

PRIEST RIVER ELEMENTARY SCHOOL

Parent and Student Handbook **2026-2027**



231 Harriet
Priest River, Idaho 83856
208-448-1181
<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

NAME	POSITION	CONTACT
Lynn Parker	Principal	lynnparker@sd83.org
Calli Schmaltz	Secretary	callischmaltz@sd83.org
Angie Searles	Secretary	angelasearles@sd83.org
Mikell Zimmerman	Counselor	mikellzimmerman@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
Jadyn Champoux	Kindergarten	jadynchampoux@sd83.org
Michelle McConville	Kindergarten	michellemcconville@sd83.org
Penny Whitaker	Grade 1	pennywhitaker@sd83.org
Darlene Ramey	Grade 1st & 2nd	darlenramey@sd83.org
Kelly Kystinak	Grade 2	kellykystinak@sd83.org
Amanda Moran	Grade 2	amandamoran@sd83.org
Karissa Callahan	Grade 3	karissacallahan@sd83.org
Jessica Shapland	Grade 3rd/4th	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
Annie McMahon	Grade 5	anniemcmahonsd83.org
Ajalee Jeppesen	Grade 6	ajaleejeppesen@sd83.org
Paige Gazaway	Grade 6	paigegazaway@sd83.org
Donna Holland	Special Education Life Skills	donnaholland@sd83.org

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
Eva Murphy	Librarian/STEAM	evamurphy@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
Ruth Willig	Lunch Duty	ruthwillig@sd83.org
OPEN	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.- 3:00 p.m. Monday - Thursday

SCHOOL HOURS

Doors Open at 7:30

First Bell: 7:40 a.m Tardy Bell 7:45
Dismissal Bell: Pick Ups/Walkers: 2:55
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

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

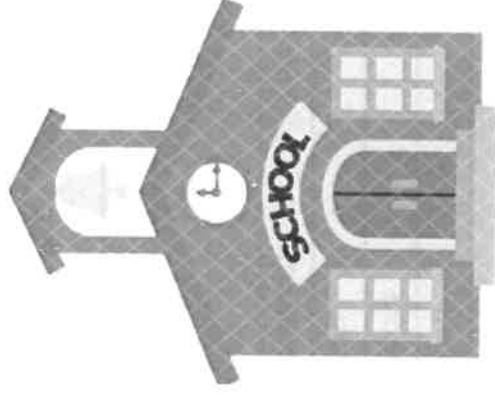
Special Education Director Rusty Taylor (208) 448-4439

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.finalsite.net/images/v1753375915/sd83org/lofzly6fttjrdaugciv4/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/t5trdvirnxiOnaxwj0oe/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 7th 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>

MINUTE OF SILENCE

In accordance with Idaho Code (I.C. 33-1639), Priest River Elementary will observe a daily minute of silence for a minimum of sixty (60) seconds at or near the beginning of each school day.

During this daily routine, **every student is required to remain completely silent and refrain from any distracting displays** that could impede or disrupt others.

Students are encouraged to utilize this minute for personal, quiet choice—including reflection, meditation, prayer, or any other silent, non-disruptive activity. The classroom teacher will maintain a quiet respectful environment while being strictly prohibited from instructing, directing, or guiding students on the nature or content of their silent reflection.

As part of our commitment to and partnership with families, parents and legal guardians are formally notified of the daily moment of silence. We encourage you to discuss this daily period with your child and provide them with guidance on how they might best utilize this quiet time (whether for personal reflection, goal setting, mindfulness, or prayer) in accordance with your family's values.

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 I 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.

Truancy Idaho Code 33-206 & 207

- Habitual Truancy: 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," two 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.finalsite.net/images/v1753375908/sd830rg/aecijovtk2x99dfpgi53/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.
- "Heelies" 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/am9vo7eiyso0xkmryuv2/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.finalsite.net/images/v1753375918/sd83org/kwgmajexaskicrraoi/DistrictProvidedAccessstoElectronicInformation.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: All Call	LOCKDOWN TEACHERS • Check hall, if possible bring in students • Lock and block doors • Move Away from the line of sight • Maintain silence, cell phones off	STUDENTS • Move away from the line of sight • Maintain silence • Cell phones off • Do not open doors • If outside, leave area 
 YOU'LL HEAR: All Call	SAFETY HOLD TEACHERS • Normal activity continues, all students and staff indoors • Check messages for further instructions	STUDENTS • Return inside • Normal school day instruction 
 YOU'LL HEAR: Fire Alarm	EVACUATE TEACHERS • Grab your SERP binder • Check hall, use situational awareness before evacuating the building • Be prepared to take alternate route • Lead students to evacuation location	STUDENTS • Bring your phone, leave rest • Form a single-file line • Be prepared to take alternate route 

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!

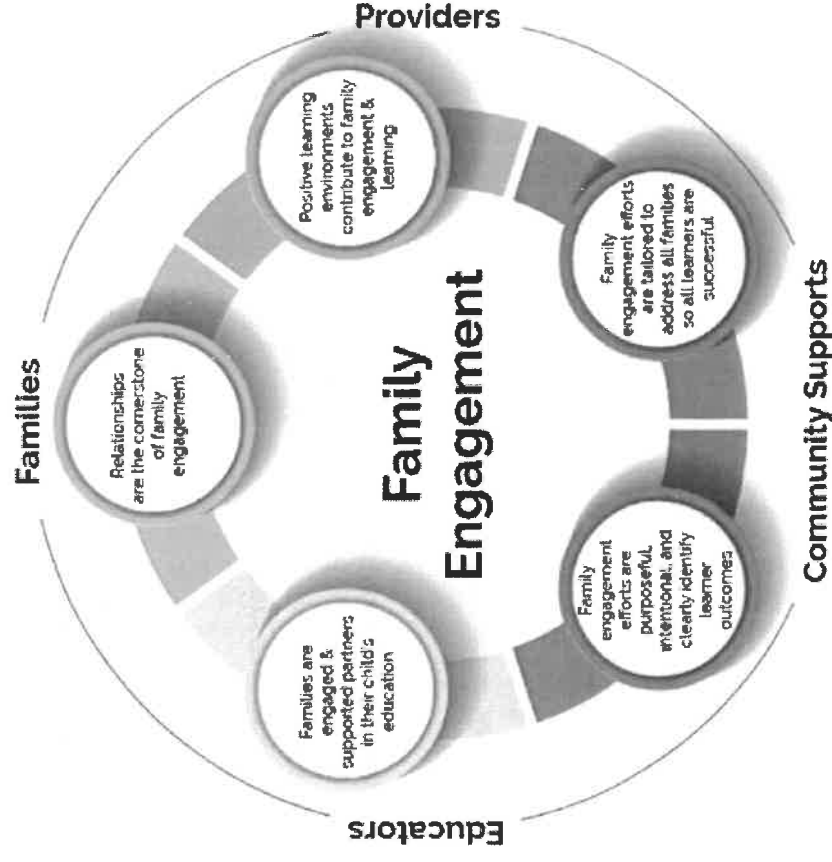
The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility in school, on the playground and on field trips. All volunteers 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

2026-2027 School Meals and Nutrition Services

The West Bonner County School District participates in the National School Breakfast and National School Lunch Programs and is committed to providing nutritious meals to students each school day.

Free and Reduced-Price Meals

Students who qualify may receive meals free of charge or at a reduced price. Families are strongly encouraged to complete a Free and Reduced-Price Meal Application each school year, even if they are unsure of their eligibility, as participation helps determine important federal funding for District programs.

Applications, which can be filled in and submitted directly online, are also available throughout the school year. Applications may also be obtained through the District's Child Nutrition Department and at each school office. Eligibility from the previous school year will carry over for up to 30 operating days into the new school year, or until a new eligibility determination is made, whichever occurs first. A new application must be submitted annually to continue receiving benefits. You may access the form on the District's website at: <https://www.sd83.org/departments/childnutrition>.

2026-2027 School Year - Meal Prices

	BREAKFAST	REDUCED	MILK	LUNCH	REDUCED
ELEMENTARY STUDENT	\$2.40	\$.30	\$.90	\$3.95	\$.40
ADULT	ELEMENTARY-\$3.75		\$.90	ELEMENTARY - \$5.50	

Meal Payments

Meals should be prepaid or paid for at the time of service. Families may add funds to student meal accounts online through the District's payment system or by cash or check at the school.

Limited meal charging is permitted. Students may charge no more than two (2) meals. Once this limit is reached, the meal account will be placed on hold until payment is received. No meal charges will be permitted during the final two weeks of the school year. Students with outstanding meal balances may continue to purchase meals using prepaid funds or cash. No alternate meal will be provided due to unpaid meal charges.

Meal Accommodations

Students requiring meal modifications because of a food allergy, disability, or other qualifying medical condition must have a current medical statement completed by a licensed healthcare provider and submitted to the school before meal accommodations can be provided. Families should contact their school's kitchen manager or the District Child Nutrition Department for the required medical accommodation form. [The meal accommodation form may be found on the District website at: <https://www.sd83.org/departments/childnutrition>]

Food Brought from Home

To help ensure the safety of all students, food provided for classroom celebrations should be commercially prepared and purchased from a retail establishment. [Please note: Original "ingredient" lists need to be attached to all unopened commercial food and beverage products.] Homemade food items are not permitted for classroom parties or celebrations. Please check with the school regarding classroom celebrations and to also get a Smart Snacks in Schools list.

Energy Drinks

Students are not permitted to bring or consume energy drinks at school.

Cafeteria Expectations

Student behavior in the cafeteria is expected to meet the same standards of conduct required throughout the school. Students are expected to demonstrate respect, responsibility, and appropriate behavior while eating and during meal service.

Check Acceptance Policy

The District uses a check recovery service for checks returned due to insufficient funds. By paying with a check, the payer authorizes the District to electronically re-present the check or collect the amount due by paper draft, along with any fee allowed by state law. Returned checks are subject to a \$25 returned check fee. Checks must include the payer's current name, address, telephone number, and state to be accepted.

Additional information, meal applications, meal accommodation forms, and online meal payments are available through the District's Child Nutrition Department and the District website.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

