



SILVER SUMMIT

A C A D E M Y

Silver Summit Elementary Student & Family Handbook 2024-2025

Principal: Jeff Greiner
Counselor: Caitlin Miller
Secretary: Cristal Taylor
6407 Business Park Loop
Park City, UT 84098
Phone: 435.783.4010

Silver Summit Academy Mission

Silver Summit Academy provides students with a rigorous, student-centered, and unique learning experience designed to help students exceed their expectations and propel them to future success.

Silver Summit Academy Vision

The administration, teachers, and staff at Silver Summit Academy accept the challenge of continual reflection, collaboration, and innovation to consistently provide the best educational experience for all of our students. We commit to educating the individual and to the ongoing development of the tools, skills, and resources necessary to accomplish this goal.

Class Schedule Monday - Thursday

8:00 am	Doors Open
8:00 am - 8:25 am	Student Arrival & Supervised Play
8:30 am - 8:45 am	Homeroom
8:45 am - 12:10 pm	Morning Learning (ELA, Writing, Math)
12:10 pm - 12:50 pm	Lunch/Recess
12:50 pm - 3:00 pm	Afternoon Learning (Science, PE, Art, Music, Coding, Citizenship, Intervention)
3:00 pm	Dismissal & Pick-up

Students will be marked tardy after 8:30 am. As a safety measure, PowerSchool will auto-call parents if their child is not in attendance after 9:30 a.m. It is imperative that parents call the school if their child is going to be absent.

School doors will not open until 8:00 a.m. each school day. Supervision is not provided for students who arrive before 8:00 am nor for students remaining later than 3:10 pm. Please adhere to these hours for the safety and well being of your child.

Faculty & Staff

Jeff Greiner	jgreiner@ssummit.org	Principal
Caitlin Miller	caitlin.miller@ssummit.org	School Counselor
Cristal Taylor	ctaylor@ssummit.org	School Secretary
Ruby Sargent	rsargent@ssummit.org	Special Education
Cyndee Burnham	cburnham@ssummit.org	Kindergarten and First Grade Teacher
Mariann Marchant	mm1@ssummit.org	Second and Third Grade Teacher
Dari Thacker	dthacker@ssummit.org	Fourth and Fifth Grade Teacher
Caryl Miles	cmiles@ssummit.org	Kindergarten and First Grade Paraeducator
Vicki Elbert	victoria.elbert@ssummit.org	Second and Third Grade Paraeducator
Stephen Parks	sparks@ssummit.org	Fourth and Fifth Grade Paraeducator/2nd & 3rd Grade Science/Coding Specialist
Michelle Owens	michelle.owens@ssummit.org	PE and Music Paraeducator
Emma Greiner	emma.greiner@ssummit.org	Special Education and Art Paraeducator

2024-2025 DATES AT-A-GLANCE

(subject to change)

August 13	First Day of School
August 19	Professional Development <i>No School</i>
September 4	Labor Day <i>No School</i>
October 1 - 2	Parent Teacher Conferences
October 16 - 18	Fall Break <i>No School</i>
October 25	Professional Development <i>No School</i>
November 25 - 29	Thanksgiving Break <i>No School</i>
December 23 - January 3	Holiday Break <i>No School</i>
January 13	Professional Development <i>No School</i>
January 20	MLK Holiday <i>No School</i>
February 17 - February 2	Winter Break <i>No School</i>
March 4 - 5	Parent Teacher Conferences
March 14	Professional Development <i>No School</i>
March 31 - April 4	Spring Break <i>No School</i>
May 26	Memorial Day <i>No School</i>
May 30	Professional Day <i>No School</i>
June 3	Last Day of School

STUDENT ATTENDANCE

([SSSD POLICY 6005](#))

Policy Statement

A. South Summit School District Board of Education believes that learning is an ongoing process with each concept built upon those that preceded it and supporting those that follow; that each concept is important and necessary in the learning/mastery process, and that no concept should be disregarded or omitted because of absences or for other reasons. The Board believes that in order for the student to fully benefit from the educational opportunities provided by the district and the individual schools, he/she must be in regular attendance.

B. Few factors will have greater influence on students' educational success than regular attendance and punctuality, and few will influence as much their future success in the workforce as the dependability and responsibility acquired from the habit of regular, punctual school attendance.

C. It is the policy of the South Summit School District to promote regular attendance. All students are expected to be in class on time every school day, in every class.

Silver Summit Elementary Absence Policy and Procedure

Parents/Guardians of a student who is absent should notify Cristal Taylor to excuse the absence by phone or email within 48 hours of the student missing school.

- South Summit School District Schools will consider absences excused for the following reasons:
 - An illness, which may be either mental or physical;
 - A mental health day;
 - The death of a family member or close friend;
 - An approved school activity;
 - A medical, dental, or orthodontic appointment;
 - A family emergency;
 - A family activity
 - An absence excused through a health care or other accommodation plan, an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA), or a Section 504 accommodation plan.

Per South Summit School District policy, students whose absences are not excused are considered truant from school for the day(s) in question.

In the event of 5 truancies (unexcused absences), a letter will be sent home to arrange a meeting to develop an attendance improvement plan. These meetings will be requested for every 5 subsequent truancy until the 20th is reached. If a student is truant 20 times the student will be referred by the principal to the Utah Juvenile Court. Additionally any student who is truant for *10 consecutive* days will be withdrawn from school and required to re-register upon their return.

School Breakfast and Lunch Information

Silver Summit Elementary School provides nutritious meals daily. Families that may qualify for free and/or reduced lunch may apply by completing an application at the front office and/or district office or website. All students will have the opportunity to enjoy lunch in the cafeteria for at least 15 minutes before going outside to play. Please note if a child brings a home lunch, they will need to pay for milk, if they choose to drink milk with their lunch.

Student Breakfast: \$1.25 Student Lunch: \$2.00

Bullying & Cyberbullying

At Silver Summit Elementary School, we are committed to creating a safe and respectful environment for all students. Bullying in any form will not be tolerated. We encourage students and parents to report any bullying incidents immediately. Our staff will take all reports seriously and respond promptly to ensure the safety and well-being of all students.

Bullying & Cyberbullying Policy

1. Purpose and Scope

- a. Purpose: To establish a safe, respectful, and inclusive learning environment, free from bullying.
- b. Scope: This policy applies to all students, staff, volunteers, and visitors within the school community, both on school property and during school-related activities.

2. Definition of Bullying

- a. Bullying: Intentional, repeated behavior that causes physical, emotional, or social harm to another individual. It can be:
 - i. Verbal: Name-calling, teasing, threats, and inappropriate sexual comments.
 - ii. Physical: Hitting, kicking, pushing, or damaging property.
 - iii. Social/Relational: Spreading rumors, exclusion from groups, and public embarrassment.
 - iv. Cyberbullying: Bullying through digital platforms, including social media, texts, and emails.

3. Prevention Strategies

- a. Education and Awareness
 - i. Implement regular classroom lessons on empathy, respect, and the effects of bullying.
 - ii. Organize school-wide activities and assemblies promoting kindness and inclusion.
 - iii. Provide professional development for staff on bullying prevention and intervention.

4. School Culture

- a. Foster a positive school climate through character education programs.
- b. Encourage students to participate in creating anti-bullying campaigns and projects.

5. Reporting Procedures

- a. Reporting Channels:
 - i. Reports can be made in person to a teacher, counselor, or administrator.
 - ii. Anonymous tip boxes will be available.

6. Response to Bullying

- a. Investigation
- b. Support for Victims:

- i. Provide counseling and support services to victims
- ii. Develop safety plans to protect victims from further bullying.

7. Consequences for Bullies

- a. Disciplinary actions may include warnings, detention, suspension, and counseling.
- b. Parental Involvement:
 - i. Parents of both the victim and the bully will be notified in addressing the incident.
- c. Intervention Strategies:
 - i. Conflict Resolution
 - ii. Facilitate mediation sessions between the victim and the bully when appropriate.
- d. Behavioral Interventions:
 - i. Develop behavior intervention plans for repeat offenders, involving counseling and monitored behavior contracts.
- e. Restorative Practices:
 - i. Encourage restorative justice practices where bullies make amends through apologies, restitution, or community service.

8. Resources

- a. Counseling Services:
 - i. Provide contact information for local or national bullying hotlines and support organizations.
- b. Educational Materials:
 - i. Distribute brochures, posters, and online resources about bullying prevention.

Cell Phone, Smart Watches, and Other Electronic Devices

In order to avoid disruption of the educational environment and protect students' right of privacy, student **possession** of cellular telephones, smart watches or other electronic devices that are used to communicate or send or receive signals are allowed only under the following conditions.

1. Students are expected to store their phone with their teacher during school hours. Phones must be turned off. Students are ONLY to call a guardian from designated office telephone provided by the classroom teacher or paraeducator.
2. Students may wear watches capable of phone calls or texting but the phone feature may not be used during school hours (8:30 am to 3:00 pm).
3. Students may use cell phones/electronic devices after school has been dismissed.

Violation of the cell phone/electronic device policy will result in:

1. **First offense** - Phone or electronic communication device is confiscated and returned at the end of the day.
2. **Second Offense** - Students' phones/electronic communication devices will be confiscated and turned into the office where they can be retrieved at the end of the school day by the student.
3. **Third Offense** - Students' phones/electronic communication devices will be confiscated and turned into the front office. Parents will be required to come and retrieve the phone/electronic communication device, and an intervention conference will take place among the parent, student, and administration to create an appropriate intervention plan for the student. In addition, students will be required to turn

in their phones/electronic communication devices to the office at the beginning of the school day for a determined number of days, and retrieved at the conclusion of each school day.

Severe Offenses

The misuse of cell phones, smart watches, and other electronic devices can extend beyond unauthorized use and result in more severe disciplinary action up to and including suspension.

Severe Offenses include, but are not limited to:

- Text messaging that contains inappropriate content, profanity, pornographic images, intimidation, threats or other actions that could be classified as cyber-bullying.
- Cheating on any school assignment, test, or state assessment.
- Taking or showing inappropriate pictures or photographs.
- Taking pictures of other students or staff.
- Calling outside groups or individuals to participate in inappropriate activities. ●
- Refusal to relinquish a cell phone to a person of authority.
- Any incident is considered severe when it threatens, humiliates, harasses, intimidates or violates any federal, state, or local laws.

Student Check Out and Release

Due to heightened security measures, students will not be released to anyone other than their parent/legal guardian listed on the school emergency form in PowerSchool, unless prior written notice has been given to the school. Children must be signed out at the reception desk in the front building. Parents are NOT allowed to retrieve students from any part of the building or playground. Students will be called to the reception desk in the front building where they will meet their parent.

In order for a student to be released to a parent/guardian, he or she must be designated as a first or second contacted person prior to pick-up as identified in PowerSchool. This documentation is provided when online registration has been completed by the legal parent and/or guardian. As a safety measure for your child, please ensure that your information is accurate and up-to-date as we are unable to violate this policy. If circumstances in your family are such that student safety is a concern, proper and notarized court documentation must be on file in the office at the elementary school. School officials will comply with up-to-date court documentation and legal designation of child custody.

Due to opposing traffic patterns during the upper school pick-up, elementary school parents are asked to refrain from checking out their students after 2:20 pm.

Classroom Management/Behavior

Silver Summit Elementary school respects and values each student. If students decide to behave or participate in behavior that is not in agreement with school rules and expectations, choice and consequences is the method of addressing such issues. While appropriate behavior is learned through practice and it is okay to make mistakes. It is not okay to not be accountable or responsible for choices made. When less than desirable choices are made, most times, the teacher or paraeducator will work directly with the student to help resolve the issue. If a student chooses to chronically not follow the expectations, hurt others, bully, and/or other, severe infractions, an office referral will be made by the staff member. The administration will then be notified to conduct an investigation and determine a proper course of action including consequences. Parents are typically notified in such matters.

Disciplinary Action

Rules of discipline are developed to help ensure the learning, safety and well being of our students and faculty, and we will not accept behavior that interferes with these goals. Each student will be considered individually. The administrator will consider past history or violations, severity, and circumstances. Based on the administrator's findings, the student's behavior may lead to one or more disciplinary actions. Proper protocols have been established and will be followed.

Minor problems are handled by the classroom teacher who will use various interventions to help improve student behavior before issuing a disciplinary office referral. Repeated, chronic disruptive incidents will be referred to the principal or assistant principal.

Discipline Plan and Procedure

In order for students to learn, live and work together in a productive, safe, and a comfortable environment, appropriate behavior is necessary. Silver Summit Elementary and each class has established realistic and reasonable guidelines for all students to follow; allowing learning to take place without disruption. Minor problems are handled by the classroom teacher, through discussions with the student and the use of clearly defined classroom procedures. Repeated disruptive incidents will be referred to the building principal or designate.

When a student is referred to the principal or designee, the following course of action will be taken and an Office Referral Form will be completed and documented:

1st visit – discussion with student about problem and verbal warning

2nd visit – discussion with student, call to parents, loss of recess

3rd visit – discussion with student, lunch detention and/or loss of recess (call to parents)

4th visit – discussion with student, partial day in-school suspension (conference with parents)

5th visit – discussion with student, full day in-school suspension (conference with parents)

6th visit – discussion with student, out-of-school suspension (conference with parents)

*** Depending on the severity and chronic nature of the offense(s), the consequence process could be accelerated.

*** Please note that all corrective action and consequences will be implemented on a case-by-case basis.

Potential Causes for Suspension and/or Expulsion (In and Out-of-School)

1. Theft or attempting to steal school or private property .
2. Causes, attempts to cause, or threatens damage or harm to school, school property, or another person.
3. Threatens another with or possesses any real, look-alike, or pretend weapon(s), incendiary devices or dangerous objects.
4. Possesses, uses, sells or otherwise furnishes or is under the influence of any controlled substance.
5. Possesses or uses tobacco, Vape-devices, alcohol, and/or other related objects.
6. Commits an obscene act or engages in habitual profanity or vulgarity .
7. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior.
8. Sexual, religious, racial, or any other form of harassment directed at an individual or group of students.
9. Misusing South Summit School District devices to share or distribute, or otherwise distributing or sharing pornographic material, violent images, content containing explicit language, content focused on the consumption of drugs and alcohol or anything deemed inappropriate by school administration.

School Counselor

Silver Summit Elementary is fortunate to have a full-time counselor on staff to assist students and families. Ms. Miller works with students to encourage, to guide and to instruct both individually and in groups. She also conducts friendship groups and teaches a class once a week in the specialists rotation. She will be teaching coping skills, friendship, character building, resilience, kindness and other subjects as needed. If you feel your child is in need of counseling services or you would like more information on the programs she offers students, please contact Ms. Miller (caitlin.miller@ssummit.org).

Silver Summit Elementary Dress Code

(District Policy 6010-A)

Clothing and Apparel

- All clothing/apparel will be neat, and clean. Undergarments, pajamas, slippers, and swim suits are not appropriate in the school setting, unless an exception is made by the school administration.
- Clothing/apparel depicting, through words or other visual symbols, criminal activity or violence (weapons or violent action) and/or disrespect toward any race, culture, religion, sexual orientation or gender, shall not be worn.
- Clothing/apparel should not draw undue attention. Prohibited clothing includes but is not limited to: pajamas, excessively sagging and/or baggy pants or short-shorts, skirts, shorts, and dresses that are shorter than mid-thigh length when sitting; and tank top shirts (those with strapped shoulders). Slits in skirts and dresses may not rise higher on the leg than mid-thigh when sitting. Clothing containing holes, cuts, tears/rips that expose undergarments or skin above mid-thigh is not appropriate in the elementary setting.
- Clothing/apparel displaying obscene, sexually explicit, lewd or vulgar messages, pictures, or symbols, or advertising substances a student cannot legally possess (tobacco, alcohol, illegal drugs) are not appropriate.
- Shoes must be worn at all times.
- Head coverings including hats, beanies, and caps are allowed to be worn in school buildings; as long as they are not a distraction or inhibits student learning. Hooded sweatshirts/jackets covering the head are not permitted during regular school hours.
- Attachments to clothing that could be considered weapons (spikes on boots, bracelets or chokers, chains on wallets, belts, etc.) are not allowed.
- Clothing and/or appearance that school officials have reason to anticipate would materially and substantially disrupt class work or cause considerable disorder or invasion of rights of others is allowed in the elementary setting.
- Students are expected to comply with dress code procedures at all school-sponsored activities.

Enforcement

The faculty/staff are responsible for maintaining a safe and peaceful environment, however the building administrator(s) deals directly with discipline and safety issues. All members of the staff are empowered to respond to individuals who choose to violate the Dress Code. In most instances, students in violation will be referred to the reception desk or a building administrator for resolution of the violation. In most cases the following will occur:

The individual will be warned about the violation and asked to correct the violation or change apparel to fully comply with the school dress code). If the student lacks the ability to immediately correct the issue, the individual's parent, guardian, or designee will be notified and asked to deliver the

appropriate items before the student is allowed to return to class. Students who habitually violate the school dress code may face additional disciplinary actions.

Spirit weeks and dress-up days will be allowed a specific dress code appropriate to the activity.

Field Trips and Parental Transportation

If a parent will be transporting a student to/from a field trip site and student not riding the bus to the destination or back to school, that parent is required to complete an exception form prior to the field trip. Without prior completion of the form and approval, a student will be expected to ride the school bus to or from the activity. The form is available at the school reception desk.

Homework

Homework should be a review of what was taught at school and a time to reinforce and practice. Completing assigned homework in the time allotted and at the best of the students ability is integral to educational success. Please keep in mind that some students may need more practice than others. It is recommended that each student read at least 20 minutes and review math facts every night in addition to teacher-driven assignments. If you have any questions, please contact your child's teacher directly.

Parent Volunteers

We welcome and actively need parent volunteers. Teacher will notify all parents of opportunities to help in the classroom. Each volunteer is required to be fingerprinted/background checked. We will have appointments available at Parent/Teacher Conferences or you can make an appointment with Lucinda Josie at the District Office.

Inside/Outside Recess Determination

Silver Summit Elementary is located on the Wasatch Back in a location world renowned for its winter weather. Students are expected to come to school dressed or prepared to dress to go outside during recesses while winter weather conditions exist. Hats, gloves or mittens, winter coats, snow boots, and snow pants are all recommended once the snow flies. Students will be kept inside when weather conditions are hazardous or potentially hazardous to the students' safety and welfare. The school administration will determine if students need to be kept inside due to inclement weather and/or safety concerns. Active precipitation, wind, and temperature will all be monitored and considered.

When students are returning to school after an absence due to an extended illness, the student will be permitted to stay in during recess by parent's request (written note, e-mail, phone call to the teacher) for two days. A doctor's excuse will be required for a student to stay-in any longer than two days.

School Community Council and Trustlands

State legislature mandates the formation of a school/community site council at every school building. Our site council is composed of the school principal, parents and teachers. The site council reviews building test scores and formulates a school improvement plan considering test results. We receive annual funding from the Utah Trust Lands based on our school population. Those funds are allocated under the direction of the Community Council. If you are interested in a position on this council, please contact Principal Jeff Greiner (jgreiner@ssummit.org).

School Fees

Silver Summit Elementary School does not charge school fees for textbooks, equipment or supplies, field trips, assemblies, enrichment programs, snacks (other than food or drink supplied through the school lunch program), or anything else that takes place during the regular school day. The law does permit the school to solicit donations or contributions for the above activities. Donations are not required for a student to participate in an activity.

School Privileges

School privileges include recess, assemblies, class parties, extra activities and field trips. Students earn these privileges by completing classroom assignments and by demonstrating self-control in the more structured areas such as the classroom and the less structured areas such as lunch and recess. These privileges can be lost when students choose not to complete classroom assignments and/or continue to demonstrate behavior that inhibits learning and or creates an unsafe environment for others