Seltice Elementary Student Handbook

Dear Families,

My vision for Seltice is to empower students to achieve their fullest potential through a foundation built on love, fostering a culture of excellence, and embracing accountability for personal and academic growth. I strongly believe that partnerships with the school, families, and community are essential for the success of our students. I look forward to working closely with each of you to ensure that every child receives the support and guidance they need to succeed.

I am excited about the journey ahead and am committed to making a positive impact on the lives of our students. Together, we can create a vibrant learning community where every student feels valued, supported, and inspired to excel.

Parent and family support and participation are always welcome! I encourage you to reach out early to your classroom teacher and let them know you'd like to help out in whatever capacity you wish! Your involvement and willingness to partner with us is essential and welcomed. I'm looking forward to a fantastic year! Thank you for being a part of our "Seltice Tribe".

Sincerely,

Falon Rowland, Principal

falon.rowland@sd273.com

POST FALLS SCHOOL DISTRICT CALENDAR 2024-2025 can be found HERE.

WE are committed to...

- All staff and students are a part of our 'Tribe' and we care for each other
- Hold each other to high standards of conduct and positivity.
- Student learning is the number one priority during our instructional day.
- We are able to ask our students to rise to rigorous learning challenges because of our strong relationships with them.
- All children have special gifts and need love and boundaries.
- Everyone deserves high expectations.
- Learning should be meaningful and occurs when students feel valued and safe.
- Instruction needs to be specific and flexible and include time to practice.
- Every inch of the school is for learning and growing.
- Instructional time is sacred.
- Children will rise to the bar set for them.
- Homework should be a meaningful practice that creates a home to school link.
- Mistakes are learning opportunities.
- We will strive to build character in students to be responsible, respectful, safe and kind.

Post Falls School District

www.pfsd.com

Dena Naccarato, Superintendent
Anna Wilson, Assistant Superintendent of Elementary Programs
Trina Caudle, Assistant Superintendent of Secondary Programs

Seltice Elementary	208-773-1681
Seltice Elementary Fax	208- 777-2572
PFSD District Office	208-773-1658
PFSD Transportation	208-773-4217
PFSD Nutrition Services	208-773-1625

Seltice Office Hours:
7:30-4:30 daily

Teachers are in the building:
7:55-8:45 and 3:45-4:10 daily

PFSD Instructional Initiatives:

- **Instruction - Implement instructional strategies and techniques that engage, motivate and challenge students to achieve at their highest level.**
- **Curriculum - Continuously implement and develop a rigorous curriculum that meets the needs of all students.**
- **Assessment - Effectively implement an assessment and data system that drives and evaluates instruction and learning**



ATTENDANCE MATTERS!



Absences

- Regular attendance is crucial to your child's success in school.
- Please plan appointments, vacations, and other activities outside the regular school day whenever possible. If your child is ill or experiences a family emergency, please call 208-773-1681.
- When calling, please be specific about the symptoms that are occurring e.g., high fever, sore throat, vomiting, etc. If you leave a message, please be sure to include the student's full legal name.
- A written excuse or phone call is required each time your child is absent in order to excuse an absence. Parent contact will be made if chronic absences and/or tardiness lead to disruption of your child's educational progress.
- Attendance letters will go home after 5 absences. After 15 per semester parents, could be sent to the truancy board.
- If you plan to take your child out of school before the end of the school day, he/she must be signed out at the office by a parent or guardian before leaving the building.

Please call the office if you need any assistance with obstacles we can help you with to get your student here.
kelly.garrett@sd273.com-Counselor
208-773-1681

PFSD ATTENDANCE POLICY:

Sub-Section No. 501.9a Page 1 of 1

POST FALLS SCHOOL DISTRICT NO. 273 Procedure Title: Student Attendance Section Title: Attendance Requirements

The Board of Trustees believes that regular school attendance contributes to successful student achievement. Furthermore, regular attendance is important because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. It is the responsibility of the student and parent / legal guardian to meet the district and state attendance requirements. The principal is responsible for implementation and enforcement of the student attendance policy.

The following guidelines will be used to enforce this policy: 1. An accurate record system of student attendance shall be maintained by the school. The principal is responsible for submitting weekly attendance information to the superintendent or his/her designee. 2. A student is responsible for all work missed during any absence.

3. Parents will be notified either through a mailed letter or Skyward email when the student reaches five (5) and nine (9) excused or unexcused absences per semester. The letter shall indicate the attendance policy and the number of days missed. Parents may be asked to attend a conference with the principal or his/her designee to discuss excessive absences

4. Nine (9) unexcused absences and/or truancies will result in loss of high school credit for students in grades 9-12. Students who exceed the absences outlined in policy may appeal to the building principal.

5. Exceptions to the attendance procedure will be judged on his/her individual merit by the site administrator or designee.

Legal References: IC 33-21; IC 33-202; IC 33-204 Adopted: 1/24/89 Amended: 8/13/07 Reviewed: 2017 Revised: 11/8/2021

Arrival & Dismissal

Morning Drop Off
(between 8:30-8:50 daily)

Afternoon Pick Up
(3:30 for kindergarten, 3:40 for grades 1-5)

Arrival and Dismissal

- **School opens for breakfast at 8:30 a.m.** and the first bell rings at 8:50 a.m.

  Breakfast is served from 8:30-8:50 a.m.

- **Students can be on the playground at 8:30.**

  Children should not arrive at school before 8:30, as there is no **supervision.** Our first bell rings at 8:50 and classes begin promptly at 8:55 a.m.

  If a student arrives after this time, he/she must be checked in at the office and present a pass to his/her teacher.

- Students are dismissed at 3:40 p.m. If your child's end-of-day plans change, please notify the office by 3:00 p.m. so your child can be notified of the change. It is very difficult to ensure arrangements can be changed after that time.

  Full procedures here

Nutrition Services



Welcome to Nutrition Services! Our team of child nutrition professionals are passionate about what we do. Serving up nutritious breakfast and lunch meals that meet federal guidelines help to propel student minds and bodies toward success in the classroom. We serve over 3,300 meals to hungry youngsters each day.

Nutritional Services

Director of Nutrition Services

Becky Elmore

(208)773-1625

Physical office address:

301 East 16th Avenue - Portable 1

Post Falls, Idaho 83854

US Mailing address:

P.O. Box 40

Post falls, Idaho 83877

Hours 7am - 3pm (Monday - Friday)

Breakfast	Monday -Thursday	8:30-8:50
Lunch & Recess	5th Grade 3rd Grade 4th Grade 2nd Grade Kindergarten 1st Grade	11:10 -11:45 11:25 -12:00 11:40 -12:15 11:55 -12:30 12:10 -12:45 12:25 -1:00

Meal Payments - easy online option!

Post Falls School District is now taking payments online for food! If you have already established a Skyward Family Access password, making payments to your student's account is fast, easy, and convenient. Pay when it's most convenient for you via computer, or mobile device at **https://pfsd.revtrak.net** . This real time payment option makes paying for your student's food service needs worry free, and the auto replenish option allows for recurring payments that save you time.

If you have any problems with your password or further questions, please contact our Nutrition Services Office at 208-773-1625.

Families should fill out an application through Nutritional Services (linked here) to see if they *qualify for free or reduced meals.*

Dress Code



The following dress code guidelines will be enforced for ALL STUDENTS.
PFSD Policy Sub-Section No. 504.9f Student Conduct and Behavior Expectations .

Dress Code is identified under letter C of this policy.

- Fronts, backs and naval to be covered. Tank top straps must be at least 2 in wide. **No halter, low-cut, revealing, or spaghetti strap tops are allowed.** **Midriffs must be covered.**
- Shorts, skirts, and dresses must be at least mid-thigh length or to the bottom of the fingertips, with arms extending down to the side.I encourage students to wear bike shorts under these outfits, so they can resume normal physical activity at recess.
- Safe footwear needs to be worn at all times at school. Summer shoes need to have a heel or back strap. **No slides or flip-flops! Flip-flops can be very dangerous on our playground, and have been the cause of many serious injuries.** Shoes that are acceptable and safe for PE and playground are strongly encouraged.
- Hoods, bandanas, and costume headwear that covers the majority of the head, cannot be worn in the building. Hats are allowed as long as they are not a distraction and are appropriate.
- Clothing must not have any reference to swear words, inappropriate slang or logos related to drugs, alcohol, tobacco, sexual innuendos, or sarcastic put downs. This includes language that is disparaging to gender, ethnicity or religion.No articles of clothing that may be identified as gang related including bandanas (this includes Bandanas used as pony tails) are allowed. No dangling chains, spiked accessories or piercings that may be hazardous or disruptive.

Medical Concerns and Medication



PFSD #273 Board Policy 508.8a guidelines dictate how we may administer medication at school:

- All medications must be in the original prescription container properly labeled with student's name, name of medication, dosage, physician, date(s), and time(s) of day to be given.
- Medication **must** be brought to and/or taken from school by the student's parent or guardian.
- Parents or guardians of students requiring prescription and/or over the counter medication during the school day shall submit a written request on forms provided by the school.
- Non-prescription medication (i.e. cough drops, vitamins, cough syrup, or any other over-the-counter medication) shall not be given to the student without written instructions from the child's physician and/or parent or guardian. Non-prescription medicine must be in the original container and must be labeled with the child's name, name of physician, dosage, date(s) and time(s) of day to be given.
- School personnel **shall not** administer eye drops, ointments, topical medications, etc. These medications must be self-administered by the child or, the parent /guardian or adult designee may come to school and administer the medication.

If your child has a potentially life-threatening condition, please contact School Nursing Services at 773-6976. The school nursing staff will work with you to develop a safe plan to care for your child while at school.

Classroom Celebration Policy 

- We ask that treats high in sugar and calories be saved for students outside of school hours, and be offered at school only during special occasions. These occasions include birthdays and classroom celebrations.
- **Treats that are to be shared at school need to be store bought and individually wrapped. Please consider one of the many non surgery options to share!** Your child's classroom teacher has established his/her own classroom policy for recognizing student birthdays and celebrating holidays. Please check with your child's teacher for more specific ideas on how you can contribute to these fun and time-honored celebrations.
- ***Studies show that kids consume up to 50 percent of their daily calories while at school, and those children who eat a regular, balanced diet consisting of lean proteins, whole grains, fruits and vegetables are more successful academically.***

Transportation Services



- Transportation information can be found under the Transportation Department tab at www.sd273.com.
- Please call the Transportation office at (208)773-4217 for answers to all scheduling and bus stop questions.
- Changing after school transportation plans must be made in advance of the end of the day, by calling the Seltice office at 773-1681 before 3:00 pm if possible.
- Please try to determine how your child is getting home before students leave for the day. Changing daily plans for transportation causes stress on your child, as well as teachers.
- **Students may not call and make changes to accommodate friend requests at the end of the day.** These requests must be made in advance with parent permission with a call to the Seltice office. All busing changes, including additional riders, must be made directly with the Transportation Department.

Riding the Bus

Please review bus expectations with your child and remind your child he/she is expected to maintain good self-discipline. Students riding the bus are expected to respect and obey the bus driver and follow the safety rules. If a student is having behavioral issues while waiting for the bus, they will be asked to go to the office and call a family member to come and pick them up.

School Bus Behavior Expectations (The bus driver's directions are to be followed at all times!)

R.I.D.E.

R: RESPECT AND SUPPORT (Driver - Others - Bus)
I: IN YOUR SEAT SAFELY (Facing Forward - Sitting on Your Pockets - Hands to Yourself)
D: DEFINITELY KEEP AISLES CLEAR (Keep Belongings in Your Lap or on the Floor - Aisle is for Entering and Exiting only)
E: EXTRA ATTENTION TO SAFETY (Inside Voices - Voices Off at Railroad Tracks - Wait for Driver's Signal to Cross the Road)
If a student is having behavioral issues while waiting for the bus, they will be asked to go to the office and call a family member to come and pick them up.

Parent Drop off and Pick Up Location



If you are bringing your child to school in the morning and/or picking your child up at the end of the day, please use the west side parking area only. The buses pick up and drop off in the parking lot, at the south side of the school. **This parking lot is not a parent drop off/ pick up spot but rather is for busses only during student arrival and dismissal.** Please pick your child up on the west side sidewalk area, located outside of the cafeteria entrance. **Students will meet you there upon dismissal at 3:40.**

All school visitors are required to check in with the office upon arrival.

- If you need to speak with office personnel during the day, please feel free to use our visitor parking spots at the main entrance. It is the policy at Seltice that you check with the office prior to taking your child from school for any reason.
- Students will **NOT** be released to anyone other than authorized parents, guardians or emergency contacts as stated on your registration paperwork. Please make sure these names are updated with the office if things change.
- If a child is to go home in a different manner than usual, a note **MUST** be sent informing the teacher and the office. For safety reasons, all exterior doors and the playground will be locked during school hours. **The exceptions will be: during breakfast time the west cafeteria door and south doors to cafeteria will be unlocked for student entry for breakfast. Both sets of front entry doors have a buzzer system that will need to be used during school hours.**

Walking or Riding Your Bike

Obey the crossing guard and only cross where there is a sidewalk. Always walk with a buddy whenever possible. Walk your bike through intersections. Bikes need to be walked on and off the playground at all times. Bike racks are located on the playground, near the office. We encourage all students to lock their bikes when they are at school.

Full procedures here



Before and After School Care Options

G.A.P.
The GAP before and after school child care program for Seltice is currently housed at Mullan Trail Elementary. A GAP care provide will walk students over to Seltice before and after school, when students are enrolled in this program. GAP offers school-age students of the Post Falls School District with an environment in which children can engage in a wide-range of educational, fun activities. Hours of operation are Mon—Fri 6:30—8:45 AM; 3:20—6 PM, In-Service and Teacher Workdays: 6:30—6:00 PM. For more information, including rates, call 777-8251.

After school only: The Boys and Girls Club is another option for child care. There is an annual membership fee. The hours of operation are: Mon—Fri 2:30—6:00 PM as well as school vacations and In-Service/Teacher Workdays. The Club picks up students at Seltice and they take a van to the club. For more information, please call 457-9089. **Pre-enrollment is required for both of these programs.**

Lockdown and Fire Drill Practice



- Seltice students will do a practice fire drill each month and a lockdown practice quarterly.
- Parents are notified of all practice lockdowns via text for parents who sign up for this service.
- This system allows PFSD to communicate via SMS text messages to parents regarding important matters such as a school lockdown, school closure (weather or otherwise) or other issues that affect their students.

***To join the School Messenger system send a text to 67587 with the word "subscribe" in the body of the text and send.** You will receive a text notification that you are now opted in.*

Inclement Weather



- On occasion it is necessary for school to be cancelled because of inclement winter weather.
- The district takes any safety-related issues for students, staff, parents and patrons caused by severe weather very seriously. The district transportation supervisor assesses the current driving conditions prior to 5:30 am. They are in contact with the Idaho State Police, City of Post Falls Officials and the Post Falls Highway District to gather information regarding road conditions.
- The Superintendent and the Transportation Supervisor will review the available road condition information and drive various roads to see firsthand the current driving conditions.

  The Superintendent will make the decision whether to conduct school, close or enact a 2-hour late start.

- If school is delayed or closed due to weather conditions, a school messenger phone message will be sent to the primary contact number you provide to the school.
- Additionally, local news and radio stations will be informed of closures. If you believe school may start late or be closed, please tune to local television stations or local radio stations.

Please sign up though School Messenger by completing the following step:

Send a text message to 67587 with the word “subscribe” in the body of the text. You will receive a confirmation text reply that you are Registered with School Messenger.

Inclement Weather: 2-Hour Late Start



If the decision is to enact a 2-hour late start or close school, the local media will be contacted immediately. In most cases, the decision to keep school open, close or delay the start by 2 hours will be made by 5:30 a.m.

Clarification regarding 2-hour late start:

School will be in session and buses will run their regular routes as on a normal school day – just 2 hours later.

GAP will be open at each elementary site on 2-hour late start days from 6:30AM – 6:00PM. (only students already registered for the GAP program may attend) School lunch will be served at the normal time on 2-hour late start days.