

# Silver Hills Elementary School



## Parent Student Handbook 2024-25

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# Wallace School District

Todd Howard: Superintendent

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## Wallace School District Vision Statement

All students will leave the district with critical and creative thinking skills, will be technologically literate, will be able to work cooperatively with others and will be lifelong learners.

## Wallace School District Mission Statement

We pull together to create learning opportunities.

## Principal's Message

I am honored to serve the families and students at Silver Hills Elementary School. The staff and I are committed to providing a learning environment that meets the individual needs of every student. As a community of learners, we at Silver Hills Elementary serve and appreciate all of our students and their unique academic, physical, social and emotional needs by providing them the opportunity to succeed at their highest potential.

This Parent/Student Handbook is an excellent informational resource for the programs, policies and procedures we adhere to in the Wallace School District. Please take some time to familiarize yourself with it.

I know with your support and partnership we can continue our tradition of excellence.

Sincerely,

Julie Beck

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Bell Schedule  
2024-25

M - W, F

8:15 – 10:10	
9:40 – 9:55	Kinder Recess
10:10 – 10:25	Grades 1 -3 AM Recess
10:25 – 11:15	
11:15 – 12:00	K – 3 Lunch
11:40 – 12:25	Grades 4 – 6 Lunch
12:25 – 2:05	
2:05 – 2:20	K – 6 PM Recess
2:20 – 3:10	
3:10	Dismissal

Early Release Thursday

8:15 – 10:10	
9:40 – 9:55	Kinder Recess
10:10 – 10:25	Grades 1 -3 AM Recess
10:25 – 11:15	
11:15 – 12:00	K – 3 Lunch
11:40 – 12:25	Grades 4 – 6 Lunch
12:25 – 2:15	
2:15	Dismissal

Pre-Kinder (located in Kellogg)

Tammi Flores  
Nora Kitchen – para

Kindergarten

Mrs. Bennett  
Mrs. Dellinger  
Mrs. Shiner – para

First Grade

Ms. Burt  
Mrs. Zingler

Second Grade

Mrs. Bighill  
Mr. Owens

Third Grade

Miss Abplanalp  
Mrs. Sheppard

Fourth Grade

Mrs. Malone  
Ms. Reid

Fifth Grade

Mrs. Birkbeck  
Mrs. Smith

Sixth Grade

Mrs. Lister  
Mrs. Specht

Physical Education

Ms. Schrenk

Computers/GT

Mrs. Rose

Art

Mrs. Cotter

Special Education

Mrs. Hanan  
Mrs. Hunter  
Mrs. Stepro  
Ms. Gluckert – para  
Mr. Howell – para  
Ms. Ventura - para

Speech

Mrs. Morris

Counselor

Mrs. Heidt

Title 1 Reading

Mrs. Houchin  
Mrs. Capparelli – para  
Mrs. Hogamier – para

Title 1 Math

Mrs. McCorkle  
Ms. Whiteside - para

Cafeteria

Mrs. Slater  
Mrs. Callison

Custodial

Ms. McKinnon  
Ms. Rust

Library

Mrs. Holling

Office Staff

Mrs. Dechand – secretary  
Mrs. Whiteside – secretary



## Silver Hills Mission

The staff and students at Silver Hills Elementary School will work together to help everyone reach their full potential.

We treat each student with kindness and respect.

We encourage behaviors that help us grow and mature.

We stay focused on our guidelines for success.

We emphasize our school motto throughout the year.

## Silver Hills Belief Statements

The staff at Silver Hills Elementary believes that:

- Students learn best with a strong partnership between home and school.
- All students can learn and do so in many different ways and styles.
- Students learn best through direct experience.
- Students need multiple opportunities to learn and retain material.
- Subjects should be integrated to ensure optimal learning.
- Teachers must use various teaching methods to reach all students.
- Students learn better in a safe, nurturing environment.
- There are variable time frames for learning.



# SCHOOL PROCEDURES



## Arrival to School

All students will line up at the main entrance and wait until the doors open at 7:50. Students have the choice of eating a free breakfast or going to the playground until the bell rings for school to start.

Please do not drop your child off before 7:50 am because the playground is unsupervised until then.

Students arriving at school via the bus will be offloaded at the front of the school.

## Drop-off/Pick-up Procedures

Use the lane closest to the curb to drop off and pick up your student. This is "roll-through" lane, so you may not park. Do not block the crosswalk.

Use the two middle lanes to temporarily park and wait for your child. You must shut off your vehicle if you exit it. Do not block the crosswalk.

Use the last lane to drive through the parking lot and exit. Always watch for pedestrians and keep the crosswalk clear.

You will be asked for identification when picking up your child. Students will not be released to anyone not on file as an emergency contact.

## Food Services/Cafeteria

Free breakfast is available to all students. Reduced lunch is available to students whose families qualify under federal guidelines. Lunch applications must be filled out every year. Forms will be sent home with every student the first week of school and are available on the school website.

Student lunches are \$3.10. Milk is \$.38. Reduced lunch is \$.40. You can pay online or with a check.

Breakfast is served at 7:45 am.

## Homework

These tips will help your child develop good study habits:

1. Set a consistent time when homework will be done every night.
2. Provide a quiet place away from technological distractions so they can focus.
3. Praise, encourage and support your child.
4. Read with your child.
5. Talk to your child about what he/she is learning in school.
6. Check that homework is completed and returned to the backpack so it can be turned in.

For information about your child's homework, and individual teacher expectations, please contact them directly via email. Email addresses can be found on the website [wsd393.org](http://wsd393.org)

## Leaving Early/Arriving Late

Contact the office prior to picking up your child so we can have them ready when you arrive. Students will not be released to anyone not on file as an emergency contact.

Students arriving late to school must check into the office before going to class.

## Office Hours

The office is open 7:30 am to 3:30 pm, Monday through Friday. The office phone number is (208) 556-1556.

## Office Telephone

Students will be allowed to call home for illnesses and other emergencies.

## Outside Recess

Because our weather changes so fast within a single day, it is important that your child is prepared for the various weather conditions. Your child should have appropriate weather attire such as: warm coats, hats, shoes/boots, snow pants and gloves.

The school will monitor the volume of rain, standing water on the ground, wind, and air temperature to determine when indoor recess is necessary.

### Parent/Teacher Conferences

Parents and teachers meet in November and March. These are excellent opportunities to receive detailed information regarding your child's academic progress. You will also receive 1st and 3rd quarter report cards. A conference schedule will be sent home with the date and time of your conference.

### Parent Teacher Organization (PTO)

Silver Hills Elementary School invites all parents and teachers to participate in our Parent Teacher Organization (PTO). The PTO promotes communication between families, staff and the community in an effort to enhance educational and extracurricular experiences for our students and support our school's goals.

#### Purpose

- Encourage parents to assist with various school activities/functions/services.
- Provide financial assistance to grade levels for activities benefiting SHES students.
- Help foster a community atmosphere.
- Support the mission and vision of the school and school district.

#### Join Us

Any parent or guardian of a student at the school may be a member. Teachers and community members with interests benefiting SHES students may also be a member. PTO officers are elected each school year and consist of the president, vice president, secretary, and treasurer. Please visit us on Facebook at [www.facebook.com/silverhillselementarypto](http://www.facebook.com/silverhillselementarypto) for more information.

## School Messenger

The Wallace School District uses School Messenger to communicate with families via telephone and email. You will receive weekly reminders, announcements, and notifications regarding special activities. In the event of an emergency, you will be notified via School Messenger as well.

It is important that the school has current contact information so you can stay informed. Please notify the school secretary if your contact information changes.

## Severe Weather

There may be days during the winter when it is not safe for our buses to transport students. You will be notified by the school via School Messenger if the school is closed.

You can also listen to local news stations. They begin broadcasting school closure information at approx. 6:00 am and repeat the announcement throughout the hour. Spokane television stations announce school closures at approx. 6:00 am also.

## Volunteering at Silver Hills Elem.

You can make Silver Hills Elementary even better by volunteering your time and/or resources.

All volunteers who work directly with students must be fingerprinted. You can do this at the Sheriff's office in Wallace.

All volunteers must obtain a visitor's pass in the office upon entering the building.



# STUDENT SAFETY



## A Healthy Child

A healthy child has a better opportunity to succeed in school. Tired children have difficulty learning and concentrating. You can help your child stay healthy by ensuring:

1. He/she goes to bed early on school nights so they are rested.
2. Eat a nourishing breakfast each morning.
3. Bathes every day and wears clean clothes that are suitable for the weather.
4. Regular hand washing, covering coughs and sneezes.

## Head Lice

Lice checks may be done periodically throughout the school year.

Any student found with head lice may be sent home. Please have your child report to the office prior to returning to the classroom.

## Immunizations

Children will not be admitted into school until all immunizations are current. If your child is not immunized because of religious or other reasons, please contact the main office to fill out the correct forms.

## Medication and Allergies

If it is necessary for your child to take medication at school, please do the following:

1. Parent/guardians must come to the school and sign the Authorization for Medication form. This form must be filled out and updated at the start of each school year.
2. Medications must be accompanied by an adult. Do not send medication to school with your child.
3. Medication must be provided in the original, labeled container. Over the counter medication must be supplied in an individual dose package. Medication that is not supplied in the proper container will not be accepted.
4. You must notify the office if your child uses an epi-pen or inhaler. They will be kept in the nurse's office.

5. All medication must be picked up by a parent/guardian at the end of the school year. Medication will not be sent home with the students. Medication that is not picked up will be discarded.

### Sick or Injured Students

If your child is injured or sick at school, we are authorized to administer basic first aid only. School personnel will notify you, so it is very important that we have current home, cell, work and emergency contact information.

We cannot keep ill children at school because of the potential health risk to your child as well as others.

If your child is too sick to go outside to recess, please keep them at home until they are well.

### Student Insurance

Students not covered by traditional health insurance may purchase insurance through the school district. Please check the school website or main office for details.

## Bus Safety

Riding the school bus is a privilege. Students are responsible for following the safety rules so that every student has a pleasant and safe ride to/from school.

Students should be at the bus stop 5 minutes before the pickup time.

Students should wait for the bus at least 6 feet away from the street.

Students crossing the street shall wait for the driver's signal first.

Sit in the seat you are assigned.

Remain seated, facing forward, feet out of the aisle, while the bus is moving.

Do not throw objects.

No food, drinks, or gum are allowed to be consumed on the bus.

No profane/vulgar language, tobacco, VAPES, alcohol or illegal drugs are permitted.

Respect the rights and property of others.

Always keep all body parts and objects inside the bus.

Students must ride their assigned bus/bus stop unless they have prior written permission.

Parents must notify the school first before changes are made.

Follow the driver's directions and instructions.

We want all bus riders to have a safe, comfortable experience. Students who fail to follow the Bus Safety Rules may lose bus privileges.

1st offense: warning

2nd offense: parent contact

3rd offense: temporary suspension of bus ride not to exceed 5 days.

4th offense: possible removal from bus for the remainder of the school year.

## Fire/Lockdown Drills

Fire and Lockdown drills will be conducted throughout the school year to help ensure the safety of all students and staff.

# STUDENT BEHAVIORAL EXPECTATIONS





# PBIS: Positive Behavior Intervention and Support

Silver Hills Elementary is a PBIS school. We use the PBIS model to enhance academic and social behavior for our students. The behavior matrix outlines the expected behaviors throughout the school.

Silver Hills Elementary School Wide Behavior Matrix

	School Wide	Hallway	Cafeteria	Playground	Bathroom	Bus
<b>Productive</b>	Finish expected tasks. Behave in a safe and acceptable manner.	Get where you are going.	Eat your food. Use voice level 1 or 2. Walk.	Have fun. Be safe. Stay in playground area.	Do your business. Flush. Wash your hands.	Stay seated. Keep aisle clear. Walk to and from bus.
<b>Respectful</b>	Honor self, others and our community. No means no, and stop means stop. Care for school and private property. Use appropriate language.	Walk on right side. Use voice level 0-1. Keep hands, feet and objects to yourself.	Wait to be dismissed. Throw away your trash.	Use hands, feet and objects appropriately. Share and take turns. Return equipment.	Give others privacy.	Use voice level 1-2. Keep hands, feet and objects to yourself. Listen to the driver.
<b>Integrity</b>	Do what is right. Keep our school clean.	Report or solve problems.	Wait patiently in line. Use good manners.	Stop or report bullying.	Report or solve problem.	Solve or report problem.
<b>Do Your Best</b>	Give 100% Positive attitude + hard work = SUCCESS!	Walk, don't run.	Help clean up or ask for help.	Help keep the school clean. Line up quickly.	Keep the bathroom clean. Wash your hands.	Help keep the bus clean, do not litter.
<b>Encouragement</b>	Help others using kind words and actions. Be a good friend.	Be a role model.	Use kind words.	Include all who want to play. Use kind words.	Be a good role model.	Be a good role model.

## Alcohol, Tobacco, Drugs and Weapons

Alcohol, tobacco, tobacco products, drugs and weapons will not be tolerated on school campus. Law enforcement will be contacted for all violations.

Idaho Bill 33-210 - STUDENTS USING OR UNDER THE INFLUENCE OF CONTROLLED SUBSTANCES, explains the manner in which school districts are to respond to a student who found in possession of or is suspected of using or being under the influence of a controlled substance.

- Allows school officials to contact law enforcement or medical personnel.
- Defines reasonable suspicion as an act of judgement.
- School officials shall attempt to contact parent/guardian and report the incident to law enforcement.

Students will also receive disciplinary action including suspension and/or expulsion from the Wallace School District.

## Attendance

Students must be present and engaged to learn. Research shows that children show lower levels of achievement in math, reading and general knowledge when they are chronically absent. Chronic absence refers to students missing an extended period of school. Wallace School District defines this as missing 12 days or more during the school year.

- Poor attendance can influence whether children read proficiently by the end of the 3rd grade or be held back.
- By 6th grade, chronic absences are the leading indicator that a student will drop out of school.
- Missing just two days a month negatively affects academic performance.

## Parent Tips

- Make school attendance a priority.
- Talk about the importance of school.
- Help your child maintain daily routines: finishing homework, regular bedtime.

- Schedule medical and dental appointments after school
- Communicate with teachers about academic progress.
- Know who your child's friends are.
- Attendance is an important life skill.

Every child is important to us, and we want to work together with families to ensure students are at school consistently. Contact your child's teacher or school administrator for more information.

## Bullying

When someone does something unintentionally hurtful and they do it once, that is RUDE.

When someone says or does something intentionally hurtful and they do it once, that is MEAN.

When someone says or does something intentionally hurtful and they keep doing it, even when you tell them to stop or show them you are upset, that is BULLYING.

Bullying is defined as repeated acts of force, threat, abuse, intimidation, or aggression to dominate others. Examples of bullying include intimidation, threats, name calling, cyber bullying or invasion of space.

**Cyber bullying** is defined as the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.

Silver Hills Elementary is a safe school for all. Bullying of any kind will not be tolerated. Report all bullying to the office.

## Chrome books and Internet

The district recognizes that internet sources are integral to the learning environment. Student internet use is for educational purposes only. Student technology, including internet access, shall be used in a responsible, ethical, and legal manner.

- Students shall understand the importance of internet safety and not share personal information about themselves.

- Students shall demonstrate respectful and ethical behavior.
- Students shall not engage in plagiarism (presenting work or ideas from another source as your own).
- Students shall not delete, copy or change files that belong to others.
- Students shall not change computer or cursor settings.
- Students shall not participate in activities that are considered cyber-bullying.
- In accordance with the Governor of Id, Tiktok is banned from state issued devices and networks.

Inappropriate and/or unethical use of technology may result in the loss of their privileges. Intentional destruction of technology may result in a replacement charge.

### Dress Code

Student dress and appearance should be appropriate, safe, clean, neat, and decent. Violation of the dress code will result in loaner clothes and/or parent contact.

1. No hats, hoods, or bandanas shall be worn inside the building, unless for a special event.
2. Tank tops must have 2-inch-wide shoulder straps and high cut armholes. Tops must hang to the waistline, no bare midriffs.
3. Shorts and dresses, including the holes or rips, must be as long as or past the length of your fingertips.
4. No undergarments showing.
5. No pajamas or slippers unless part of a school activity.
6. No clothing with obscenities, vulgarities, or offensive remarks.
7. No clothing depicting controlled or illegal substances, tobacco, or illegal activity.
8. Backpacks should not be worn during class time.
9. Dress appropriately for the weather. Students play outside before school, recess, and lunch time.
10. Students must wear shoes and shirts at all times.

## Electronic Devices and Cell Phones

All electronic devices (cell phones, games, wireless headphones, smart watches, etc.) must be stored in the student's backpack/locker during school hours (7:50-3:15). Electronic devices and cell phones will be confiscated and held until the end of the day on the first offense. Further offenses will result in confiscation and will be returned to a parent/guardian only. Wallace School District is not responsible for damaged, lost, or stolen electronics and cell phones.

## School Wide Behavioral Expectations

The goal at Silver Hills Elementary School is to ensure all students are safe, happy, and learning every day. We promote and honor the following traits from our core values (PRIDE): Productive, Respectful, having Integrity, Doing Your Best, being Encouraging.

**Low Level:** Sometimes, students make poor choices resulting in unacceptable behavior. When this happens, disciplinary action will be taken by the staff. In some instances, the principal will determine the consequences.

Step 1 - Verbal Warning

Step 2 - Time Out, reteach of expectations

Step 3 - Recess detention, parent contact

Step 4 - Referral to principal, parent contact

**High Level:** Severe misbehavior will result in the student being immediately sent to the office. These include:

Verbal Harassment - includes bullying, cyber bullying, jokes that hurt, name calling, making fun of others, threats, extortion, or blackmail.

Fighting/Physical Harassment - bullying, pushing, shoving, hitting, biting.

Insubordination - direct and sustained refusal to comply with instructions.

Drugs/Alcohol/Weapons - suspension, notification to law enforcement.

Cheating

Stealing

Vandalism

Physical Attack on a student or staff

Threatening statements or actions - includes references to bombs, shooting/weapons, physical bodily harm, or death.

Calling 911 or pulling a fire alarm

### High Level Referral Actions

Depending on the severity of the misbehavior, consequences may include:

Detention, parent contact, referral to counselor, PBIS, RTI Team, No Contact Contract (NCC), Intervention Programs (Why Try).

In-school suspension, suspension, behavior plan, contact law enforcement, expulsion.

# STUDENT SUPPORTS





## Counselor

School counseling supports the emotional, behavioral, social, and academic growth of students through a variety of ways, including individual check-ins, small group intervention, classroom lessons, crisis intervention, teacher/parent collaboration, and resource referrals.

The school counselor gets to know all students through weekly classroom lessons that promote emotional regulation, assertiveness, personal safety, building positive relationships, and overall wellness. Students needing additional support may be referred by a parent, teacher, principal, self-referral, or outside agency. Common reasons for referral include behavioral or friendship issues, grief/loss, self-esteem, social skills, or changing families. Small groups are an effective way for students to find commonality, express emotions, and practice skills in a safe environment.

Sources of Strength is incorporated into school counseling lessons throughout the year to promote resilience, strength, connection and belonging. This proactive wellness model is intended to build healthy, strong, and resilient students through exploring where we find strength, asking for help when we need it, and learning to bounce back when we are faced with challenges.

## Library

Every student is encouraged to check out books on a weekly basis. We have over 3,000 books to choose from. We also partner with the Cooperative Information Network (CIN), a program that lets students search for other books in public libraries and have them sent to our library. This network allows us to borrow thousands of books each year from other libraries located throughout the Pacific Northwest.

## RTI Team

Response to Intervention (RTI) is the best way to respond when students need additional time and support. We utilize RTI to help prevent students from falling behind academically and help with developmental, behavioral, and physical needs.

The team may recommend interventions such as:

“Why Try” Program	Title Services	Check In/Check Out
Special Education	Individual Accommodations	Counseling

### Title I Math

A pull-out program that focuses on math skills in small, student groups.

### Title I Reading

A pull-out program that focuses on reading skills in small, student groups.

### Special Education

Students identified with special needs will be provided with an individual education plan (IEP).

### Parental Rights to Records

Section 513 of Public Law 93-380 (20 USC 123g) assures you, as a parent, the right to see your child’s school records. Request forms are available at the Superintendent’s Office located at 501 Western Ave. Silverton.

### OCR Statement

In compliance with the U.S. Office of Civil Rights Guidelines regarding Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Wallace School District guarantees access to all classes, programs, activities, and services without regard to race, color, gender, handicap, or nation origin.

### Asbestos

Asbestos information may be obtained in the Main Office.

# Silver Hills Elementary Home and School Compact

The Silver Hills Elementary Title 1 School Compact is a written agreement that expresses support of your child's education. The agreement commits everyone involved to helping your child reach his/her learning potential. We support his compact agreement because it forms a partnership which will lead to a successful educational experience.

**Student: It is important that I do my best. I know my parents and teachers want to help me, but I am the one who must do the work. So, I will:**

- Believe that I can and will learn.
- Be responsible for my behavior.
- Give work and school papers to my parent/caregiver.
- Pay attention and ask for help when I need it.
- Complete class work on time and to the best of my ability

**Parent/Caregiver: I want my child to succeed. I will encourage my child by doing the following:**

- Encourage positive attitudes about school.
- Support the school policies.
- Ensure that my child attends school regularly.
- Ensure that my child gets enough sleep and eats nutritious meals.
- Ensure that my child has a place and time to study and read.

**Classroom Teacher: I understand the importance of the school experience for every student and position as a teacher and role model. I agree to:**

- Be aware of your child's needs.
- Frequently communicate with you about your child's progress
- Teach concepts and skills to your child to meet state student achievement standards.
- Motivate and encourage your child to practice academics at home.
- Hold parent/teacher conferences each semester.

- Deliver high quality curriculum and instruction.
- Provide materials for home to enhance literacy and other academic subjects.

**Principal: I support and encourage student/parent/teacher compact and partnerships. I will:**

- Provide an environment that permits positive communication between the student, parent, and teacher.
- Encourage teachers and parents to provide regular opportunities for students to practice academics at school and home.
- Provide equal and fair opportunities to access staff and the opportunity to volunteer.

# Parent Involvement Plan

Silver Hills Elementary believes that for students to be successful and the best that they can be, a strong partnership between our parents and school must exist. It is our goal to provide an atmosphere where parents can express their views and to assist in problem solving. The Parent Involvement Plan includes the following components:

1. Parents and community members are encouraged to be actively involved:
  1. Share time and specific talents which complement and extend instructional services of the classroom teacher.
  2. Serve as volunteers through the Parent Teacher Organization (PTO).
  3. Serve on the school advisory committee (PTO).
  4. Express ideas and concerns by responding to surveys.
  5. Be actively involved in the PTO.
  
2. Parents, family, and community members will be invited to attend and/or actively participate in the following school functions as appropriate.

Awards Assemblies	Dinner and Book	Field Trips
Plays and Programs	Open House	PTO
Music Program	Reading Buddies	Talent Show
Parent/Teacher Conferences	Title I Meetings	Book Fair
Veteran's Day Program	Classroom Volunteers	

3. The SHES principal will provide support and assist in planning and implementing effective parent involvement programs.

4. Parents/guardians will be invited to attend an annual meeting which provides information to parents on the school's participation in Title I, Title I requirements, and the rights of parents to be involved at school.

5. Parents and PTO members will be involved in timely and on-going planning, improving, and implementing SHES parent involvement programs.

6. Parent involvement activities will be discussed and announced on the school website, PTO meetings, parent conferences, Title I meetings and on the marquee.
7. Parents will be provided with opportunities (PTO meetings, conferences, school activities, advisory committee) to participate in decisions relating to the education of their child and to make suggestions to which the school will respond in a timely manner.
8. School-Parent Compact, which is in the Student Handbook, will be reviewed annually by the parent advisory committee. It will include how parents, school staff, and students will share the responsibility for improving student achievement; and will foster the development of a school-parent partnership to help students achieve state standards.
9. A survey will be posted online in the Spring of each year asking parents to rate the success of the Title 1 program, the amount and quality of parent involvement, and to offer comments for program improvement.
10. A parent involvement review committee composed of PTO representatives will review and/or revise the parent involvement plan annually. The content, effectiveness, and the preventive barriers for successful parent involvement will be evaluated. Findings will be used to design strategies for a more effective parent involvement program.