

POST FALLS HIGH SCHOOL



**Student Handbook
2018-2019**

Table of Contents

I. Academics	1-3
a. Class Changes	
b. Driver Training	
c. Early Final Exams	
d. Grading Scale	
e. Weighted Grades	
f. Graduation Requirements	
g. Make Up Work	
h. Honors Classes, Advanced Placement Classes, Honor Roll	
i. Plagiarism	
j. Progress Reports	
k. Report Cards	
l. Selection of Valedictorian & Salutatorian	
II. Activities	3-5
a. Activity Surcharge	
b. Fees	
c. Activity Calendar	
d. Assemblies	
e. Eligibility Requirements for Activities	
f. Extracurricular Code of Conduct	
g. Fund Raising	
h. School Dances	
i. School Clubs	
III. Attendance	5-6
a. Attendance Policy	
b. Attendance Codes	
c. Absences	
d. Hall Passes	
IV. Discipline	6-7
a. Disciplinary Action	
b. Detention	
c. Detention & In-House Suspension Guidelines	
d. Saturday School	
e. Suspensions	

Personal Property 7-8

- a. Hall/P.E./Athletic Lockers
- b. Portable Electronic Devices (cell phones)
- c. Search & Seizure

Safety / Security 8-9

- a. Closed Campus
- b. Visitors
- c. Doors & Entrances
- d. Identification
- e. Harassment/Bullying
- f. Hazing/Initiation
- g. Verbal/Written Threats
- h. Weapons Policy
- i. Incitement to Disorder
- j. Drug/Tobacco/Alcohol Policy
- k. Public Displays of Affection
- l. Nondiscrimination Policy
- m. Freedom of Expression
- n. Student Dress

Student Services 10

- a. Library/Media Center
- b. Food Service/ Commons
- c. Food & Drink
- d. Guidance (counseling)
- e. Computer & Internet Use
- f. Lost & Found

Transportation 10

- a. Bus Conduct

Post Falls High School
2018-2019
Phone 773-0581 Fax 773-0587
<http://www.pfsd.com>

Administration

Chris Sensel, Principal
Mark Mason, Assistant Principal
Katharine Frank, Assistant Principal
Craig Christensen, Activities Director

Counselors – 773-5411

Staci Hinsz A - D
Ashley Jibby E - K
Kristin Hagadone L - Rn
Doug Sabata Ro – Z

Secretaries

Susan Schneidmiller, School Secretary
Cheri Hodl, Student Accounts
Glenda Kohoutek, Attendance
Pam Mitchell, Activities Secretary
Denise Edmonds, Counseling Secretary

This handbook provides a summarized version of the disciplinary policy and rules adopted by the Board of Trustees of the Post Falls School District. More complete information, rules and policies are set forth in the Post Falls School District policy manual. Students have the responsibility to know, respect, and abide by the rules, policies, and regulations of the school district. A copy of the manual is kept in the principal's office and the high school library for your review.

Web Address: <http://www.pfsd.com/Content2/112> Please see series 500 Student Personnel

The PFHS administration and staff believe in a partnership between school and home. Ultimately, responsibility for a student's behavior rests with the student. The school hopes that parents will be concerned and cooperative in reinforcing behavioral expectations with the student in an effort to foster a culture of mutual respect.

COMPLAINTS AND GRIEVANCES

Problems are best resolved at the building level. Parents and students have the right to an informal conference with the building principal or designee for the purpose of resolving the problem. If the differences are not resolved, parents and students have the right to present their grievance orally or in writing to the assistant superintendent. If the grievance is still not resolved, parents have the right to present their grievance to the superintendent.

ACADEMICS

CLASS CHANGES

Student-initiated class changes are discouraged. Students who drop a class after nine days will receive an "F" in that class.

DRIVER TRAINING

Driver education is offered to all students. Those selected are chosen by birth date. All information regarding sign-up will be in the daily bulletin. Foreign exchange students may not participate in Driver Education.

EARLY FINAL EXAMS

All students leaving school before the last day of school will be asked to make arrangements with their teachers individually.

*******GRADING SCALE*******

The grading scale for Post Falls students is as follows.

A	93-100	C	73-75
A-	90-92	C-	70-72
B+	86-89	D+	66-69
B	83-85	D	63-65
B-	80-82	D-	60-62
C+	76-79	F	Below 60



WEIGHTED GRADES

A weighted grading scale has been implemented for the purpose of encouraging and rewarding students for taking Honors and Advanced Placement courses.

	Standard Class	Honors Class
A	4.0	4.5
A-	3.7	4.2
B+	3.3	3.8
B	3.0	3.5
B-	2.7	3.2
C+	2.3	2.8
C	2.0	2.5
C-	1.7	2.2
D+	1.3	1.8
D	1.0	1.5
D-	0.7	1.2

GRADUATION REQUIREMENTS

Forty-six credits are required to graduate.

The following is a list of required subjects and credits.

Speech	1
English	8
World History	1
US History	2
Government	2
Economics	1
Science	6
Mathematics (2 in senior year)	6
Health	1
P.E.	1
Humanities	1
<u>Electives</u>	<u>16</u>
Total	46

Other Requirements:

Pass ISAT:

Reading, Language, Math

College Exam:

Taken in 11th grade

Senior Project:

Research Paper, Project, & Oral Presentation



MAKE-UP WORK

It is the student's responsibility to check with the teacher and to complete the required make-up work (normally outside of class time) within the allowable make-up period following the student's return to school: (1 day absence = 1 day make-up period, etc.) Major projects with due date known in advance are exempt from this make-up time allowance. **Unexcused absences and/or truancies will result in a zero for assignments and tests given on the day of the absence.** Grades may not be lowered as a result of excused absences, but if a student who was absent is given a reasonable opportunity to make up missed work and fails to do so, this non-performance may be reflected in grading. Work missed due to out-of-school suspension may be made up.

HONOR CLASSES, ADVANCED PLACEMENT, DUAL CREDIT

Honor classes are offered in the areas of English, Math, Social Studies, and Science. Selection for these classes is based on teacher recommendations, ISAT scores, and entrance tests.

PLAGIARISM

Plagiarism is defined as the act of presenting other people's ideas and writings as one's own and/or not giving credit to the original source(s). Students who cheat on tests and/or assignments, or aid another who is, will receive a zero. Consequences of plagiarism: 1st offense, student receives a zero on the assignment. 2nd offense, student receives an 'F' in the course. This rule applies to all classes providing credit for graduation.

PROGRESS REPORTS

During the fifth (5th) week of each nine (9)-week period, a report will be provided to the students and parents. Grades and attendance can be accessed anytime through Skyward. Contact the counseling office for login and password information.

REPORT CARDS

Report cards are issued by each teacher every nine weeks for grades earned by each student. Students and parents may expect report cards within a week after the grading period. Semester grades go on the permanent record. Nine-week grades show a student's progress in his/her classes.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The counselor, administrators, and teachers of junior and senior classes shall form the selection committee for valedictorian and salutatorian. Primary criteria shall be the highest weighted and unweighted G.P.A. for 3-1/2 years in academic classes and the performance, type, number, and difficulty of courses taken, with particular emphasis on honors classes during all 4 years. Honors classes and academic courses dropped during the senior year will affect the final selection. Exemplary attitude, number of full credit classes taken, and attendance may be considered as secondary criteria. Early graduates and transfers after the first semester of grade 11 cannot be considered. The committee will avoid naming more than one valedictorian and one salutatorian, unless there is an almost identical record on all criteria.

ACTIVITIES ACTIVITY SURCHARGE

The activity surcharge is a one-time \$75.00 fee per school year. This fee will be assessed to each student participating in a sport or activity. This allows students to participate in any activity during the school year. The activity surcharge helps offset the cost of travel, equipment, and officiating. Activities included in this fee are all **sport teams, quiz bowl, cheerleading, dance team, competition drama, choir, and band.**

FEES

ACTIVITY STICKER (ASB) \$40 – This allows students to attend all home athletic events free, except tournaments. All students in extracurricular activities must purchase a card.

REPLACEMENT CARD \$5 – Lost, stolen, or damaged ID cards can be obtained in the main office.

YEARBOOK - Yearbooks may be purchased for \$55.00, including the student's name on the cover, until

January 15. No yearbooks will be sold after January 15. Senior photos for the yearbook are due by September 25.

ACTIVITY CALENDAR

The school's master activity calendar is located in the main office and www.highschoolsports.net. Any proposed activity must be cleared with the Activities Director (this includes fundraisers, dances, etc.).



ASSEMBLIES

All assemblies are held in the Arena. All students are to attend. The assembly bell schedule to be used will be in the daily bulletin. The seating arrangements in the Arena are as follows:

- Freshmen – West upper bleachers
- Sophomores – West lower bleachers
- Juniors – East lower bleachers
- Seniors – South bleachers

Appropriate respect will be shown during any flag salute or playing of the national anthem. Student discipline rules are enforced at assemblies and games.

ELIGIBILITY REQUIREMENTS FOR ACTIVITIES

Students in extracurricular school activities **must pass 5 full credit classes** to be eligible to participate in the semester **before** participation **and** be enrolled in at least 5 full credit classes in the current semester of participation. Students in activities must maintain a 2.0 cumulative GPA in order to participate. Those who fall below will be placed on an academic assistance plan. Teacher aides do not receive a full credit.

EXTRACURRICULAR CODE OF CONDUCT

All students participating in school-sponsored activities must meet the rules and regulations stated in the Post Falls High School Parent/Athlete Handbook. This includes athletes, cheerleaders, drill team, flag team, ASB, and others deemed appropriate.

FUNDRAISING

Any Post Falls High School group or club wishing to raise funds for its activity must do the following:

1. Pick up a form and confirm the date with the activity director.
2. Plan fundraising event with class/club advisor.
3. Present form and proposal to student government for approval.

Each class, club, or athletic team is limited to one community fundraiser per year. All money collected as a result of a school activity will be turned in to the high school student accounts secretary and receipted to the proper activity. Prior to spending any school funds, permission must be obtained from the class/club advisor and/or the administration on a purchase order. Soliciting cash contributions from students is prohibited.

SCHOOL DANCES

1. There will be approximately four dances during the school year. The date and sponsoring groups will be decided by the Student Council during their second full meeting.
2. Dances must be sponsored by a recognized organization of the high school.
3. Ten school days prior to the dance, the sponsoring organization will submit a Student Activity Application to the Student Activities Director. Failure to follow procedures will result in a loss of dance request privileges for the following year.
4. Dances will be held from 7:00 p.m. to 10:00 p.m. (except the Prom).
5. A Post Falls High School student body card is required to enter the dance. Guests from other schools will be permitted only at Prom and must be 20 years of age or younger to attend.
6. Doors will be locked forty-five minutes after the start of the dance. Students will not be admitted after that time.
7. Students who leave the dance will not be readmitted.
8. All students will be breathalyzed at dances, including Prom guests from other schools.
9. The school or school organization is not responsible for the personal belongings of those attending the dance.
10. Student discipline codes applicable during the normal school day also apply at all school-sponsored activities, including all school dances.
11. Moshing or suggestive dancing is not allowed.
 - a. 1st offense – warning
 - b. 2nd offense – asked to leave and escorted out of the dance
12. All of the above rules also apply to dances held off school grounds

SCHOOL CLUBS

Alive
ASB/Student Council
BPA
Ceramics Club
Chess Club
DECA
Fellowship of Christian Athletes
Fine Arts Club

Forestry
Friends of Rachel (FOR)
Horticulture
Idaho Drug Free Youth (IDFY)
Improv
International Club
JAMS

Key Club
National Honor Society (NHS)
National Parks Club
Robotics Club
Spirit Club
Yearbook
Young Life

If an elected officer receives a police citation, he or she will be removed from office. Speeding violations are exempt.

ATTENDANCE

ATTENDANCE POLICY

Regular attendance is essential for student achievement; therefore, students may not miss more than 9 days. All non-school-related absences (**including excused absences**) count against the 90% attendance requirement. **In order for an absence to be excused, oral or written communication from the student's parent/guardian should be received within 48 hours of the last day of the absence.** Failure to notify school officials will result in the absence remaining unexcused. Parents are encouraged to submit medical verification of absences. **Students who arrive late or leave campus during the school day must check in or out at the attendance window.** Students who exceed the policy may appeal to the Principal or designee. The teacher's attendance card is the school's official attendance record.

ATTENDANCE CODES

UA - Unexcused Absence
EA - Excused Absence
TR - Truancy
SA - School Activity Excused Absence
UT - Unexcused Tardy
ET - Excused Tardy
AP - Alternative Placement
IH - In-House Suspension
SS - Out-of-School Suspension
NO - Nurses office
LB - Late Bus
TA - Testing
DN - Doctor's Note
PA - Prearranged Absence
IB - In Building

ABSENCES

After three (3) unexcused absences or truancies, the parent will be notified and the student will be assigned a Saturday School. Parents are encouraged to maintain contact with the school in order to keep track of how many absences have occurred.

If a student is going to be absent from school, we ask the parent to call the school office before 9:00 a.m. on the day of the absence.

Parents are encouraged to schedule doctor and dentist appointments before or after normal school hours.

Please note that for your convenience, you may call the school at any time regarding your student's absence. Please call 773-3839, or call 773-0581 at ext. 6312 and leave the following information:

1. Name of the student
2. Date(s) of absence
3. Reason for absence
4. Grade in school
5. Expected length of absence



If your son/daughter has an unexcused absence for one or more periods, you will receive a computerized call at your home. If there is a question as to why your student is absent, call Mrs. Kohoutek (the attendance secretary) at 773-3839 or 773-0581 ext. 6312.

PREARRANGED ABSENCES – The following should be prearranged in the office: **Parental request for trips, vacations, medical/dental appointments, funerals, court appearances, and other planned absences.** Students are to complete a prearranged absence form one week prior to the absence.

UNEXCUSED ABSENCES – If the attendance office is not notified within two days, the absence remains unexcused. All students must check out of school after having attended any part of a class. If a student does not check out through the office, the absence will become a truancy.

TRUANCY – A student is truant whenever he/she is absent from school or class without consent of the student's parent/guardian or school officials. Examples of truancy include but are not limited to: extended restroom breaks, wandering the halls, sitting in the library while class is in session, etc. Students will be considered truant if they do not check in with the attendance secretary when arriving late. Students must check out with the attendance secretary **prior** to leaving to avoid being marked truant. **Parents cannot excuse truantries.**

TARDIES – A student is tardy if he/she is not in his/her seat when the tardy bell rings. Teachers will record each tardy on their attendance records. Students who do not check in will be marked truant.

Tardies will be dealt with as follows:

- 2 unexcused tardies – Detention
- 4 unexcused tardies – In-House suspension w/ call home
- 6 unexcused tardies – 1 Saturday school

Additional tardies will result in continued Saturday school. Failure to attend Saturday school will result in an out-of-school suspension. Tardies accumulate through the semester and do not start over after an in-house suspension or Saturday school.

HALL PASSES – Students should have a hall pass in their possession to be out in the halls or on school grounds during class time. It is the student's responsibility to get the pass from the teacher. Students who abuse hall privileges will have those privileges revoked and be subject to administrative discipline.

DISCIPLINE

DISCIPLINARY ACTION

Disciplinary action is the term used for all forms of corrective action. Disciplinary action includes, but is not limited to:

- ATS Alternative to Suspension
- Counseling
- Parent Conferences
- Home Visitation (if applicable)
- Substance Abuse Education
- Referral to Special Services
- Referral to other agencies
- Work Detail (parent consent)
- Detention
- Saturday School
- Suspension
- In-House Suspension
- Emergency Removal Suspension
- Expulsion

DETENTION

Detention is assigned to students for tardies, disruptive behavior, etc. Failure to attend detention will result in further disciplinary action.



DETENTION AND IN-HOUSE SUSPENSION GUIDELINES

1. Student must be on time.
2. Student must be working.
3. No sleeping, talking, food or drink.
4. All lunches will be eaten in In-House suspension.
5. In-House suspension breaks are for restroom use only.
6. Three in-school suspensions in a semester will result in further disciplinary action.
7. Toys, games, and headphones are not allowed.
8. Student is responsible for tests and assignments in his/her classes the day he/she returns from In-House. Student does not get extra time to make up work. Students should get his/her assignments in advance and work on them in In-House.

SATURDAY SCHOOL (8 a.m. – 12 p.m.)

1. Student must be on time.
2. Student must be working.
3. No sleeping, talking, food, drink, games, toys, or headphones.
4. Saturday School breaks are for restroom use only.
5. Failure to attend Saturday School will result in out-of-school suspension.

SUSPENSIONS

Suspension from school is assigned by the Principal, Assistant Principal or designee. When a student is suspended from school, he/she is not to be on school grounds during the school day. School district policy and Idaho Code provide a process for appeal.

PERSONAL PROPERTY

HALL/P.E./ ATHLETIC LOCKERS

Lockers are the property of the school and may be inspected by school personnel. Having a locker is optional. Students are **not** to trade lockers without office approval and should **not** give locker combinations to anyone. Students should not keep valuables in their lockers.

The school is not responsible for lost or stolen items. Students are responsible for the locker assigned to them, both its cleanliness and its security, as well as for its general physical condition and appearance. Inappropriate pictures posted in lockers will not be allowed. Any writing, graffiti or stickers on the outside of a locker is the student's responsibility to remove, regardless of how it got there. Students who abuse locker privileges will be disciplined.

For added security, students may place an additional lock on their P.E./athletic locker. Locks will be made available to students from coaches or their PE teacher.

PORTABLE ELECTRONIC DEVICES/CELL PHONES

Students who choose to bring portable electronic devices to school do so at their own risk. Students are prohibited from using these items during class time unless specifically instructed by their teacher to do so.

Students who use electronic devices at inappropriate times or without instructor approval will have the item confiscated. The item will be held in the office until a parent/guardian picks it up. Students who refuse to surrender the device will be referred to the office. If a student refuses to surrender the device, suspension will result. Repeat offenses will result in further disciplinary action. Students are not allowed out of class to place or receive cellular calls. School personnel will not investigate the theft or loss of electronic devices. For further information on portable electronic devices, please see the district Internet agreement policy and/or Bring Your Own Device policy.

SEARCH AND SEIZURE

The district retains control over public areas; school property, including lockers, premises, parking lots; and the exterior of vehicles, and may inspect these at any time without notice, consent or warrant. Personal possessions and interiors of vehicles on school property may be inspected if an authorized school official has reasonable cause to believe unauthorized materials are contained inside. Students shall be given the opportunity to be present during a search whenever reasonable and practical under the circumstances. Drug dogs may also be used.



SAFETY/SECURITY

CLOSED CAMPUS

Post Falls High School is a closed campus. Once students arrive on school grounds, they will not be permitted to leave without following proper check-out procedures in the main office. Students leaving school grounds without authorization will be subject to discipline.

VISITORS

All visitors and patrons must check in at the office immediately upon arrival at the school. Visitors are to pick up and display a visitor's pass. **Students are not to have visitors during the instructional day.**

DOORS AND ENTRANCES

During school hours, the main office entrance will remain open. All other entrances will be locked at 8:00 AM. Exterior doors should not be propped open.

IDENTIFICATION

If asked, all students are obligated to give their name, class schedule, and student ID. A student ID card (to be carried at all times) is issued free of charge. The card is used for meals and library services. A current ID is required for all school functions. Replacement ID cards cost \$5.00.

HARASSMENT/BULLYING

Harassment-whether sexual, ethnic, racial, age, religious or handicap-related-will not be tolerated at Post Falls High School. Bullying will not be tolerated. Students subjected to bullying need to report incidents to the office. Students who observe bullying should report it to the office immediately.

HAZING OR INITIATION OF STUDENTS

The administration and staff believe that students, whether at school or an extracurricular activity, should feel welcome and positive about the school and its activities.

Hazing, hazardous, degrading conduct is not allowed. Violators shall be subject to disciplinary action.

Consequences for offending students may include disciplinary proceedings up to and including removal from the school's extracurricular program indefinitely, suspension, or expulsion from school.

VERBAL & WRITTEN THREATS

Written and/or verbal threats of bodily harm to students or staff will be taken very seriously. Any student making a threat regardless of intent, whether jokingly or not-may be subject to suspension. Depending on the severity of the incident, further disciplinary action may be taken, which includes:

- Parent Conference
- Counseling
- Further Suspension
- Notification of Law Enforcement/Citation/Charges
- Expulsion

WEAPONS POLICY

Students who bring guns, knives, or objects construed as weapons onto school property or school-provided transportation or to school-sponsored activities will be subject to expulsion per Post Falls School District Policy and Idaho Code 33-205 and 18-3302D.

INCITEMENT TO DISORDER

Any student who incites an individual or group to commit or engage in disruptive or unsafe behavior is subject to discipline. Fighting on school grounds or at school activities will result in suspension and possible law enforcement action.



DRUG, TOBACCO, AND ALCOHOL POLICY

In compliance with the Drug Free School and Communities Act Amendments of 1989 (PL100-690) Post Falls School District # 273 recognizes its responsibility to maintain a school environment free of drugs, tobacco, and alcohol. Drug dogs will be used periodically to search school grounds.

Possession of alcohol and/or being under the influence of alcohol, tobacco products, electronic cigarettes, illegal or illicit drugs, or drug paraphernalia while on or in sight of district property during school hours or at a school-sponsored activity is in violation of this policy.

Violation of the above policy may result in suspension, action by law enforcement, notification of parents/ guardians, substance abuse education, other consequences as outlined in the Post Falls District policies, or a combination of the above.

PUBLIC DISPLAY OF AFFECTION

Post Falls High School is a professional work environment; therefore, students are to refrain from public displays of affection while on school grounds, including the school building, parking lot, and athletic events. Repeated violations will be considered insubordination, and students will be subject to disciplinary action. Displays of affection beyond holding hands and hugs are not permitted at Post Falls High School.

NONDISCRIMINATION POLICY

The Board of Education is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, handicap, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs, and employment practices.

FREEDOM OF EXPRESSION

State law charges school personnel with maintaining order and discipline among students. Therefore, a student's individual freedom of expression must not interfere with the educational process.

STUDENT DRESS

Post Falls High School is concerned with the health, safety, and wellbeing of students and the avoidance of distractions to learning. Students should adhere to personal cleanliness and neatness. Students are expected to dress in a manner that is conducive to a positive learning environment. The following guidelines are requirements for student dress from the time a student arrives at school until the end of the school day.

- Skirts, shorts, and "skorts" are to be worn just above the knee.
- Sleeveless tops for boys & girls must have 2 1/2 inch straps and not be low cut on the sides.
- Shirt/top necklines that expose cleavage are inappropriate for school and are not acceptable.
- All clothing must remain in place to cover the belly and the buttocks during normal activity.*
- No male or female undergarments should show during normal activity.*

**Normal activity consists of walking, sitting, standing, bending, and/or stretching.*

- Spike collars or bracelets, as well as spikes on backpacks or clothing, are prohibited.
- Hats, caps, visors, hoods, bandanas, sweatbands, and other such items are not to be worn in the building.

Hats worn in the building will be confiscated and not returned until the end of the school year, unless a parent/guardian picks it up.

- Face paint/face masks are prohibited.
- Clothing and jewelry bearing drawings or words related to violence, drugs, tobacco, alcohol, profanity, sexual innuendo, or weapons are not to be worn.

Styles change, and the administration reserves the right to deem any attire inappropriate. If any students are unsure about any article of clothing, they should inquire before they wear it. Students who violate the dress code will remain in the office until appropriate clothing is delivered to them. Repeated violation of the student dress code may result in further disciplinary actions.



STUDENT SERVICES

LIBRARY MEDIA CENTER

Hours 7:20 – 2:40

The library media center has over 12,000 books and 26 computers with databases that provide access to more than 1500 magazines and newspapers, online encyclopedias, and the Internet. These resources may be used for student research. Library materials are checked out for three weeks. They may be renewed for another three weeks. A ten cent per day fine is charged following a 5-day grace period. If the fine is paid when the material is returned, the fine will be cut in half. Fines and overdue notices will be sent to the student's English class at progress and report card times. The librarian, Mrs. McLaughlin, always welcomes additional book suggestions.

FOOD SERVICE/COMMONS AREA

The food service department sells a complete hot lunch daily. Students **must** use their student ID cards to purchase food. Food service personnel can deposit money into a student's food account.

FOOD AND DRINK

Consumption of food and beverages in the classroom is left to the discretion of the teacher. Food and other drinks should not be consumed in the hallways.

GUIDANCE (COUNSELING) SERVICES

Guidance services are open to all students to help them with their academic, career, and personal/social development. Student records and transcripts are maintained and forwarded from the counseling office.

If students wish to see a counselor, they may sign up between classes and their counselor will send for them as soon as possible. A school psychologist and a school nurse are also available to help students. Check with the Guidance Office for information.

COMPUTER AND INTERNET USE

Computers are available for student use for any school-assigned project. Before using the Internet, the student and his/her parent/guardian must read and sign the district's acceptable computer use agreement. It will be kept on file in the library media center. **Students who do not adhere to the guidelines set forth in the Internet agreement will lose their computer privileges.**

LOST & FOUND

The lost & found is located in the main office. Students are encouraged to also check with a custodian or the PE offices for lost items.

TRANSPORTATION

BUS CONDUCT

District buses are provided for transportation to and from school and for activities. Students are reminded that riding the bus is a privilege. School bus infractions are handled by the transportation department.

General Rules:

1. Stay in assigned seats (if applicable).
2. Keep hands, feet, books, and objects to yourself.
3. No swearing, rude gestures, cruel teasing, putdowns, or harassment.
4. Keep voices low.
5. Follow the driver's directions.

PARKING LOT

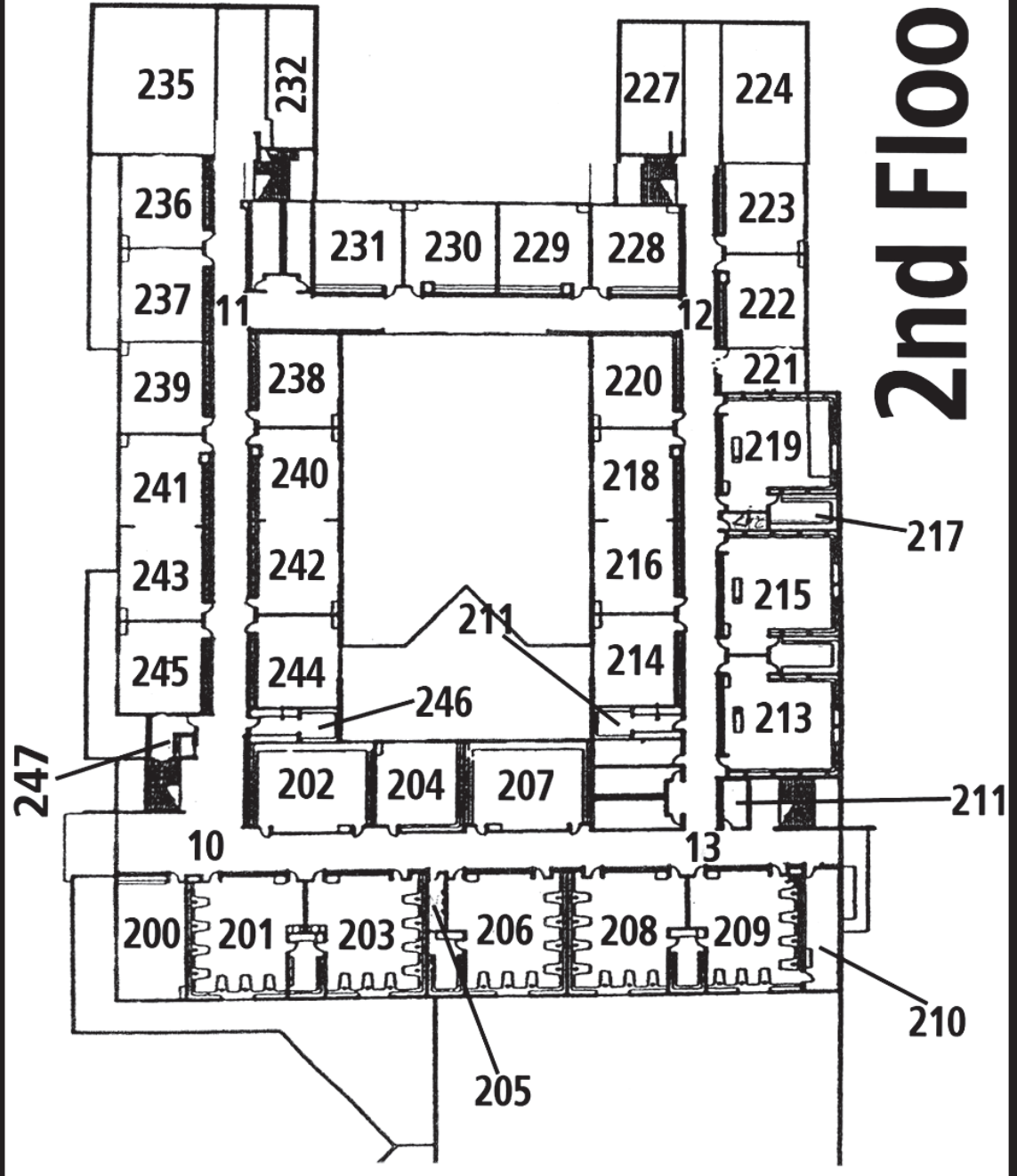
Students are required to park in designated student parking, which is located at the west side of the building. The student parking pass must be visible in the vehicle. Do not block driveways, other cars, or the fire lanes, and do not park around the fire hydrant. Students are not to park in the staff parking area. Any student parked illegally will be towed at the owners' expense. Repeat violators will lose their parking privileges.

Faculty Parking

1st Floor



2nd Floor



POST FALLS SCHOOL DISTRICT 2018-19 DISTRICT CALENDAR

Administrators/Secretaries Return	August 14
New Teachers Return	August 24
All Teachers Return	August 27
Labor Day (No School K-12)	September 3
First Day With Students	September 4
State-Wide In-Service Day (No School K-12)	October 5
End of First Quarter (No School K-12)	November 2
Conferences (No School For Kindergarten)	November 16
Conferences (No School K-12)	November 19
Thanksgiving Break (No School K-12)	November 20-23
Christmas Break (No School K-12)	December 24 - January 4
MLK Day (No School K-12)	January 21
End Of Second Quarter(No School K-12)	January 25
President's Day (No School K-12)	February 18
End Of Third Quarter (K-8) (No School K-8)	March 20
Conferences (No School K-8)	March 21
End of Third Quarter (For 9-12)(No School K-12)	March 22
Spring Break (No School K-12)	March 25 – March 29
Memorial Day (No School K-12)	May 27
End of Fourth Quarter/Last Day With Students	June 6
Last Day For Teachers	June 7
Last Day For Administrators/Secretaries	June 21