

Post Falls Developmental Preschool

Parent and Family Handbook

300 Cherry Street Post Falls, Idaho
457-0772 front office 773-3267 ex 4000 voice mail
www.pfsd.com

NORMAL DAY PROCEDURES

Attendance

- Regular attendance is a must if our school is to do the best possible job of educating your child.
- We ask that when your child will be absent from school, you notify the office. You may leave a message on our answering machine. If your child is unexcused, we will call to make sure your child is at home.

Visitors & Volunteers

- For your child's safety, everyone entering the building must check in at the office, sign in and get a visitor's badge. You will need your driver's license to get your first badge. The badge needs to be visible at all times while in the building.

Checking your child out during the school day

- It is policy that you first check with the office and sign your child out. Students will not be released to anyone other than those authorized in our file.

Illness Policy

The potential for student, as well as staff, illness in our preschool classrooms can be significant. Many of our preschool students have fragile immune systems, which make them more susceptible to communicable disease. In an attempt to limit the spread of illness, we ask that you follow these guidelines regarding suspected communicable diseases.

Please keep your child home if they exhibit the following:

- *Fever

- *Vomiting

- *Diarrhea

- *Any illness which could be spread to another person, such as:

 - Severe (chronic) cold symptoms

 - Productive, loose cough

Also, please do not give an enema or laxative within 12 hours of the school day. This makes for a very uncomfortable day for your child at school.

Our district follows the guidelines set forth by the State Department of Health regarding the exclusion of children with communicable diseases for the best protection of your child. If your child is sent home with flu-like symptoms, they need to stay home until 24 hours after the last *unmedicated* fever.

Thank you for your support in working toward a healthy school year for everyone. If you have questions, please do not hesitate to contact one of the nurses at 773-6976.

Sincerely,

Susan Conti

RECESS AND STAY-IN

Throughout the school year all children will be expected to go outside for recess. The fresh air and a chance to unwind makes youngsters more productive in the classroom. We recommend that children be prepared each day for the weather. On snowy days, boots, hats and mittens are a must. In extreme weather conditions, children will be kept inside.

MULLAN TRAIL DRESS CODE

No: exposed bellies, spaghetti straps, exposed undergarments, roller shoes or flip flops. Shorts and skirts must be fingertip length or longer. Pajamas and slippers are allowed in the building on "Pajama Day" only

INCLEMENT WEATHER

When the weather creates hazardous road conditions, school may close for the day. School closures are announced between 6:00 a.m. and 8:00 a.m. on the local news broadcasts. Keep tuned on those snowy, icy days. When the weather is extremely cold, the students go out for a very short period of time.

Student Conduct Code

Harassment Policy

SD 273 Policy No. 405.17

It is the policy of the Board of Trustees to maintain a learning and working environment that is free from harassment based on sex. Sexual harassment is prohibited. All persons are to be treated with respect and dignity. Every student and parent or guardian shall have the right to a learning environment free of harassment based on race, creed, color, religion, national origin, sex, age or handicap. Every employee of the school district shall have the right to an employment environment free of harassment and intimidation on the basis of race, color, religion, sex, national origin, and physical, mental, sensory disability. Unlawful harassment and discrimination will not be tolerated.

Drug, Alcohol and Tobacco Policy

SD 273 Board Policy 504.13

Students attending Mullan Trail will not use, possess, sell, buy, or distribute drugs, including alcohol, tobacco, controlled substances, or related paraphernalia, on school premises.

Weapons Prohibited on School Property

SD 273 Board Policy N. 504.12

In order to protect the safety and well-being of students and staff, the Post Falls School District prohibits the unauthorized possession, use or storing of weapons or other objects/substances used as weapons on or in school grounds, buildings, vehicles, equipment or property or while riding in any school provided transportation and for the unauthorized possession and/or use of the same at a school sponsored activity posing a threat to the health and safety of the student or others or disruptive to the educational process. It is prohibited for any student to threaten by word or act to use a firearm or other deadly or dangerous weapon to do violence to any other person on school grounds.

Use of Personal Electronic Devices SD 273 Board Policy 508.10

The Board of Trustees recognizes the value of various technological tools/devices that are currently available, such as cell phones, personal digital assistants (handheld), video cameras/phones, digital cameras, MP3 players, etc; as well as those that will be developed. Inappropriate use of the electronic devices will be cause for disciplinary action. The use of these devices to interfere with the instructional setting, harass, annoy and offend others or for cheating on class work/tests is strictly prohibited. Electronic devices are not to be used during class time for personal business. Students are not allowed to use cell phones during class and are not allowed to leave class to place or receive phone calls. The principal, his/her designee and the classroom instructor may prohibit or limit the use of electronic devices if they are being used inappropriately.

Mullan Trail Cell Phone Rules

- Cell phones need to be in a backpack at all times and not used during school hours. Cell phones can come out of backpacks once off school property. If a student needs to call a parent during school hours, they need to get a pass from their teacher and call from the school phone.
- The school is not responsible for any cell phone that is lost, stolen or damaged at school. We find that if students don't show off their cell phones, none of the prior things mentioned tend to happen to them.
- Students that have their cell phones out whether they are using them or not will have their phone confiscated, parents will be called and there may be cause for disciplinary action.

If you want your child to have a cell phone at school, please talk to your child about the school rules around having a cell phone at school and the proper use of their cell phone.

All other personal electronic devices must be turned off and left in backpacks while school is in session. Electronic devices that are used during school hours will be confiscated and held in the office for parents to pick up.

Parking Lot Guidelines

- If you are parking your car, leave it in a designated parking space, not along the front curb or drive-through lane.
- **DO NOT LEAVE YOUR CAR UNATTENDED OR RUNNING.**
- If parked, please do not let younger children out to play. Buses also drop off and pick up and it is difficult for them to see small children.
- Drive slowly when in the parking lot. The speed limit is 5 MPH. Speeding drivers are brought to our attention daily and chronic problems will be reported to the Post Falls Police Department.
- **DO NOT** stop or park in crosswalks! Please be aware of the elementary students that may be crossing the parking lot to get to the playfield.
- **DO NOT** double park or cut into the bus line.

Hallway Guidelines

- ~ When walking down the school hallways please hold your children's hands. Do not allow them to run ahead of you or into a classroom.
- ~ Please be as quiet as possible. All of our students are working hard to learn and focus on instruction.
- ~ Please always make sure your child is dropped off to an adult. Do not allow them to go down the hall or into a classroom unsupervised. There is not always an adult waiting in the classroom.

Mullan Trail School Rules

1. I will treat myself, others and property with respect.
2. I will be a productive learner before, during and after school.
3. I will make safe choices.