

# Silverhill Elementary School

## Student Handbook

2023-2024

Wendy Rodgers, Ed.S, Principal  
Caitlin Foran, Assistant Principal



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**Dear Silverhill Elementary School Families,**

We are very excited about the 2023 - 2024 school year. The administration and faculty believe that a student is most successful in school when the parents and the teacher work together to encourage the child to work and be the best they can be, academically and social-emotionally.

Please remind your child of the following:

- Respect teachers and adults by listening and following directions.
- Cooperate with your teachers in creating a positive learning environment.
- Follow the uniform policy to alleviate distractions.
- Be considerate of others; treat others the way you like to be treated.
- Come to school each day; unless you are sick.
- Complete your classwork and homework to the best of your ability.
- Display appropriate use of Chromebooks and other technology tools.
- Take responsibility for your actions; exercise self-control and self-discipline.
- Take pride in our facility and help to take care of the school property.

This year, we are striving to build commUNITY while making history. We believe that Silverhill's community is rich in tradition, history, and excellence. With that, we look forward to working with the families and businesses of Silverhill to continue fostering relationships that will build strong leaders for the future, just as they have been in years past.

We trust that your experience with our school will be wonderful and that you will find in this school a committed team who works together to help your child become a happy, successful student and leader in a safe environment. Let's work to make this the best year ever!

Sincerely,

Wendy Rodgers, Ed.S.  
Principal

## Leader in Me Letter

Dear Parents,

We are very excited that our school's implementation of "The Leader In Me" is generating such positive results. This initiative is modeled from Stephen Covey's: 7 Habits of Highly Effective People.

"The Leader in Me" empowers students to be in charge of their daily actions and learning. We can see this process positively transforming our school's culture.

We are anticipating a paradigm shift for our students, parents, and the community. So, if your child comes home and is excited about being involved, feeling successful, or just even using better manners – you won't be surprised.

We look forward to working collaboratively to increase student's self-confidence, teamwork initiative, creativity, leadership, problem-solving, communication, diversity awareness and self-directed learning.

Sincerely,

Silverhill Elementary School Lighthouse Team and Student Lighthouse Team

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**Habit 1: Be Proactive** (You're in Charge)

**Habit 2: Begin With the End in Mind** (Have a Plan)

**Habit 3: Put First Things First** (Work First, Then Play)

**Habit 4: Think Win-Win** (Everyone Can Win)

**Habit 5: Seek First to Understand, Then to Be Understood**(Listen Before You Talk)

**Habit 6: Synergize** (Together Is Better)

**Habit 7: Sharpen the Saw** (Balance Feels Best)

## **PTA Blurb**

The Silverhill Elementary School PTA would like to welcome you to the 2023 – 2024 School Year. For those of you who are unfamiliar with us, we are a volunteer organization made up of parents, teachers, administrators, community partners, and support staff who are dedicated to the successful education of our children. The Silverhill Elementary PTA works hard to help make the school year both enjoyable and exciting for students, teachers, and parents.

The purpose of our organization is to aid the students, teachers, and staff by providing support for educational and recreational needs; to promote open communication between administration, teachers, and parents and to encourage Silverhill Elementary School spirit and pride. The PTA uses its resources, both manpower and monetary, to support all the efforts of the staff at our school.

We are looking forward to meeting families, parents, and grandparents that would like to get involved with our PTA this school year. We encourage you to not only join our organization but get involved as well! Everything we do is based on volunteers and we are always looking for those of you to help make a difference in the lives of our children.

You can participate and help us make 2023 - 2024 a great school year. We will need as many volunteers as possible and are flexible enough to work around your schedule. Our group meets tentatively once a month to discuss school activities. This is a wonderful way to find out what is happening at our school from the PTA's perspective. If you are interested in volunteering or have questions, please contact our PTA at [Silverhillpta@gmail.com](mailto:Silverhillpta@gmail.com) or contact the school office at 251.945.5188.

We look forward to getting to know you!  
Silverhill Elementary School PTA

## Silverhill Elementary School Policies

1. Always know how you are getting home before you leave the house.
2. Students at Silverhill Elementary are always in uniform, unless there is a special incentive or approved activity. Only Silverhill Elementary School Spirit shirts may be worn. Our uniform shirt colors are NAVY, WHITE, and MAROON. Students are not allowed to wear t-shirts or shirts with no collars. Spirit shirts may be worn any day of the week.
3. Snacks are \$1.00. We have Ice Cream Fridays most week. The cost for ice cream is \$1.00.
4. Students and families are responsible for making sure that they have lunch money. Students who do not have lunch money may be given an alternative lunch. Please remember to check your child's balance. New prices are printed in this handbook.
5. Electronics (phones, electronic watches, iPods, iPads, MP3 players, etc.) are **not** allowed at school. As much as we appreciate how helpful they are, they are also a distraction during class.
6. Students should not arrive before 7:10 am for school.

School Day Schedule	
School Day	7:45-3:00
Breakfast	7:15-7:45
First Bell	7:45
Tardy Bell	7:50
Dismissal	3:00-3:08
ASCC	3:00-5:30

7. Once your child's transportation is set at the beginning of the school year, changes should be reserved for emergency purposes only. If your child's transportation plans change, a signed note is required from both the giving/receiving parent, on the same bus and same route. For example, if Student A is spending the night with Student B, then Student A's parent will need to write and sign a note giving permission and Student B's parent must also write and sign a note giving permission to spend the night. We are unable to accept any changes by phone. The change must be in writing (note or email) to all 3 of our office staff members and the homeroom teacher prior to 2:00p.m. If you are not able to email, a signed fax may be provided.

The fax number and email addresses follow:

Fax #: 251.945.5116

[sgreed@bcbe.org](mailto:sgreed@bcbe.org)

[mvolovecky@bcbe.org](mailto:mvolovecky@bcbe.org)

[tbaxter@bcbe.org](mailto:tbaxter@bcbe.org)

## **Baldwin County Board of Education Policies**

Eddie Tyler, Superintendent of Baldwin County Schools  
Tony Myrick, Zone 3 Board Member

### **EQUAL OPPORTUNITY POLICY**

It shall be the policy of the Baldwin County Board of Education ("Board") that no student shall be denied the benefit of any educational program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status, or homeless status. A free and appropriate education is available to all students with disabilities. It shall be the policy of the Board that barriers to enrolling and retaining homeless students shall be removed. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

### **GUARANTEE OF A FREE APPROPRIATE EDUCATION**

The Baldwin County Board of Education guarantees the right to a free appropriate education for all school age persons regardless of handicap. The school system will arrange and provide for free evaluation services for any student who is suspected of having a disability and of needing personalized educational accommodations and/or related services. Parents may contact the Office of Student Intervention Services, Section 504 Coordinator, Baldwin County Board of Education for further information and/or to refer their child for evaluation.

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It is the official policy of the Baldwin County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, age or creed, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or employment.

# Silverhill Elementary School and Baldwin County Board of Education Policies

## **Parent Notification that Silverhill Elementary School is a Title I "Schoolwide" Program**

Title I is a federal program designed to help students in our nation's schools. In accordance with the *Every Student Succeeds Act (ESSA)* and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Title I schoolwide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and along with other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

## **Parent Right-to-Know**

In accordance with the Title I program and the *Every Student Succeed Act (ESSA)*, parents, through the Right-To-Know provisions, may request information regarding the professional qualifications of their child's teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child's level of achievement on any state academic assessments.

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## **Attendance**

### **Attendance Law**

The Alabama Compulsory Attendance Laws require children between the ages of seven (7) and sixteen (16) to attend school. The law also states that parents or guardians having control over school-age children are responsible for the child's regular attendance in school and for proper conduct.

### **Requirements to Enter School**

Children entering first grade must be six (6) years old on or before December 31<sup>st</sup> of the same year. A child enrolling in school for the first time in either kindergarten or first grade must present to the principal the following documents prior to enrollment:

- A certified birth certificate
- A valid Social Security card
- A current immunization form – Students presenting a Certificate of Medical Exemption or a Certificate of Religious Exemption are excused from this requirement.
- Proof of residence – Custodial parent or guardian must reside within the area served by the school or have secured a zone variance.
- A recent report card or withdrawal form from the last school attended
- A copy of guardianship papers, if applicable

### **Absences**

Absences are either excused or unexcused. Excused absences are those due to the following reasons:

- Illness of student
- Inclement weather
- Legal quarantine
- Death in the immediate family
- Emergency conditions as determined by the superintendent or principal
- Prior permission of the principal and consent of the parent or guardian, except in emergency situations

### **Late Arrivals**

Promptness to school is very important. The first bell rings at 7:45. Students should be in the gym and ready for the Morning Assembly by the first bell. The tardy bell rings at 7:50. **CHILDREN WHO ARE TARDY TO SCHOOL MUST REPORT TO THE OFFICE.** Admission slips from the office for tardiness is necessary before a child can enter a classroom.

### **Early Dismissals**

Pupils who leave school early for any reason must check out through the school office. Parents must send a written note of permission for any student to leave for any reason other than sudden illness, accident, or similar incident. The nature of

the early dismissal will determine if the absence will be excused. Only an excused early dismissal allows work to be made up.

### **Withdrawal of Students**

The school shall be notified in advance of the impending withdrawal of a student from school. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, lunch payments, and fines should be cleared before the student transfers to another school.

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### **Conduct**

Good discipline is extremely important to the total school program and is vital to the development of citizenship. Teachers are expected to exercise toward students those courtesies which students are required to show teachers.

### **General School Rules**

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for everyone.

- BE RESPECTFUL
  - Be quiet.
  - Follow adult instructions.
  - Be kind to others.
- BE RESPONSIBLE
  - Keep hands, feet, and objects to yourself.
  - Respect the environment.
- BE RESOURCEFUL
  - Report problems to an adult immediately.

### **Bullying/Harassment**

Bullying is when one person picks on or hurts another person again and again. Bullying may include physical attacks, verbal attacks, or exclusion of a student or group of students. At Silverhill Elementary School, we will not tolerate bullying. It is a continuous pattern of intentional behavior. Students who experience this type of treatment from another student should let an adult know right away so that a plan can be put in place to end this type of behavior. We want all of our students to feel safe at school and to enjoy coming to school. We will not allow bullies to prevail.

### **Bus Rules**

Students transported by buses operated by the Baldwin County Board of Education are under the jurisdiction of school officials at all times. Proper conduct on buses is required in order that the safety and welfare of others will not be endangered. Students may be suspended from the bus and/or school by the administration for misconduct on the bus.

- Students are to obey the driver.
- Students shall remain seated at all times.
- Students shall refrain from using unacceptable language or gestures.
- Students shall refrain from physical altercations (fighting, hitting, etc.).
- Students shall not throw objects or debris on the bus or from the bus.
- Students shall not eat or drink on the bus.
- Emergency exits are to be used during emergencies and emergency evacuations drills.
- Students can be prohibited from riding the bus for excessive misbehavior. Riding the bus is a privilege.

### **Change of plans for going home**

The office will not take any messages over the phone for changing your child's way to go home. An email, fax, or personal visit is required to make these changes. This is for the safety of our students and will be strictly enforced.

### **Cafeteria Rules**

- Students enter and leave the cafeteria in a quiet and orderly manner.
- Students will walk at all times.
- Talk softly while in the cafeteria.
- Practice good table manners.
- Quietly line up to return trays.
- No food may be taken from the cafeteria.
- Tables and the floor where you are seated should be free from debris.

### **Hall/Breezeway Rules**



- Walk quietly, always keeping to the right hand side.
- Keep hands, feet, and objects to yourself.
- Keep halls and breezeway areas free of debris.

#### **Restroom Rules**

- Respect the privacy of others.
- Keep the restrooms clean by: flushing toilets, putting paper towels in the trash can, avoid splashing water, and turning off water after use.
- **IT IS VERY IMPORTANT TO WASH YOUR HANDS WITH SOAP AND WATER AFTER BATHROOM USE.**

#### **Suspension and Expulsion**

A principal may suspend a pupil from school for violation of school rules and/or other misconduct. Additionally, a principal may institute expulsion proceedings for repeated violations of school rules or other misconduct, which endangers persons or property or seriously disrupts the educational process.

#### **Suspension and Expulsion of Students with Disabilities**

Suspension and expulsion may be appropriate disciplinary action for a disabled student. If suspension is considered, the principal and the special education teacher must decide whether the offense is related to the disability. A disabled student may be suspended if it is determined that the offense is not related to the disability. A written statement regarding this decision shall be maintained in the school office, with copies sent to the Superintendent, Special Education Office, and Attendance Office.

A student with disabilities may not be expelled (total removal from a student's current education service) from the school for any behavior that has a direct and significant relationship to that student's area of disability. If the IEP Committee determines that the behavior in question does not have a direct and significant relationship to the student's area of disability, the school system may expel the student; however, a complete cessation of educational services is not permissible. Expulsion constitutes a change in placement that requires due process through IEP Committee action.

#### **Sexual Harassment**

The Baldwin County Board of Education recognizes that harassment on the basis of gender is a violation of both federal and state discrimination laws. The Board is committed to providing learning and co-curricular environments that are free from sexual harassment where all students and employees can work together comfortably and productively.

Sexual harassment will not be tolerated from students, employees, or non-employees, including volunteers and suppliers, who have contact with employees and students in the workplace, school, school sponsored events, or in any event sanctioned by the Baldwin County Board of Education.

All students are assured that they may file a complaint or assist in an investigation without fear of retaliation by any Board member, peer, or alleged harasser. Complaints of retaliation will be promptly investigated and perpetrators will be subject to disciplinary action.

*Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such contact has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive learning environment at school, at school sponsored events, or at any event sanctioned by the Baldwin County Board of Education. Forms of sexual harassment include: verbal harassment, such as derogatory comments, jokes, or slurs; physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and derogatory or offensive posters, cards, cartoons, and graffiti.*

#### **Procedure: Pupil Personnel**

1. If any student perceives comments, gestures, or actions from any student, employee or non-employee, including volunteers and suppliers, to be offensive, the student should notify the principal, guidance counselor, or teacher. If a teacher or guidance counselor is aware of the allegation(s), he/she should notify the principal. Principals who become aware of any allegation(s) of sexual harassment will immediately report, in writing, such allegation(s) to the Division Superintendent for Personnel Services.
  2. The Division Superintendent for Personnel Services will promptly investigate any complaints of sexual harassment, and will initiate immediate action to resolve such complaint. No individual will suffer reprisal for reporting any incident of sexual harassment.
  3. Any student or employee who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the disciplinary action will be based upon the circumstances of the infraction. All proven infractions will become part of the student's discipline record or the employee's personnel record.
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### **Conferences**

If you wish to request a conference with your child's teacher, you may contact the teacher through a written note or by calling the school office. Teachers will be available to meet with parents before and after school or during the teacher's planning time. A mutually agreeable time will be set up between the teacher and the parent.

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### **Distribution of materials**

The sale or distribution of any goods or materials on the school campus by any individual or groups of individuals is prohibited unless prior permission has been obtained from the principal of the school. Individuals and/or organizations outside the local school must have written approval from the superintendent.

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### **Emergency procedures**

Fire drills are held on a monthly basis. Tornado drills are held once a semester. An evacuation plan is posted in each classroom and in all areas throughout the school. Teachers will instruct students regarding proper procedures during emergency situations. It is very important that the school office has current information regarding addresses and telephone numbers.

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### **Extended Day - After School Child Care**

The Extended Day Program operates on the same calendar as Baldwin County Public Schools. Program hours are from 3:00-5:30 Monday-Friday except on school holidays. Information concerning enrollment and fees for this service is available through the school office.

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### **MySchoolBucks**

All field trips, fundraisers, fees, fines, etc. or anything bought through the school, will be paid through MySchool Bucks. If you need assistance, please contact the front office at 251-945-5188.

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### **Food Service**

#### **Child Nutrition Program**

A good meal is essential to academic achievement. The school cafeteria serves a well-balanced breakfast and lunch each day we are in session. Breakfast and lunch menus are published monthly. **Breakfast is served from 7:15-7:45 each morning.** Free and reduced price meals are available for students whose parents qualify in accordance with federal, state, and local regulations. Forms can be obtained from the school office.

#### **Breakfast:**

- Paid Students Pre-K-12: \$2.00
- Reduced Students Pre-K-12: \$0.30
- Adult/Children Visitors: \$2.50
- Board of Education Employees: \$2.25

#### **Lunch:**

- Paid Students Pre-K-12: \$3.00
- Reduced Students Pre-K-12: \$0.40
- Adult/Children Visitors: \$4.25
- Board of Education Employees: \$3.75
- Milk prices will remain \$0.50

#### **Snack Bar**

Students will have a time provided each day to enjoy nutritious snacks from home or from our school snack bar. Items sold in the school snack bar will cost \$1.00 each. Students may bring \$1.00 to purchase ice cream on Fridays if there is a desire.

#### **Wellness Policy on Nutrition**

The Baldwin County Board of Education has adopted a new Wellness Policy for the schools. Some highlights that affect our student age group are: It is recommended that parents bring non-food items to celebrations because of the increase of food allergies. Soft drinks are not permitted. Please check with your child's teacher before bringing anything to school for consumption.

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### **Health Related Information**

#### **Accident Insurance**

Neither the local school nor the Baldwin County Board of Education is responsible for students' medical bills which result from accidents that occur during the school day or at school functions. School day accident insurance forms are available in the school office. This insurance must be obtained at the first of the school year.

#### **First Aid**

In case of illness at school, a student is sent to the school nurse. If the student has a fever and/or is obviously sick, the parent/guardian or his designee will be notified and asked to come get the child from school. **STUDENTS MUST BE FREE OF FEVER FOR TWENTY-FOUR (24) HOURS BEFORE THEY RETURN TO SCHOOL. BE SURE ALL TELEPHONE NUMBERS ARE CURRENT ON YOUR CHILD'S ENROLLMENT CARD.** If there is a change to be made, please inform the office in a timely manner. Every effort will be made to notify a parent or his/her designee if a child sustains an injury.

#### **School Nurse**

The school nurse provides opportunities throughout the school year to educate, screen, and evaluate the students in Baldwin County. These programs include, but are not limited to, control of communicable disease, vision, hearing, and dental screening, health and hygiene classes. The "Changing Body Program" is presented to the 5th graders. Scoliosis screening is provided for grades 5-9 (ages 11-14) as required by state law. The school nurse is an experienced professional who is in charge of the health program.

Medications given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. Over-the-counter medications must be signed by the parent, and cleared by the R.N. All medications must be delivered to the school by a parent/guardian and must be in the original container with clear, current instructions.

#### **Severe Health Problems**

The school office and your child's teacher should be given written notice of any chronic health problems such as seizures, asthma, heart problems, and other illnesses or special conditions.

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### **Library**

Students are given the opportunity to go to the school library at least once a week. They are expected to take care of the library books. Students are responsible for paying for lost or damaged books.

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### **PTA/Volunteer Programs**

The Silverhill Elementary School PTA is continuously engaged in activities which are beneficial to our students and the school. Through the cooperation of the PTA, many worthwhile and lasting achievements have been accomplished. Parents and teachers are cordially invited to join this organization and to take an active part in helping to develop the growth of our students. Meetings are held four times each year. A schedule will be announced.

Parents are also encouraged to join a fine group of volunteer moms, dads, grandparents, and other interested individuals who help our school in various capacities. These people are our volunteers. Please call the school office if you are able to participate.

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### **Promotion Standards**

The decision to promote a student is based on the student's performance during the school year. The decision is a professional one and is the responsibility of the teacher and the principal. Parent-teacher conferences are highly recommended for students with academic deficiencies. Students must meet criteria established for each level to be considered for promotion.

#### **Report Cards**

Baldwin County Schools operate on a nine-week reporting system. Parents are encouraged to study their child's report card carefully and to schedule conferences with the child's teacher to discuss any concerns. Please refer to the enclosed school calendar for the dates that are relevant.

#### **Mid-Quarter Progress Reports**

Mid-quarter progress reports will be sent home during the middle of each grading period.

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#### **Retention Guidelines**

Each case of retention in the elementary school should be considered on an individual basis, and the best interest of the child should be given primary consideration. Because of the many variables, it is necessary to rely upon the professional integrity of the teacher and the principal in making decisions based on the best data available. The guidelines which follow are provided to assist principals and teachers in making decisions regarding the retention of students.

Parents should be notified in writing as early as possible that retention is under consideration. Notification should indicate that while promotion is doubtful at that time, substantial progress during the remainder of the year could lead to promotion. Such notification should be sent by the beginning of the third quarter.

1. The decision to promote or retain a child is the responsibility of the principal and the teacher. The teacher should make the initial suggestion, but careful consideration should be given by both teacher and principal. A parent may suggest retention, but the decision is a professional one and should not be made solely on the basis of the wishes of a parent. Parent conferences are highly recommended in all cases under consideration for retention.
2. As a general rule, early retention, particularly in the primary grades, affords the most favorable opportunity for remediation.
3. The decision to promote or retain a child should be based on the child's performance and other factors existing during the school year. Summer school will not be a factor.
4. Kindergarten-Grade 6: Students who do not meet the established criteria for promotion may be retained twice in grades K - 6.
5. A student should not be retained in grade 6, or any lower grade, if he/she will reach their 13<sup>th</sup> birthday during the following academic year.
6. Minimum Grade Standards contain specific content criteria recommended for grade levels 1-6.
7. Students are expected to master the minimum grade requirements in reading, language arts, and mathematics to be considered for promotion. However, in each case of promotion or retention it is of primary importance that the best interest of the child be considered in recommending promotion.

Exceptional Children: The promotion or retention of exceptional children will also be based on the guidelines outlined above. The following criteria are offered as a guide in dealing with special students:

1. The decision to promote or retain a child in a self-contained exceptional class is the responsibility of the teacher of that particular class. The recommendation is outlined in the above policy. Among the factors to consider in the retention of an exceptional child are the student's failure to meet the objectives stated in the IEP and the grades earned in the reporting period.
  2. The decision to promote or retain resource students rests with the regular classroom teacher to whom the child is assigned and with the principal. Resource teachers may be called upon for recommendations and advice to assist the regular classroom teacher and the principal in making a valid decision.
  3. Resource teachers may be called upon to administer regular classroom tests as determined by the IEP. Grades earned on tests should be used in determining promotion or retention on the same basis as they are used with regular classroom students.
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#### **Student Records**

The Baldwin County Board of Education adheres to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding student records. A copy of this policy is available in the school office.

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#### **Textbooks**

Students are allowed to borrow textbooks, and when doing so, parents sign responsibility forms. These books must be properly cared for at all times. If books are lost or damaged, they must be paid for before additional books are issued.

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#### **Visitors on Campus**

For your child's safety and the safety of others, it is necessary for all visitors to report to the school office, sign in, and get a name badge when they first arrive on campus and before going to a classroom. **CLASSES MUST NOT BE INTERRUPTED.** Generally speaking, office personnel will be able to assist you with forgotten lunches, money, books, etc. Visitor passes will be issued from the office. You will be asked to sign in when you arrive and sign out when you leave our campus.

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#### **School Opening and Closing**

Students are expected to be at school and in class on time. **The school campus opens for students at 7:15 each morning.** Classroom doors open at 7:45 a.m. School officially starts at 7:45 a.m. Students not in class by the time the tardy bell rings at 7:50 a.m. are to report to the school office for a tardy slip. Students who walk home, ride their bicycles home, or are picked up by their parents are dismissed at 3:00 each day. Our 1<sup>st</sup> load of bus riders are also released at 3:00. **PARENTS WHO DROP THEIR CHILDREN OFF IN THE MORNING OR PICK THEM UP IN THE AFTERNOON ARE ASKED TO GO THROUGH THE HORSESHOE AREA in front of the flagpole. TEACHERS WILL BE ON DUTY TO ASSIST YOUR CHILD. PLEASE STAY IN YOUR CARS.** If you have business to conduct in the office, please park in the designated areas. Seventh Street is one way during the hours of 7:00-8:30 a.m. and between 2:30 and 3:30 p.m. Please consult the Loading and Unloading Traffic Pattern. **Your cooperation is greatly appreciated as we endeavor to make this a safe time for our students.** A crossing guard is at the corner of Highway 104 and 7<sup>th</sup> St. each morning and afternoon. The Town of Silverhill provides this service.

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#### **Bus Information**

Bus Numbers	
22-20	Christine Babb
22-21	Heather Boehmanm
24-16	Duncan Ponder

## Addendum A

## ADDITIONAL INFORMATION

•Clothing and general appearance may not cause a disturbance or interfere with the instructional program and must not constitute a health hazard.

•Clothing must be of appropriate length and fit. To be acceptable, short pants and skirts must extend beyond either the finger tips when the student extends arms downward along the sides or reach the mid -thigh whichever is longer.

•Pants must completely cover underwear. Low cut pants, sagging pants, pajama pants etc. are prohibited. Excessively baggy or excessively tight-fitting clothing is prohibited.

•Shirts must completely cover the midriff area when sitting and standing and expose no cleavage.

•Adornments that could reasonably be perceived as weapons or used to inflict harm (i.e. chains, spikes, etc.) are prohibited.

•Gang related apparel is prohibited at all times at any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal.

•Heads must remain un-covered in the building.

•Students who transfer from other school districts will be given five (5) days to come into compliance with the dress code.

•Schools may use t-shirts on field trips or spirit day as approved by the principal.

•Students are prohibited from wearing any clothing items and/or accessories (including accessories) that:

- Are lewd, offensive, vulgar or obscene,
- Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
- Contains fighting words or incites criminal activity, or
- Can reasonably be expected to cause a material or substantial disruption of, or interference with, normal school operations.

**\*\*Revised May 2022**

Baldwin County Public Schools Elementary Uniform Policy and Compliance Code 2023-2024	
Elementary Grades K - 6	Compliance Code
	1 <sup>st</sup> infraction: Warning and parent notified
	2 <sup>nd</sup> infraction: Referral to office and parent notified
	3 <sup>rd</sup> infraction: Detention
	4 <sup>th</sup> infraction & subsequent: One day suspension and parent notified
TOP	BOTTOM
<p><u>White or Navy</u> Collared shirt with sleeves or turtleneck. School color polo as approved by the principal. Small unobtrusive logo is permitted</p>	<p><u>Khaki or Navy Blue</u> Pants, shorts, skirts, capris, jumpers or Dresses (corduroy fabric and "blue" denim also permitted)  Jeggings, leggings, or tights are permitted under shorts, skirts, or dresses but not alone as bottom attire. Jeggings, leggings and tights should be solid in color.</p>
Undergarments	Footwear
Undergarments, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited except as approved by Principal for an identified "Pajama Day."	Footwear must be worn at all times and have a fully enclosed toe. Slip on shoes, such as "Crocs," are not recommended as they present a safety concern during portions of the day when children are engaging in physical activity.
Outerwear- Jackets, Sweatshirts, Coats and Sweaters	
Jackets, coats, sweaters, and sweatshirts may not have lettering; logo(s) of alcohol, tobacco, and/or controlled substance; nor pictures, symbols, or artwork that might be offensive in nature and cause a disruption to the educational process. They are considered outerwear and must be worn with a uniform shirt.	
<b>ITEMS NOT ALLOWED</b> Wind Pants/Sweatpants, velour pants, tights, yoga pants, over-sized clothing, overalls, bellbottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes, sleeveless shirts, overcoats, or trench coats.	
<b>KHAKI</b> is defined by Baldwin County Public Schools to be <u>light tan in color</u> .	
Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The local school principal will be the final authority for determining appropriate dress within the framework of the policy.	

## Addendum to the Handbook

Disciplinary actions dealing with threats, whether deemed **serious** or just **joking**, will be handled consistently and in a timely manner by the administration of Silverhill Elementary School.

Specifically, **actions that create panic, fear and chaos will not be tolerated at any grade level.**

Please note the following procedures and consequences stated below:

### Kindergarten – Third Grade

- 1<sup>st</sup> occurrence – 1 day suspension.
  - ✓ Call parents and schedule a re-entry conference.
  - ✓ Notify SRO
  - ✓ School counselor meet with all students involved.
  - ✓ Digital history checked on Chromebook or laptop reviewed
  - ✓ Notify parents of the student(s)/victim(s) involved in the situation.
- 2<sup>nd</sup> occurrence – 3 days suspension.
  - ✓ Re-entry conference with parents and SRO present.
  - ✓ Alta Pointe referral will be offered.
  - ✓ School counselor meet with all students involved.
  - ✓ Digital history checked on Chromebook or laptop. If concerns are evident, the system technology department will be notified for a deeper investigation.
  - ✓ Notify parents of the student(s)/victim(s) involved in the situation.
- 3<sup>rd</sup> occurrence – Contact Assistant Superintendent or Superintendent for additional guidance.

### Fourth – Six Grades

- 1<sup>st</sup> occurrence – 3 days suspension.
  - ✓ Re-entry conference with parents and SRO present.
  - ✓ School counselor meet with all students involved.
  - ✓ Digital history checked on Chromebook or laptop. If concerns are evident, the system technology department will be notified for a deeper investigation.
  - ✓ Notify parents of the student(s)/victim(s) involved in the situation.
- 2<sup>nd</sup> occurrence – 5 days suspension.
  - ✓ Re-entry conference with parents and SRO present.
  - ✓ Alta Pointe referral will be offered.
  - ✓ School counselor meet with all students involved.
  - ✓ Digital history checked on Chromebook or laptop. If concerns are evident, the system technology department will be notified for a deeper investigation.
  - ✓ Notify parents of the student(s)/victim(s) involved in the situation.
- 3<sup>rd</sup> occurrence – Contact Assistant Superintendent or Superintendent for additional guidance.

*\*Please note – IEP Teams will have the final decision for students receiving Special Educations services*

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\*Signatures do not indicate approval of procedures, only that notification has been disseminated. Please sign, date and return to your student's homeroom teacher.

# Silverhill Elementary School Student Handbook Agreement

2023-2024



*Information contained in this handbook is subject to change because of the submission date of printing OR change in policy.*

**Both my student and I have read, reviewed, and discussed the contents of this handbook. After reading the handbook, please sign below and turn in to your homeroom teacher the first week of school.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date



# Silverhill Elementary School

## School Parent Compact

Silverhill Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year 2023 - 2024.

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### **School Responsibilities**

#### **Silverhill Elementary School will:**

**1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

- Recruiting highly qualified staff members
- Considering the ratio of children to teacher
- Providing an effective schedule that drives instruction
- Building a strong teacher-mentor program
- Ensuring the physical environment is safe
- Follow State and local curriculum/pacing guides during collaborative planning

**2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:

All teachers should hold a parent-teacher conference with each student's parent during the school year. Documentation of the conference should be kept on file.

**3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

- Mid-Quarter Progress Reports will be provided.
- Quarterly Report Cards will be provided.
- Weekly Behavior Reports will be provided.
- Quarterly reports of benchmark assessments will be provided.
- Daily parent communication folders sent home

**4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

- Before school
- After school
- During school at a predetermined time outside of instructional times
- Will be available to meet with parents at a time that is convenient for them.
- Encourage consistent communication through journaling, e-mail, and phone contact.
- Coordinate communication efforts with other staff to support the success of each child.

**5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:

Classroom observations may be coordinated through the homeroom teacher. Activities may be coordinated through the classroom teacher and/or PTA Board.

## **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- *Monitoring attendance.*
- *Monitoring grades frequently using INow.*
- *Providing a quiet time and place for homework, as well as monitoring the amount of television their children watch.*
- *Making sure that homework is completed.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on advisory groups, such as Title I advisory committees and parental involvement committees.*

## **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Come to school every day ready to learn and work hard.*
- *Know and follow school and class rules.*
- *Believe that I can learn and be successful in school.*
- *Discuss with my parents the events of my school day.*
- *Have a positive attitude toward self, others, school, and learning.*
- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Demonstrate Digital Citizenship and online safety.*

\_\_\_\_\_  
School Representative Signature

\_\_\_\_\_  
Parent Signature(s)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date