



Silver Lake Elementary School

Student Handbook

2023-2024

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The Mission of Silver Lake Grade 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.

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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 facilitate the learning:

1. If a student in grades 3 through 6 has incomplete or unacceptable work, the student will be assigned to a mandatory study hall during lunch period. Assistance will be provided to assure that the student learns the objective being considered.
2. If a student in grades 3 through 6 has incomplete work, the student will be assigned to Alternative Learning Time (ALT) until work is completed in an acceptable manner. The student will contact his or her parent to inform them of the assigned ALT. This is not optional. Siblings will not be allowed to stay with the student.

PURPOSE OF HANDBOOK

This handbook contains general information of interest to the student body of Silver Lake Grade 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 administered, 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 injections.
- 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.

CALLING TEACHERS

Teachers may be called before or after school. At the beginning of the school year, individual classroom teachers will provide students with additional times they will be available for phone calls.

COMPLAINTS ABOUT PERSONNEL

Any complaints regarding a professional employee made to an administrator or district board of education member by any parent, student, or other person against a professional employee, who the board or its designee(s) determines should be placed in the professional employee's performance evaluation, shall be promptly called to the professional employee's attention. The professional employee shall receive a copy of any complaint unless such complaint is oral, in which case a written record of the complaint will be provided. The professional employee shall have the opportunity to answer the complaint verbally or in writing. The professional employee's response shall be communicated to the complainant by the board or its designee and shall be attached to any retained record of the complaint. No material derogatory to the professional employee shall be placed in the professional employee's personnel file unless the professional employee has had the opportunity to review and respond. Due process will be followed for all professional employees. Whenever a complaint regarding a teacher is given at a district board meeting during open session, the board shall immediately advise the complainant that the board will not hear any complaints in open session in regard to any teacher, but will listen to said complaints in executive session, and except in an emergency, the board shall take no action until after a subsequent meeting when the teacher will have been notified of the complaint and will have been afforded an opportunity to immediately respond thereto with or without representation at the teacher's discretion.

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 a valid excused absence. In making up homework, one school day will be allowed for each day of excused 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.

TARDY POLICY

School begins promptly at 8:00 am. It is important for students to be at school on time. A student who has three unexcused tardies within a nine-week period will be required to stay for an hour after school. The office will have the student contact his or her parent if an after school time is required.

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.

Consequences (per semester):

Level I

First Three Times: After-school detention (one hour today or tomorrow), 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 or four instances at Level I.

First, Second, and Third Time: In school suspension for one school day.

Fourth Time and Any Additional Occurrence: In school suspension on Saturday from 7-11 am and a meeting of parents, child, and principal.

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/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, 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:

A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

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 program 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 Grade 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**. The Kansas Highway Patrol will receive calls at this number and the information will be forwarded to appropriate school and law enforcement personnel.

PLAYGROUND RULES

1. Obey all school personnel on the playground.
2. Play safely and courteously.
3. Stay away from vehicles on playground.
4. Tag may be played only on the grassy areas.

5. No fighting.
6. No personal toys.
7. Do not go back in the building until time to go in.
8. No food, gum, or candy on the playground.
9. Stay in sight of the playground supervisor.
10. No playing with sticks or rocks.
11. Leave the trees and light poles alone.
12. No sliding on the ice or snowball throwing in the winter.
13. Do not crawl up swing set poles.
14. Stay off the top of the equipment.
15. 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.
16. Stay on blacktop when ground is muddy.
17. Only one-hand touch football is allowed.

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 zero degrees or below. Outdoor recess will be limited to five minutes if the temperature or wind chill is five degrees above zero to zero. An announcement will be made over the intercom to inform teachers of these conditions.

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.

PROHIBITED ITEMS

Students are prohibited to have knives and laser pointers in school as they are a danger to others. Cell phone usage during the school day is prohibited. The school is not responsible for lost or damaged items.

SCHOOL TRIPS

Students who go on a school sponsored trip must ride the school transportation unless they ride with their parent. 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.

FIRE DRILLS

Fire drills will be conducted. In order to clear the building, students in each room are instructed as to the correct procedure for leaving the building in a quick, orderly fashion. The fire signal is a continuous sounding of the fire horn.

TORNADO DRILLS

Tornado drills will be held regularly. Teachers will cover the tornado drill procedures in advance. The tornado drill signal is an announcement followed by an intermittent ringing of the school bells. If the power fails, a hand bell will give notice to seek shelter.

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.

Unacceptable Use

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. Appearance must be neat and clean. Hair should be clean and well groomed. Clothing must not be unreasonably soiled or badly worn.

Decency and good taste are required.

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 2023-2024 school year, breakfast will be \$1.85, and lunch is \$3.00 for students. Should a student pack a lunch and need to buy a milk a la carte, they will be charged \$.045. Adult lunches are \$4.50.

STAFF ETHICS CODE

As a member of the staff at Silver Lake USD 372, I pledge to act responsibly and, to the best of my ability, teach the students in my care the core curriculum as prescribed by our state board in ways that are exciting and challenging. I also pledge to supplement core requirements by taking advantage of appropriate learning opportunities as they arise. I will strive to be aware of each child's individual needs and talents and do my best to facilitate

his/her development based on those unique abilities. I will make myself available for parents and students at reasonable times to discuss the child's progress and/or to address concerns, and I will uphold and abide the rules of this school. Under no circumstances will I allow cheating in my classroom, and I will never leave my class unattended during a test period. I understand the importance of my role as instructor and mentor to every child I serve and will always do my best to be a positive role model for the students in our school system.

STUDENT ETHICS CODE

As a member of the student body of Silver Lake Grade 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 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 Grade School a positive place to be.

PARENT ETHICS CODE

As a parent of a student at Silver Lake Grade 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.