MULLAN TRAIL ELEMENTARY STUDENT HANDBOOK

Mullan Trail Office Hours: 7:30-4:30 daily
Teachers are in the building: 7:55-8:45 and 3:45-4:10 daily

POST FALLS SCHOOL DISTRICT CALENDAR 2026-2027 can be found HERE.

Welcome to Mullan Trail

Opened in 1957, Mullan Trail was originally Post Falls High School. In the early '80s it made the transition to a junior high and then in 2000, it became Mullan Trail Elementary. It is so fun to hear generational stories as families continue to experience the Mullan Trail building.

Mullan Trail Elementary Mission Statement

Our objective is to cultivate a collaborative bond ensuring each student evolves into:

- A proficient and independent student who directs their own growth
- A person capable of expressing ideas with clarity and impact
- An individual who thrives in group learning environments
- A sophisticated problem solver who delivers high-quality results
- A citizen who adds value to our local community

Mullan Trail Elementary Vision Statement

Our students serve as models for intellectual curiosity and ethical integrity within our neighborhood. We are dedicated to shaping students into citizens who are consistently: We truly believe we are a family, and we are here for our kids. We are the **Moose**

- **M**aking safe choices
- **O**wning behavior
- **O**ffering respect to everyone
- **S**howing responsibility
- **E**veryone matters

Our staff and students comprise a single "herd" united by mutual care and a commitment to holding one another to exceptional standards of behavior and positivity. Within our instructional hours, student learning remains the primary focus. Because of the powerful bonds we cultivate, we empower our students to embrace and overcome demanding academic obstacles. We recognize that every child

possesses unique talents and requires both affection and clear structure. Every individual is worthy of high expectations, and we believe that significant learning happens only when students feel truly secure and appreciated. Our educational approach is intentional and adaptive, providing ample opportunity for hands-on practice. We view every corner of our campus as a space for personal development and academic growth, treating our teaching time as a vital resource. Children consistently reach the benchmarks we establish for them. We intend for homework to serve as a valuable bridge between home and school, reinforcing essential skills. At Mullan Trail, we view errors as essential moments for discovery, and we are dedicated to shaping students into citizens who are consistently making safe choices, owning behavior, offering respect to everyone, showing responsibility and remembering that everyone matters.

MTE Bell Schedule

Monday-Thursday
8:55-3:40

Occasionally, if Monday is a day off due to a holiday, we will be in session on Monday thru Thursday with the same bell schedule. There will not be school on Fridays.

Principal Message

Dear Families,

Trust serves as the cornerstone of every meaningful accomplishment within our school. My objective is to strengthen the established legacy at Mullan Trail by fostering open communication, genuine care, and a mutual dedication to our students. I envision a supportive atmosphere where every child is empowered to reach their highest potential through a culture of excellence and shared responsibility for growth. By maintaining a robust partnership between our staff, families, and the local community, we ensure that every student remains safe, appreciated, and motivated to achieve.
I look forward to hearing your unique perspectives and discovering what makes this school special to you. Your inquiries are always welcome, and I encourage you to engage with our school family as a volunteer, visitor, or a participant in our PTO. Let us work together to make this a wonderful year where every student is truly known, respected, and inspired! Thank you for being a part of our Mullan Trail herd.

Sincerely,

Heather Becker, Principal
heather.becker@sd273.com

Post Falls School District and School Information

You may access further district details at www.pfsd.com. O

Our district leadership team includes Superintendent Anna Wilson, alongside Assistant Superintendents Scott Ross (Elementary Programs) and Janelle Baker (Secondary Programs).

Mullan Trail Elementary 208-457-0772
Mullan Trail Elementary Fax 208- 773-8312 or 208 -262-4262
PFSD District Office 208-773-1658
PFSD Transportation 208-773-4217
PFSD Nutrition Services 208-773-1625

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

Arrival and Dismissal

Morning Drop Off (8:30-8:50 am daily)
Afternoon Pick Up (3:30 pm kindergarten; 3:40 pm grades 1-5)

Our campus welcomes students for breakfast beginning at 8:30 a.m., with our initial bell sounding at 8:50 a.m. Nutritious morning meals are available between 8:30 and 8:50 a.m. ● Playground access also commences at 8:30 a.m. To ensure student safety, please do not drop off children prior to this time, as supervision is unavailable. Academic instruction begins promptly at 8:55 a.m. following the 8:50 a.m. bell. Any student arriving after the start of the school day must report to the front office for a check-in pass before joining their class. ● Dismissal occurs at 3:40 p.m. To minimize confusion and prioritize safety, please communicate any adjustments to after-school arrangements to our office staff by 3:00 p.m. This timeline allows us to effectively notify your child and their teacher of the update.

Attendance

●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 208-457-0772
● 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

● District Attendance Policy

Welcome to Nutrition Services!

Our dedicated staff of child nutrition experts is deeply committed to supporting our students. By providing healthy breakfast and lunch options that adhere to federal standards, we empower every student to achieve academic excellence. Daily, our kitchen team prepares and serves more than 3,300 nutritious meals to fuel our growing learners.
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
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.

Title I School Status

Title I is a federally-funded program intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments.
Title I targets these resources to the districts and schools where the needs are greatest.
Title I provides flexible funding that may be used to provide additional instructional staff, professional development, and other strategies for raising student achievement in high-poverty schools.

Parental Involvement in a Title I school is critical for the success of its students. Parents and school staff participate in regular, two way, meaningful communication involving student academic learning and other school activities.

Transportation Services

Detailed transportation logistics are accessible via the Transportation Department tab at www.sd273.com.
● For specific inquiries regarding bus stop locations or scheduling, please contact the Transportation office directly at (208) 773-4217.
● To ensure student safety and reduce confusion, any adjustments to after-school travel arrangements should be communicated to the Mullan Trail office at 457-0772 by 3:00 pm.
● We encourage families to establish a consistent routine for going home before the school day begins. Last-minute changes can be stressful for both our students and staff members.

● Students are not permitted to arrange social visits or alternate transportation at the end of the day. Such requests require prior parental consent and a call to the office. All busing modifications, including requests for additional riders, must be cleared through the Transportation Department.

Riding the Bus

Please discuss bus safety and the importance of self-discipline with your child. Students are expected to show respect to the driver and adhere to all safety protocols. If behavioral concerns arise while waiting for the bus, the student will be sent to the office, and a family member will be notified to provide transportation.

School Bus Behavior Expectations

The driver's instructions must be followed at all times! Use the R.I.D.E. acronym to remember our goals:

R: RESPECT AND SUPPORT (Treat the driver, other students, and the bus with care)
I: IN YOUR SEAT SAFELY (Face forward and keep hands to yourself)
D: DEFINITELY KEEP AISLES CLEAR (Store belongings in your lap or on the floor)
E: EXTRA ATTENTION TO SAFETY (Use quiet voices and wait for the driver's signal to cross)

Failure to meet these expectations while waiting for transport will result in the student being moved to the office to wait for a parent or guardian.

Parent Drop off and Pick up Location

When transporting your student during morning arrival or afternoon dismissal, we ask that you utilize the Compton drop off and pick up location. Remember that all visitors must sign in at the office.

- For brief visits to speak with office staff, feel free to use designated visitor spaces at our main entrance. Our policy requires all parents to check in at the front office before departing with a student for any reason.
- We will only release students to individuals listed as legal guardians or emergency contacts in our records; please ensure this documentation is kept current.
- Any variation from a student's standard travel routine requires a written notification to the teacher and office. For security, all perimeter doors and playground gates remain locked throughout the day.

Outside of those times, please utilize the buzzer system at our front entrance for access. If walking or cycling, always follow crossing guard directions and utilize designated sidewalks. We strongly suggest using the buddy system. Bicycles must be walked across intersections and while on school grounds. Bike racks are provided near the office for your convenience, and we highly recommend students secure their bicycles with a lock.

School Policies

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 to recess for a very short period of time.

Before and After School Care Options

The G.A.P. childcare program provides Post Falls School District students with a diverse array of engaging and educational opportunities.. Standard operations run Monday through Friday from 6:30 to 8:45 a.m. and 3:20 to 6:00 p.m., with extended hours from 6:30 a.m. to 6:00 p.m. during in-service and teacher workdays.
For registration details and fee schedules, please contact 777-8251.
Alternatively, the Boys and Girls Club offers afternoon care for a yearly membership fee. Operating from 2:30 to 6:00 p.m. on weekdays, including school breaks and professional days, the Club provides van transportation from Mullan Trail.
Please call 457-9089 for additional information. Both childcare options require pre-enrollment prior to attendance.

Visitors

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.

Lockdown and Fire Drill Practice

Our school community conducts monthly fire evacuation rehearsals and quarterly lockdown procedures to ensure student preparedness. We prioritize clear communication and provide text notifications for families who opt into our messaging service prior to any lockdown practice. This platform enables the Post Falls School District to send urgent SMS alerts concerning safety protocols, weather-related closures, or other significant campus updates.

To enroll in the School Messenger notification system, please text "subscribe" to 67587. You will then receive a confirmation indicating your successful participation.

Inclement Weather

- Hazardous winter road conditions may occasionally necessitate school closures.
- Our district prioritizes the safety of every student, staff member, and family during severe weather events. By 5:30 a.m., the transportation supervisor evaluates driving conditions in consultation with the Idaho State Police, Post Falls Highway District, and city officials.
- Following a firsthand assessment of various routes, the Superintendent determines whether to maintain the regular schedule, delay the start by two hours, or close for the day.
- Should a closure or delay occur, a notification will be sent via School Messenger to your primary contact number.

● Furthermore, local news broadcasts and radio stations will provide updates regarding campus status.

We encourage you to stay tuned during inclement weather. To ensure you receive these urgent alerts, please enroll in our messaging system by texting "subscribe" to 67587. A confirmation text will signal your successful registration with School Messenger.

Inclement Weather: 2 Hour Late Start

Should a two-hour delay or campus closure be necessary, our office will promptly notify regional media outlets. We aim to finalize decisions regarding altered schedules by 5:30 a.m. to ensure community safety.
During a two-hour late start, academic instruction and transportation services will proceed exactly as a standard day, simply shifted 120 minutes later. Our G.A.P. program remains available at elementary locations from 6:30 a.m. to 6:00 p.m. for currently enrolled participants. Nutrition Services will continue to provide school lunch at the regular designated hour during late start days

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.

Student 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.

Additional Academic Programs

Children may qualify for academic programs that challenge high-achieving students. Students can be pulled from their regular classroom or do group work within the classroom that is above the regular academic program.

Multi Tiered System of Support (MTSS) : Students who do not make progress in the regular classroom are referred to this team of teachers who brainstorm scientifically researched interventions to help individual students succeed. Mullan Trail strives to offer many opportunities to our students outside the academic program to help them be as successful as possible.

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-sugary 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.

Parental Rights

Parents have the right to get their child's academic records from the office at any time. Parents can contact the Special Education Director at the district office for information about special services offered to students with learning disabilities. Students with medical conditions have the right to a 504 plan if their medical condition impedes their ability to progress in the classroom.

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, harassing, annoying and offending 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.