

# Priest River Junior High School

2017/2018 HANDBOOK

**Strive for Greatness!**



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Dear Parents and Families:

Welcome to the 2017-2018 school year at Priest River Junior High School. I am extremely excited to continue my service as the Principal of Priest River Junior High, and to continue my work in education with the wonderful students, families, and the community of Priest River.

In addition to providing a challenging and enriching learning environment, Priest River Junior High strives to focus on the complete student. We are dedicated to impress upon students the importance of hard work, respect, responsibility, and a positive attitude.

Our entire staff wishes your child happiness and success in his/her education here. With our District's Mission Statement in mind, we hope to have a **very** successful 2017-2018 school year.

Please don't hesitate to call me anytime at 448-1118 or email me at [leonijohnson@sd83.org](mailto:leonijohnson@sd83.org).

Leoni Johnson, Principal

### **Mission Statement**

**S**uccess of ALL with the  
**U**nderstanding that  
**C**ommunity, parents, students, and educators  
**C**ome together in a safe, supportive environment to  
**E**mpower the  
**S**tudents to make positive lifelong choices.  
**S**trive for greatness!

### **Instructions to Students and Parents/Guardians**

We have worked hard to compile the most important information within our handbook to enable our students to succeed here at Priest River Junior High. Please read through this handbook carefully and thoroughly.

When both you and your student have completed reading this handbook, please fill out the signature pages that need to be returned to the school. Space is provided on the signature sheet for both you and your student to sign, which lets the school know that both you and your student have read and understand the contents of this handbook. **Below is a list of the forms that need to be completed on the website [www.familyid.com/priest-river-junior-high-school](http://www.familyid.com/priest-river-junior-high-school)**

- Internet Access Conduct Agreement
- Student Information Form

- Directory Information
- Acknowledgement Concerning Student Handbook

While the policies and procedures in this handbook are in place for the current year, we welcome your feedback and will take your suggestions into consideration when we assemble the handbook for the following year. If you have any questions or concerns about how our policies and procedures affect your student, feel free to contact us at Priest River Junior High School.

2017-2018 Priest River Junior High Staff

Julie Anselmo	Key Boarding/Office Applications
Jordan Ballenger	Band
Lynn Bridges	Counselor/Homeless Liaison
Bruce Brownell	Choir
Erricka Brownell	Secretary
Dan Buttrey	Physical Education
Carolyn Cary	Science
Lance Clark	Physical Education
Cindy Ennis	Exploratory/Language Arts
Denise Jeffers	Language Arts
Leoni Johnson	Principal
Mary Sullins	Language Arts/Math
Marty Landry	World History/Geography/PE/ Athletic Director
Monica Lederle	Librarian
Brad Martin	Special Education
Mike McMahan	Physical Education
Liz Montgomery	Special Education Paraprofessional
Melanie Trost	Math/Science
Frank Weiler	Math

**A.S.B. CARDS:** Students may purchase an A.S.B Card for \$20.00. Purchasing and showing the card admits the student into PRJHS and PRLHS athletic events free of charge. It also allows admittance into school sponsored dances at a discounted price. ALL STUDENTS WHO PARTICIPATE IN ATHLETICS MUST PURCHASE AN A.S.B. CARD. Every student will receive an ID card with their picture on it. They will get a special ASB sticker on the card if they purchased one.

**ASSEMBLIES:** Each assembly has an objective that requires student’s attention and orderly behavior. Students will follow expected behaviors of being respectful, responsible, safe, and kind during assemblies.

**ATHLETICS/CO-CURRICULAR ACTIVITIES:** Priest River Junior High School strives to provide a variety of co-curricular opportunities throughout the school year. Students participating in these activities are expected to maintain high academic and behavior

standards. Student athletes wishing to participate are eligible at the beginning of every sports season. Grade checks will be completed every Monday morning of each sports' season at 6:30a.m. Grades listed at that time are the ones that will be counted. If at grade check time, a student athlete is **not** maintaining a 2.0 GPA, or has an **F in any class**, the student will be placed on a probationary status. During this probationary period the student athlete will not be allowed to participate in any contests but will be allowed to continue practicing with the team. If at the next grade check time the student athlete's grades have been raised to at least a 2.0 GPA, with no F's, the student athlete will regain full eligibility; but if the student athlete's grades have not risen to at least a 2.0, or they have an F, the student athlete will be dismissed from the team.

In addition, the student-athlete must have an up to date physical on file, carry insurance, and purchase an A.S.B. Card in order to maintain eligibility. Athletic paperwork needs to be filled out and completed at [www.familyid.com/priest-river-junior-highschool](http://www.familyid.com/priest-river-junior-highschool) prior to participating in any sporting event.

Discipline vs. Sports: Any student that spends the day suspended (in school or out of school) **will not** be allowed to participate in that day's event, regardless of whether it is a practice, game, or match.

Students must be in attendance at school in order to participate in sporting events, which includes practices, and games.

**Activity Guidelines: Students are not to be on school grounds before or after school hours waiting for practices, or activities to start, without supervision. It is the students' and parents' responsibility to find an alternate place to go. Students will not be let into the school until the coach or supervisor is present.**

The following sports are offered through Priest River Junior High:

Girls Volleyball	1 <sup>st</sup> Quarter
Cross Country	1 <sup>st</sup> Quarter
Football	1 <sup>st</sup> Quarter
Wrestling	2 <sup>nd</sup> Quarter
Boys/Girls Basketball	3 <sup>rd</sup> Quarter
Boys/Girls Track	4 <sup>th</sup> Quarter
Cheerleading	1 <sup>st</sup> -3 <sup>rd</sup> Quarter

**ATTENDANCE: Board Policy 3050:**

**1. Students are allowed a maximum of 10 day excused absences per semester (20/year):**

Attendance at school is directly linked to success as a student. Therefore, absence(s) from school is strongly discouraged except in cases of illness, or injury, requiring medical attention, death in the family, or legal injunction. Students marked absent without notice from parents will receive an automated call from our Skylert system, and will be marked as truant. In no case should a student be absent without the knowledge and consent of a parent or guardian.

2. **Excused Absences:** If student is absent due to illness, or injury, without prior knowledge, parents/guardians are requested to call the school (**by 9:00 a.m. on the day that the absence occurs, if possible**). If the call cannot be made, a written note, signed by the parent/guardian will be accepted for the absence if delivered to the secretary within three school days of the absence.
3. **Make-up work/absentee assignments (for excused absences only):** Students are allowed to turn in make-up class homework for excused absences only. This make-up work is due at the classroom teacher's discretion. For **extended absences**, teachers will allow one week from the student's return for make-up work to be completed. If you know in advance of an absence, including school sponsored events, teachers **must be** notified, at minimum, one day in advance to allow them to provide the absentee assignments. These assignments will then be turned in upon return to class. If a student is present when an assignment or project is assigned, it is still due on the original due date.
4. Teachers may notify coaches of a student's failure to complete make-up assignments. This will jeopardize the student's future participation in such activities. Teachers will also notify coaches of a student athlete's absence, which will prohibit the student athlete from participating in sporting events for that day.
5. **Unexcused Absences:** If a parent/guardian does not notify the school to excuse their student's absence, it will be recorded as "unexcused" and/or as "truant." Missed work is to be made up and appropriate credit given according to individual teacher grading policies. It is important that you clear your student's unexcused absences as soon as you can.
6. **Truancy:** A student is found to be truant when he/she is absent from one or more classes, willfully, without justifiable reasons or permission. This includes, but is not limited to skipping class or leaving school grounds without permission. Refer to "Student Conduct and Discipline Policy" for disciplinary actions.
7. **Absences at the End of a Quarter/Semester:** If your child will be absent at the end of the quarter/semester, the school must be notified ahead of time when at all possible. End of quarter/semester testing, and grades, need to be completed before grades can be finalized for report cards. If your child is absent without prior notification to the school, they will receive either an Incomplete on their report card, or a grade that reflects all work that was missed. Students will have 10 school days past the end of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter to complete any missing work due to being absent in order to receive a final grade. They will have 5 days after the end of 4<sup>th</sup> quarter. If work is not complete when the allotted days are up, the student will receive a 0 on any missing/incomplete assignments/tests, which will be reflected in their final grade(s).

## **ATTENDANCE GUIDELINES:**

### **1. Verification of Attendances:**

- Absences will be checked each period to verify attendance (excused & unexcused absences, as well as tardy's and disciplinary assignments).
- All forms of absences will be taken into consideration when verifying attendance.

## 2. Notification to parents:

- Daily: Parents will be notified by our Skylert system if they have not excused their child's absence for the day prior to 9:00 a.m.
  - Accumulation of 6 or 8 Absences in One Semester: A written notice will be mailed to parents.
  - Accumulation of 10 Absences in One Semester: A written notice will be sent to parents, and parents must set up a meeting time with the principal in order to discuss whether the student is still meeting the requirements set forth in the Pathways to Promotion.
  - Accumulation of 12 Absences in One Semester: The principal, or other designated staff member, will request a conference with the parent/guardian. Other staff members may be in attendance, as the entire team will meet to review and make a recommendation on retention. Decisions to retain students may be appealed to the board.
  - Accumulation in Excess of 12 Absences in One Semester: A *Truancy Petition* may be filed with the Bonner County Prosecutor's Office when a student has been absent in excess of 12 days in one semester. Absences can be both excused and unexcused. The principal has the discretion to file a petition earlier on a case-by-case basis with the approval of the Superintendent.
3. Consideration of Retention: Students will be considered for retention for absences in excess of 10 days in one semester, and/or 20 days during any one school year.
  4. Awareness Letters: At the beginning of each school year, the principal will send an awareness letter to parents/guardians of students who missed 15 or more days the previous school year.
  5. Rewards and Incentives: Rewards and incentives will be established for those students who miss 2 or fewer days each semester.
  6. Tardy's: Future policy revisions may incorporate additional guidelines relevant to student tardy's.
    - Current building and district policy states: "**Tardy's shall be defined as not being in your seat with materials out when the tardy bell rings.** Students not sitting and working when the tardy bell rings may be counted tardy. Students who are tardy will not be sent out of the class for being tardy, but they will be informed that they have been marked tardy. Students with more than three tardy's per quarter will be referred to the principal. Referral to the principal shall be seen as a Step I infraction."
    - Any student that is more than 10 minutes tardy to any scheduled class will be marked as absent for that class period.

## CAMPUS RULES:

1. PRJH is a closed campus school. THIS MEANS THAT ONCE STUDENTS ARRIVE AT SCHOOL, THEY MUST STAY UNTIL THEY ARE EXCUSED AT THE END OF THE DAY, UNLESS A PARENT SIGNS THEM OUT IN THE OFFICE. Whenever students leave, or arrive, at times other than the beginning or end of the day, they must check in/out with the office. Leaving without following the set procedures is considered truancy.

2. Classes start at 7:50a.m., and go until 2:35p.m. Morning supervision starts at 7:30a.m. Students are not allowed at school without supervision. For sports or other extra-curricular activities, students must be supervised by their coach. It is the student's and parent's responsibility to find an alternate place if no supervision is available.
3. **Before leaving school for any reason, students must be checked out through the office by a parent or guardian.** In some circumstances, and with prior approval, a student will be permitted to leave for some medical/dental appointments with a note from home. When returning, students need to sign back in at the office. Students must also check in with the office upon arriving late to school, regardless of the reason.
4. If students leave campus without permission, they will be marked as truant. Procedures set forth in the Discipline Policy will be followed.

**CELLULAR PHONES: STUDENTS ARE TO TURN OFF THEIR CELL PHONES UPON ENTERING THE BUILDING. NO CELL PHONE USE IS ALLOWED DURING CLASS HOURS, OR IN THE HALLWAYS/BATHROOMS.** There is a telephone in the office available for student use **only in cases of an emergency.** Cell phones can be used before school (until the 7:45a.m. bell), during lunch, and after school (after 2:35p.m. dismissal bell). Please see the discipline consequence guideline for the entire cell phone policy.

**CHECK IN/CHECK OUT PROCEDURES: ALL VISITORS to our campus are required to sign in and out. This is a safety procedure.** A valid driver's license or other type(s) of identification may be requested to verify your identity.

**COMMUNICATION PROTOCOL: Parent Responsibilities:** *Stakeholder communication plays an important role in the success of a school. Solutions are best found at the level closest to the issue or concern. As such, we have adopted the following region-wide protocol.*

#### **Who to Contact:**

The West Bonner County School District #83 administration, faculty, and staff are eager to accommodate your needs, questions, and concerns in the most efficient manner. Please use the following guide to help you decide whom to contact first.

#### **TEACHER**

For first contact regarding...

- Student issues
- A conference
- Questions about student grades or behavior
- Questions about specific activities related to the classroom
- Curriculum specific to the classroom

\*Please schedule specific times to meet with your child's teacher, as he or she needs time to communicate effectively. Teachers often have professional duties directly before and after school hours.

## **ADMINISTRATOR**

For information and assistance regarding...

- School programs, policies, and procedures
- Unresolved issues after teacher contact
- Security or safety related to school or student
- Feedback and/or suggestions about school-wide issues

## **SCHOOL NURSE**

For information and assistance regarding...

- Health information
- Vision or hearing screening
- Medical issues that will impact schooling of the child

## **SCHOOL OFFICE**

For information regarding...

- School-wide events
- Attendance
- Calendar

**\*\*If a child's safety or school-wide safety is a concern, please contact the front office or a staff member immediately. Administration works diligently to ensure the safety of all students.**

## **COUNSELOR**

For information regarding....

- Academics (including scheduling)
- Career Development
- Family/School Issues

## **SKYWARD**

For information regarding...

- Current classes
- Current grades
- Current assignments
- Contact the secretary if you have issues accessing Skyward.

## **TRANSPORTATION**

For information regarding...

- Bus Routes
- Problems on the bus
- Pickup and drop off times

## **DISTRICT OFFICE**

For information and assistance regarding...

- Unresolved site issues
- District-wide programs, policies, and procedures

- Curriculum
- Facilities
- Budgets
- School Closures
- Questions or information required in regards to the School Board
- Other questions you may have - we will direct your call

**CONFIDENTIALITY:** Your student’s records are kept confidential and shared only with those who have a legitimate educational interest and need to know the information (Family Educational Rights & Privacy Act – FERPA 34 C.F.R). **Please be sure that you use only legal names at secondary schools.**

**DESCRIPTION OF GENERAL DISCIPLINARY CONSEQUENCES:**

1. **“Zero Tolerance:”** The “Zero Tolerance” policy refers not to mandatory expulsion, but to mandatory School Board Action. The punishment is up to the discretion of the trustees as directed by federal and state laws, and school board policies.
2. **Administrative Hearing:** This is the highest level of disciplinary action. A meeting occurs between parent(s), student, hearing officer, and school administrator to decide whether or not to recommend that the student be expelled. The Administrative hearing can be held at the school or the district office. The hearing officer hears information from all persons present and then decides which of the following to do:
  - a) Reinstate the student with a signed contractual agreement. This agreement will clearly state guidelines which the student must follow and consequences that will occur if the student fails to abide by the contract; or
  - b) Refer the student’s case to the School Board for possible expulsion.
3. **Detention:** This is extra work time under supervision of a staff member, usually before school, or during lunch. Detention may include duties such as bleacher or campus clean-up.
4. **Expulsion:** When a student’s unacceptable behavior is severe, the Superintendent, after consultation with the building Principal and parents/guardians, will recommend to the Board of Trustees that a student be expelled from school. State Board of Education regulations will be followed in cases requiring long-term suspension/expulsion.
5. **In-School Suspension:** Detention time served on the school grounds in a designated and supervised room.
6. **Out of School Suspension:**
  - a. **Long-Term Suspension:** A long-term suspension occurs when a student is removed from school for 5 or more days. This occurs when a student’s presence at school may interfere with a learning atmosphere of calm and order. The student may be re-enrolled after he/she agrees, in writing, to conform to expected behaviors. Procedures, as outlined in West Bonner County School District’s Policy Manual, will be used for long-term suspension. Special education students require alternate due process procedures as described in

said regulations. These procedures, designed to protect disabled children, will be followed.

- b. Short-Term Suspension: A short-term suspension occurs when a student is removed from school for 1-5 days. The length of suspensions is determined by the severity of the student's behavior.
7. Referral for Legal Action: This occurs when the unacceptable behavior is a direct violation of state and/or federal law. The case is immediately referred to the police.
8. Restitution: Restitution will be sought from anyone for damage done, or for the theft of personal or school property. This includes, but is not limited to: damage to school facilities (i.e. bathrooms, lockers, desks, etc.), damage or loss of school textbooks, materials, and supplies for which students and parents are responsible, or damage to personal property of school employees or students, of facilities, and/or school grounds.

**DISCIPLINE:** Priest River Junior High School, along with West Bonner County School District #83, recognizes the constitutionally guaranteed rights and freedoms of students. With the exercise of rights come responsibilities and duties. Students are responsible for their own conduct and are expected to contribute positively to the learning environment of the school. Each student has a right to an orderly learning environment. No student may infringe on the rights of any other student(s) by choosing to behave in a disruptive way. **Note: Not all disciplinary actions can possibly be spelled out within the handbook, and therefore, final consequences for disciplinary actions are at the Principal's discretion.**

1. There are consequences for violating the student conduct and discipline policy. Each consequence will depend on the violation, and whether the violation is a first offense, or a repeated act. Depending on the severity of the student's violation of the conduct policy, teachers and the school principal will attempt to solve all problems informally before proceeding to the next level of consequences.
2. **It needs to be fully understood that students assigned disciplinary action will NOT be allowed to participate in any extracurricular activities (i.e. sports, band, choir, dances, field trips, club activities, etc.) until consequences have been fulfilled.**
3. PRJH has adopted West Bonner County School District's Five Step Discipline Model for student behavior that is major (i.e. fighting, harassment, stealing, etc.). This includes behavior that the teacher has repeatedly confronted, when classroom discipline options have been exhausted, and parent(s) and the counselor have been involved where appropriate, before referring to the Principal.

#### Five Step Discipline Model

- Step I: The student's privilege is taken away, a minor punishment is given (i.e. detention, loss of privilege). A discipline record is initiated and the parent/guardian is contacted as needed. Students will move to Step II after 3 infractions on Step I.
- Step II: The student is given in-school suspension and the parent/guardian is notified. Students will move to Step III after 3 infractions on Step II.
- Step III: The student is given out-of-school suspension (Short-term). The student and parent/guardian must have a re-entry meeting with the Principal before the

student is allowed to return to school. Students will move to Step IV after 3 infractions on Step III.

- ☑ Step IV- The student is given out-of-school suspension (Long-term), missed schoolwork is to be made up with credit given. The student and parent/guardian must have a re-entry meeting with the Principal before the student is allowed to return to school. Students will move to Step V after 3 infractions on step IV.
- ☑ Step V- The student is suspended (Long-term or expulsion), missed school work is to be made up with credit given (only for long-term suspension, not expulsion). The student and the parent/guardian must have a re-entry meeting with the Principal before the student is allowed to return to school (only for long-term suspension, not expulsion).

The Principal may repeat any step, or jump to a higher step, as they deem appropriate based upon circumstances and the severity of the infraction. The reason(s) for repetition (i.e. three months since last time sent out of class), or for jumping to a higher step (i.e. attacked a student) will be stated in the discipline record.

**DISCIPLINE CONSEQUENCE GUIDELINE AND EXPECTED SCHOOL BEHAVIOR:**

The following consequences examples are guidelines only. Final decisions about consequences will be made by the Principal with consideration to behavior history, grades, attendance, tardy's, etc. Students will automatically move to the next Step in the 5 Step Discipline Plan after receiving 3 infractions on any given step.

Offense	Consequence
Abusive/Profanity Language	1 <sup>st</sup> Offense: Lunch detention 2 <sup>nd</sup> Offense: 1-3 days suspension (In/Out)/Parent notification 3 <sup>rd</sup> Offense: 2-5 days suspension (In/Out)/Parent notification
Bullying, Harassment, or Intimidation of others including Sexual Harassment. Cyber bullying when the bullying adversely affects the safety and well-being of any student while at school.	1 <sup>st</sup> Offense: 1-3 days suspension(In/Out)/Parent conference 2 <sup>nd</sup> Offense: 2-5 days suspension(In/Out)/Police referral 3 <sup>rd</sup> Offense: Expulsion
Cheating/Plagiarism/Academic Dishonesty	Loss of credit on assignment or test/Parent notification
Disruption of the Learning Environment	1 <sup>st</sup> Offense: Lunch detention 2 <sup>nd</sup> Offense: 1-3 Days suspension (In/Out)/Parent notification 3 <sup>rd</sup> Offense: 3-5 days suspension (In/Out)/Parent notification/ Police referral
Distribution of Alcohol/Drugs/Tobacco	Up to 5 days suspension/Police referral/District level decision
Fighting/Contributing to a conflict	1 <sup>st</sup> Offense: 1-3 days suspension(In/Out)/Parent notification/Possible police referral 2 <sup>nd</sup> Offense: 2-5 days suspension(In/Out), Possible referral to district office for further consequences/Police referral

	3 <sup>rd</sup> Offense: Up to 5 Days Suspension(In/Out)/Expulsion/ Police referral
Inappropriate Dress/Dress Code Violation	1 <sup>st</sup> Offense: Warning/ Asked to change 2 <sup>nd</sup> Offense: Lunch detention/Parent notification/ Asked to change 3 <sup>rd</sup> Offense: 1-3 days suspension (In/Out)/Parent notification
Inappropriate Use of Cell Phone/Posting Video	1 <sup>st</sup> Offense: 1-3 Days suspension(In/Out)/Parent Notification 2 <sup>nd</sup> Offense: 2-5 Days suspension(In/Out)/Police referral
Inappropriate Use of Computer	1 <sup>st</sup> Offense: Lunch detention 2 <sup>nd</sup> Offense: 1-3 days suspension (In/out)/Loss of computer privileges for the remainder of the quarter/Parent notification 3 <sup>rd</sup> Offense: 2-5 days suspension (In/Out)/Loss of computer privileges for the remainder of the year/Parent notification
Insubordination/Willful Disobedience	1 <sup>st</sup> Offense: Removal from class/Lunch detention 2 <sup>nd</sup> Offense: Removal from class/1-3 days In-school suspension/Parent notification 3 <sup>rd</sup> Offense: Removal from class/3-5 days suspension (In/Out)/Parent notification
No Hall Pass	1 <sup>st</sup> Offense: Warning 2 <sup>nd</sup> Offense: Lunch detention 3 <sup>rd</sup> Offense: 1-3 days In-School Suspension (In/Out)/Parent notification 4 <sup>th</sup> Offense: 3-5 days suspension (In/Out)/Parent notification
Overt Defiance/Disrespect	1 <sup>st</sup> Offense: Lunch detention/Parent notification 2 <sup>nd</sup> Offense: 1-3 days suspension(In/Out)/Parent notification 3 <sup>rd</sup> Offense: 3-5 days suspension(In/Out)/Parent notification
Possession: Alcohol/Drugs/Tobacco/E-Cigs	1 <sup>st</sup> Offense: 1-3 days suspension/Police referral/Parent notification 2 <sup>nd</sup> Offense: Up to 5 days suspension/Expulsion/Police referral/District level decision
Possession/Dangerous Objects	Suspension/Possible police notification/Expulsion
Public Display of Affection	1 <sup>st</sup> Offense: Warning 2 <sup>nd</sup> Offense: Lunch detention/Parent notification 3 <sup>rd</sup> Offense: Suspension(In/Out)/Parent Notification
Skipping Class/Truancy	1 <sup>st</sup> Offense: 1-3 days In-school suspension/ Parent Notification 2 <sup>nd</sup> Offense: 1-5 Days Suspension (In/Out)/Parent Notification 3 <sup>rd</sup> Offense: Possible Long Term Suspension
Spreading of rumors, keeping a conflict going, and/or not dropping a conflict when administration says it is over	1 <sup>st</sup> Offense: Lunch detention 2 <sup>nd</sup> Offense: 1-3 days suspension (In/Out)/Parent notification 3 <sup>rd</sup> Offense: 3-5 day suspension (In/Out)/Parent conference
Tardiness	1 <sup>st</sup> and 2 <sup>nd</sup> Quarterly Offense: Warning 3 <sup>rd</sup> -5 <sup>th</sup> Tardy: 1 day of lunch detention for <u>each</u> tardy

	6 <sup>th</sup> + Tardy's: In-School suspension
Theft	Suspension(In or Out)/Restitution/Possible police referral
Use of Electronic Device During Class Time i.e. Cell Phones, iPods, etc.	1 <sup>st</sup> Offense: Warning 2 <sup>nd</sup> Offense: Cell phone taken to the office for the day, parent notification of offense and next step 3 <sup>rd</sup> Offense: Cell phone to be checked in and out of the office daily
Vandalism/Destruction of School Property	1-5 days suspension/restitution/Possible police referral

<b>EXPECTED SCHOOL BEHAVIOR MATRIX</b>				
	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>	<b>BE KIND</b>
Hallways	<ul style="list-style-type: none"> <li>• Use expected language</li> <li>• Follow instructions of staff</li> <li>• Use quiet, inside voice</li> <li>• Follow dress code</li> <li>• Have your agenda as your hall pass</li> </ul>	<ul style="list-style-type: none"> <li>• Keep area clean</li> <li>• Keep locker combinations private</li> <li>• Use only your assigned locker</li> <li>• Use a hall pass during class time</li> <li>• Be on time to class</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side of the hallway</li> <li>• Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Say excuse me when you need to get past someone</li> <li>• Use please and thank you when speaking to people</li> <li>• Move out of the way if someone needs to get past you</li> </ul>
Outside Bussing	<ul style="list-style-type: none"> <li>• Use expected language</li> <li>• Follow instructions of staff</li> <li>• Follow the dress code</li> </ul>	<ul style="list-style-type: none"> <li>• Put equipment away properly</li> <li>• Enter/exit school quietly</li> <li>• Keep trash picked up</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in designated areas</li> <li>• Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Walk out the doors going outside</li> <li>• Say excuse me if someone is in your way</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>• Use expected language</li> <li>• Follow instructions of staff</li> <li>• Stay in line</li> <li>• Use quiet inside voices</li> <li>• Use expected manners</li> </ul>	<ul style="list-style-type: none"> <li>• Have your lunch number ready?</li> <li>• Clean up all trash and spills</li> <li>• Take expected clothes with you to wear outside</li> <li>• Keep all food in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• Touch and eat only your own food</li> <li>• Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Say please and thank you to the lunch servers</li> <li>• Talk nicely with other people at your table</li> <li>• Clean up after yourself</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>• Use expected language</li> <li>• Follow instructions of staff</li> <li>• Follow dress code</li> </ul>	<ul style="list-style-type: none"> <li>• Come prepared</li> <li>• Keep distractions in your locker</li> <li>• Keep all food and drink, except provided breakfast and water, in the cafeteria</li> <li>• Respond as expected</li> </ul>	<ul style="list-style-type: none"> <li>• Bring expected materials</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• Use materials as expected</li> </ul>	<ul style="list-style-type: none"> <li>• Say please and thank you</li> <li>• Raise your hand when you have a question</li> <li>• Address the teacher and students in a friendly manner</li> </ul>
Computer Room	<ul style="list-style-type: none"> <li>• Use expected language</li> <li>• Follow instructions of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Keep all equipment in correct working order</li> <li>• Follow Internet</li> </ul>	<ul style="list-style-type: none"> <li>• Only use computer labs when an adult is present</li> <li>• Keep hands, feet,</li> </ul>	<ul style="list-style-type: none"> <li>• Treat the computer and other equipment with respect.</li> <li>• Stay on expected</li> </ul>

	<ul style="list-style-type: none"> <li>Follow dress code</li> </ul>	usage form <ul style="list-style-type: none"> <li>Keep area clean and free of food</li> </ul>	and objects to yourself.	school approved sites
Gym/ Assemblies/ Games/ Events	<ul style="list-style-type: none"> <li>Use expected language</li> <li>Follow instructions of staff</li> <li>Practice good sportsmanship</li> <li>Stay in assigned or designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Keep areas clean</li> <li>Keep locker combinations private</li> <li>Use only your assigned locker</li> <li>Enter and exit as expected</li> <li>Respond in the expected manner for the event</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Use equipment as expected</li> </ul>	<ul style="list-style-type: none"> <li>Sit quietly so you are not disrupting others</li> <li>Listen to instructions from teachers or other adults</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Use expected language</li> <li>Use quiet voices inside</li> <li>Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Keep all surfaces and other areas clean</li> <li>Flush</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands</li> <li>Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Go quickly, and then go back to class</li> <li>Stay quiet in the bathrooms</li> </ul>

Priest River Junior High Positive Student Recognition: The following are ways in which we show our appreciation for students that meet, and exceed, our academic and behavioral expectations.

- Teacher, staff, and administrative verbal recognition
- Way to Go Warrior verbal and written recognition
- Weekly Way to Go Warrior school wide drawings
- Quarterly assemblies for Honor Roll, behavior, and attendance acknowledgement
- Honor Society recognition night and celebration
- Early release to lunch for Honor Roll Students
- Quarterly Honor Roll celebrations at lunch
- School Dances
- End of the year school wide reward

DRESS CODE: Students at PRJH should take pride in their school, as well as in their personal appearance. Clothing should be comfortable, while giving the impression that we are at school to learn. Students should follow these guidelines when dressing for school:

- **If it is offensive to someone, take it off, and replace with appropriate clothing.**
- No chains from wallets or belts.
- No hats, head coverings, bandanas, etc., are to be worn in the school - this applies to everyone.

- Clothing must not contain any symbols, words, pictures, etc., that are alcohol/drug related, are sexually explicit/implicit, gang related, weapon related, or deemed in- appropriate by the building administrator, or teachers.
- Coats are to be left in lockers, except at lunchtime. Backpacks will be left in lockers and **not** brought to class.
- Shorts, dresses, skirts, and slits in skirts must reach the end of the student’s fingertips when they place their arms at their sides with normal movement.
- All tops must have straps at least one inch in width that will cover any undergarment and must be long enough to reach the top of the pants or skirt when the arms are extended above the head.
- Revealing, tight, or excessively baggy pants, tops, half shirts, tube tops or other like clothing are **not** permitted. No underwear may be exposed (tank top undershirts may not be worn as outerwear). **This includes leggings that do not have a shirt to cover them.**
- Shoes must be worn at all times (even outside). NO SLIPPERS/PAJAMAS.
- No spray colognes and/or deodorants should be used in hallways (aka Axe). Keep these at home and use roll on deodorant for PE class.
- No “Heely’s” or roller shoes allowed.
- No face paint.

**DRUGS/ALCOHOL/TOBACCO:** Alcohol, tobacco, and/or other illegal substances are not allowed on campus, or at any school activities. Violation of this rule by individuals, regardless of age is strictly prohibited. The School Resource Officer will periodically schedule the use of drug dogs as a deterrent. Students found under the influence, using, or having in possession any such substances, or devices to use such, will be subject to:

1. Referral to law enforcement agency;
2. Parent conference; and
3. Immediate suspension from school not to exceed five (5) days, or until a follow-up assessment is completed by an outside agency, if appropriate.

**8 IN 6 PROGRAM**

Students participating in the 8 in 6 program must maintain a 3.0 GPA, and have no class grade below a C. They must have counselor and administrator approval to register for the courses.

**GRADING SCALE**

90-100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
59% and below	F

**HOMELESS STUDENTS:**

Under the McKinney-Vento Act, West Bonner County School District #83 supports the education of children and youth experiencing homelessness. The purpose of the Homeless

Assistance Program is to provide information about federal requirements for homeless students, and to outline the assistance WBCSD#83 can provide to help homeless children be successful in our school system. *For more information concerning this program please contact the school principal, school counselor, Susie Luckey, District Homeless Liaison, or the District Office.*

**HONOR SOCIETY:** PRJH students with a grade point average of 3.5, or higher, may be eligible for membership in Honor Society after one quarter of enrollment. Membership is based on leadership, character, citizenship, service, and scholarship. Throughout the year, members plan and organize school, and community, service projects.

## **INTERNET USAGE GUIDELINES:**

### **1. General:**

- Computer network service through the Internet provides an electronic highway connecting millions of computers around the world. Students and staff can access information and news from educational and research institutions, send and receive electronic mail (e-mail), take part in distance learning activities, consult with experts, and view library holdings by using the Internet.
- Internet access is a service provided by this district. The system administrators of the computer network service are employees of this district and reserve the right to monitor all activity on the computer network service. On acceptance for use of the computer network service, students and staff will be given a user ID (name) and password.
- Users may encounter information on the Internet and other computer network services that may be perceived as controversial or potentially harmful. Because of the changing information and sources of information on such computer network services, it is impossible to monitor the sources of information. Rather, this district will strive to provide students with the understanding and skills needed to use computer network services in an appropriate manner.

### **2. Privileges and Responsibilities:**

- The use of this district's computer networking capabilities is a privilege, not a right. Permission from parents/guardians is required before students may access the computer network services. All school district users must sign an Acceptable Use Agreement before access is permitted.
- Students and staff freedom of speech and access to information will be honored; however, this school district reserves the right to monitor and review all electronic transmissions and activities. Access may be denied, revoked, or suspended to specific school district users at any time because of inappropriate use. Further disciplinary action may also occur.
- Use of this district's computer networking capabilities must be directly related to education consistent with the instructional objectives of this district.

### **3. Information Content:**

- This school district provides students and staff access to other computer systems around the world through the Internet. This district and its administrators do not have control of the content of information that may be found in other computer systems. Some computer systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal materials. This district does not condone the use of such materials and does not knowingly permit use of such materials in the school environment. Parents of students should be aware that such materials exist. Students bringing such materials into the school environment will be dealt with according to the discipline policies of the individual school building and this district. Intentionally accessing or using such materials may result in termination of access to this district's computer network servicing capacity as well as in-school suspension, suspension from the school or school expulsion, or disciplinary actions to staff, including termination.
- The computer network services provided by this district may not always meet students or staff requirements or be uninterrupted or error-free. It is provided on an "as-is, as-available" basis. No warranties are made or given with respect to any service and any information or software contained therein.

### **4. Online Use:**

- All school policies and rules pertaining to behavior and communications apply. The use of this district's computer network services capabilities must be for educational purposes only and be consistent with this district's mission.
- Use may not be for private or commercial purposes. Users will not attempt to sell or offer for sale any goods or services that could be constructed as a commercial enterprise, unless approved by the board of trustees or their authorized representative.
- Illegal activity is prohibited.
  - Sending, receiving, or accessing obscene or pornographic material is prohibited and punishable by law.
  - Sending, receiving, or accessing harassing or objectionable material is prohibited.
  - Using programs to infiltrate a computing system and/or damage the software components is prohibited.
  - Students and staff will use the computer network services resources efficiently to minimize interference with others.
  - Users are responsible for making back-up copies as needed.
  - Users are responsible for taking precautions against computer viruses on their own equipment and this school district's equipment.

- 5. Online Conduct:** All users are expected to abide by the generally accepted rules of computer network service etiquette. These include, but are not limited to the following:
- Users may not be abusive in their messages to others.

- Users may not swear, use vulgarities, or any other inappropriate language.
- Users may not reveal personal information of others, and should be cautious when revealing users own personal information (home address, phone number, etc.).
- The computer network service may not be used in such a way that use would disrupt the use of the computer network service by others.
- All communications and information accessible via the computer network service should be assumed to be private property, but open to school district scrutiny.
- Users will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor may they encourage the use of controlled substances.
- Users will not transmit materials, information, or software in violation of any local, state, or federal law.
- Attempts to log in to the system using another user's account will result in termination of said user's account.
- Any action by a school district user that is determined by the designated administrator to constitute an inappropriate use of this district's computer network service or to improperly restrict or inhibit other users from using and enjoying this district's computer network service is strictly prohibited and may result in disciplinary action.

#### 6. **Copyrighted Material:**

Copyrighted material will not be placed on any system connected to this district's computer network service without the author's written permission. The following will apply to copyrighted materials.

- Only the owner(s) or person(s) specifically authorized may upload copyrighted material to the computer network service.
- Users may download only that copyrighted material for which permission has been requested and granted, or that falls within the fair use exception to the copyright laws.
- A user may redistribute a copyrighted program only with the express written permission of the owner(s) or authorized person(s) or as provided by the fair use of exception.

#### 7. **Electronic Mail:** Electronic mail ("e-mail") is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. The following provisions apply to e-mail:

- Messages received by the computer network service are retained on the system until deleted by the recipient.
- A canceled computer network service account will not retain its e-mail. Users are expected to remove old messages in a timely fashion.

- The system administrators may remove such messages if not attended to regularly by the users.
  - It should be recognized by users that e-mail may be viewed by others. There is no guarantee of confidentiality.
  - The system administrators will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to anyone other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of this district, or to investigate complaints regarding e-mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
  - This district will cooperate fully with local, state, or federal officials in any investigation concerning, or relating to, any e-mail transmitted on this district's computer network service.
8. **Third Party Supplied Information:** Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or third party personnel on the computer network service provided by this district are those of the individual and do not represent the position of this district.
9. **Disk Use:** The system administrators reserve the right to set quotas for disk use on the computer system. Users exceeding their quota will be required to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request stating the need for the quota increase. In determining whether to grant the request, the designated administrator will review the space available and the reason for the request. The decision of the administrator regarding disk use is final and not appeal able. A user who remains in a non-compliance of disk space quotas after seven (7) days of notification will have his or her files removed by a system administrator.
10. **Security:** Security on any computer system is high priority. All school district users will meet the following requirements:
- If a user feels that he or she can identify a security problem on the computer network service, the user will notify a school administrator. The user will not demonstrate the problem to others.
  - Users may not let others use their account and password nor will they leave their account open or unattended.
  - Users will change passwords regularly, using combinations of letters and numbers, and will avoid using Standard English words and names.
  - Users will immediately notify a school administrator if their password is no longer secure, or if they have reason to believe that someone has obtained unauthorized access to their account.
  - Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to the computer network service.

11. **Vandalism**: Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the computer network service, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

12. **Student Discipline**: Violation of this policy may result in the following disciplinary actions:

- A student may lose computer privileges/network access. The length of loss will depend on age and severity of the infraction as determined by the system administrator.
- A student who has exhibited a pattern of abuse or flagrant violations, or who continues to engage in serious or persistent misbehavior by violating this policy may lose all computer privileges/network service access for the remainder of the school year.
- A student may be removed from class, suspended, or expelled from school if he or she engages in conduct on the computer network services that could be considered criminal, as defined by federal and/or state law. Students committing criminal acts may be prosecuted. Expulsion may be considered for flagrant violations of this policy.
- Each student is responsible for any damage he or she may cause to this district's computers or to the computer network service. The student must pay all costs incurred in restoring the computer or the network service to its previous working order.
- If a class requires the use of a computer and/or the computer network service, a student who has lost all computer privileges under this policy will be allowed to participate under constant direct teacher supervision unless he or she has been removed from the class.

13. **Updating User Account Information**: The computer network service may occasionally require new registration and information from users to continue the service. Users must notify the designated administrator of any of any changes/deletions in user information (address, phone, name, etc.).

14. **Termination of Account**: A user's access to, and use of the computer network service may be terminated at any time by notifying a system administrator. An account that is inactive for more than thirty (30) days may be removed along with that user's files without notice given to the user. An administrator reserves the right, at his or her sole discretion, to suspend or terminate users' access to and use of the computer network service upon any violation of this policy. This district's administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user access.



#### LEGAL REFERENCE FOR INTERNET USAGE



- Credit may be prepaid and can be put on individual student accounts.
- Charging is not permitted – students will receive a cheese sandwich and milk.
- Students with accounts in arrears may continue to participate in the program on a pre-pay, or cash basis only.
- Charges will not be allowed the last two weeks of school.

\* Checks written to WBCSD#83 will clear as ACH transactions (Automated Clearing House), which is similar to a debit transaction. If your check is considered to have insufficient funds at the time of presentation to our bank, your check will be returned to you. In addition, WBCSD#83 uses a check recovery system for checks returned to the school district due to insufficient funds. 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, as well as driver's license number.
- **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. Returned checks will be charged a \$25 fee.**
- *In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).*

**PATHWAYS TO PROMOTION:** The purpose of this policy is to ensure all students are prepared to be successful in high school and beyond. It is also meant to increase academic engagement and accountability for middle school students through a relevant and rigorous curriculum. No later than seventh grade, each school will implement a credit system that addresses the credit requirements, credit recovery, alternate path to promotion and attendance.

1. **Main Path to Promotion:** Students can only receive a combination of 2.5 credits of F per year total in all their classes. They may not fail the same class two semesters in a row, and they may not have more than a total of 10 absences in one semester.
  - 1 credit possible for each core class/semester:
    - Math, Science, Social Studies, Language Arts
  - Electives and Rotation – 0.5 credits possible for quarter classes/ 1 credit for semester classes (A total of 2 credits per semester possible).
- If you receive a minimum of 10 credits per year total in your classes, you do not fail the same class two semesters in a row, and you do not have 10 or more absences in a semester, you will be promoted to the next grade.
  
2. **Alternate Path to Promotion:** You must meet at least 4 of the following 5 requirements:
  - Finish the year with at least a 2.0 GPA in all classes from all 4 quarters.
  - Finish the year with a 1.750 GPA in the 4 CORE classes.
  - Earn proficient scores on Spring ISAT tests, Language and Math, or score a 3 on the District Writing Assessment in lieu of the Language ISAT.
  - Miss no more than **16** days total per year of school.
  - Have no suspensions or discipline issues (including In-school suspension) during the year.
- Students who are not promoted must attend and pass summer school, or complete an intervention plan developed with the administration.

**Priest River Junior High Pathways to Promotion for 7<sup>th</sup> and 8<sup>th</sup> Grade**

**The Main Path of Promotion**

Students can only receive a combination of 2.5 credits of F's per year total in all their classes. They may not fail the same class two semesters. Students may not have more than 10 absences in one semester.

**Language Arts**

(1 credit possible each semester)

**Math**

(1 credit possible each semester)

**Science**

(1 credit possible each semester)

**Social Studies**

(1 credit possible each semester)

**Electives**

(2 classes per semester with 1 credit possible for each class)

If you receive a minimum of 10 credits per year total in your classes, you do not fail the same class two semesters in a row, and you do not miss more than 10 days of school per semester:

**You are promoted to the next grade.**

**The Alternate Path for Promotion**

Finish the year with at least a 2.0 GPA in all classes from all 4 quarters.

Finish the year with a 1.75 GPA in the 4 CORE classes.

Earn proficient scores on Spring ISAT tests, Language, Math, and Reading.

Miss no more than 16 days total per year of school.

Have no suspension or major discipline issues during the year.

If you meet at least 4 of the 5 requirements above.

**You are promoted to the next grade.**

Students who are not promoted must attend and pass summer school, or complete an intervention plan developed with the principal and counselor.

**PUBLIC DISPLAY OF AFFECTION:** Being overly affectionate in school (anything beyond holding of hands) creates an environment that is not conducive to concentration and learning. Therefore, students should refrain from inappropriate, intimate behaviors on campus, or at school related events and activities. Students are expected to show good taste, and conduct themselves respectfully at all times.

Inappropriate public displays of affection, including during class time, will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

**STUDENT AGENDA BOOK GUIDELINE:** Every PRJH student will be issued one agenda book free of charge at the start of the school year. Additional agendas will cost \$5.00.

**Intent of the Agenda:**

1. Improve student achievement through the reinforcement of better preparation and organizational skills.
2. Improve communication between students, teachers, and school staff.
3. To serve as a pass to be out of class.

**Student Expectations with the Agenda:**

1. Students are expected to have their agenda books with them at all times, and in all classes, except PE.
2. Students are expected to write down the daily agenda for each class at the beginning of the class. (There will not be an entry in the agenda for PE).
3. Students are expected to use their agenda as a pass to be out of class at any time.

**Teacher Expectations with the Agenda:**

1. Teachers will write an agenda in their room visible for students to access, read, copy, etc.
2. Advisory teachers will monitor student progress and usage of agenda books.
3. Teachers of all classes will periodically check student agenda books for proper usage and completion.
4. Teachers will use the agenda book as a student's hall pass for occasions when a student requests to leave the room (at other times when the teacher requests the student to leave the room, the teacher may use another form of written pass).

**Parent Expectations:**

1. Parents will review agenda books regularly, ideally on a nightly basis, but at minimum once a week.
2. Parents will sign and make any comments in agenda books as acknowledgement that they have seen and reviewed their student's agenda book. This will be used as a communication tool between the parent and teacher

## SKYWARD PARENT ACCESS:

### **A GUIDE TO SKYWARD FAMILY ACCESS FOR PARENTS / GUARDIANS**

West Bonner School District is proud to offer the power of Skyward Family Access to the parents of our students. This tool links parents and schools via the Internet where you can get up-to-date attendance, current grades and assignment information from teachers' grade books. Individual grades for each assignment in a secure and user-friendly environment are also available and parents can also easily communicate with teachers via email through Family Access.

#### **Signing Up for Family Access**

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1. Ensure that your student's school office has a current email address.
2. If you haven't already, request to be included to view Skyward Family Access.
3. You will receive login and password information via email.
4. Login at [www.sd83.org](http://www.sd83.org) look for the Skyward link in the top menu

#### **Upon Successful Login**

Upon each successful login, you will see SkyPort, which has a quick snapshot of student schedule and recent logins. Click on the name of your student underlined in blue or click the Family Access button to see more information.

#### **Navigating the Site:**

Calendar	Skyward is a real-time application and data will be present for families as available from the school.
Attendance	<b>***Calendar</b> – a view of all assignments for the month. Clicking on assignments gives detail.
Student Info	<b>Attendance</b> – A visual cue as to all absences, tardy's and discrepancies for three months.
Food Service	<b>Student Information</b> – Current demographic information that is editable by the parent.
Schedule	<b>*Food Service</b> – See your student's cafeteria balance, lunch menus and recent purchases.
Discipline	<b>**Gradebook</b> – Current grades by grading period. Clicking a grade provides detail.
Fee Management	<b>Test Scores</b> – Scores for standardized tests such as the ISAT / IRI as well as others.
Activities	<b>Schedule</b> – A current schedule including all schedule changes and emails to teachers.
Educational Milestones	<b>*Discipline</b> – Current discipline as well as cumulative school / district records.
Portfolio	<b>Fee Management</b> – See current fees owed to the school and payments credited.
Skylert	<b>Activities</b> – Lists activities that your student is involved in as well as contact information.
Health Info	<b>Portfolio</b> – Report cards, transcripts or other reports posted by the school
Login History	<b>Academic History</b> – A list of all classes and grades since the student was enrolled.
	<b>Skylert</b> - Sign up for an alert for school emergency or other mass communication preferences.
	<b>Health Information</b> – Health conditions, vaccination records, medications and physical reports.
	<b>Login History</b> – A list of all times that a guardian has logged in and from what computer.
	*not available at this time
	**Secondary Only, elementary can see grades under Academic History
	***Secondary only

#### **Seeing Information for Other Family Members:**

If you have more than one family member enrolled at a school in our district, those students will show under one login. At the top left of the page, use the drop down menu under "All Students" to choose your student or change schools. If one of your students is not listed, please contact your school office for an adjustment.

#### **Account Settings**

In the upper right corner of the screen, click on "My Account" to change your district provided login or password. Use the check boxes to subscribe to various email alerts such as for attendance and grade notifications. Click the Apply button at the bottom of the page.

#### **Print Options**

Available through any menu, a screenshot of the information on that page; look for the "Print" options. Thank you for being an active participant in the growth of your student and partnering with our school district to provide the highest quality of education possible.

## SKYWARD STUDENT ACCESS:

### HELP GUIDE TO SKYWARD STUDENT ACCESS

West Bonner Schools is proud to offer our students the power of Skyward Student. This tool links students and schools via the Internet where you can get up-to-date attendance, current grades and assignment information from your teachers' grade books. Individual grades for each assignment in a secure and user-friendly environment are also available and parents can also easily communicate with teachers via email through Student Access.

#### Logging-In to Student Access

You can get your login information from the office.

1. Your password is a temporary password and you'll need to change your password on first login
2. Login site [www.sd83.org](http://www.sd83.org) then look for the Skyward link in the top menu

#### Upon Successful Login

Upon each successful login, you will see SkyPort, which verifies that you have logged-in correctly.

Click on the Student Access button to see more information.

#### Navigating the Site:

<b>General Information</b>	Skyward is a real-time application and data will be present for families as entered.
<a href="#">Calendar</a>	*** <b>Calendar</b> - a view of all assignments for the month. Clicking on assignments gives detail.
<a href="#">Student Information</a>	<b>Student Information</b> - Current demographic information that is editable by the parent.
<a href="#">Gradebook</a>	* <b>Gradebook</b> - Current grades by grading period. Clicking a grade provides detail.
<a href="#">Message Center</a>	<b>Message Center</b> - A way to see information from your student's teachers / office staff.
<a href="#">Attendance</a>	<b>Attendance</b> - A visual cue as to all absences, tardy's and discrepancies for three months.
<a href="#">Schedule</a>	<b>Schedule</b> - A current schedule including all schedule changes and emails to teachers.
<a href="#">Discipline</a>	** <b>Discipline</b> - Current discipline as well as cumulative school / district records.
<a href="#">Test Scores</a>	<b>Test Scores</b> - Scores for standardized tests such as the ISAT / IRI as well as others.
<a href="#">Fee Management</a>	<b>Fee Management</b> - See current fees owed to the school and payments credited.
<a href="#">Activities</a>	<b>Activities</b> - Lists activities that your student is involved in as well as contact information.
<a href="#">Report Cards</a>	* <b>Report Cards</b> - Available at the end of a grading term, a copy of the report mailed to your home.
<a href="#">Academic History</a>	<b>Academic History</b> - A list of all classes and grades since the student was enrolled.
<a href="#">Login History</a>	<b>Login History</b> - A list of all times that a guardian has logged in and from what computer.
<b>Online Assignments</b>	<b>Online Assignments</b>
<a href="#">Current Assignments</a>	If your teacher has assigned an online assignment for you to complete, it will be found in this area. You will be able to see questions, scores and dates for you to complete with instructions.
<a href="#">Past Assignments</a>	<b>Communicating with Teachers</b>
	Students have the ability to communicate with their teachers and administrators

directly within Student Access.

\*not available for elementary but you can see grades under Academic History

\*\*not available

\*\*\*Secondary Gradebooks only

#### Student Access:

1. Click on 'Schedule' from the menu bar, located under 'General Information.'
2. Click on the blue underline under a teacher's name (called a hyperlink).
3. Fill in your question to the teacher and click 'send email'.
4. Please note that your reply will appear in the Message Center.

#### Print Options

Available through any menu, a screenshot of the information on that page. Thank you for being an active participant in your personal growth and partnering with our schools to provide you the highest quality of education possible.

**TEXTBOOKS:** Students will be issued required textbooks at the beginning of each school year. It is the responsibility of the student to maintain the textbook throughout the year. Charges for lost, or damaged textbooks, will be the responsibility of the student and/or parent. Fines that are not paid will result in the holding of the end of the year report card. Unpaid fines will also be passed along to the high school at the end of the student's 8<sup>th</sup> grade year.

**WEST BONNER COUNTY SCHOOL DISTRICT 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 Skylert system

**EVERYTHING FROM THIS POINT ON YOU NEED TO FILL OUT COMPLETELY, AND EITHER SIGN ELECTRONICALLY, OR INITIAL ELECTRONICALLY, OR FILL OUT COMPLETELY. PLEASE SEE THE DIRECTIONS BELOW ON HOW TO ACCESS THESE MATERIALS ELECTRONICALLY.**

# Announcing FamilyID – Athletics and School Paperwork at PRJH

Greetings!

We are excited to announce that we are now offering the convenience of online registration through FamilyID ([www.familyid.com](http://www.familyid.com)).

FamilyID is a secure registration platform that provides you with an easy, user-friendly way to sign-up for school programs and helps us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs. You will need medical insurance information, family emergency information, addresses and phone numbers and other medical emergency information.

## REGISTRATION PROCESS:

**A parent/guardian should register by clicking on this link:**

<http://www.familyid.com/priest-river-junior-high-school>

## Follow these steps:

1. To find your program, type the link provided by Priest River Junior High into your browser, select the registration form under the word **Programs**.
2. Next click on the green **Register Now** button and scroll, if necessary, to the **Create Account/Log In** green buttons. If this is your first time using FamilyID, click **Create Account**. Click **Log In**, if you already have a FamilyID account. Please save your username and password.
3. **Create** your secure FamilyID account by entering the account owner's First and Last names (parent/guardian), E-mail address and password. Select **I Agree** to the FamilyID Terms of Service. Click **Create Account**.
4. You will receive an email with a link to activate your new account. (If you don't see the email, check your E-mail filters (spam, junk, etc.).
5. Click on the link in your activation E-mail, which will log you in to FamilyID.com
6. Once in the registration form, complete the information requested. All fields with a red\* are required to have an answer.
7. Click the **Save & Continue** button when your form is complete.
8. Review your registration summary.
9. Click the green **Submit** button. After selecting 'Submit', the registration will be complete. You will receive a completion email from FamilyID confirming your registration.

At any time, you may log in at [www.familyid.com](http://www.familyid.com) to update your information and to check your registration(s). To view a completed registration, select the 'Registration' tab on the blue bar.

## SUPPORT:

- If you need assistance with registration, **contact** FamilyID at: [support@familyid.com](mailto:support@familyid.com) or **888-800-5583 x1**.
- Support is available 7 days per week and messages will be returned promptly.

**Student Internet Access Conduct Agreement (Fill out Completely)**

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the West Bonner County School District’s policy regarding District-provided Access to Electronic Information, Services, and Networks (Policy No. 3270-found on pages 12-16 of the student handbook). Should I commit any violations or in any way misuse my access to the District’s computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User’s Name (Print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

User’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Status: Student \_\_\_\_\_ Staff \_\_\_\_\_ Patron \_\_\_\_\_ I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

**Parent or Legal Guardian:** (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement). As the parent or legal guardian of the above named student, I have read, understand, and agree that my child shall comply with the terms of the District’s policy regarding District-Provided Access to Electronic Information, Services and Networks for the student’s access to the District’s computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child’s responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child’s use of his/her access to such networks or his/her violation of the District’s policy. Further, I accept full responsibility for supervision of my child’s use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the District approved account to access the District’s computer network and the Internet.

Parent/Legal Guardian

(Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_

This Agreement is valid during the student’s continuing enrollment in that specific school.

**Student Information Sheet (Fill out completely)**

Student: \_\_\_\_\_ Birth Date: \_\_\_\_\_ SSN#: \_\_\_\_\_ Locker #: \_\_\_\_\_  
Last First Middle Boy ( ) Girl ( ) Month/Day/Year

Physical Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Grade Entering: \_\_\_\_\_ School: \_\_\_\_\_

Father/Step Father/Guardian cannot be (Circle One)      Mother/Step Mother/Guardian (Circle One)      If parent/guardian reached, call:

Name: \_\_\_\_\_ 1. \_\_\_\_\_  
Name/Relationship

Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Phone: \_\_\_\_\_ 2. \_\_\_\_\_  
Name/Relationship

Lives With: \_\_\_\_\_ Phone #: \_\_\_\_\_

Siblings: \_\_\_\_\_

In case of accident or other emergency, if parent or guardian cannot be reached, I hereby authorize a representative of the school to make such arrangements, as he/she considers necessary for my child to receive medical and/or hospital care, including necessary transportation. Under such circumstances, I further authorize the physicians named below to undertake such care and treatment of my child as he/she considers necessary. In the event said doctor is not available, I authorize such care and treatment to be performed by any licensed physician or surgeon.

Family Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Insurance Carrier Name & ID#: \_\_\_\_\_

Health Problems/Allergies: \_\_\_\_\_



## West Bonner County School District #83 Student Residency Questionnaire 2017/18

Staff immediately forward completed form to Dona Storro WBCSD McKinney-Vento Liaison Secretary

Please answer the following questions to help determine services the student may be eligible to receive under the McKinney-Vento Act 42 U.S. C. 11435. **All information is confidential.**

1. Is the student's **nighttime** address a temporary living arrangement? Yes\_\_\_\_\_ No\_\_\_\_\_
2. Is this temporary living arrangement due to loss of housing or economic hardship?  
Yes\_\_\_\_\_ No\_\_\_\_\_
3. Is the student in a temporary foster care placement or awaiting foster care? Yes\_\_\_\_\_ No\_\_\_\_\_
4. Is the student living with someone other than a parent or legal guardian? Yes\_\_\_\_\_ No\_\_\_\_\_

**If you answered YES to ANY of the above questions, please complete the remainder of the form.**  
**If you answered NO to all of the above questions, you may stop here.**

### Where is the student currently living?

- |  |   |
|--|---|
| <input type="checkbox"/> In a hotel or motel   | <input type="checkbox"/> In a shelter or transitional housing |
| <input type="checkbox"/> Moving from place to place  | <input type="checkbox"/> In a group home                      |
| <input type="checkbox"/> With more than one family in a house, apartment, or trailer                                     |   |
| <input type="checkbox"/> In a house, apartment, or trailer that lacks electricity, heat, or water                        |   |
| <input type="checkbox"/> In a place not designated for ordinary sleeping accommodations such as a car, park, or campsite |   |

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Other siblings living in the same circumstances who are under the age of 18:

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers (cell, home, work, or contact): \_\_\_\_\_

\*\*\*\*\*

If you have any questions or believe you qualify for McKinney-Vento Homeless services, please call Susie Luckey, WBCSD Homeless Liaison: 208-437-4227 or via email:

[susieluckey@sd83.org](mailto:susieluckey@sd83.org) or Lynn Bridges, WBCSD Homeless Education Liaison Assistant: 208-448-1118 or email: [lynnbridges@sd83.org](mailto:lynnbridges@sd83.org)

The following is a list of possible services available from WBCSD with regard to homeless students:

- |                              |  |
|------------------------------|--|
| ~Immediate school enrollment | ~Tutoring  |
| ~Free School Breakfast/Lunch | ~Transportation to/from School                               |
| ~School Supplies             | ~Extracurricular Programs/ Athletic/Club Fee Waiver          |
| ~Clothing & Toiletries       | ~Information and Referrals to Community Services             |
| ~School Instrument rental    | ~Assistance in obtaining shot records and birth certificates |

### Statewide Home Language Survey

Our school district along with the Idaho State Department of Education and the Office for Civil Rights require that students' language(s) are identified. This survey's purpose is to determine whether they are potentially eligible for language services.

<b><u>Student Name:</u></b>		<b><u>Date:</u></b>	
<b><u>Birthdate:</u></b>		<b><u>Gender:</u></b>	Male      Female
<b><u>School:</u></b>		<b><u>Grade:</u></b>	

1. What language(s) are spoken in the home?

\_\_\_\_\_

2. What language(s) does your student speak most often?

\_\_\_\_\_

3. What language(s) did your student first learn?

\_\_\_\_\_

4. Which language does your child speak with you? \_\_\_\_\_

5. Which language do you use when speaking with your child? \_\_\_\_\_

6. Which language do you want phone calls and letters? \_\_\_\_\_

7. What is your relationship to the child?    Mother      Father      Guardian

Other (specify) \_\_\_\_\_

8. Is there any additional information you would like the school to know about your child?

\_\_\_\_\_

We hereby acknowledge that we have received the PRJH 2017-2018 Student Handbook, and in doing so will be held responsible for the policies and rules of PRJH contained in the PRJH Handbook (please initial for each individual policy, and then sign at the bottom).

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Student	Parent	
_____	_____	Attendance Policy (Page 4-6)
_____	_____	Pathways to Promotion (Page 23-24)
_____	_____	Internet Access Conduct (Page 18-22)
_____	_____	PRJH Student Agenda Book Guidelines (Page 26)
_____	_____	Acknowledgement Concerning Student Handbook (Page 36)

Additional Paperwork to be filled out completely:

\_\_\_\_\_ Student Information Form (Page 32)  
\_\_\_\_\_ Parent Objection to Release of Information Form (Page 33)  
\_\_\_\_\_ Homeless Questionnaire (Page 34)  
\_\_\_\_\_ **Statewide Home Language Survey (Page 35)**  
\_\_\_\_\_ Reduced Lunch form - Sent home separately

Additional Paperwork Needed for Athletes (Electronically filled out and signed separately):

\_\_\_\_\_ Acknowledgement of Concussion Guidelines  
\_\_\_\_\_ Physical Form  
\_\_\_\_\_ Proof of Insurance

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **PRIEST RIVER JR. HIGH SUPPLIES LIST**

3 RING ZIP UP BINDER  
LINED NOTEBOOK PAPER  
2 NOTEBOOKS (SCIENCE AND MATH)  
DIVIDERS OR FOLDERS FOR EACH CLASS (6  
CLASSES)  
PENCIL/PEN POUCH  
RULER  
ERASERS  
HIGHLIGHTERS  
10 PKGS. #2 PENCILS  
1 PKG.PENS - BLACK OR BLUE  
COLORED PENCILS  
PROTRACTOR  
COMPASS (Optional)  
3X5 NOTE CARDS (300 FOR HISTORY)  
SCISSORS, GLUE, MARKERS, and WATERCOLORS  
FOR ART CLASS

**PE CLOTHES: PE SHOES- NO BLACK SOLES  
SCHOOL APPROPRIATE T-SHIRT & GYM**