Silver Lake Elementary School

Student Handbook

2026-2027

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The Mission of Silver Lake Elementary School is:

To build on our tradition of excellence while providing students with opportunities designed to meet individual needs and to ensure that every child has experiences that promote growth in each area of development. Through mutual respect, our school community will grow and learn in a positive atmosphere where faculty, staff, parents, and students together are enthusiastic about the teaching/learning process.

LEARNING POLICY

Students at every grade level will be expected to master certain important objectives in each subject area. Assignments will be focused on learning these objectives and must be completed in a proficient manner. In order to ensure mastery, staff will communicate consistently with parents about student progress. If needed, additional learning opportunities will be offered.

PURPOSE OF HANDBOOK

This handbook contains general information of interest to the student body of Silver Lake Elementary School. It has been prepared as a service to students, parents, and school personnel in the hope that it may answer some questions pertaining to the school program.

NON-DISCRIMINATION STATEMENT

In compliance with Title II and Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and all other Federal, State, and District laws, regulations, and policies, the Board of Education of Silver Lake USD 372, Shawnee County, Kansas, hereby resolves not to discriminate on the basis of age, sex, race, color, national origin, or handicap in employment, admission, access, educational programs, or activities that it operates. Silver Lake USD 372 will comply with both the letter and intent of the law in making certain discrimination does not exist in its policies, regulations, and operations.

MEDICATION

Medication (prescription and over-the-counter) may be administered as delegated by the district nurse under the following conditions:

Prescription Medication:

- A written physician order and signed parental consent are on file in the school office. Physician's orders must include the medication name, dosage, schedule, anticipated number of days to be administrated, reason for the medication, and the side effect of the medication. (Prescription medication in an original, properly labeled container may be substituted for the physician's written permission if the medication is to be given for two weeks or less.)
- All medication must be brought to school in the original container and be appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and the times to be administered. Two containers, one for home and one for school may be requested from a pharmacist.
- Only oral administration of medication will be permitted, except in emergency situations. Delegated unlicensed assistive personnel may monitor administration of insulin. However, unlicensed personnel may not give insulin interjections.
- Any change in the type of medication, dosage, and/or time of administration must be accompanied by a written physician's order and parent/guardian permission.
- All medications must be kept in a locked cabinet in the health office.

- The building principal will have final authority to revoke medication privileges.
- Permission for the supervision of prescription medication expires at the end of each school year.

Non-Prescription Medication (Over the Counter):

- Non-prescription medications include, but are not limited to, Tylenol, Advil, cough drops, and Midol.
- Written parental consent must be on file in the school health office.
- Information that must be included in the consent includes medication name, dosage, schedule, anticipated number of days to be administered, reason for the medication, and side effects of the medication.
- Non-prescription medications must be in the original container. They will be administered per the package directions on the label, unless accompanied by a written doctor's order.
- All medications must be kept in a locked cabinet in the health office.
- The building principal will have final authority to revoke medication privileges.
- Permission for the supervision of non-prescription medications expires at the end of each school year.

Self-Administration of Asthma Inhaler/Epi-Pens:

The self-administration of medication used for the treatment of anaphylactic reasons or asthma is permitted for students K-12 if the students meet the following criteria:

- A written physician's order and parental consent are on file in the school health office. Written consent must include the name and purpose of the medication, the prescribed dosage, the conditions under which the medication is to be self-administered, any additional special circumstances under which the medication is to be administered, and the length of time for which the medication is prescribed.
- The written consent from the physician and parent or guardian will also show that the student has been instructed on self-administration of the medication and is authorized to do so in school.
- The medication will be brought to school in the original container appropriately labeled by the pharmacy or physician, with the student's name, the medication name, dosage, and times to be administered. It is recommended that the pharmacy label be applied to the mouthpiece of the asthma inhalers rather than the box. This helps in the identification of inhalers that might be lost or misplaced.
- The school district and its employees are not liable for lost or misplaced inhalers or epi-pens.
- Permission for the self-administration of asthma inhalers and/or epi-pens expires at the end of each school year.

COMMUNICATION WITH STAFF

Staff may be called before or after school. At the beginning of the school year, individual classroom teachers will provide families with additional times they will be available for phone calls. Please allow 24 hours for staff to return emails and/or phone calls. Staff are only permitted to communicate with students and families through methods approved by the Silver Lake Board of Education.

CONCERNS

Silver Lake values the partnership between families, the community, and the school. If at any time there is a concern, that should be taken first to the classroom teacher. If a solution cannot be agreed upon, the concern should then be brought to the principal.

ATTENDANCE

It is the policy of the school board to encourage regular attendance at school by all students. The parent or guardian should notify the school by 8:30 am the day that the student is absent. Please inform the office at this time about picking up homework. If the office does not hear from you, the school will contact the parent as to the child's whereabouts.

The student is responsible for making up work missed due to any absence. In making up homework, one school day will be allowed for each day of absence. A valid excused absence is a parental consent for missing school under the following circumstances:

1. Attendance of a funeral for a family member.
2. A medical or dental appointment for treatment.
3. Necessary work for parents.
4. Illness.
5. Other excuses acceptable to the principal.
   Examples of such excused absences would be "take a child to work' day or paging for the legislature.

No absence will be counted for school sponsored activities, but work must be made up.

Students arriving late for school or departing early should check in and/or out through the office. In case of student illness, a parent will be called to make necessary arrangements for health care.

Any absence that does not meet the above qualifications will be marked unexcused. Multiple unexcused absences may result in truancy.

TARDY POLICY

School begins promptly at 8:00 am. It is important for students to be at school on time. If a student reaches three unexcused tardies within a nine-week period, the school will contact the family to arrange a meeting.

SCHOOL HOURS

School begins at 8:00 am. Students arriving prior to 7:50 am should report to the gym for supervision. After the 7:50 am bell, students should report to their homeroom. School is dismissed at 3:10 pm. All students are required to be out of the building by 3:15 pm unless conferring with a teacher.

DISCIPLINE POLICY

School-Wide Rules

1. Keep hands, feet, and objects to yourself.
2. Respect all school personnel and all school property.
3. No put-downs, no offensive language, or inappropriate gestures.
4. Walk quietly on the right side of the hallway.
5. Bullying (physical, verbal, or subtle) or the encouragement of bullying will not be tolerated.
6. Adhere to all playground rules:
    a. Obey all school personnel on the playground.
    b. Play safely and courteously.
    c. Stay away from vehicles on the playground.
    d. Tag may be played only on the grassy areas.
    e. No fighting.
    f. No personal toys.
    g. Do not go back in the building until time to go in.
    h. No food, gum, or candy on the playground.
    i. Stay in sight of the playground supervisor.
    j. No playing with sticks or rocks.
    k. Leave the trees and light poles alone.
    l. No sliding on the ice or snowball throwing in the winter.
    m. Do not crawl up swing set poles.
    n. Stay off the top of the equipment.
    o. Swing straight on swings – no twisting, holding hands, standing, or swinging sideways, or jumping from swings. Do not save swings. Students are not to push or pull others on the swings.
    p. Stay on the blacktop when the ground is muddy.
    q. Only one-hand touch football is allowed.

Consequences (per semester):

Level I
First Time:
- Student, Parent, Principal conference (can be in person or by phone)
- Restorative Conversation with other parties involved
- Restoration as appropriate

Additional Times:
- Student, Parent, Principal conference (can be in person or by phone)
- Student Safety or Behavior Contract created (will outline any future consequences for infractions)
- Restorative Conversation with other parties involved
- Restoration as appropriate
- After-school detention (one hour today or tomorrow). The student is to call a parent and make transportation arrangements in the presence of office personnel. Detention form copies are to be sent to the parents, kept in the office, and given to the detention room teacher who will send the report to the originating teacher. While in the detention room the student will complete a

form reflecting on what they did wrong. This form will be taken home and returned with a parent signature.

Level II
After a specified "Severe" incident.

- In school suspension for up to two full days.
- Student, Parent, Principal conference (can be in person or by phone)
- Student Safety or Behavior Contract created (will outline any future consequences for infractions)
- Restorative Conversation with other parties involved
- Restoration as appropriate

Level III

After a specified "Severe" incident.

First Time: Out of school suspension for the next school day.

Second Time: Out of school suspension for the next three school days.

Third Time: Immediate extended term suspension pending a hearing regarding expulsion of the student for the remainder of the semester.

SEVERE INCIDENTS

In the following instances of severe behavior, the normal progression through the levels will be interrupted and special consequences will apply:

1. **Assault of an Employee**: Report to police and minimum of Level III.
2. **Assault with a Weapon**: Report to police and minimum of Level III.
3. **Blanket Defiance of Authority**: Minimum of Level II.
4. **Fighting**: Minimum of Level II.
5. **Stealing or Destruction of Property**: Minimum of Level II and reimbursement of cost.

SUBSTITUTE TEACHER

If a substitute teacher writes a student's name down for misbehavior and leaves it for the regular teacher, that student will receive consequences in the regular progression as outlined above. If the substitute teacher finds it necessary to send the student to the office for discipline, the minimum consequences will be Level I.

DRUG FREE SCHOOLS

The schools in Shawnee County are committed to the education of every student in drug/tobacco/alcohol abuse awareness and pledge to work cooperatively to achieve zero tolerance of abuse in this county. Silver Lake District 372 will actively enforce this policy.

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully possess, manufacture, distribute, dispense, possess, or use illicit drugs, tobacco, controlled substances, or alcoholic beverages on school district property or at any school activity. Any students violating the terms of this policy shall be reported to the appropriate law enforcement officials and shall be subject to the following sanctions:

First Offense

1. A punishment up to and including long-term suspension with possibility of expulsion.
2. Suspension from all student activities for a period of not less than ten school days.
3. As a condition of re-admittance to school following this violation, the student will be required to undergo a complete drug and alcohol analysis at an acceptable program. (Names of acceptable programs are on file with the board clerk.)

Second Offense

1. A punishment up to and including long-term suspension, with possibility of expulsion.
2. Suspension from all student activities for a period of not less than thirty school days.
3. A student placed on long-term suspension under this policy may be readmitted on probationary status if the student agrees to complete a drug and alcohol rehabilitation program at an acceptable program, with proof of program admittance. (Names of acceptable programs are on file with the board clerk.)

Third and Subsequent Offenses:

1. A punishment up to and including expulsion from school for the remainder of the school year.
2. Suspension from participation and attendance at all school activities for the year.
3. A student who is expelled under the terms of this policy may be readmitted during the term of the expulsion if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program, with proof of program completion. (Names of acceptable programs are on file with the board clerk.)

Students who are suspended under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with the names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

SUSPENSION

High personal standards of courtesy, morality, honesty, and wholesome relationships with others are expected at Silver Lake Elementary School. Students shall respect constituted authority by conforming to school rules and regulations and those provisions of law, which apply to the conduct of juveniles or minors. Student conduct shall reflect consideration for the rights and privileges of others.

Pupils may be suspended or expelled for the following reasons:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school;
3. Conduct which substantially impinges upon or invades the rights of others;
4. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or by any criminal statute of the United States;
5. Disobedience of an order of the teacher, peace officer, school security officer or other such authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or substantial and material impingement upon or invasion of the rights of others.
6. Fighting

There are two types of suspensions…short term and long term. A short-term suspension may be for a period not exceeding five (5) days and a long-term suspension may be for a period in excess of five (5) days but not to exceed the remainder of the semester. An expulsion cannot be for a period longer than a year. Short-term suspension may be imposed after a hearing in which the pupil is given the reasons for the suspension. Short-term suspensions require that the pupil and his parents or guardian be notified of it in writing within 24 hours after the suspension has been imposed.

It is the principal's decision as to whether a short-term suspension will be in-school or out of school.

SCHOOL VIOLENCE

As we all know, sometimes-disgruntled persons plan violent acts against the school or the students. Persons may report impending school violence, by calling the **Kansas School Safety Hotline, 1-877-626-8203 or completing the Suspicious Activity Report at kbi.ks.gov/sar. Any report of suspicious activity is investigated by the KBI who acts accordingly.**

COLD WEATHER RECESS

We want our students to play outdoors in the fresh air. Generally, if a child is able to come to school, he/she is able to go to recess. A doctor's note must be provided for a student to stay indoors. In cold weather, no recess will be held outside if the temperature or wind chill is 35 degrees or below.

BAD WEATHER

During the school year, if it is necessary to either dismiss school early or not to have school because of bad weather, parents and students will be informed by Topeka radio station WIBW (AM 580); TV stations Channel 13, 27, or 49; and/or USD 372 Social Media accounts.

PERSONAL ELECTRONIC COMMUNICATION DEVICES

Per Kansas Law and Silver Lake Board Policy, the use of any personal electronic communication device during the school day is prohibited, unless for approved medical reasons. The school is not responsible for lost or damaged items. Violations will be handled per the consequences outlined above. These items include cell phones, smart watches, and earbuds.

SCHOOL TRIPS

Students who go on a school sponsored trip must ride the school transportation unless they ride with their parents. If a student misbehaves while on a school trip, they will forfeit the opportunity to go on the next school trip that year.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are held during the fall and spring semesters, and parents are encouraged to take advantage of this opportunity to visit with the teacher about the child's progress. Teachers will make sure they are available for parent-teacher conferences and will work to make themselves available at the parents' convenience.

SAFETY DRILLS

Per Kansas law, a minimum of nine safety drills will be conducted each school year, documented, and submitted to the state fire marshall. These will include, at minimum, four fire drills, two tornado drills (September and March), and three crisis drills. Planned drills will be announced to staff and parents at least 24 hours in advance. Students and visitors in the building will also be made aware of the upcoming drill. All procedures will be taught in advance to students and reviewed immediately prior to the drill.

LOCKERS

Lockers will be assigned to all students in the sixth grade. Students are asked not to write or stick items on the inside or outside of the lockers. These lockers are school property and may be checked at any time by school authorities.

NON-RESIDENT STUDENTS

Non-resident students shall not be permitted to attend USD 372 schools unless approved by the board of education. The following guidelines shall be utilized in determining the approval for admission as a non-resident student:

1. Staff, facilities, equipment, and supplies are available, and enrollment of the non-resident student will not create crowding in any class or activity.

2. Application for attendance as a non-resident student must be made in writing to the superintendent and approved by the board annually. Application, approval, and count date established each year by the Kansas State Department of Education.

3. A student who has been suspended or expelled in another district, or who is voluntarily withdrawing from school in another district for disciplinary reasons will not be admitted as a non-resident student. With each application, the administration shall file a report of academic performance, disciplinary status, attendance, attitude, and effort, and these, in addition to availability of resources, will be the basis for approval or non-approval.

TECHNOLOGY POLICIES

Use of Silver Lake USD 372 technology, computers and networks must be consistent with the educational outcomes of the Silver Lake School District and in support of education and research. It is the user's responsibility to access files that are consistent with the learning outcomes for Silver Lake USD 372.

<u>Unacceptable Use</u>

1. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. Transmission of any material in violation of any United States or State of Kansas regulation is prohibited. This includes, but is not limited to, copyrighted materials and threatening or obscene material.
3. Vandalism is not acceptable. Vandalism is defined as any malicious attempt to harm, modify, or destroy data or equipment.
4. Harassment is not acceptable. Harassment is defined as the persistent annoyance of another user or the interference with another's work.
5. Use of the network to access or process materials inconsistent with the learning outcomes of the district is not acceptable.
6. Downloading or installing programs onto network computers without permission of the district technology coordinator is prohibited.
7. Erasing, changing, renaming, or making unusable anyone else's computer files, programs, or storage media is not acceptable.
8. Sharing passwords or log in information with other users is prohibited.
9. Any other process or act, which results in the disruption of computer services, is prohibited.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. Users are expected to be polite and to use appropriate language. Users should never reveal their personal information or that of others. Email privacy is not assured, and school personnel do have access to such email. Users are expected to use the network in such a way that they do not disrupt its use by others.

No Warranties

Silver Lake USD 372 schools and staff make no warranties, either expressed or implied, that the network and equipment will be error free or the system will be uninterrupted. Nor shall the school and/or staff be liable for any direct, indirect, incidental, or consequential damages (including lost data, information, or files) sustained or included in connection with the use, operation, or inability to use the system.

Procedures

Student users must always get permission from their instructors before using the network or accessing any specific file or application including the Internet.

Encounter of Controversial Material

Users may encounter material, which is controversial, and which users, parents, teachers, and/or administrators may consider inappropriate or offensive. On a global network, it is impossible to effectively control the content of data. It is the user's responsibility not to initiate access to such material and to exit from that material and inform the instructor promptly if it is encountered.

Intellectual Freedom

Because the Internet is an open forum for expression, including viewpoints that are unusual, unorthodox, or unpopular, the District is not responsible for the expression of personal opinion on the network. Any statement of personal belief is understood to be representative of the author's individual point of view and not that of Silver Lake USD 372.

LIBRARY USES AND SERVICES

1. No material should be taken from the library unless it is properly checked out from the circulation desk.
2. All books will be checked out for a two-week period and can be renewed for an additional two weeks.
3. If library materials are lost or damaged beyond repair, parents will be notified and reimbursement required.
4. Further rules and regulations concerning the use of the library will be made at the discretion of the librarian.

STUDENT DRESS POLICY

Appearance affects the learning environment. Neatness, decency, and good taste are emphasized.

1. All clothing should be worn in such a manner as to cover undergarments.
2. Garments with obscene or suggestive writing or pictures may not be worn.
3. Garments with drug, beer, tobacco, or other alcohol themes or pictures may not be worn.
4. Hats should not be worn in the building.

SCHOOL BREAKFAST AND LUNCHES

A well-balanced breakfast and lunch will be served each day. For the 2026-2027 school year, breakfast will be $2.15, and lunch is $3.35 for students. Should a student pack a lunch and need to buy a milk a la carte, they will be charged $0.55. Adults may also purchase meals for a fee. Adult breakfast cost is $3.50 and lunches are $4.95.

STUDENT ETHICS CODE

As a member of the student body of Silver Lake Elementary School, I will do my best to act responsibly and abide by the rules of our school. I promise to show respect and consideration to my fellow classmates, my teachers, and school employees and to visitors who come through the doors. I will accept responsibility for my own actions and will strive at all times to be a positive role model for those around me. I pledge never to lie, cheat, or steal and understand that if I do I will face serious consequences. In addition, I understand that if I witness any of these activities by others it is my responsibility to inform my teacher or other responsible adult. I understand that my personal actions have a direct impact on the atmosphere of our school, and I am committed to my role in keeping Silver Lake Elementary School a positive place to be.

PARENT ETHICS CODE

As a parent of a student at Silver Lake Elementary School, I will do my best to encourage and guide my child to act responsibly and abide by the rules while he/she is at school. I pledge to instill in my child the importance of showing respect and consideration to fellow classmates, teachers, and school employees and to visitors of the school. I will teach my child to accept responsibility for his/her own actions. I will strive to provide a home environment that fosters the development of a conscientious and self-confident individual, and I will try at all times to be a positive role model for that progression. Under no circumstances will I tolerate lying, cheating, or stealing by my child, and I will encourage them to report such activities if they become aware of them by fellow students.

BOARD APPROVED BULLYING POLICY JDDC

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. Approved: July 9, 2008.

USD 372 PARENT/GUARDIAN CLASSROOM VISIT GUIDELINES

School Visitation

- Parents/Guardians may visit their child(ren) anytime during the school day in the office.
- Parents/Guardians may request to observe in their child(ren)'s classroom. Please make the request at least 24 hours in advance.
- Parents/Guardians may schedule a visit to eat lunch with their child(ren).
- Parents/Guardians may schedule a visit to their child(ren)'s recess time. All visits, except office visits, require a visitation planning meeting.

Classroom/Lunchroom/Recess Visitation Planning Meeting

- Parents/Guardians who want to observe their child(ren) in the classroom setting must contact the teacher and administrator (general and/or special education) to schedule a **classroom visitation planning meeting**. The purpose of this meeting is to identify the goals and purpose of the classroom visit:
    - If there is something specific parents/guardians want to observe, please share it at this meeting.
    - At the meeting, the administration will review the visitation guidelines (see below) and answer any questions to help ensure a positive and productive experience.
- Parents/Guardians who want to eat lunch with their child(ren) must contact the building principal to discuss visitation guidelines (see below) and the appropriate time for arrival.
- Parents/Guardians who want to observe a recess must contact the building principal to discuss guidelines (see below).

These planning meetings can be face-to-face, via telephone, email, or Zoom.

Classroom Visitation Guidelines

- To reduce the possibility of distractions and potential disruptions to the learning environment, it is recommended that, in most situations, classroom visits be limited in duration (approximately 30 minutes, depending on age level) and limited occurrences (approximately once per quarter, excluding class parties and other special events).
    - If there is something specific to be observed that will take longer and/or need to be observed more often, this will be taken into consideration on a case-by-case basis.

    - At the classroom visitation planning meeting, the parent/guardian and teacher/principal will work together to decide the length and frequency of classroom visits and observations as appropriate.
- Arrival and Classroom Visit Procedures:
    - Upon arrival at the school, check-in is required at the front office.
        - The office staff may require the parent/guardian to wait until an appropriate transition time to enter the classroom. Thank you in advance for your patience, cooperation, and understanding.
    - While providing an opportunity to observe your child, respecting the privacy of others in the classroom is vitally important.
        - As such, please do not audio record, take pictures, and/or video record any portion of your observation/classroom visit.
        - Please consider leaving your phone in your car.
    - Please do not take notes about other students or discuss other students with anyone.
    - When observing in the classroom, please sit quietly in the designated area.
    - Please do not talk to or interrupt the teacher or students at any time.
    - If questions arise during or after your observation, please request a meeting with the teacher and administrator (general and/or special education) to share your questions or comments.

Lunchroom Visitation Guidelines

- Parents/Guardians must report to the office and will be ushered to their child(ren) in the serving line.
- Parents/Guardians will not be permitted to share any food brought with them with other children.
- Parents/Guardians must exit the building following the lunch period with their children.

Recess Visitation Guidelines

- Arrival and Recess Visit Procedures:
    - Upon arrival at the school, check-in is required at the front office.
        - The office staff may require the parent/guardian to wait until an appropriate transition time to be ushered to the playground. Thank you in advance for your patience, cooperation, and understanding.
    - While providing an opportunity to observe your child, respecting the privacy of others in the classroom is vitally important.
        - As such, please do not audio record, take pictures, and/or video record any portion of your observation/classroom visit.
        - Please consider leaving your phone in your car.
    - Please do not take notes about other students or discuss other students with anyone.
    - When observing the recess, please allow your child to engage in social playtime with peers.
    - If questions arise during or after your observation, please request a meeting with the teacher and administrator (general and/or special education) to share your questions or comments.

Safety Procedures

- Any visitor to the building may be asked to leave at any time by any school staff for the safety and well-being of students.
- Visitors must comply with the directions and directives provided by school staff.