

SILVER HILLS ELEMENTARY



FACULTY HANDBOOK

2024-25

Silver Hills Elementary

School Vision

Silver Hills Elementary is a place where all students are:

- Challenged at their highest level
- Learning to be responsible citizens
- Supported by the school
- Given access to all programs
- Actively involved with technology across the curriculum

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Staff Extension List

Kindergarten

Kayla Bennett 129
Hannah Dellinger 130

First

Zoe Burt 112
Kristyn Zingler 111

Second

Bobbie-Jo Bighill 110
Ethan Owens 109

Third

Emily Abplanalp 113
Michelle Sheppard 114

Fourth

Chyrsa Malone 115
Danielle Reid 106

Fifth

Sarah Birkbeck 119
Denise Smith 118

Sixth

Kelsey Lister 120
Tonya Specht 121

Special Ed

Krista Hanan 229
Erica Hunter
Amber Stepro 226

Title Reading

Tina Houchin 108
Tiffany Capparelli
Sara Hogamier

Title Math

Anna McCorkle 117
Rebecca Whiteside

PE

Rhonda Schrenk 206

Art

Bryn Cotter 128

Library

Kerri Holling 207

Computers

Elisa Rose 116

Speech

Krystal Morris 223

Office

Tina Dechand 201
Wendie Whiteside 200

Principal's Office

Julie Beck 202

Counselor

Heather Heidt 103

Cafeteria

Bonnie Slater 206

ABSENCES / SUBSTITUTES

Please contact Wendie as soon as possible regarding all absences including half or full days, or customizing a day, so she can arrange for a substitute. She can be reached at 208-512-1012. It is your responsibility to ensure that adequate sub plans are provided.

You may be asked to provide a doctor's note per board policy 5400-2, for any absence(s).

ANNOUNCEMENTS

Sixth grade students are chosen by their teacher to read the morning announcements. The announcements include the lunch menu, a daily joke and the Pledge of Allegiance.

ATTENDANCE / HOT LUNCH COUNT

Attendance is taken daily in the morning, along with the number of students having a hot lunch that day. Attendance is recorded by the teacher using the attendance form on the shared drive. Teachers shall enter the attendance, the lunch count, and how many students are present in class. The names of absent students are listed as well.

CLASSROOM EQUIPMENT (NEW)

If you decide that you would like new technology or furniture, please consult with the building administrator prior to purchasing/ordering anything. Many items can be purchased through the school budget, rather than using the \$250.00 that is allotted to you for supplies. I will work with you to see that your classroom needs are met.

CLASSROOM PARTIES

Parties in the classroom are fun but can lead to bug and rodent infestation. If you plan on celebrating in your classroom, please contact the custodial staff for extra trash bags. It is your responsibility to clean up your classroom.

CONFIDENTIALITY

Maintaining student confidentiality is part of your professional responsibility. Discussing a student's academic, disciplinary, and emotional issues should be limited to the educational rights holders (parents), counselor, school official, law enforcement and Child Protective Services. You should never share information about a student to other students or parents. See Board Policy 5270 for more information.

CURRICULUM

All major curricular materials must be board approved. The term "curricular materials" is defined as textbook; instructional media, including software; audio/visual; and internet resources. Teachers shall use board approved curricular materials. Supplemental materials can be used in conjunction with the curriculum. BP 2520.

CUSTODIAL / WORK ORDERS

All non-emergency custodian requests should be given to Wendie or Tina. They will contact either the day or evening custodian. If there is an emergency (security/safety), please notify the site principal.

DRESS CODE

As professionals in our school, we recognize and value the public's perception of our roles as mentors and models for students. Board policy 5360 details appropriate attire for both males and females. The policy applies to all teachers, counselors, aides, secretaries and administrators throughout the district.

DRUG FREE WORKPLACE

It is the policy of this district to maintain an alcohol and drug free workplace through implementation of board policies and procedures 5310F1-F3.

The use of alcohol and illegal drugs, and the misuse of prescription drugs is unacceptable. All district workplaces are hereby declared to be drug and alcohol-free workplaces.

EMAIL / EMAIL ADDRESS

All new staff members will be provided with their WSD email address. You will have an email account through our email system. Your address will be FirstInitialLastName@WSD393.org and your password will be set to an individual password. This is done via the technology department (Dave, Seth).

EMERGENCY DRILLS

Staff members should remain calm in the event of an emergency. Mass panic can be one of the greatest dangers to students. Please be aware of the following directions concerning evacuation directions, procedures and expectations.

- Give you class instructions concerning evacuation directions, procedures and expectations
- Remain with your students on the field and/or area of concern
- Take the emergency, red backpack which shall include your class roster with you when evacuating your classroom so that you can account for all students
- When the drill is over, take your students back to class unless directed otherwise by the building principal

EMERGENCY HANDBOOK

The WSD has developed and written an Emergency Handbook for every classroom and site office. It describes the chain of command and how the site/district will move forward in the event of an emergency.

EVALUATIONS

Each certificated staff member shall receive at least one written evaluation to be completed by no later than June 1st for each annual contract year. Every evaluation of certificated personnel shall receive at least two documented observations. Evaluations will include multiple measures that are researched based and aligned to the *Charlotte Danielson Framework for Teaching* domains and components. See board policy 5340 for more information.

FIELD TRIPS

Field trips must have an educational intent related to the group involved. Teachers should use the parent permission slip form. All field trip requests must be submitted to the principal's office at least 30 days prior to the departure date. Please include the student list at the same time if possible. **Permission will not be granted during state testing.**

Ratio: The ratio of adults to students on school sponsored one-day trips shall be at least:

- 1 – 20 for students in grade K-6

Any of the following conditions shall require Board Approval:

- Unusually high expenses to be incurred
- Overnight travel
- Any trip outside of Idaho
- Air transportation
- Boat transportation

Field trips requiring Board Approval shall be submitted to the principal 30 days prior to the Board Meeting, with the following information:

- Who
- What
- Where
- When
- Why (paragraph stating purpose of trip)
- Cost per person
- Method of payment (paid by fundraisers, grade level funds, donations, etc.)
- Mode of transportation

If you know when your field trip is, you can submit the paperwork as early as the beginning of the year. If a sub is required, please notify Wendie of your intended field trip; making sure she has a list of students and itinerary.

GRADE BOOK

All grade books shall be maintained by the teacher. They should be updated on a weekly basis so that students, parents, counselors and administration can check student progress.

GUEST SPEAKERS / VISITORS

Teachers are encouraged to have guest speakers in their classrooms whenever the qualification of the speaker can enhance the curriculum in the class. These speakers should be made aware that their position is to inform only.

Guest speakers need to check into the office to obtain a visitor's pass prior to entering the classroom. Please inform the office prior to the scheduled visit. Teachers are not to leave the classroom at any time while a guest speaker is present. Visitors will not be permitted on campus during school hours.

HOMELESS STUDENT

Board Policy 3060-1 defines "homeless", "homeless individual", and "homeless person" as 1) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, are living in motels, hotels, trailer parks, or campgrounds due to the lack of adequate accommodations. 2) children and youths who have a primary nighttime residence that is a public or private place not designed for regular sleeping accommodations. 3) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

When addressing the needs of these students, the District's Liaison shall work with the family to address the student's needs. The school counselor shall be made aware of any student fitting this description.

KEYS

Keys are distributed through Wendie in the office. You should have a key for your room and the exterior doors. Please do not lose your school keys. If you do, notify the building administrator as soon as possible. Lost keys incur a charge to the school. Please keep your school keys in a secure location or on your person and never give your keys to a student.

LEAVE REQUESTS

Please see board policy 5400 for specific details for Leave Requests. The Leave Request form is in the office. All forms must be completed in full and submitted to the principal's office for approval one week prior to the leave date. Notice of one month is required for any personal leave exceeding one week.

LEAVING YOUR CLASSROOM

Do not leave your students unattended for any reason. If you become ill or an emergency arises, please contact the office and we will help you.

LEAVING CAMPUS

If you need to leave campus during the school day to run a brief errand, please sign out/in on the form in the office. It is in a black binder on the front desk. This helps us keep track of individuals in the event of an emergency.

LOST AND FOUND

The lost and found box is in the main hallway. Lost items belonging to an adult will be stored in the office until claimed.

MAKE UP WORK FOR STUDENTS

No student will have his/her grade reduced for any excused absence or doctor's note. Students shall be given a reasonable time to make up all missed assignments and tests. This includes students who have been suspended from school.

MAIL and MAILBOXES

Staff mailboxes are in the Administration Office. Students are not to pick up your mail. Outgoing mail is sent at approximately 3:30 p.m. The basket is in the office located next to the copier. Outgoing mail is for WSD mail only.

MEDICAL EMERGENCIES

If an emergency/injury occurs, please do not attempt to move an injured student or staff member. Call the front office at 200, 201 or 202 immediately. Please explain the situation & give the location of the injured student/staff member. Someone from the office will walk to the injured student/staff member. If it is determined that 911 needs to be called the office will do so.

If you are unable to reach the office and the injury is severe in nature, please do not hesitate to call 911. **Student/staff safety is always the priority!** Please be sure to contact the office to advise them of the situation and so the office staff and/or administrator can go to the injured person.

DO NOT ATTEMPT TO DIAGNOSE THE INJURY TO THE STUDENT/STAFF. This will upset the injured person further. Please remain calm and attempt to keep the injured person calm. Once the office staff and/or administrator arrives, please explain what happened and step back so they can tend to the student/staff member. Your help is appreciated in getting the proper care of the student/staff member.

Automated External Defibrillators

Sudden cardiac arrest is the leading cause of death in the United States, in in school and college-aged individuals. Survival is estimated to decrease 10% every minute until a shock is applied. The American Heart Association recommends placement of automated external defibrillators with a high population density. The AED is located on the wall across from the office. If the need arises do not leave the area of the victim to obtain the device, call for help and request it be brought to you.

NURSE

If a student is ill or needs basic first aid such as a band aid or ice pack, please send them to the office. Because we do not have a site nurse, basic first aid is all we can provide. Parents will be contacted for ill students and those requiring more than first aid.

PARENT – TEACHER CONFERENCES

Parent-teacher conferences are a means of reporting student progress to parents/guardians. They serve as a two-way method of face-to-face communication for the benefit of the child. They can occur as often as needed and are not just confined to reporting periods.

PHONES IN CLASSROOM

Every classroom is equipped with a phone. Long-distance access is only available on phones located in the main office. Personal phone calls made by staff should be avoided as they incur a charge to the school. Only calls within the school district network are free.

It is the policy of the site administrator not to forward calls to your classroom during instructional time unless it is an emergency. A message will be taken by the office staff and relayed to the teacher, or a written message placed in your box.

Classroom phones are for faculty use only. Students may not use the phone to call home. If there is an emergency, send the student to the office to use the phone.

If you are experiencing phone troubles, please complete the work order form on the shared drive and inform the office staff.

PROFESSIONAL DEVELOPMENT CONFERENCE

Occasionally, you may want to attend a conference to increase your professional development. When this happens prior approval from the building principal must be obtained. Please provide me with the flier and any information regarding the event including cost, location, dates, hotel and airfare if required.

Upon approval, you will be asked to register for the conference only. Once you have completed the registration process, give Wendie a copy of your registration. The district office will book your hotel and airfare and provide you with your travel plans. The cost of meals will be reimbursed, minus alcohol. It is your responsibility to request a substitute for the day(s) needed and to provide adequate lesson plans.

PROFESSIONAL DEVELOPMENT DAYS

Two staff professional development days are provided within the school calendar annually. These days are designated for you to work as a staff or individually to help further your professional growth. Topics/activities will be determined by the site administrator or Superintendent.

PARENT-TEACHER ORGANIZATION (PTO)

The PTO is an all-volunteer, parent run, non-profit organization committed to enhancing and enriching the education of the students. They meet on site throughout the year and help provide resources and tools to the students, school, families and teachers. They oversee the annual Book Fair and other events. For more information, their Facebook page is linked to the school website. This is a great committee to be a part of.

RADIOS / WALKTIE TALKIE

Each teacher performing recess duty shall carry a radio for emergency use. The office monitors the radio traffic so please limit your communication and remain professional. If there is an emergency on the playground such as medical incident or physical altercation, please state the location of the student(s) and the nature of the emergency.

RADIOS / WALKTIE TALKIE cont.

Radios are in the staff room. Please return them to the charger when not in use, taking care to turn them off to preserve the battery.

In some cases, individual teachers will have a radio assigned to them to use for students in need. All special education staff members and custodians carry radios. These frequencies are also monitored by the office.

RECESS DUTY

Recess is essential to the health and development of children. It provides them with a break from the structure of the classroom. It improves their social skills, promotes physical activity, encourages creativity and independence, and provides exposure to natural sunlight. It can also lend itself to physical altercations and injuries.

Just like in the classroom, it is part of our professional responsibility to ensure the safety of our students. Therefore, every staff member excluding custodial, secretarial and nutrition services are expected to perform recess duty throughout the year. A schedule will be provided prior to the start of the school year which details the days and times of your duty. While outside, staff members shall carry a radio and communicate with other staff members outside and with office personnel as needed.

RECESS DUTY / INCLEMENT WEATHER

Throughout the year, the weather will be such that students will not be permitted to go outside for recess. These conditions include rain, lightning, temperatures under twenty degrees and air quality classified as "unhealthy" by the Idaho Department of Air Quality.

Office personnel will announce prior to the beginning of recess when students shall remain inside and where they will go if inside recess occurs during the lunch break. Staff members who are assigned lunch recess duty will report to the designated room to monitor students. Remember, it is their recess so students should not be made to sit silently.

REFERRALS / DISCIPLINE

The classroom teacher is responsible for the behavior of the students in their classroom. The first stages of any problem resolution reside with the teacher and student as well as the teacher and parent. Direct communication with the parents often leads to quick and effective behavior changes.

If a persistent or unwanted behavior continues even after the teacher has attempted to modify it and parent contact has been made, refer the student to the principal's office for further disciplinary action. Please keep in mind that referrals can be read by parents and subpoenaed by the courts so please remain professional when writing them. Be clear and specific. Express only the facts, not opinions or feelings.



REPORT CARDS

Teachers will issue four report cards each year. At the end of the first and third quarter, parents will receive it during parent-teacher conferences. At the end of each semester, report cards will be sent home with the students.

SEXUAL HARASSMENT

Regardless of the age of the student, offenses of the following nature may and/or will result in disciplinary action:

1. Behavior where suggestive gestures, actions, or language of a sexual nature is used.
2. Inappropriate physical contact between male/ female, male/male, female/female.
3. Inappropriate sexual remarks which may be overheard, written or directly made to another student.

Such offenses are treated seriously, and consequences can/will be imposed.

STUDENT DRESS CODE

Student apparel shall not reference drugs, sex, alcohol, gang attire. Head coverings (hats, beanies etc.) are not to be worn indoors to ensure that students can always be identified by staff and on camera. Students are not allowed to wear pajama bottoms as they are not weather appropriate for our climate. If you have a student in class that you feel is violating the dress code or is lacking appropriate attire, please send them to the office and they will be given attire for the day.

STUDENT ATTENDANCE POLICY

The state of Idaho mandates per Idaho Code 33-202 through 205 that parents/guardians are required to have children ages seven through sixteen enrolled in and attending a public, private, or parochial school. The site administrator is required to notify the parent/guardian in writing when the student has missed more than six days in a semester. The site administrator is also required to file a Truancy Referral Form to the prosecuting attorney. Excused absences include school sponsored events, bereavement, subpoenas, illness or hospitalization verified by a doctor's statement, medical or dental appointments confirmed with a note or verified by a doctor's statement.

STUDENT CELL PHONES / TECHNOLOGY

Students are not allowed to possess or use cell phones or other electronic devices during the school day. These items are to remain in lockers/backpacks. If a student is caught using any device, the teacher shall confiscate the item and turn it into the office, where the student can retrieve it at the end of the day. Further offenses will lead to permanent confiscation until a parent/guardian retrieves it from the school.

STUDENT PICK-UP

Students shall not be released to any individual other than those listed on the student emergency card. A parent or guardian must inform the school in writing or in person of

STUDENT PICK-UP cont.

any changes. This includes changes to transportation home.

SUPPLIES

Teachers are given \$250.00 each year for classroom supplies. Supplies such as construction paper, art supplies and science supplies are in the supply room next to the fourth-grade classrooms. If you are lacking something, please contact the office. We will help you.

TOBACCO FREE SCHOOLS / SMOKING

Ample research has demonstrated the health hazards associated with the use of tobacco products including smoking and the breathing of second-hand smoke. In the best interest of students, employees and the public, the Governing Board therefore prohibits the use of tobacco products, including VAPE, at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activities or athletic event. It also applies to any meeting on any property owned, leased or rented by or from the district.

WEBMAIL

District email can be accessed off site by utilizing the staff shortcut located on the district website wsd393.org

Child Abuse: Educator's Responsibility

WHAT IS CHILD ABUSE?

Since all employees working at a school site are mandated reporters, you are required by law to report suspected abuse. This requirement applies to physical abuse, severe emotional maltreatment constituting willful cruelty or unjustifiable punishment of a child, neglect or sexual abuse. Of course, one of the most important reasons for suspecting child abuse is that a child has told you that someone has hurt him/her.

The law defines child abuse as:

- Physical abuse
- Physical neglect
- Sexual abuse
- Emotional maltreatment

Indicators of suspected child abuse are listed in this section to help educators and other school personnel meet their responsibilities under the Child Abuse Reporting Law.

Signs of Physical Abuse

- Unexplained black eyes, broken bones, bruises, bites or burns
- Injuries that reveal a pattern
- Protesting or crying when it is time to go to a particular location
- Appearing to be frightened of a specific individual
- Flinching with touched
- Wearing inappropriate clothing
- Talking about being injured by a parent or caregiver

Signs of Emotional Abuse

- Appearing withdrawn, anxious, or afraid
- Showing extremes in behavior, for example, compliance, passivity, or aggressiveness
- Lack of attachment to parent or caregiver
- Age-inappropriate behavior, for example, sucking a thumb

Signs of Sexual Abuse

- Talking about being abused
- Displaying sexual knowledge or behavior beyond their years
- Withdrawing from friends and others
- Running away from home
- Shying away from a specific person
- Having nightmares
- Wetting the bed
- Changes in mood or appetite
- Pregnancy or having a sexually transmitted infection (STI)

The call must be made within 24 hours. (855) 553-KIDS (5437).

Child Abuse: Educator's Responsibility Cont.

Signs of Neglect

- Untreated medical or dental needs
- Unwashed clothes, skin, or hair
- Using drugs or alcohol
- Lacking food
- Wearing the same clothing all the time, unsuitably dressed for weather
- Chronic absenteeism
- Needing glasses and not getting them
- Saying no one looks after them at home

In the discussion below, answers are provided to some of the common concerns expressed by educators regarding their legal responsibility to report suspected child abuse.

What are the Educator's Responsibilities?

School teachers, nurses, counselors, principals, supervisors of child welfare and attendance, and other designated school personnel who are mandated to report known or suspected child abuse cases, play a critical role in the early detection of child abuse and neglect. Symptoms or signs of abuse and neglect are often first seen by school personnel. Because immediate investigation by child protective agencies may save a child from repeated abuse, school personnel should not hesitate to report suspicious injuries or behavior. **Your duty is to report, not investigate.**

Which Professionals are Required by Law to Report Suspected Child Abuse?

Idaho Code 16-1605 requires the following professionals to report suspected child abuse: physician, resident on a hospital staff, intern, nurse, coroner, school teacher, day care personnel, social worker, or other person having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse, abandonment, or neglect shall report or cause to be reported within twenty-four (24) hours.

If I Do Not Report. Can I Be Prosecuted?

Yes. You could be charged with a crime – and you could be prosecuted. Any mandated reporter who has a reasonable suspicion of child abuse or neglect and fails to report this suspicion is guilty of a misdemeanor. If a child is harmed, and the investigation reveals that you had a reasonable suspicion, but did not report it, you could be prosecuted.

You could also be held civilly liable, which means you could be sued on behalf of the child harmed.

The call must be made within 24 hours. (855) 553-KIDS (5437).

Can I Lose My Credentials if I Fail to Report?

Yes. Educators who fail to report may risk loss of their license or credential. The Professional Standards Commission may deny, revoke, suspend, or place reasonable conditions on a certificate issued or authorized under the provisions of section 33-1202.

How Do I Report?

The mandated reporter must report the known or suspected incidence of child abuse to a child protective agency immediately or as soon as practically possible by telephone. The following information must be provided at the time of the call:

Name of the reporter (which is confidential)

Name of the child

Address and age of child

Parent's or custodian's name and address

Present location of the child

Nature and extent of the injury; and

Any other information, including that which led the person to suspect child abuse, requested by the child protective agency.

The call must be made within 24 hours. (855) 553-KIDS (5437).