

PRIEST LAKE ELEMENTARY SCHOOL

"THE LITTLE SCHOOL WHERE EVERYBODY MATTERS"

PARENT AND STUDENT HANDBOOK 2020 - 2021



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



PRIEST LAKE STAFF 2020 - 2021

Principal.....Paul Anselmo Secretary.....Peggy Wood

Assistant Principal – Michael Jenkins

Kindergarten & 1st GradeSara Butler

2nd & 3rd Grade.....Steph Eldore

4th, 5th & 6th Grade.....Michelle Barnes

Technology/Speech.....Kyle Pettit

Pre-School Teacher Hope Horlacher

Title 1 Paraprofessional.....Peggy Wood

Paraprofessional.....Mary Lea Simpson

Librarian

Music/Band.....Jordan Ballenger

Physical Education.....Mike McMahon

Kitchen Manager & Coolin Bus Driver.....Marcia Warren

Paraprofessional/Lunch Duty Aide/Bus Driver.....Wendy Booth

Maintenance Ken Eldore

CustodianAllen Lewis

WELCOME FROM THE PRINCIPAL

Dear Parents/Guardians and Students:

Welcome to a new school year. We are looking forward to a great year at Priest Lake Elementary. The staff at Priest Lake is committed to ensuring the best possible learning experience for all students. We know that student learning is enhanced by working together with parents and community. We encourage your involvement. Please do not hesitate to contact me if you have questions, celebrations or concerns.

Our school will continue using the 7 Habits along with an updated behavior model as our foundation for student behavior expectations. Our district vision statement; “Strive for Greatness”, will be reinforced throughout the school year as a way to develop a strong work ethic in the students and have them develop pride in all they do.

This handbook provides a guide for staff, parents/guardians and students. Please review the handbook with your child. We look forward to working together to provide the best educational experience for each and every child.

Paul Anselmo
Principal

PLE Principal/Superintendent
West Bonner School District #83

208-448-4439

The West Bonner School District #83 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jennifer Anselmo, West Bonner County School District Business Manager, 208-448-4439.

The mission of West Bonner School District # 83 is:

Success for all with the
Understanding that
Community, parents, students, and educators will
Collaborate and
Empower the
Student to make positive life-long choices.
Strive for Greatness!



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NEW STUDENTS TO WEST BONNER SCHOOL DISTRICT

IDENTITY & BIRTH INFORMATION VERIFICATION

Idaho legislation requires West Bonner School District to verify the identity and birth information on 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 grades preschool through grade twelve of any public, private or parochial school shall be immunized. Each child entering school must have 5 – DTP, 3 – Polio, 3 – Hep B and 2 – MMR shots. If you have questions about obtaining immunizations for your children, please contact Panhandle Health in Sandpoint. 263-5159. Parents shall provide to school personnel, a certificate signed by a physician or his/her representatives that their child has received, or is in the process of receiving the required immunizations. Parents may provide laboratory proof of immunity in lieu of receiving any/all of the immunizations listed. Parents may claim an exemption to any or all of the required immunizations for medical, religious, or personal reasons by providing a signed copy of DHW Form 27878 (or similar information) to school officials.

OFFICE HOURS AT PRIEST LAKE ELEMENTARY

Our regular office hours are 7:00 a.m. to 2:30 p.m. Monday through Friday. 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.

IMPORTANT TELEPHONE NUMBERS

Priest Lake Elementary:443-2555
Principal: Paul Anselmo
Secretary: Peggy Wood

District Office: 448-4439
Superintendent: Paul Anselmo

Other District Schools:
Priest River Elementary: 448-1181
Idaho Hill Elementary: 437-4227
Priest River Jr. High 448-1118
Priest River Lamanna High: 448-1211
PREP 448-1405

Other Important Numbers:
Bus Shop: 448-2451
Food Service 448-4439

PRIEST LAKE ELEMENTARY DAILY SCHEDULE

Regular Schedule: 8:00 A.M.- 2:30 P.M.
Minimum Day Schedule: 1:00 P.M. dismissal
Half Day Schedule: 11:30 A.M. dismissal



CRITICAL MISCELLANEOUS INFORMATION

HOMELESS***

Students, who are considered homeless under the federal guidelines, may qualify for additional aide 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 PARENT/TEACHER ORGANIZATIONS & SITE COUCIL

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 if you have any ideas or questions regarding these groups.

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

Behavior Model and Forms are attached at the back

EXPECTATIONS, MODIFICATION AND REINFORCEMENT

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

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

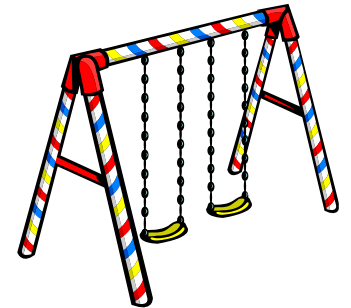
RESPECTFUL – Work, play, and talk, show respect for needs, feelings and the goals of others.

RESPONSIBLE – Be on time to school and class, listen carefully to instructions, be attentive while others are speaking, and 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.

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 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.
- 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 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 a 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 UPDATE PHONE NUMBERS AS NEEDED.**
- ❖ 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.

Standard Response Protocol

West Bonner County School District uses the standard response protocol recommended by the Bonner County Sheriff's office (<http://iloveguys.org/srp.html>). This protocol provides a common language across the county and within our district schools. The protocol defines four (4) actions and provides flexibility for response to specific incidents.



Lockout is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building. This will be used if there was a perceived or known threat outside of the school.

Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place. This will be used if there is a threat within the building.

Evacuate is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building. This will be used if students can safely move to another site to avoid a threat within the building.

Shelter is always followed by a type and a method and is the protocol for group and self-protection. This will be used for a response to situations such as a tornado.

Parents and guardians will be notified if a school site has gone into lockdown or evacuated using our OneCallNow system.

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.

- ❖ 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.**

Head Lice

Head lice are a health issue that affects most schools at one time or another. The procedures for dealing with head lice at our school are as follows:

- ❖ Periodic all-school checks are conducted by school staff and trained volunteers.
- ❖ Students who have signs of head lice are referred to the office where a second check is done to confirm if head lice or their eggs (“nits”) exist.
- ❖ If so, the parents are contacted to pick up their children as soon as possible.
- ❖ A letter is sent with the student explaining some of the ways to treat head lice.
- ❖ **Before the child may return to school or ride the bus, he or she must be treated with a reliable product and all nits removed.**
- ❖ The parent should bring the child **directly to the office** when he or she returns to school the next or subsequent day. The child will be checked to make sure no lice or nits are present before being allowed to go to class or ride the bus.
- ❖ **If any signs of head lice remain after treatment, the child will not be allowed to return to school that day.**
- ❖ The School District nurse is a valuable help to parents and students dealing with head lice. Her services are shared with all District#83 schools but we will make every effort to put parents in touch with her as needed.

SCHOOL SECURITY MEASURES

Building Security

- ❖ During school hours, exterior doors will be locked to outside entry. Please use our bell if no one is in the office as that door will be locked also. We now have a buzzer to let you in, please look in the office before ringing the bell. We apologize for this inconvenience. **ALL VISITORS, PARENTS & GUARDIANS MUST CHECK INTO THE OFFICE BEFORE EACH AND EVERY VISIT.** Visitors must present a valid piece of picture ID.
- ❖ **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 Substances 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 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 re-admission to school.

Weapons

It is the policy of West Bonner County School District #83 that there is **ZERO TOLERANCE TO THE CARRYING, THREAT OF USE, OR ACTUAL USE OF WEAPONS OF ANY SORT FOR ANY REASONS ON ANY** district property, including transporting equipment (i.e. school buses).

Absolutely no weapons of any sort, including B-B guns, are allowed on District property or at District sponsored activities any time under circumstances. 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: snap-blade knives, enclosing knives, razors, razor blades, firearms, explosives, (including cap and firecrackers), first loads, brass knuckles, chair, 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

It is the policy of this district to maintain a learning environment that is free from all types of harassment. Each student has the right to attend school in an atmosphere that promotes equal opportunities that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive.

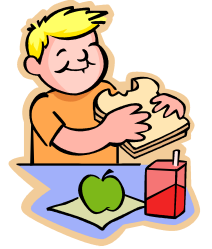
If the allegation of harassment is against a student and there is sufficient evidence to support the allegations, disciplinary action, up to and including expulsion, may be taken against the offender. (See policies 3290 and 3295)

SCHOOL PROGRAMS & RESOURCES

School Food Service Prices 2020 - 2021 School Year for Grades K-6



Breakfast:	Free to all students			
Lunch:	Regular: \$2.95	Reduced: \$.40	Milk: \$.50	Adult: \$4.00
	Student 2 nd Meal: \$3.75			



As a participant in the federal food program, Priest Lake 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. We encourage all those who may be eligible to fill one of these forms out and return it to the school office. Applications for Free and Reduced Meals are available through the school Kitchen Manager or at the school office. These forms are available during the school year.

- ❖ Breakfast and lunch are offered daily.
- ❖ Credits may be purchased in advance either by the day, week or month and can be paid with cash or check*.
- ❖ Charging meals are discouraged but if need be, students may charge for up to one week only.
- ❖ Notification of unpaid charges will be sent home with students on a monthly basis. If payment is not made, the student will be asked to phone home to remind parents that the money is still owed.
- ❖ All of the same rules of behavior apply in the lunchroom as in the rest of the school.

*The West Bonner County School District uses a check recovery system for checks returned 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 Periods

- ❖ 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 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. 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 at recess, a note is needed.

Volunteers

- ❖ We encourage parents/guardians to become involved by helping in the classroom.
- ❖ If you want 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 sign out at the office each time they visit. **ALL VOLUNTEERS MUST HAVE THEIR DRIVERS LICENSE SCANNED THROUGH THE RAPTOR SECURITY SYSTEM BEFORE YOU CAN VOLUNTEER FOR THE FIRST TIME EACH SCHOOL YEAR.**



STUDENT TRANSPORTATION

Arrival and Departure (7:30 am – 2:30 pm)

- ❖ Students who walk to school or are driven by parents may arrive at 7:30 or ½ hour before school starts. **There is no adult supervision available before 7:30 a.m.**
- ❖ At dismissal in the afternoon, students who walk need to go directly home. **Kindergarten students must be accompanied A.M. and P.M. by a parent or designated adult. This includes arrivals and departures at the bus stop.**
- ❖ The school doors will be locked at all times – there is a doorbell by the front door, please be patient – someone will buzz in you in as soon as possible, please look in the office we have a buzzer to let you in. Students are not allowed to open these doors without an adult present. The safety of our students is very important to us all.

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 or at least after 1:00 p.m. Your assistance will be greatly appreciated.
- ❖ Birthdays are a wonderful event in a child 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 Telephone

Students will be allowed to use the **office phone only for emergencies** after approved by their classroom teacher.

Students & Cell Phones & iPods (electrical gadgets):

Cell phones must be kept in student back packs and turned off during the school day.

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.

ELEMENTARY SCHOOL ATTENDANCE POLICY

Priest Lake Elementary provides incentive for good attendance quarterly. Please call the school if your student will not be attending school. West Bonner County School District recognizes that regular school attendance contributes to successful student achievement. Regular and punctual patterns of attendance will be expected of each elementary school student enrolled in the district. Days lost from school cannot be “made up,” even though homework has been completed. There is no substitute for uninterrupted personal contact between teacher and student. Attendance at school is a shared responsibility of the parent(s)/guardian, student and school personnel. The principal is responsible for the implementation and enforcement of this student policy.

As an added safety measure due to the fact that many students walk to school and to their bus stops, we will call if a student does not show up for school. This call will typically be made before 10:00 a.m. In order to keep teachers informed and to help office personnel, please contact the school if your child will be absent. In addition a written and dated note by the parent/guardian is needed explaining the reason for the absence.

Emergency Closure

- ❖ When it is necessary to close or delay the start of school because of severe weather or other emergencies we will use our OneCallNow automated system. In addition, you may also call the emergency closure hotline: **208-448-1874**.
- ❖ The decision to close school is made by the Superintendent and Transportation Director for West Bonner County District #83.

DRESS CODE

Student dress should not in be disruptive of normal classroom procedure. 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 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 is alcohol/drug related, are sexually explicit or implicit, or deemed inappropriate by the building principal.
- ❖ Shorts, dresses, skirts, and slits in skirts must reach the end of 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 students 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 outwear).
- ❖ 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

According to the West Bonner County School District policy, the school is required to announce its intent to publish student information (i.e., student honor rolls, list for room mothers, etc) and allow sufficient time for a student or parent to request the information be withheld. **If you do not want the name of your child released for any reason (i.e. honor roll, class member list, etc.) please notify Peggy Wood immediately. These lists are public record, along with student addresses, and birthdays. We will follow your instructions and omit information requested as per your directions.**

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.

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, 119 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. All the third through sixth graders in our state take will take the SBAC test in ELA and Mathematics. 5th graders will take an ISAT science test.



PROGRAMS

Priest Lake 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 aide 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 Priest Lake Elementary. Students needing services are identified through an Intervention Team process. More information is available by contacting your school principal or special education teacher.

Gifted and Talented Program AHA

The Gifted and Talented Program in WBCSD #83 includes elementary students who have been identified by professionals employed by the District as having outstanding general or specific intellectual abilities. Our program identifies students beginning in the third grade. The district provides a monthly “learning” day, where students attend a variety of workshops to expand their knowledge.

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.

Title I

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.

TITLE I HOME / SCHOOL COMPACT

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.



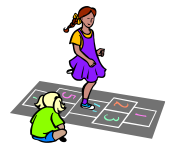
Student:

- 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 assignments.



Dear Families:

Federal law requires that each school district receiving Title 1 funds notify parent/guardians of each student attending any school receiving these funds that information regarding the professional qualifications of their child's classroom teacher(s) may be requested. As a parent of a student attending a school receiving federal program funds, you have the right to know:

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

To request the state qualifications for your child's teacher or instructional aide, please contact Jennifer Anselmo at our district office, 208-448-4439.

If you would like more information about Priest Lake Elementary, please feel free to call our office at 208-443-2555.



WEST BONNER COUNTY SCHOOL DIST. #83

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.
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

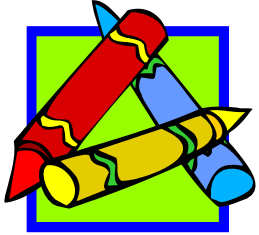
Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with District policy and procedures for content posted using a District computer, network, or software and /or when posted during school hours when the student 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.

WEST BONNER COUNTY SCHOOL DISTRICT #83
2020 - 2021 SCHOOL CALENDAR

Sept 1 & 2 Teacher In-Service Days
Sept 3 Staff Work Day
Sept 7 Labor Day - Holiday—no school
Sept 8 Students First Day
Oct 2 In-Service Day – no students
Nov 5 End 1st Qtr.
Nov 6 Staff Work Day—no students
Nov 9 Veterans Day – no school
Nov 23 -24 P/T Conferences-no students
Nov 25 - 27 Thanksgiving Vacation
Dec 21-Jan 1 Christmas Break– no school
Jan 18 MLK Day - no school
Jan 28 End 2nd Qtr.
Jan 29 Staff Work Day - no students
Feb 12 In-Service Day- no students
Feb 15 Presidents Day– no school
Apr 1 End 3rd Qtr.
Apr 2 Staff Work Day – no students
Apr 5 – 9 Spring Break - no school
May 15 In-Service Day – no students
May 31 Memorial Day - no school
June 11 End 4th Qtr. (Last Day for Students)
June 14 Staff Work Day – no students

SIGNATURE PAGE



I have read this handbook over with my child(ren) _____
(Children's names)

Parent Signature _____ Date _____

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

