 3 yrs post-completion
Pollution (if applicable)	\$1M per claim/agg.	Required for hazmat/underground work
Performance Bond	100% of Contract Sum	Required if Contract Sum > \$50,000
Payment Bond	100% of Contract Sum	Required per public contract law

Certificates of insurance naming the District as additional insured must be provided before Work commences, upon renewal, and upon request, with 30 days' cancellation notice (10 days for non-payment).

## 5. SUBCONTRACTORS

Within 3 days of bid award, Contractor shall submit a list of all Subcontractors. No substitution without prior written District approval. Contractor is responsible for all Subcontractor acts and omissions. All Subcontractors must meet the same insurance, safety, background check, and licensing requirements as Contractor, and their subcontracts must include the District's audit rights.

## 6. COMPLIANCE REQUIREMENTS

- A. Safety Plan: Submit for District approval before commencement, covering barriers, traffic control, dust/noise mitigation, and access limitations near students.
- B. Prevailing Wages: Pay applicable prevailing wages; submit certified payroll weekly; retain records 3 years. Non-compliance is a material breach.
- C. Non-Discrimination: Comply with all applicable equal opportunity and anti-discrimination laws.
- D. Drug/Tobacco-Free Campus: Strictly enforce prohibition of drugs, alcohol, and tobacco on District property. Violations result in immediate removal.
- E. Hazardous Materials: Stop Work and notify District immediately if unexpected hazardous materials are encountered.
- F. Records: Maintain all Project records 5 years after final payment; District and state auditor have audit rights on reasonable notice.

## 7. WARRANTIES

Contractor warrants all Work against defects in materials and workmanship for one (1) year from Substantial Completion and shall remedy defects at no cost. Manufacturer warranties shall be obtained in the District's name and delivered before final payment. This warranty does not limit the District's rights regarding latent defects, fraud, or claims with longer statutory limitations periods.

## **8. TERMINATION & SUSPENSION**

Termination for Cause: The District may terminate upon 7 days' written notice if Contractor persistently fails to perform, violates law or District requirements, becomes insolvent, fails to maintain required insurance/bonds, or otherwise materially breaches. Contractor shall be paid only for Work properly performed, less District damages.

Termination for Convenience: The District may terminate upon 14 days' written notice. Contractor shall be compensated for Work satisfactorily completed, reasonable demobilization costs, and overhead and profit on completed Work only. Termination fee (if any): \_\_\_\_\_.

Suspension: The District may suspend Work at any time. Contractor is entitled to an equitable adjustment in Contract Sum and time for costs attributable to suspensions exceeding 30 days.

## **9. DISPUTE RESOLUTION**

Disputes shall first be submitted in writing to the District's Representative (response within 10 business days), then escalated to the Superintendent (10 additional business days). Unresolved disputes proceed to non-binding mediation in Idaho, costs shared equally, as a condition precedent to litigation (except public bidding, prevailing wage, or emergency injunctive relief matters). Unresolved disputes after mediation are litigated in Bonner County, Idaho. Both parties waive jury trial. The prevailing party may recover reasonable attorneys' fees and costs. All claims against the District must be presented in writing within the time required by Idaho law.

## **10. GENERAL PROVISIONS**

Governing Law: Idaho law governs. Entire Agreement: This Agreement and Exhibits supersede all prior negotiations; amendments must be in writing and signed by both parties. Indemnification: Contractor shall indemnify, defend, and hold harmless the District, its Board, officers, employees, and agents from all claims arising from Contractor's Work, except to the extent caused by the District's sole negligence or willful misconduct. Independent Contractor: Contractor is not an employee, partner, or agent of the District and is solely responsible for its own taxes and employment obligations. No Assignment without prior written District consent. Severability. Notices in writing by hand, certified mail, or overnight courier. Counterparts and electronic signatures are valid. Contractor certifies compliance with Idaho Code §67-2346 (Anti-Boycott Against Israel Act) and Idaho Code §67-2359 (no ownership/operation by the government of China).

[Signatures to follow]

## SIGNATURES

<b>DISTRICT / OWNER</b> <b>WEST BONNER COUNTY SCHOOL</b> <b>DISTRICT #83</b>	<b>CONTRACTOR</b> <b>[Contractor Legal Name]</b>
<hr/> Authorized Signature	<hr/> Authorized Signature
<hr/> Printed Name and Title	<hr/> Printed Name and Title / License No.
<hr/> Date	<hr/> Date

Board Approval Date: \_\_\_\_\_ Resolution No.: \_\_\_\_\_

## EXHIBITS

Exhibit	Title	Notes
A	Scope of Work	<i>Attach drawings &amp; specs</i>
B	Insurance Requirements & Certificate	
C	Drawings and Specifications List	
D	Contractor's Bid / Proposal	
E	Schedule of Values	<i>Submit within 10 days</i>
F	Construction Schedule (Baseline)	<i>Submit within 10 days</i>
G	List of Subcontractors	<i>Submit within 3 days of award</i>
H	Performance Bond	<i>If required</i>
I	Payment Bond	<i>If required</i>
J	Prevailing Wage Requirements	



# WEST BONNER COUNTY SCHOOL DISTRICT #83

## Procurement Solicitation Record

Item: Partial Roof Replacement Priest River Elementary

Vendor *	Contact Information	Quote Price	Quote Expires	Notes
North Idaho Exterior	Chris Haley	\$ 229,745.00	30 days	No quote expire date - Standard Idaho assumed. June 11, 2026 -
Rival Roofing LLC	Jeff Nelson	\$273,053.66	30 days	No quote expire date. Standard Idaho. June 10, 2026 - 8:30 AM
Icon Corporation	Shayne Madison			Bid came in for Priest Lake Elementary. June 9, 2026 8:25 AM

Name and title of individual obtaining quotes: <i>Charley Hinshaw</i>	
Name and title of individual awarding vendor: <i>North Idaho Exterior - Chris Haley</i>	
Bidder selected: <i>North Idaho Exterior</i>	
Bid awarded on: <i>Regular Board 6-17-26.</i>	Method of notification: <i>Call upon board approval</i>

*Charley Hinshaw*      *Paul Smith*  
*Kim Spacak*  
*Andrew Sabesky*

\* Attach written confirmations of each verbal quotation (e-mail, signed quote, etc.).

\*\* Document reasoning behind successful quote.



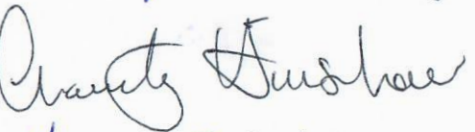
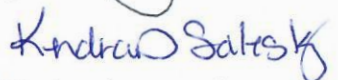
# WEST BONNER COUNTY SCHOOL DISTRICT #83

## Procurement Solicitation Record

Item: Cameras on school buses

Vendor *	Contact Information	Quote Price	Quote Expires	Notes
REI	Riley Hays	\$119,134.36 <sup>optional price</sup>	30 days	Quote No Expiration Date - Idaho Standard. June 11, 2026 11:AM
Safely Vision	Mason Ludwig	\$108,930.00	30 days	No quote expiration - Idaho Standard. June 11, 2026 11:AM
Gate Keeper	Adrian Gold	\$76,087.32	30 days	June 10, 2026 8:30 AM No quote expiration date - Idaho Standard
CWI digital System	Chris Ishmael	\$7,512.83 <sup>Per BUS</sup>	30 day	June 7, 2026 12:pm No quote expiration date - Idaho Standard.
IBS incorp.	Tina Parker	\$169,282.22	30 days	June 8, 2026 12:pm - <sup>Rep - look over</sup> fleet-walk through.

Name and title of individual obtaining quotes:	Charity Hinshaw
Name and title of individual awarding vendor:	Charity Hinshaw
Bidder selected:	IBS. incorp.
Bid awarded on:	June 17, 2026 with Board approval
Method of notification:	Call.

\* Attach written confirmations of each verbal quotation (e-mail, signed quote, etc.).

\*\* Document reasoning behind successful quote.