

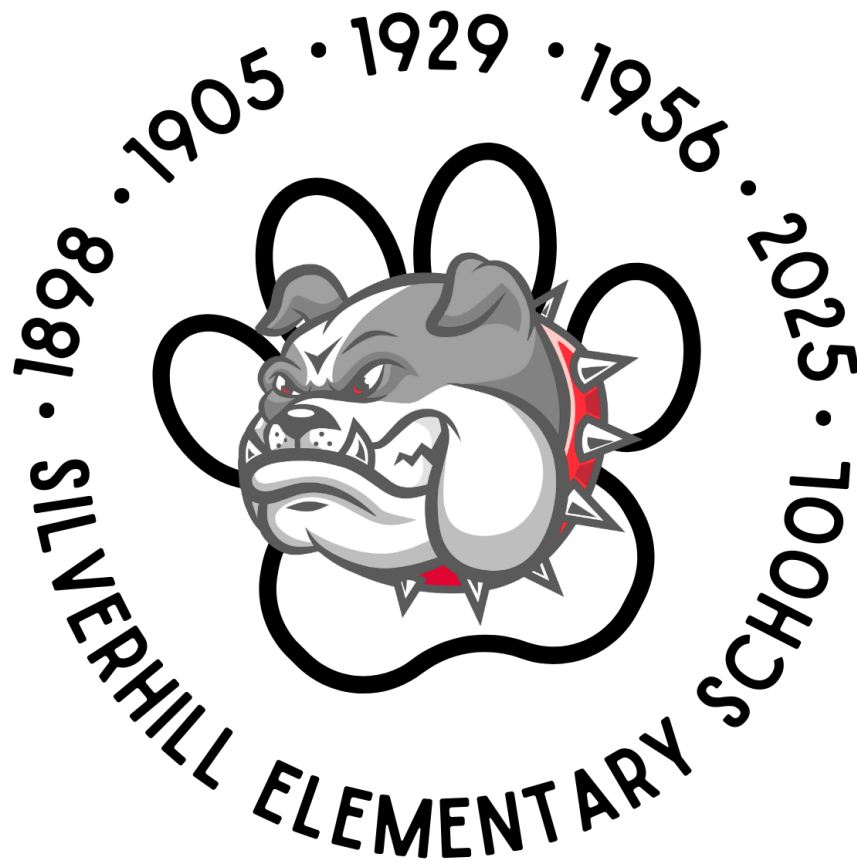
Silverhill Elementary School

Student Handbook

2025-2026

Wendy Rodgers, Ed.S, Principal

Caitlin Foran, Ed.S, Assistant Principal



20150 County Road 55 Silverhill, Alabama

Telephone: 251-945-5188

Fax: 251-970-4436

Dear Silverhill Elementary School Families,

Welcome to the 2025 - 2026 school year! We are so excited to partner with you in your child's educational journey. At the heart of everything we do is the belief that a strong relationship between home and school lays the foundation for success. When we work together – families, teachers, and staff - we create a learning environment where every child can thrive.

At Silverhill Elementary School, we believe that hard work and perseverance are the keys to personal and academic growth. We encourage our students to embrace challenges, learn from mistakes, and keep trying, knowing that effort leads to progress. With your support, we can nurture a mindset that values determination and a love of learning.

Our school community is built on kindness, respect, and inclusion. It is our goal to create a safe and welcoming space where all are seen, heard, and valued. Together, we will model and reinforce these values, helping our students grow into thoughtful and compassionate individuals.

Our school staff has worked together over the past year to develop a mission and vision for the future, based on our values, commitments, and goals in order to provide the best educational experience for our students. Our school motto remains *Love, Learn, Lead...Together!*

Mission

At Silverhill Elementary School, we exist to ensure ALL students will learn. With high expectations and whole child development, we prepare ALL students to succeed.

Vision

Everyone is empowered, every learner is growing, and every voice is valued to ensure a positive impact in our community.

Collective Commitments

We believe in/that:

- Demonstrating respect for all*
- Fostering the belief that we have the power to influence the change we want to see in our school*
- Effort, perseverance, and a growth mindset lead to meaningful progress and success*
- Creating an environment where everyone is supported in becoming capable, motivated, and resilient*

Schoolwide Goals

- To improve student achievement in English Language Arts in each grade level as measured by performance on local, district, state, and national assessments*
- To improve student achievement in Math in each grade level as measured by performance on local, district, state, and national assessments*

We look forward to a year of growth, discovery, and shared success. Thank you for being our partners in this important work!

Warmly,
Wendy Rodgers, Ed.S.
Principal

PTO

The Silverhill Elementary School PTO would like to welcome you to the 2025 - 2026 School Year. For those of you who are unfamiliar with us, we are a volunteer organization made up of parents, teachers, administrators, community partners, and support staff who are dedicated to the successful education of our children. The Silverhill Elementary PTO works hard to help make the school year both enjoyable and exciting for students, teachers, and parents.

The purpose of our organization is to aid the students, teachers, and staff by providing support for educational and recreational needs; to promote open communication between administration, teachers, and parents and to encourage Silverhill Elementary School spirit and pride. The PTO uses its resources, both manpower and monetary, to support all the efforts of the staff at our school.

We are looking forward to meeting families, parents, and grandparents that would like to get involved with our PTO this school year. We encourage you to not only join our organization but get involved as well! Everything we do is based on volunteers and we are always looking for those of you to help make a difference in the lives of our children.

You can participate and help us make 2025 - 2026 a great school year. We will need as many volunteers as possible and are flexible enough to work around your schedule. This is a wonderful way to find out what is happening at our school from the PTO's perspective. If you are interested in volunteering or have questions, please contact our PTO at Silverhillpta@gmail.com or contact the school office at 251.945.5188.

We look forward to getting to know you!
Silverhill Elementary School PTO

Silverhill Elementary School Policies

1. Always know how you are getting home before you leave your home for school.
2. While uniforms are not required for the 2025-2026 school year, students at Silverhill Elementary School are required to follow the dress code policy set by the Baldwin County Board of Education.
3. Snacks are \$1.00. We sell ice cream once a month.
4. Families will not be required to pay for breakfast or lunch. However, a la carte or additional items will need to be purchased. Accounts can not be charged - therefore students will need money in hand for a la carte items.
5. Electronics (phones, electronic watches, iPods, iPads, MP3 players, etc.) are **not** allowed at school.
6. Students should not arrive before 7:10 am for school.

School Day Schedule	
School Day	7:45-3:00
Breakfast	7:15-7:45
First Bell	7:45
Tardy Bell	7:50
Dismissal	2:55
ASCC	3:00-5:30

7. Once your child's transportation is set at the beginning of the school year, changes should be reserved for emergency purposes only. If your child's transportation plans change, a signed note is required from both the giving/receiving parent, on the same bus and same route. For example, if Student A is spending the night with Student B, then Student A's parent will need to write and sign a note giving permission and Student B's parent must also write and sign a note giving permission to spend the night. **We are unable to accept any changes by phone.** The change must be in writing to homeroom teachers within 24 hours of the change - no verbal changes.

Baldwin County Board of Education Policies
Eddie Tyler, **Superintendent of Baldwin County Schools**
Tony Myrick, Zone 3 Board Member

EQUAL OPPORTUNITY POLICY

It shall be the policy of the Board that no student shall be denied the benefit of any education program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigrant status, migrant status or homeless status. A free and appropriate public education is available to all students with disabilities. To the extent required by law, it shall be the policy of the Board that barriers to enrolling and retaining students with limited English proficiency, homeless status, migrant status and immigrant status will be removed, including but not limited to, the denial or delay of enrollment of such students due to lack of birth certificate, lack of school records or transcripts, lack of immunization or health records except otherwise outlined in AL Immunization Law, lack of proof of residency, lack of transportation or guardianship or custody requirements. Notwithstanding the foregoing, the Board recognizes and confirms the importance and necessity of requiring certain enrollment related documentation. In the event students are enrolled without all required documentation, the Superintendent shall develop and implement administrative procedures to ensure and facilitate the supplemental provision of such documentation. All programs offered by schools within the school district shall be open to all students in compliance with the law and any statutory and judicial requirements.

GUARANTEE OF A FREE APPROPRIATE EDUCATION

The Baldwin County Board of Education guarantees the right to a free appropriate education for all school age persons regardless of handicap. The school system will arrange and provide for free evaluation services for any student who is suspected of having a disability and of needing personalized educational accommodations and/or related services. Parents may contact the Office of Student Intervention Services, Section 504 Coordinator, Baldwin County Board of Education for further information and/or to refer their child for evaluation.

It is the official policy of the Baldwin County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, age or creed, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or employment.

Silverhill Elementary School and Baldwin County Board of Education Policies

PARENT RESPONSIBILITIES

Parents/legal custodians and guardians are responsible for the child's attendance and conduct in school.

Under Alabama Law, parents/guardians who fail to compel their child to regularly attend school or fail to compel their child to properly conduct himself or herself as a student in accordance with the written policy on school behavior, adopted by the Board of Education, shall be guilty of a misdemeanor, and upon conviction shall be fined no more than \$100, and may be sentenced to hard labor for the county for no more than 90 days (Code of Alabama, § 16-28-12).

Parents/legal custodians and guardians are required to read and share with their child the Baldwin County Public School System's Parent and Student Handbook. The parent/legal custodian and guardian confirms that they have read the handbook during the online registration process.

Parental Expectations

As the parent is a child's first teacher, the parent should obey local, state, and national laws and should hold him/herself to high ethical and moral standards. They should be supportive of the local Board of Education and its employees who act in the public trust. This support should involve participation in the provision and maintenance of a high-quality instructional atmosphere in each of the BCPS' schools.

Recognizing the significance of parental support to quality education, the parent should constantly strive to maintain communication and cooperation between him/her and the personnel of the school system in all matters that affect the student. By these actions, a parent will show a respectful attitude and appreciation toward the need for education in today's society.

Parent Notification that Silverhill Elementary School is a Title I "Schoolwide" Program

Title I is a federal program designed to help students in our nation's schools. In accordance with the *Every Student Succeeds Act (ESSA)* and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Title I schoolwide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and along with other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

Parent Right-to-Know

In accordance with the Title I program and the *Every Student Succeed Act (ESSA)*, parents, through the Right-To-Know provisions, may request information regarding the professional qualifications of their child's teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child's level of achievement on any state academic assessments.

Attendance and Enrollment (pages 13-31 of BCBE Student Parent Handbook)

Attendance Law

Alabama State Law requires that all persons between the age of six (6) and seventeen (17) years of age are to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law. BOE Policy 6.1.1.

Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or guardian of the child to the local board of education at the beginning of each school year, under rules as the board may prescribe; provided, a person who is under 19 years of age and on track to graduate from public school may not be denied admission to public school solely on account of his or her age. As such persons, who are fifteen years old or older, and are requesting new enrollment to BCPS, will be subject to a review of specific criteria established by the Superintendent or their designee. This review will determine their acceptance for enrollment in BCPS. (Ala. Code § 16-28-3)

Requirements to Enter School

It is the policy of the Board of Education that a child must be five (5) years old on or before September 1, the date set by State guidelines, to be admitted for kindergarten enrollment for the current year. A child must be six (6) years old on or before December 31, the date set by State guidelines, to be admitted to first grade for the current school year. A valid source of age is required (ex: birth certificate, passport, etc).

In accordance with Alabama Act No. 2024-347, a child who successfully completes kindergarten by the date on which school begins in the enrolling district, shall be entitled to admission to the first grade at the opening of schools for the school year or as soon as practicable.

An underage child who has completed a qualified out-of-state public kindergarten program during the past year and is not six (6) years old by December 31st, may attend first grade in our schools with the approval of the local board of education. A child who attended first grade in another state, according to that state's entrance code, and is not six (6) years old by December 31st, is considered a transfer and may be admitted to our schools to continue in first grade. Appropriate documents must be presented.

ENROLLMENT DOCUMENTATION

Students seeking to enroll in BCPS must comply with all annual registration and enrollment requirements listed below and outlined in this document:

1. Submitting all requested addresses information which could include but not limited to current proofs of residence in the name of the enrolling adult who lives within the BCPS school zone area.
2. Submitting prompt receipt of records from previous school, if applicable;
3. Submitting a birth certificate or valid document that will verify age for student entering Kindergarten, new first grade students and new students to the system). Ala. Admin. Code § 290-3-1-.02(4)(b)(2)
4. Submitting local emergency telephone numbers; (two (2) numbers are required for students in grades K-6).
5. Submitting an original and up to date Certificate of Immunization, Military Medical records (Ala. Act 2025- 455); Certificate of Medical Exemption or Certificate of Religious Exemption. (can be obtained from the Baldwin County Health Department or your physician) Ala. Code § 16-30-3 & 4 Page 15 Baldwin County Board of Education Student and Parent Handbook Student Code of Conduct
6. Completing and submitting the Alabama State Department of Education Health Assessment Record.
7. Completing and returning all student information as requested.

Note: Failure to provide complete and accurate information on all forms as required may result in the delay of enrollment and/or the student's withdrawal from BCPS.

Absences

Absences are either excused or unexcused. Excused absences are those due to the following reasons:

- Illness of student
- Inclement weather

- Legal quarantine
- Death in the immediate family
- Emergency conditions as determined by the superintendent or principal
- Prior permission of the principal and consent of the parent or guardian, except in emergency situations

Late Arrivals

Promptness to school is very important. The first bell rings at 7:45. The tardy bell rings at 7:50. **CHILDREN WHO ARE TARDY TO SCHOOL MUST REPORT TO THE OFFICE with their parent/guardian.** Admission slips from the office for tardiness are necessary before a child can enter a classroom.

Early Dismissals

Pupils who leave school early for any reason must check out through the school office. Parents must send a written note of permission for any student to leave for any reason other than sudden illness, accident, or similar incident. The nature of the early dismissal will determine if the absence will be excused. Only an excused early dismissal allows work to be made up.

Withdrawal of Students

The school shall be notified in advance of the impending withdrawal of a student from school. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, lunch payments, and fines should be cleared before the student transfers to another school.

Conduct (pages 33-72 of BCBE Student Parent Handbook)

Good discipline is extremely important to the total school program and is vital to the development of citizenship. Teachers are expected to exercise toward students those courtesies which students are required to show teachers.

General School Rules

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for everyone.

- BE RESPECTFUL
 - ☐ Be quiet.
 - ☐ Follow adult instructions.
 - ☐ Be kind to others.
- BE RESPONSIBLE
 - ☐ Keep hands, feet, and objects to yourself.
 - ☐ Respect the environment.
- BE RESOURCEFUL
 - ☐ Report problems to an adult immediately.

Bullying/Harassment

Bullying is when one person picks on or hurts another person again and again. Bullying may include physical attacks, verbal attacks, or exclusion of a student or group of students. At Silverhill Elementary School, we will not tolerate bullying. It is a continuous pattern of intentional behavior. Students who experience this type of treatment from another student should let an adult know right away so that a plan can be put in place to end this type of behavior. We want all of our students to feel safe at school and to enjoy coming to school. We will not allow bullies to prevail.

Bus Rules (pages 59-61 of BCBE Student and Parent Handbook)

BCPS provides bus transportation to students who are eligible to ride based on State and Local Board of Education provisions. Subject to certain exceptions outlined by law, providing students bus transportation is a privilege and not a right. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to follow all rules and regulations regarding school buses. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus and shall be subject to all school rules and regulations applicable during regular school hours. The bus/bus stop is an extension of the school in which the student attends.

The principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safety of others. At such time as it becomes necessary to deny a student the privilege of riding BCPS buses, it becomes the parents' sole responsibility to transport the student to and from school in a timely manner. Parents/Guardians are urged to contact the school principal with any transportation concerns or problems.

Students are expected to be at the bus stop 10 minutes prior to their bus scheduled pick-up time. The bus will not wait for students who are tardy. Any child who misses the bus will need to be taken to school by a parent/guardian. Students should not chase after the bus. Parents should not attempt to meet up with the bus at other locations. It is extremely dangerous for students to attempt to board a bus at a different location as the bus driver may not see the child in their mirror due to blind spots. Parents are prohibited from having students exit a vehicle behind the bus to board the school bus. Increased risk of students being seriously injured, or death may occur.

Behavior Expectations and Specific Rules for Students Riding Buses

BCPS School officials will impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus conduct rules and regulations adopted by individual schools and the transportation department:

- A. Obey and cooperate with the bus driver (the driver may assign seats for students);
- B. Be seated immediately after boarding and remain seated;
- C. Be courteous to fellow pupils and the bus driver;
- D. Books, packages, coats, band instruments, and other items should not be in the aisles or in the driver compartment and should not be left on the bus. These items must be held in the child's lap or underneath the seat and must not occupy the seat of another child;
- E. Do not fight, harass, quarrel, yell, or use profane or obscene language;
- F. Keep feet, arms, and belongings out of the aisle and keep feet off the bus seats;
- G. Do not throw objects in or out of the bus;
- H. Keep hands, head, and objects inside the bus;
- I. Do not eat, drink (water is allowed), or chew gum on the bus;
- J. Do not smoke vape, or use tobacco products;
- K. Do not bring weapons of any kind on the bus;
- L. The use of cell phones or other electronic devices on buses is prohibited (unless required by law or allowed under Board policy and this Student Code of Conduct) and must be kept secured inside of the student's belongings (bookbag, purse, pocket, etc.). Cell phones must be on silent/vibrate. Sound should not be heard. All recording of video and/or audio is prohibited. Students should remove any earphones or similar electronic equipment prior to loading or unloading the bus as to be able to hear any instructions from drivers or noise from oncoming vehicles that may illegally pass the school bus stop sign. Students should always focus on the bus driver and traffic when crossing a roadway, entering, and exiting a school bus. Students should not commit careless or willful acts which may cause injury to others;
- M. Keep bus clean by picking up any trash that is dropped;
- N. Do not commit careless or willful acts which may cause damage to the bus or injury to others (parent/legal guardian may be held financially responsible for repairs or replacement due to bus damage);
- O. Ride to and from school on the bus assigned unless approved by the principal. Baldwin County Board of Education Student and Parent Handbook Student Code of Conduct Page 60
- P. Students will get on and off at their assigned stop
- Q. If needing to cross the street, students should always check traffic and wait on the bus driver's signal before crossing; continually check to ensure all vehicles are stopped.
- R. Students are expected to provide their name and address if asked by the bus driver.

Change of plans for going home

The office will not take any messages over the phone for changing your child's way to go home. A 24 hour written notice is required to be given to the homeroom teacher to make a change. This is for the safety of our students and will be strictly enforced.

Cafeteria Rules

- Students enter and leave the cafeteria in a quiet and orderly manner.
- Students will walk at all times.
- Talk softly while in the cafeteria.
- Practice good table manners.
- Quietly line up to return trays or throw trash away.
- No food may be taken from the cafeteria.
- Tables and the floor where you are seated should be free from debris.

Hall/Breezeway Rules

- Walk quietly, always keeping to the right hand side.
- Keep hands, feet, and objects to yourself.
- Keep halls and breezeway areas free of debris.

Restroom Rules

- Respect the privacy of others.
- Keep the restrooms clean by: flushing toilets, putting paper towels in the trash can, avoid splashing water, and turning off water after use.
- **IT IS VERY IMPORTANT TO WASH YOUR HANDS WITH SOAP AND WATER AFTER BATHROOM USE.**

Suspension and Expulsion

A principal may suspend a pupil from school for violation of school rules and/or other misconduct. Additionally, a principal may institute expulsion proceedings for repeated violations of school rules or other misconduct, which endangers persons or property or seriously disrupts the educational process.

Suspension and Expulsion of Students with Disabilities

Suspension and expulsion may be appropriate disciplinary action for a disabled student. If suspension is considered, the principal and the special education teacher must decide whether the offense is related to the disability. A disabled student may be suspended if it is determined that the offense is not related to the disability. A written statement regarding this decision shall be maintained in the school office, with copies sent to the Superintendent, Special Education Office, and Attendance Office.

A student with disabilities may not be expelled (total removal from a student's current education service) from the school for any behavior that has a direct and significant relationship to that student's area of disability. If the IEP Committee determines that the behavior in question does not have a direct and significant relationship to the student's area of disability, the school system may expel the student; however, a complete cessation of educational services is not permissible. Expulsion constitutes a change in placement that requires due process through IEP Committee action.

Sexual Harassment

The Baldwin County Board of Education recognizes that harassment on the basis of gender is a violation of both federal and state discrimination laws. The Board is committed to providing learning and co-curricular environments that are free from sexual harassment where all students and employees can work together comfortably and productively.

Sexual harassment will not be tolerated from students, employees, or non-employees, including volunteers and suppliers, who have contact with employees and students in the workplace, school, school sponsored events, or in any event sanctioned by the Baldwin County Board of Education.

All students are assured that they may file a complaint or assist in an investigation without fear of retaliation by any Board member, peer, or alleged harasser. Complaints of retaliation will be promptly investigated and perpetrators will be subject to disciplinary action.

Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such contact has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive learning environment at school, at

school sponsored events, or at any event sanctioned by the Baldwin County Board of Education. Forms of sexual harassment include: verbal harassment, such as derogatory comments, jokes, or slurs; physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and derogatory or offensive posters, cards, cartoons, and graffiti.

Procedure: Pupil Personnel

1. If any student perceives comments, gestures, or actions from any student, employee or non-employee, including volunteers and suppliers, to be offensive, the student should notify the principal, guidance counselor, or teacher. If a teacher or guidance counselor is aware of the allegation(s), he/she should notify the principal. Principals who become aware of any allegation(s) of sexual harassment will immediately report, in writing, such allegation(s) to the Division Superintendent for Personnel Services.
 2. The Division Superintendent for Personnel Services will promptly investigate any complaints of sexual harassment, and will initiate immediate action to resolve such complaint. No individual will suffer reprisal for reporting any incident of sexual harassment.
 3. Any student or employee who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the disciplinary action will be based upon the circumstances of the infraction. All proven infractions will become part of the student's discipline record or the employee's personnel record.
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Conferences

If you wish to request a conference with your child's teacher, you may contact the teacher through a written note or by calling the school office. Teachers will be available to meet with parents before and after school or during the teacher's planning time. A mutually agreeable time will be set up between the teacher and the parent.

Distribution of Materials

The sale or distribution of any goods or materials on the school campus by any individual or groups of individuals is prohibited unless prior permission has been obtained from the principal of the school. Individuals and/or organizations outside the local school must have written approval from the superintendent.

Emergency procedures

Fire drills are held on a monthly basis. Tornado drills are held once a semester. An evacuation plan is posted in each classroom and in all areas throughout the school. Teachers will instruct students regarding proper procedures during emergency situations. It is very important that the school office has current information regarding addresses and telephone numbers.

Extended Day - After School Child Care

The Extended Day Program operates on the same calendar as Baldwin County Public Schools. Program hours are from 3:00-5:30 Monday-Friday except on school holidays. For questions regarding ASCC, please contact the ASCC office with Central Office or the site coordinator.

MySchoolBucks

All field trips, fundraisers, fees, fines, etc. or anything bought through the school, will be paid through MySchool Bucks. If you need assistance, please contact the bookkeeper at 251-945-5188.

Food Service

Child Nutrition Program

A good meal is essential to academic achievement. The school cafeteria serves a well-balanced breakfast and lunch each day we are in session. Breakfast and lunch menus are published monthly. **Breakfast is served from 7:15-7:45 each morning.** Free and reduced price meals are available for students whose parents qualify in accordance with federal, state, and local regulations. Forms can be obtained from the school office.

Breakfast:

- Employees/Adult/Children Visitors: \$3.15

Lunch:

- Employees/Adult/Children Visitors: \$4.85

Snack Bar

Students will have a time provided each day to enjoy nutritious snacks from home or from our school snack bar. Items sold in the school snack bar will cost \$1.00 each. Students may purchase a special snack once a month.

Wellness Policy on Nutrition

The Baldwin County Board of Education has adopted a new Wellness Policy for the schools. Some highlights that affect our student age group are: It is recommended that parents bring non-food items to celebrations because of the increase of food allergies. Soft drinks are not permitted. Please check with your child's teacher before bringing anything to school for consumption. Silverhill Elementary does not allow outside food/drink to be brought in for lunch/snack for your child (this includes but is not limited to fast food).

In furtherance of its commitment to fostering healthy nutritional and physical activities that support student achievement and that promote the development of lifelong wellness practices, the Board endorses nutrition education and physical education and activity. For more information regarding BCPS's rules and directives regarding the implementation of the Board's student wellness policy on nutrition and physical activity, please contact the Child Nutrition Coordinator

Health Related Information

First Aid

In case of illness at school, a student is sent to the school nurse. If the student has a fever and/or is obviously sick, the parent/guardian or his designee will be notified and asked to come get the child from school. **STUDENTS MUST BE FREE OF FEVER FOR TWENTY-FOUR (24) HOURS BEFORE THEY RETURN TO SCHOOL. BE SURE ALL TELEPHONE NUMBERS ARE CURRENT ON YOUR CHILD'S ENROLLMENT CARD.** If there is a change to be made, please inform the office in a timely manner. Every effort will be made to notify a parent or his/her designee if a child sustains an injury.

School Nurse

The school nurse provides opportunities throughout the school year to educate, screen, and evaluate the students in Baldwin County. These programs include, but are not limited to, control of communicable disease, vision, hearing, and dental screening, health and hygiene classes. The "Changing Body Program" is presented to the 5th graders. Scoliosis screening is provided for grades 5-9 (ages 11-14) as required by state law. The school nurse is an experienced professional who is in charge of the health program.

Medications given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. Over-the-counter medications must be signed by the parent, and cleared by the R.N. All medications must be delivered to the school by a parent/guardian and must be in the original container with clear, current instructions.

Severe Health Problems

The school nurse and your child's teacher should be given written notice of any chronic health problems such as seizures, asthma, heart problems, and other illnesses or special conditions.

Library

Students are given the opportunity to go to the school library at least once a week. They are expected to take care of the library books. Students are responsible for paying for lost or damaged books.

PTO/Volunteer Programs

The Silverhill Elementary School PTO is continuously engaged in activities which are beneficial to our students and the school. Through the cooperation of the PTO, many worthwhile and lasting achievements have been accomplished. Parents and teachers are cordially invited to join this organization and to take an active part in helping to develop the growth of our students. Meetings are held throughout the year. A schedule will be announced.

Parents are also encouraged to join a fine group of volunteer moms, dads, grandparents, and other interested individuals who help our school in various capacities. These people are our volunteers. Please call the school office if you are able to participate. Background checks are required to volunteer for events at the school (field trips, book fairs, Fun Runs, field day, etc.).

Promotion Standards

The decision to promote a student is based on the student's performance during the school year. The decision is a professional one and is the responsibility of the teacher and the principal. Parent-teacher conferences are highly recommended for students with academic deficiencies. Students must meet criteria established for each level to be considered for promotion.

Report Cards

Baldwin County Schools operate on a nine-week reporting system. Parents are encouraged to study their child's report card carefully and to schedule conferences with the child's teacher to discuss any concerns. Please refer to the school calendar for the dates that are relevant.

Mid-Quarter Progress Reports

Mid-quarter progress reports will be sent home during the middle of each grading period.

Retention Guidelines

Each case of retention in the elementary school should be considered on an individual basis, and the best interest of the child should be given primary consideration. Because of the many variables, it is necessary to rely upon the professional integrity of the teacher and the principal in making decisions based on the best data available. The guidelines which follow are provided to assist principals and teachers in making decisions regarding the retention of students.

Parents should be notified in writing as early as possible that retention is under consideration. Notification should indicate that while promotion is doubtful at that time, substantial progress during the remainder of the year could lead to promotion. Such notification should be sent by the beginning of the third quarter.

1. The decision to promote or retain a child is the responsibility of the principal and the teacher. The teacher should make the initial suggestion, but careful consideration should be given by both teacher and principal. A parent may suggest retention, but the decision is a professional one and should not be made solely on the basis of the wishes of a parent. Parent conferences are highly recommended in all cases under consideration for retention.
2. As a general rule, early retention, particularly in the primary grades, affords the most favorable opportunity for remediation.
3. The decision to promote or retain a child should be based on the child's performance and other factors existing during the school year. Summer school will not be a factor.

4. Kindergarten-Grade 6: Students who do not meet the established criteria for promotion may be retained twice in grades K - 6.
5. A student should not be retained in grade 6, or any lower grade, if he/she will reach their 13th birthday during the following academic year.
6. Minimum Grade Standards contain specific content criteria recommended for grade levels 1-6.
7. Students are expected to master the minimum grade requirements in reading, language arts, and mathematics to be considered for promotion. However, in each case of promotion or retention it is of primary importance that the best interest of the child be considered in recommending promotion.

Exceptional Children: The promotion or retention of exceptional children will also be based on the guidelines outlined above. The following criteria are offered as a guide in dealing with special students:

1. The decision to promote or retain a child in a self-contained exceptional class is the responsibility of the teacher of that particular class. The recommendation is outlined in the above policy. Among the factors to consider in the retention of an exceptional child are the student's failure to meet the objectives stated in the IEP and the grades earned in the reporting period.
2. The decision to promote or retain resource students rests with the regular classroom teacher to whom the child is assigned and with the principal. Resource teachers may be called upon for recommendations and advice to assist the regular classroom teacher and the principal in making a valid decision.
3. Resource teachers may be called upon to administer regular classroom tests as determined by the IEP. Grades earned on tests should be used in determining promotion or retention on the same basis as they are used with regular classroom students.

Student Records

The Baldwin County Board of Education adheres to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding student records. A copy of this policy is available in the school office.

Visitors on Campus

For your child's safety and the safety of others, it is necessary for all visitors to report to the school office, sign in, and get a name badge when they first arrive on campus and before going to a classroom. **CLASSES MUST NOT BE INTERRUPTED.** Generally speaking, office personnel will be able to assist you with forgotten lunches, money, books, etc. Visitor passes will be issued from the office. You will be asked to sign in when you arrive and sign out when you leave our campus. If you choose to eat lunch with your child, it should be for their birthday or special occasion only. The visitors joining your child for lunch, must be on your child's pick up list on PowerSchool.

School Opening and Closing

Students are expected to be at school and in class on time. **The school campus opens for students at 7:10 each morning.** Classroom doors open at 7:45 a.m. School officially starts at 7:45 a.m. Students not in class by the time the tardy bell rings at 7:50 a.m. are to report to the school office for a tardy slip. No students should ever walk to school or home from school. Our 1st load of bus riders are also released at 2:55. **PARENTS WHO DROP THEIR CHILDREN OFF IN THE MORNING OR PICK THEM UP IN THE AFTERNOON ARE ASKED TO GO THROUGH THE CARLINE ON THE SOUTHSIDE OF THE BUILDING. TEACHERS WILL BE ON DUTY TO ASSIST YOUR CHILD. PLEASE STAY IN YOUR CARS. PLEASE REFRAIN FROM USING YOUR CELL PHONES. PLEASE SAY YOUR "GOODBYES" QUICKLY FOR A QUICK ARRIVAL.** If you have business to conduct in the office, please park in the designated areas. Please consult the Loading and Unloading Traffic Pattern. **Your cooperation is greatly appreciated as we endeavor to make this a safe time for our students.** A law enforcement office will be located on County Road 55 each morning and afternoon to assist in traffic flow. The Town of Silverhill provides this service.

DRESS CODE POLICY

I. Overview

All Students are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The Board prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause a substantial disruption of, or interference with, normal school operations. The local school principal will be the final authority for determining appropriate dress within the framework of the policies below.

All schools will utilize a dress code. The dress code will consist of guidelines that students must follow to ensure appropriate attire. Appropriate dress and grooming in the school atmosphere can be determined by neatness, cleanliness, safety, appropriate selection of attire, and freedom from distraction of other students and/or the learning process. Any article of clothing or grooming that the principal can reasonably expect to cause a material or substantial disruption of, or interference with, normal school operations can be prohibited.

II. All Schools Dress Code

All schools in the Baldwin County Public Schools System shall implement, within the parameters set forth below, the mandatory dress code policy. Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause a disruption to the school educational environment. The local school principal will be the final authority for determining appropriate dress within the framework of this dress code.

A. Information Dissemination for Schools

1. It is the responsibility of district and school support staffs to adequately communicate to parents, information common to all secondary schools including general guidelines for enforcement of the dress code policy.
2. Each school shall communicate the dress code information to parents:
3. The means by which this information is communicated shall include one or more of the following:
 - a. County/School website
 - b. Social media: Facebook, Twitter, etc.
 - c. School newsletters;
 - d. Parent meetings;
 - e. Rapid notification system
 - f. PTA meetings and newsletters;
 - g. Parent advisory meetings;
 - h. Television, radio and/or newspaper announcements;
 - i. Posters displayed at school and in the community;
 - j. Registration materials.

B. Specific School Dress Code Guidelines

All attire:

- a. No pictures, emblems, or writings on clothing that:
- b. Are lewd, offensive, vulgar or obscene,
- c. Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
- d. Contains fighting words or incites criminal activity; or
- e. Can reasonably be expected to cause a material or substantial disruption of, or interference with, normal school operations.

Tops:

- a. Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to mid-driffs, crop tops, bare at the sides, sundresses, "spaghetti strap" type tops, racer backs, off-the-shoulder tops, low-cut front or low-cut tops
- b. No cut off/crop tops. (No midriff can be showing)
- c. No sleeveless garments.
- d. No see-through garments.
- e. Designed so that the neckline does not reveal cleavage.
- f. Designed to cover all undergarments.
- g. Fit properly- no oversized or overly tight tops.
- h. No tank top/undershirt can be worn as a shirt.

Shorts:

- a. Length should be at fingertip/hand or mid-thigh, whichever is longer.
- b. Fit properly- no oversized or tight shorts.
- c. No spandex, biker, or see-through shorts.
- d. Must be hemmed and not rolled up

Dresses:

- a. Length should be at fingertip or mid-thigh, whichever is longer.
- b. Splits may not exceed (3) inches above the top of the knee.

Pants:

- a. Proper fit- no sagging or baggy fit: worn at the waist. (No pajama bottoms)
- b. No see through or spandex legging pants.
- c. Pants that are too tight or allow for exposure of undergarments are not permitted.
- d. Leggings, yoga pants, and other tight fitting, spandex or lycra based pants must be worn with an acceptable top that covers the private areas of the body.
- e. Leggings/tights may be worn only under shirts and dresses of appropriate length so that the buttocks and private area are covered.
- f. No holes in jeans in inappropriate areas (length rule); Pants or Jeans may only have holes at the knee or below. Pants or Jeans that have holes above the knee are not allowed, unless there is material beneath the holes
- g. Sweat pants and warm-up suits will be allowed.

Shoes:

- a. Must be worn at all times, fastened properly.
- b. *Classes may require certain shoes and/or prohibit certain shoes for safety reasons. Ex. P.E., Chemistry.
- c. No bedroom slippers.
- d. For elementary school students, no open toed or open heeled shoes may be allowed for safety reasons (i.e. no Crocs).

Accessories:

- a. Students may not wear hats or head coverings in school buildings or on school premises. This includes but is not limited to bandanas, athletic headbands, headscarves/hair wraps, hoodies, and other forms of headgear or hair covering.
- b. Exceptions include:
 - Head gear used as part of a uniform such as the JROTC cap, band uniform hats,
 - and athletic headgear worn with a uniform on the playing and practice fields are
 - allowed.
 - Religious purposes, which have been approved prior to wearing.
 - During extreme cold weather, students will be allowed to wear toboggans
 - outdoors on campus.
- c. Other than safety-related accessories for safety related purposes, accessories such as masks, hats, caps, sweatbands, or other head covering will not be worn in building;
- d. No gang related clothing/items will be allowed.
- e. Students must cover and/or conceal any court and/or law imposed tracking and/or monitoring Devices.

C. Exemptions for Schools

All students enrolled in the Baldwin County Public Schools shall be required to dress in accordance with the adopted dress code policy. A student may be exempted from complying with the policy in the following instances:

- a. When noncompliance derives from financial hardship;
- b. When noncompliance derives from the student's particular disability or health condition that requires a departure from the dress code; or
- c. When noncompliance derives from a student's sincerely held religious belief.

If the parents or guardians desire not to have their child comply with any portion of the Baldwin County Board of Education dress code policy for the reasons stated above, or due to special extenuating circumstances related to an item listed above, the students' parents or guardians must secure an exemption from their child's school principal. Parents or guardians should supply a written explanation to the school principal as to why an exemption should be granted. If the outcome of the principal's determination is not to the parent or guardian's liking, the parent or guardian may submit a written exemption request to the Superintendent, or his or her designee. Additional grounds for an exemption may be allowed at the principal's discretion.

ELECTRONIC COMMUNICATION DEVICES (SEE BOE POLICY #6.21)

The Board seeks to comply with Alabama law in regards to its cell phone policies and procedures. The Board aims to reduce distractions that can interfere with academic engagement and achievement. By promoting a learning environment free from the distraction of cell phones, the Board also aims to foster face-to-face interactions, enhance social skills development, and promote well-being among students.

In accordance with Alabama law and Board Policy, no student shall use or operate any wireless communication device in any public elementary or secondary school building or on the grounds thereof during the instructional day. In addition, no student may possess a wireless communication device in any public elementary or secondary school building or on the grounds thereof during the instructional day, as that term is defined under the law, unless the wireless communication device is turned off and stored off their person in a locker, car, or similar storage location. The Superintendent or designee is authorized to determine appropriate storage locations for such devices at each school.

In accordance with Alabama law and Board Policy, "wireless communication devices" includes, a cellular telephone, tablet computer, laptop computer, pager, gaming device, or any other portable electronic device, such as a smart watch, that has the capability of exchanging voice, messaging, or other data communication with another electronic device.

Under the law and Board Policy, the "instructional day" is defined as the period of time during which a public elementary or secondary school is (1) open and in session for purpose of meeting the minimum number of instructional days or hours pursuant to Section 16-13-231, Code of Alabama, 1975, and the term also includes (2) class time, class transitions, lunch, non-instructional times, and (3) any other time as specified by the Student Code of Conduct or other school rules or as instructed by the Superintendent and/or his or her designees. The use of wireless communication devices by students is also prohibited while students are being transported on a school bus, except as provided for herein.

Notwithstanding the above, a student may use, operate, or possess a wireless communication device in a public elementary or secondary school building or on the grounds thereof during the instructional day in any of the following circumstances: (1) The use, operation, or possession is pursuant to the student's Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan as determined by the student's IEP, 504 or IHP team. (2) The use, operation, or possession is for educational or learning purposes under the supervision of local board of education personnel. (3) The use, operation, or possession occurs during an emergency threatening the life or safety of the student or another person. The Superintendent or designee is authorized to develop additional guidelines for implementation of these exceptions.

In accordance with, and subject to Alabama law, and any additional requirements or rules adopted by the Alabama State Department of Education, principals and/or their designees will also have the authority to further restrict or deny the use of such devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. The Board hereby delegates to the Superintendent and his or her designee the authority to put additional procedures or measures in place to ensure that State law, State Department rules or requirements, and/or Board policy is followed in regards to student use of electronic communication devices.

School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual violation of the law, of Board policy, the Student Code of Conduct, or other school rules, provided that the nature and extent of such examination should be in accordance with the law. Any students found to be in violation of the Board's wireless communication device policy will be subject to discipline under the Board's Parent and Student Handbook/Student Code of Conduct. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. In the event students are suspended and/or expelled for violating the Electronic Communication Device Policy, due process shall be provided in accordance with Page 46 Baldwin County Board of Education Student and Parent Handbook Student Code of Conduct Board Policy 6.20 and the Student Code of Conduct.

SPECIFIC DISCIPLINE TO STUDENT THREATS TO HARM OTHERS

Disciplinary actions dealing with threats, whether deemed serious or just joking, will be handled consistently and in a timely manner by the administration. (The BCPSS reserves the right to respond and take action, in addition to discipline, in order to keep campuses operating as a safe and positive learning environment). That being said, actions that create panic, fear and chaos will not be tolerated at any grade level. Please note the following procedures and consequences stated below in regard to investigation and discipline of student threats to harm others, subject to any rules and laws regarding students with disabilities:

Kindergarten – Third Grade (K-3)

A. First occurrence – up to 2-day suspension at the discretion of the Principal based on all the facts and circumstances

1. Call parents and schedule a re-entry conference with campus SRO present.
2. Notify SRO for law enforcement determination on whether additional law enforcement investigation necessary as well as to discuss referral for additional safety measures including but not limited to a student threat assessment.
3. Notify school counselor and school nurse to assess whether medical clearance necessary before student returns to school.
4. School counselor meet with all students involved and follow any applicable counseling procedures/guidelines.
5. Digital history checked on Chromebook or laptop reviewed. Contact David Besancon, Ed Technology Director. If concerns are evident, system technology department will be notified for a deeper investigation.
6. Notify parents of student(s)/victim(s) involved in the situation.

B. Second occurrence – 5 days suspension.

1. Call parents and schedule a re-entry conference with campus SRO present.
2. Notify SRO for law enforcement determination on whether additional law enforcement investigation necessary as well as to discuss referral for additional safety measures including but not limited to a student threat assessment.
3. Notify school counselor and school nurse to assess whether medical clearance necessary before student returns to school.
4. Alta Pointe referral will be offered.
5. School counselor meet with all students involved and follow any applicable counseling procedures/guidelines.
6. Digital history checked on Chromebook or laptop. Contact David Besancon, Ed Technology Director. If concerns are evident, system technology department will be notified for a deeper investigation. Page 43 Baldwin County Board of Education Student and Parent Handbook Student Code of Conduct
7. Notify parents of student(s)/victim(s) involved in the situation.

C. Third occurrence – Notify school counselor and campus nurse and contact Assistant Superintendent or Superintendent for additional guidance and whether suspension, pending expulsion and/or placement into an alternative educational setting is warranted and/or to assess whether medical clearance and/or additional documentation necessary before student returns to school.

Fourth – Six Grades (4-6)

A. First occurrence – up to 3 days suspension at principal discretion based on all facts and circumstances

1. Notify SRO for law enforcement determination on whether additional law enforcement investigation necessary as well as to discuss referral for additional safety measures including but not limited to a student threat assessment.
2. Call parents and schedule a re-entry conference with campus SRO present.
3. Notify school counselor and school nurse to assess whether medical clearance necessary before student returns to school
4. School counselor meet with all students involved and follow any applicable counseling procedures/guidelines.
5. Digital history checked on Chromebook or laptop. Contact David Besancon, Ed Technology Director. If concerns are evident, system technology department will be notified for a deeper investigation.
6. Notify parents of student(s)/victim(s) involved in the situation.

B. Second occurrence – 5 days suspension.

1. Notify SRO for law enforcement determination on whether additional law enforcement investigation necessary as well as to discuss referral for additional safety measures including but not limited to a student threat assessment.
 2. Call parents and schedule re-entry conference with parents and SRO present.
 3. Notify school counselor and school nurse to assess whether medical clearance necessary before student returns to school
 4. School counselor meet with all students involved and follow any applicable counseling procedures/guidelines including but not limited to Alta Pointe referral should be offered.
 5. Digital history checked on Chromebook or laptop. Contact David Besancon, Ed Technology Director. If concerns are evident, system technology department will be notified for a deeper investigation.
 6. Notify parents of student(s)/victim(s) involved in the situation.
- C. Third occurrence – Notify school counselor and school nurse and contact Assistant Superintendent or Superintendent for additional guidance and whether suspension, pending expulsion and/or placement into an alternative educational setting is warranted and/or to assess whether medical clearance and/or additional documentation necessary before student returns to school.

**Please note – IEP Teams will have the final decision for students receiving Special Educations services*

Student

Date

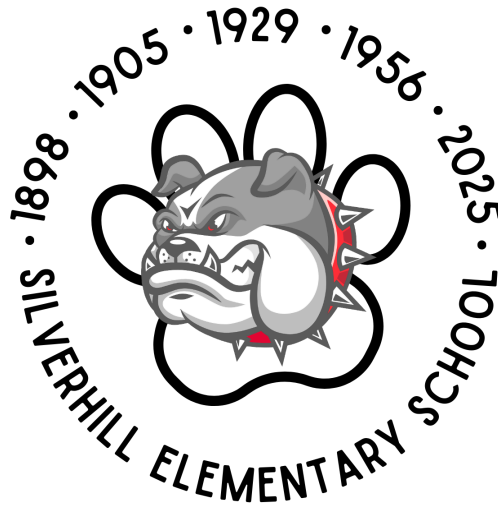
Parent/Guardian

Date

*Signatures do not indicate approval of procedures, only that notification has been disseminated. Please sign, date and return to your student's homeroom teacher.

Silverhill Elementary School Student Handbook Agreement

2025-2026



Information contained in this handbook is subject to change because of the submission date of printing OR change in policy.

**Both my student and I have read, reviewed, and discussed the contents of this handbook.
After reading the handbook, please sign below and turn in to your homeroom teacher the first week of school.**

Student

Date

Parent/Guardian

Date

Silverhill Elementary School School Parent Compact

Silverhill Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year 2025 - 2026.

School Responsibilities

Silverhill Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- Recruiting highly qualified staff members
- Considering the ratio of children to teacher
- Providing an effective schedule that drives instruction
- Building a strong teacher-mentor program
- Ensuring the physical environment is safe
- Follow State and local curriculum/pacing guides during collaborative planning

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

All teachers should hold a parent-teacher conference with each student's parent during the school year. Documentation of the conference should be kept on file.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- Mid-Quarter Progress Reports will be provided.
- Quarterly Report Cards will be provided.
- Weekly Behavior Reports will be provided.
- Quarterly reports of benchmark assessments will be provided.
- Daily parent communication folders sent home

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- Before school
- After school
- During school at a predetermined time outside of instructional times
- Will be available to meet with parents at a time that is convenient for them.
- Encourage consistent communication through journaling, e-mail, and phone contact.

- *Coordinate communication efforts with other staff to support the success of each child.*

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Classroom observations may be coordinated through the homeroom teacher. Activities may be coordinated through the classroom teacher and/or PTO Board.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Monitoring grades frequently using PowerSchool.*
- *Providing a quiet time and place for homework, as well as monitoring the amount of television their children watch.*
- *Making sure that homework is completed.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on advisory groups, such as Title I advisory committees and parental involvement committees.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Come to school every day ready to learn and work hard.*
- *Know and follow school and class rules.*
- *Believe that I can learn and be successful in school.*
- *Discuss with my parents the events of my school day.*
- *Have a positive attitude toward self, others, school, and learning.*
- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Demonstrate Digital Citizenship and online safety.*

School Representative Signature	Parent Signature(s)	Student Signature
Date	Date	Date