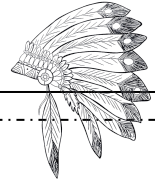


Welcome to Seltice Elementary!



Dear Families,

Welcome to Seltice Elementary! With the calendar turning to September it's time once again to open the doors to our beautiful school, in what is sure to be a fantastic school year! Teachers and staff members have been busy preparing for a fun and successful year for each child. As you know, education is a team effort between home and school, and we are grateful for your support and your continued commitment to our work together. **Thank you for working with us to help every child succeed.**

With the hard work and support of staff, students, and families, we have established new traditions and grown a wonderful school community. With the start of a new school year, I am certain that together, we will continue to develop a strong, positive learning community in which all children are able to successfully grow and achieve. We have an exciting year ahead, and I am hopeful it will be free of the limitations of last year!

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 Family!"

Sincerely,

Principal Kandi Kuck kandi.kuck@sd273.com

WE are committed to...

meeting the academic, social, emotional and behavioral needs of our students. We welcome and look forward to a strong partnership with our families and community all working together to meet our student's needs!

Seltice staff works together as a team to provide your child with an education that meets his/her individual needs. I consider myself extremely fortunate to be a part of this wonderful family at Seltice Elementary. The staff is dedicated and works extremely hard to make sure that your child is successful. I hope you find this handbook to be a helpful resource to learning about our school. I hope your child's school experience this year will be a positive one!

Please know that we are going to challenge our students, push for their best efforts, laugh with them and love them on a daily basis. Thank you for joining us in the most important job in the world... educating our children!

We cannot accomplish this task alone. We will need your help and support. A child's school success is highly dependent upon the cooperation between the home and school and is of utmost importance. Together we can demonstrate to your child the importance and significance of a successful school life. Our goal is to build a partnership that will help every child become:

- A skilled, self directed, knowledgeable learner
- An effective communicator
- A collaborative learner
- A quality worker/producer and complex thinker
- A positive community contributor

Post Falls School District www.pfsd.com

Dena Nacarrato, 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: 8:00-4:00 daily

**Teachers are available:
8:30-8:55 a.m. and 3:25-3:45 p.m. 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

Arrival and Dismissal

School opens for breakfast at 8:30 a.m. and the first bell rings at 8:55 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 before that time**. Classes begin promptly at 9:00 a.m. except on Monday late-start days, which we will promptly start at 9:20. 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 3:20 p.m. If your child's end-of-day plans change, please notify the office by 2:30 p.m. so your child can be notified of the change. It is very difficult to ensure arrangements can be changed after that time.**

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. 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. Maintaining good attendance habits is crucial for your child's educational success!

Visitors/Volunteers

You are always welcome at Seltice! All visitors to the building, including parents, must check in at the office and wear a visitor's badge while visiting. **For everyone's safety, parents are not allowed on the playground during before school recess and during school hours. It is not permitted to have younger siblings playing on the playground during school hours.** If you have arranged to spend time in your child's classroom, it is requested you make prior arrangements with his/her teacher, complete a volunteer form in the office and complete the safety protocols using our Raptor system.

When to Keep Your Child Home from School In the school environment, students have increased physical contact with each other. Germs can spread rapidly under these conditions. Parents are asked to keep students home that have the following conditions:

- Harsh, frequent cough, especially if the cough is producing mucus
- Weeping or crusty lesions on the face or body
- Fever of 100 degrees or above Y
- Yellow or green drainage from the nose
- Rash that appears to be spreading
- Diarrhea and/or vomiting
- Head lice
- Red eyes with itching and drainage
- Sore throat accompanied by fever



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 [Email Me](#)

(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)

Seltice Elementary

Breakfast	Late Start Mondays Tuesday -Friday	9:00-9:20 8:30-8:50
Lunch First & Recess	5th Grade 4th Grade 3rd Grade 2nd Grade 1st Grade	11:25 -12:00 11:40 -12:15 11:55 -12:30 12:10 -12:45 12:25 -1:00

Dress Code

We would like to ask your cooperation in helping your child stay in a “school” frame of mind by choosing appropriate clothing and accessories. The following dress code guidelines will be enforced for ALL STUDENTS (male and female).

- Fronts, backs and naval to be covered. 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.
- Hats, visors, bandanas, and headwear that covers the majority of the head, cannot be worn in the building. Hats are allowed outside at recess and on special Hat Day designations.
- 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

According to Board Policy #508.8a, the following guidelines dictate how we may administer medication at school:

1. 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.
2. Medication **must** be brought to and/or taken from school by the student's parent or guardian.
3. 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.
4. 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.
5. 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.

Nutrition Continued:



Breakfast and Lunch:UPDATE

All meals served at school are of no charge to the parents for the 2020-2021 school year!

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. Please access the parent flyer [HERE](#) for more information regarding this exceptional service. (Flyer is informational only-no working links). Click [HERE](#) for directions on setting up your account (includes links to systems). If you have any problems with your password or further questions, please contact our Nutrition Services Office at 208-773-1625 or call Seltice at 208-773-1681.

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



The Transportation Department of Post Falls School District is committed to efficiently and safely transporting students to and from school each day. Transportation information can be found under the Transportation Department tab at www.sd273.com. Thank you for working closely with the Transportation Department to better communicate changes in your child's usual routine. Please call the Transportation office 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. 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. We want to make sure everyone gets home safely! The less complicated plan the better!

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.

Transportation Continued



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 3:20.**

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.

Lockdown and Fire Drill Practice

Seltice students will do a practice fire drill each month and a lockdown practice 1-2 times a year. When possible, parents will be given notice of the lockdown practices in advance of the lockdown practice drills. The Post Falls School District has joined the SchoolMessenger emergency notification system. 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. Approximately 3,000 parents have opted into the system at this time.

Any parent wanting to join the School Messenger system, and have not been previously notified via text message, should send a text to **67587 with the word “subscribe” in the body of the text and send. They will receive a text telling them they are now opted in.**

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.**

School Messenger Notification System

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. Also, **please sign up through School Messenger by completing the following steps:**

***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

The district takes very seriously any safety-related issues for students, staff, parents and patrons caused by severe weather. The district Transportation Supervisor assesses the current driving conditions prior to 5:30am and is in contact with the Idaho State Police and officials with the City of Post Falls 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 will 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.

On occasion it is necessary for school to be cancelled because of inclement winter weather. Based on our recent survey results and neighboring districts also having this possibility, we are adding the option of a 2-hour late start. There are certain snow days when the weather could improve enough for us to have students and staff members safely attend school later in the morning. Starting school later will also provide snow removal crews with more time to clear roadways, parking lots and sidewalks.

Inclement Weather: 2-Hour Late Start

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. If the decision is to enact a 2-hour late start or close school, the local media will be contacted immediately.

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.

Morning kindergarten will not be in session on 2-hour late start days. 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.

POST FALLS SCHOOL DISTRICT 2021-2022 DISTRICT CALENDAR can be found [HERE](#).