



# Silverton Elementary

# Student/Family Handbook

Digital Leadership Academy

Leader in Me School

Home of the Eagles

**Title 1 School + Parents + Teachers = Successful Students**

Principal, Kevin D. Williams

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Cincinnati Ohio 45236

Phone 513-363-5400

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School Hours: 7:40 am-2:10 pm



**Educational Practice and School Focus:**

“We only get one chance to prepare children for a world that none of us can possibly predict. What are we going to do with that chance? ~ Muriel Summers

**Digital Leadership Academy:**

Silverton Elementary has a Digital Leadership Focus by which students learn via a mix of face-to-face teacher-led and self-pace lessons integrated throughout instruction. The student's experience is enhanced by increased access to technology and innovation. Silverton students benefit from 1:1 devices in their classrooms – iPads for K-1<sup>st</sup> grade and laptops for 2<sup>nd</sup>-6<sup>th</sup> grade.

The foundation of Silverton's Digital Leadership Program focus includes:

- Digital identity - citizenship
- Digital rights - privacy, freedom of speech
- Digital literacy - content creation, critical thinking
- Digital communication - collaboration
- Digital security - password and internet protection
- Digital safety - behavior, content, and contact risk
- Digital use - screen time, digital health, community outreach
- Digital emotional intelligence - social awareness and empathy

Students will develop and apply these skills using project-based learning methods by implementing innovative tools such as robotic, coding, Google Workspace collaboration, and digital media creation (ie. video game design and pod casting).

**Leadership Focus:**

Silverton is a Leader in Me School. We are teaching 21<sup>st</sup> Century Life Skills using Stephen Covey's 7 Habits of Effective People to grades PreK – 6<sup>th</sup>.

Students are learning:

- Problem Solving
- Teamwork and Collaboration
- Critical Thinking
- Responsible Decision Making

**Silverton Mission Statement:**

At Silverton Elementary, we educate, empower, and build a community of Digital Leaders to be compassionate, engaging, lifelong contributors in a rapidly changing world. We cultivate and honor diverse learners as we commit to high academic expectations for all.

**Silverton Vision Statement:**

Silverton Elementary creates a community of empowered students prepared to learn and lead.

**Silverton Core Values:**

- Strong Academics
- Student Ownership in the Learning Process
- Blended Learning to Enhance the Academic Experience
- Engaging Field Experiences to Build on Key Academic Concepts
- Arts Integration for Creativity and Innovation
- Collaboration and Active Communication
- Family and Community Partnerships

**Silverton Student Pledge:**

I choose to lead:

**L:** Love learning

**E:** Engage everyone in the process

**A:** Achieve goals together

**D:** Do the right thing

No Exceptions! No Excuses! We Succeed!

**Arrival and Departure:**

Silverton outside gym doors open at 7:30 am and will report directly to the cafeteria for breakfast or to the gym. There is no adult supervision prior to 7:30 am. School begins at 7:30 and the tardy bell rings at 7:45. All tardy students must report to the office.

Students should be picked up promptly at 2:15pm unless participating in an after school activity.

**Early Dismissals:**

- Send a note with your child explaining the reason or call the office directly
- Children should give a note to the teacher immediately upon arrival
- Parents should report to the office
- Office staff will call the child to the office

**Universal Breakfast:**

Silverton students are offered breakfast at no charge from 7:30 am -7:50 am every day.

**Reporting Absences:**

If your child is absent from school, please call 363-5400 and leave a message prior to 8:30 am.

**Change of Address or Phone Number:**

It is very important that you report any change of student information immediately to the office. Phone blast regarding critical school or bus information comes from what you provide on the Emergency Contact Forms. In case of an emergency, we need updated information to communicate with parents in a timely manner.

**PowerSchool:**

PowerSchool is a computer system used by CPS to track student information. Parents can also track student academic or behavior using this tool. To register for an account, you can contact our office staff for this information or go online at <https://powerschool@cps-k12.org>

**Opportunities to Become Involved:**

- **Silverton Parent/Teacher Association (PTA):** The Silverton PTA is active in organizing back-to-school events, fundraising activities, and other social events throughout the year. There is typically a meeting every month. For more information, please contact Resource Coordinator Mrs. Cheri Jordan at [jordche@cpsboe.k12.oh.us](mailto:jordche@cpsboe.k12.oh.us) or leave a message with the school office at 513-363-5400.
- **Volunteering:** We are always looking for volunteers to assist students, teachers, and staff. Depending on your interests, skills and time availability, assistance is welcomed in classrooms, the lunchroom on the playground, during arrival and departure times, in the office, or chaperoning on field trips. Please Resource Coordinator Mrs. Cheri Jordan at [jordche@cpsboe.k12.oh.us](mailto:jordche@cpsboe.k12.oh.us) or by phone at 363-5473 for questions about specific volunteer opportunities. All volunteers must go through the CPS background check and badging process prior to volunteering.
- **Silverton Local School Decision Making Committee (LSDMC):** The LSDMC advises in order to perpetuate teamwork without supplication of roles; prioritized needs for disbursement of funds and annually conducts goal setting and program evaluation activities.

**Observing Classrooms:**

Visitors are always welcome at Silverton Elementary– we are proud to share our program. In order for the educational process to proceed smoothly, please follow these guidelines:

- Individual classroom observations are not permitted
- Please make an appointment to observe or volunteer at least one day in advance. Also, if you are volunteering, the teacher will need time to prepare work for you that will be beneficial to the children and enjoyable for you.
- Stop at the office first and sign in at the front desk and please have your badge.
- Impromptu Conferences – in the interest of guarding instructional preparation time and confidentiality, we ask that all conferences be scheduled in advance. We want to provide parents our undivided attention, so it is best to request and schedule a conference rather than stopping in. Teachers will not be available during the day for non scheduled conferences. Please plan ahead.

### **Emergency Procedures:**

- Safety drills are conducted monthly
- ALICE – Students and staff will participate in three lockdown drills per year
- In the event of a crisis in which staff and students must be evacuated from the building, students and staff will walk to the Silverton Deer Park Fire Station or to Mission Baptist Church
- Our trained School Incident Response Team (SIRT) will ensure all safety procedures are followed

### **Building Security:**

It is our job to keep your children safe while in school. In order to do this we must have all parents, visitors and guests obtain and wear a badge while in the building. All visitors must sign in and out in the office.

### **Inclement Weather:**

The announcement of school closing or delay of yellow bus service is made over most radio and television stations. When severe weather creates hazardous conditions, it is the parent's responsibility to monitor the news reports or radios stations. The school will also send out a RoboCall using our School Messenger system.

### **Health Requirements:**

- Immunizations
  - "No shots, No school." All students entering for the first time are required to have proof of immunization – shot records against diphtheria, pertussis, tetanus, polio, mumps, measles and rubella.

### **Medication:**

Cincinnati Board of Education Policy requires signatures of the parent or guardian and physician before medication can be given to a child by school personnel. A special form for this purpose is available in the school Health Assistant's office.

**Illness:**

Please do not send your child/children to school ill. We have a school nurse on a very limited basis. If a student becomes ill or injured at school, a parent or other designated persons will be contacted. It is imperative that we have updated emergency information for every child. Children returning to school after an absence must bring a note.

**Dress Code for Students:**

Silverton Elementary is a uniform school and **uniforms must be worn daily**. The following are our uniform colors:

- Tops - White, Red, or Black
- Bottoms - Khaki or Black
- Footwear - Sneakers or Closed toe shoes
- No hoodies are permitted to be worn during school hours

Shirts will be the polo style or button down oxford with a collar. In addition, students are permitted to wear shorts in black or khaki. **Jeans and Hoodies are not permitted as part of the uniform. Open toed or slip on (Crocs,slides) shoes are not permitted due to safety issues in the gym and during recess.** Students should wear crew neck sweatshirts or sweaters only with collared shirts underneath. Silverton spirit wear tops are allowed on any day.

During the winter and cool days students may wear turtlenecks, sweat shirts, sweaters and sweater vests in the uniform colors only. **The school reserves the right to ask students to change into proper attire.**

**School Fees:**

The Cincinnati Public Schools assesses each child on an annual fee to help defray the cost of special materials purchased centrally. The fees are assessed on a sliding scale based on family income, grade level of the student, and the number of children in the Cincinnati Public Schools. Each student receives a form with information concerning these fees. Cash or money orders should be returned in the envelope attached to the form. Other fees may be assessed if a student damages or loses books. If you wish to have a fee payment plan, please stop by the office to fill out a form. If you receive public assistance, you must get a letter from your caseworker to waive the school fee.

**Homework:**

Homework is any assigned task given to students for the initiation, development, or completion of mental or physical efforts outside the scheduled classroom period. Homework is the responsibility of each Silverton student. Please monitor to make sure it

is completed.

Generally, the purposes of homework are to:

- Extend learning activities beyond class time
- Practice techniques previously introduced
- Help ensure understanding of principles
- Develop skills in application – mental/physical/social/emotional
- Prepare for class participation
- Generate independent research, thinking, and creativity
- Gain experience in the use of outside resources and facilities, and help ensure satisfactory attainment of learning objectives

Parents should be involved with these purposes:

- Participate in homework objectives and attainment
- Monitor and assess the quality of homework done
- Provide feedback to teachers, and keep in touch with the school program

### **Telephone Messages:**

Parents are asked to communicate special arrangements or pick up plans at home before the start of school. If it is extremely necessary for parents to leave messages for their children, please call the office before 1:30 pm. **Please do not contact the office with dismissal changes between 1:45 pm and 2:15 pm. The voicemail will be on and the school will not be accepting calls.**

### **Student Cell Phone Usage:**

There are telephones for emergency usage in every classroom and the office. During school hours and on the buses, **cell phones must be in book bags. Cell phones are not to be seen or heard.** If a student breaks the rules for cell phone usage, the phone will be turned into the office and must be picked up by a parent. Repeated breaking of cell phone rules will result in loss of the privilege. **The school is not responsible for lost, stolen, or misplaced cell phones.**

### **Other Electronic Devices: These Items Belong at Home**

Electronic games, tablets, and other tech etc. are prohibited in school; all technology which students need to complete academic work will be provided by the school. Electronic devices that are confiscated or brought to school will be turned into the office and must be picked up by a parent. The school is not responsible for any lost, stolen or misplaced devices.

### **Student use of Classroom Phones:**

Teachers can permit students to use their classroom phones for emergency calls.

**Addressing Parent-Student Concerns:**

If your child comes to you with a complaint or concern with how an incident involving him/her directly has been handled, please follow these guidelines:

- Discuss the incident thoroughly and objectively with your child.
- If you have questions about the incident, or are dissatisfied with how the situation was handled, make an appointment to discuss the incident with your child's teacher.
- If you are not satisfied or you don't receive a response from the teacher, please contact the principal directly.
- Playground or lunch incidents may be referred to Silverton's security team, ALC paraprofessional, or to the principal.

**Silverton Code of Conduct:**

Silverton Elementary Student Expectations are aligned with [CPS District Code of Conduct](#) (linked here) which will be mailed to your home. Please review that with your child. Category 1 incidents are primarily handled by the classroom teacher, but any Category 2 or 3 incident may be sent directly to the principal for consequence. A category I Offense could be upgraded to a Category II Offense depending on the circumstances. Please refer to the above link and refer to pages 12-21 in order to view the corrective strategies for category 1, 2, and 3 offenses.

CPS's Board Policy 5517.01 states that there is "0" tolerance for bullying, harassment or intimidation. Your child will be warned about the consequences of this behavior. All communication in this school or over social media is to be conducted with respect. Students must not use words written, verbal or electronic to intimidate, harass, bully or threaten another person.

**[Silverton Bullying Policy:](#)**

Bullying, harassment and intimidation, of any student, by any means by any student or school personnel on school property, at a school sponsored event or on school provided transportation, is strictly prohibited. Disciplinary action, including the possibility for suspension or expulsion, will be taken against any student found responsible for harassment, intimidation or bullying.

- Students and/or parents or guardians should report incidents of suspected conduct of bullying to any teacher, school administrator or staff member
- All reported incidents will be investigated
- Parents will be notified
- Steps will be taken to protect the student
- Students are prohibited from making false statements or reports of bullying



### **Silverton Alternative Learning Center (ALC):**

In lieu of a traditional in-school suspension room, Silverton has created the ALC, an alternative learning center where students who receive time away are challenged to not only complete their provided classwork but also to process their actions, reflect in a problem solving mindset, and reflect using the 7 Habits.

### **Bus Conduct:**

Students living a mile or more from school have the privilege of riding the school bus. The bus ride starts the school day. The bus drivers have a tremendous responsibility of ensuring that the students arrive safely and on time. The bus drivers and school personnel request that parents periodically go over the bus rules with their child(ren). Our desire is to have a safe and orderly environment on the buses. Please instill in your child(ren) that the bus driver directs all activities on the bus.

### **Consequences for Bus Misconduct:**

Misconduct on the bus will be addressed by the driver, school security, and school administration.

1<sup>st</sup> referral – Warning letter sent home with the student to be signed by parent/guardian and returned to school.

2<sup>nd</sup> referral – Bus privileges suspended for three (3) days. Letter sent home with the student from the school administration. Office staff or school security will attempt to notify parent/guardian by phone 24 hours prior to bus removal.

The cycle repeats itself. At the 6<sup>th</sup> referral, bus privileges are suspended for three (3) days. At the 9<sup>th</sup> referral, bus privileges are suspended for five (5) days. At the 12<sup>th</sup> referral, bus privileges are suspended for ten (10) days. Chronic misconduct on the bus may result in the student losing bus privileges for the remainder of the school year.

**\*\*Note: Fighting on the bus will result in immediate bus removal.\***

### **Silverton Step Form:**

Silverton staff uses a step form to track chronic Category 1 behaviors which occur in the classroom. Students will receive three warnings prior to being assigned an official “step” on the form. Step forms will run for one month from the first incident for grades K-3. Step forms will run monthly for grades 4-6.

### **Steps 1-3 will be teacher managed consequences (log entry)**

- Consequences that are listed for each step are mandatory. Teachers are not limited to those actions/consequences.

- Additional actions could be: loss of privilege/preferred activity, change of seating, leave classroom for reflection, connect with another adult, sitting away from class during lunch
  - For all steps, teachers are encouraged to use positive re-entry strategies to help the student feel encouraged to adapt behavior.
  - Noted as log entries the day of the behavior.
    - Details to include:
      - Describe the behaviors
      - Step number
      - Consequence(s)
      - Notes when parent was contacted
  - Teachers are encouraged to take this time to reflect with the child.

#### **Step 4: Office Referral (discipline entry)**

- This means that the student has had 3 different instances of receiving steps due to the behaviors and plans listed above. These are all Category I behaviors. This means that the teacher has been following the step form's actions and consequences.
- Step 4: should be logged as a discipline incident
  - Each step form must be followed with each corrective action or else it will be returned to complete fully by the teacher
  - Each folder with step form + accompanying documentation will be reviewed at the end of the school day
    - the students will not be removed from the classroom at that time
      - the student should remain in the classroom completing work
    - consequences will not be immediate
    - teacher can utilize a time out buddy classroom
  - Administrator or member of PBIS team will review completed step form documentation and will relay the consequence for the following day
    - Consequences could include:
      - Restorative conversation with student + parent
      - Time out in buddy class with work included
      - Restorative conversation with teacher, student + parent
      - Loss of privilege
      - Refer to PBIS Team
      - Home/ school communication system
      - ALC

- Emergency removal
- Promise Center
- Administrator has contractual authorization to add additional information after investigation but cannot delete original discipline log
- Administrator must provide written notification to the teacher in the student management system

**\*\* Exceptions/Notes:**

- Decisions for use of the step form in K, 1, and in special ed units will be made by teams.
- In lieu of a schoolwide step system, the school team will implement formal behavior plans for those students with signed FBA/BIP (all legal expectations will be followed).

**Leader In Me & Positive Behavior Intervention and Supports (PBIS):**

Silverton embraces a full PBIS plan where **students are directly taught and encouraged to Be Safe, Be Respectful, and Be a Leader**. Leader in Me supports the building PBIS plan.

- Silverton Elementary School will use the Leader in Me process to teach 21<sup>st</sup> Century Leadership and Life Skills to create a culture of student empowerment based on the idea that every child can be a leader.
- Silverton Elementary School students will learn the 7 Habits of Highly Effective People. The 7 Habits will be the foundation for school-wide expectations for behavior.

**Silverton Elementary School – Highly Effective Students will...**

1. Be Proactive – I am in charge of me.
2. Begin with the End In Mind. I have a Plan.
3. Put first things first – I work first, and then play.
4. Think Win – Win – Everyone can win.
5. Seek First to understand, then to be understood – I listen before I talk.
6. Synergize – Together is better.
7. Sharpen the saw. Balance feels best.

## Silverton Elementary [PBIS Plan](#)

### School Wide Expectations

#### Common Language to Be Taught

1. Three “Be”s: Be Safe, Be Respectful, Be a Leader
  - a. Teach each leadership habit separately

Location	Be Safe	Be Respectful	Be a Leader
<b>Arrival</b>	<ul style="list-style-type: none"> <li>•Walk on sidewalks and crosswalks</li> <li>•Enter doors to the left –Gym entrance</li> <li>•Go to your designated location – Gym or Cafeteria</li> <li>•Avoid touching bus surfaces unnecessarily</li> <li>•Avoid touching your eyes, nose, and mouth</li> </ul>	<ul style="list-style-type: none"> <li>•Enter the building in an orderly manner walk softly</li> <li>•Use respectful tone of voice</li> <li>•Use polite language</li> <li>•Maintain social distance from others</li> <li>•Avoid talking to all but those in your immediate area (6 ft.)</li> </ul>	<ul style="list-style-type: none"> <li>•Arrive on time</li> <li>•Stay in your assigned area unless you have written permission from your teacher to leave</li> <li>•Line up quietly at the sound of the line-up bell</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>•Dismiss from Gym door</li> <li>•Stay in line and follow your teacher</li> <li>•Use sidewalks and crosswalks</li> </ul>	<ul style="list-style-type: none"> <li>•Use kind words and actions</li> <li>•Follow adult directions</li> <li>•Exit the building in an orderly manner</li> <li>•Maintain social distance from others</li> </ul>	<ul style="list-style-type: none"> <li>•Leave classroom, follow your teacher and go directly to designated exits:</li> <li>•Bus riders to the bus loop</li> <li>•Car riders to the gym</li> <li>•Van riders to the bus loop</li> <li>•If walking home leave premises after exiting</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>•Walk in the halls</li> <li>•Take the shortest route to your destination</li> <li>•Pick up and throw away trash in the trash cans</li> <li>•Avoid using the water fountain</li> <li>•Do not unnecessarily touch people, walls, lockers, etc.</li> </ul>	<ul style="list-style-type: none"> <li>•Keep your hands and feet to yourself</li> <li>•Follow directions given by all staff</li> <li>•Use a Level 0 Voice</li> <li>•Walk with hands at your sides</li> <li>•Anticipate congestion and try to avoid it</li> </ul>	<ul style="list-style-type: none"> <li>•Stay to the right of the hallway or sidewalk</li> <li>•Walk facing forward</li> <li>•Travel in a single file line</li> <li>•Use a hall pass when not with a staff member</li> </ul>

<b>Restrooms</b>	<ul style="list-style-type: none"> <li>•Keep feet on floor</li> <li>•Keep water in sink</li> <li>•Use soap and water for washing hands for at least 20 seconds</li> <li>•Keep hands, feet, objects to self</li> </ul>	<ul style="list-style-type: none"> <li>•Knock on stall door</li> <li>•Give people privacy</li> <li>•Use quiet voice</li> <li>•Do not enter if doing so results in crowding</li> </ul>	<ul style="list-style-type: none"> <li>•Take hall pass for bathroom</li> <li>•Flush toilet after use</li> <li>•Turn off water</li> <li>•Put paper towels in garbage</li> <li>•Return to class promptly</li> <li>•Report problems to an adult</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>•Sit in assigned area</li> <li>•Sit with feet on floor; bottom on bench and facing table</li> <li>•Keep food to self without sharing</li> <li>•Line stays against wall</li> <li>•Properly sanitize your hands before and after eating</li> <li>•Avoid talking to all but those in your immediate area (6 ft.)</li> </ul>	<ul style="list-style-type: none"> <li>•Follow directions of adults</li> <li>•Use quiet voices</li> <li>•Be silent when quiet signal is given</li> </ul>	<ul style="list-style-type: none"> <li>•Take coat to Cafeteria</li> <li>•Raise hand to request items/ assistance</li> <li>•Throw all garbage in can, put tray and dishes on counter</li> <li>•Clean your area before leaving the lunchroom</li> <li>•Keep your hands and food to self</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>•Food stays in Cafeteria</li> <li>•Walk to and from playground</li> <li>•Stay within boundaries</li> <li>•No hitting, pushing, grabbing, play-fighting</li> <li>•Use equipment safely</li> </ul>	<ul style="list-style-type: none"> <li>•Play fairly, share equipment</li> <li>•Use kind words and actions</li> <li>•Follow directions of Playground Staff</li> </ul>	<ul style="list-style-type: none"> <li>•Keep playground clean</li> <li>•Go to an adult with problems</li> <li>•Return playground equipment to receptacle</li> <li>•Line-up quietly when bell rings</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>•Keep hands, feet and objects to self</li> <li>•Keep all four legs of the chair on the floor</li> <li>•Use learning tools correctly</li> <li>•Remain in seat</li> <li>•Get adult help for accidents</li> <li>•Always cover you mouth/nose when you sneeze or cough</li> </ul>	<ul style="list-style-type: none"> <li>•Talk quietly with permission</li> <li>•Follow directions of teacher</li> <li>•Stay on task</li> <li>•Use kind words and actions</li> <li>•Wait your turn</li> <li>•Maintain social distancing</li> <li>•Sanitize your work area as instructed</li> <li>•Maintain the layout of the classroom (direction and position of chair)</li> </ul>	<ul style="list-style-type: none"> <li>•Follow School Rules</li> <li>•Monitor your own behavior, report problems to an adult</li> <li>•Be honest</li> <li>•Keep toys, games, electronics at home unless given permission</li> <li>•No chewing gum or candy</li> </ul>

			<ul style="list-style-type: none"> <li>•Know that your practices should be to protect yourself from infection <u>and</u> from infecting others</li> <li>•Model safe and appropriate behavior</li> </ul>
<b>Office &amp; Restricted Areas</b>	<ul style="list-style-type: none"> <li>•Enter restricted area only with a staff member</li> </ul>	<ul style="list-style-type: none"> <li>•Keep quiet</li> <li>•Keep hands to self</li> <li>•Enter office quietly and wait at the counter to be recognized by staff</li> <li>•Sit quietly while waiting</li> <li>•Eating in the office is not permitted</li> <li>•Ask permission to use the office phone</li> </ul>	<ul style="list-style-type: none"> <li>•Always have a note/pass stating the reason you are in the office</li> <li>•Exercise self-control while waiting to be seen</li> <li>•Listen and follow adult directions while in the office or restricted area</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>•Keep hands and feet to self</li> <li>•Sit flat on floor or on the bleachers/chair</li> <li>•Maintain social distancing</li> </ul>	<ul style="list-style-type: none"> <li>•Keep voice silent during the presentation</li> <li>•Be a good listener</li> <li>•Engage with the presenter when expected to so</li> </ul>	<ul style="list-style-type: none"> <li>•Enter designated area quietly</li> </ul>