

Silver Creek Elementary School
Student Handbook

Please read through this handbook. If you have any questions or concerns please contact the front office or email Sandy Myers at smyers@scsc.school, Jon Sifers at jsifers@scsc.school, or Kristin Bye at kbye@scsc.school.



Parents: In order to participate in school activities (lunch, class parties, field trips, etc.) you **MUST** have an annual background check on file. This process will take several days and could require fingerprinting by the State Police.

[SCE Parent Volunteer Form](#)

SILVER CREEK ELEMENTARY SCHOOL

Student Planner
2023-2024

DRAGON FACTS

Office Hours 7:45 a.m.- 4:00 p.m.
Students **MAY NOT** arrive prior to 7:40 a.m.
School begins at 8:15 a.m.
Students are marked **TARDY** after 8:15 a.m.
Regular dismissal is at 3:00 p.m.
Wednesday dismissal is at 2:45 p.m.

Transportation changes **MUST** be in writing by 2:00! A note, phone call, or email will be accepted.

(This is for your child's SAFETY)

Only those persons on your emergency list may pick up your child.

All visitors must have an approved background check on file and sign in with the Securely System by scanning a valid driver's license.



Silver Creek Elementary School

503 N. Indiana Ave.
Sellersburg, IN 47172
Phone: 812.246.3312
Fax: 812.246.7435
Principal: Sandy Myers
Assistant Principal: Jon Sifers
Assistant Principal: Kristin Bye

Dear SCE Families,

Welcome back, Silver Creek Elementary students, parents, and family members! We are honored you have chosen SCES to educate your child(ren). SCES is proud of our exemplary designation of being a Family Friendly School by the Indiana Department of Education in the 2022-23 school year and plans to continue with our partnership in the coming years!

In 2023-24, our students will continue their hard work to become great readers, great writers, and great problem solvers. SCES students will be addressing the Indiana College and Career Readiness Standards this year with a collective approach to reading, writing, vocabulary, problem solving, math, science, and social studies with an emphasis on critical thinking and the ability to prove their answers. Every student receives 90 minutes of ELA instruction, 90 minutes of Math instruction, and 30 minutes of Writing instruction. Our daily FIRE TIME provides an opportunity for every student to receive additional instruction at their skill level (intervention, repeated practice, enrichment, etc).

During 2023-24, we will work to challenge all students at their appropriate academic levels. Students will receive targeted interventions in both reading and math. These interventions will derive from the students' performances on assessments, teacher recommendations, and other school data gathered. We are excited to focus on what each individual student needs, anywhere from remediation to extension activities.

Our communication home will primarily be conducted via email (please have an updated email listed in your student's Infinite Campus account). Silver Creek Elementary is excited to start a new adventure full of excitement and enthusiasm. We will give our full efforts to making sure 2023-2024 is another terrific school year by caring for and helping each student.

Sincerely,

**Sandy Myers, Principal
Jon Sifers, Assistant Principal
Kristin Bye, Assistant Principal**

MISSION OF THE SCHOOL

At Silver Creek Elementary we work collaboratively and intentionally to be student-driven.

VALUE STATEMENTS

1. Provide an inviting environment for students with clear expectations, developmentally appropriate goals, and consistent responses.
2. Help all students meet their full potential by using a holistic approach to meet students' individual needs.
3. Work collaboratively with families and the community to build relationships that support the success of our students.
4. Model the qualities and characteristics that we instill in our students.
5. Collaborate to enhance our knowledge and resources in order to provide data driven instruction for a high quality experience.
6. Strive to develop passionate lifelong learners!

FOREWORD

This Student-Parent Handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain SCSC Board policies and guidelines. Please take time to become familiar with the following important information contained in this handbook and keep it available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the school administration. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the board's policies and the school's rules as of July 2023. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available at the corporation's central office or on the corporation's website.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students and parents will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive

communication channels with their child's teachers to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

EQUAL EMPLOYMENT OPPORTUNITY (NONDISCRIMINATION)

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment. The following person is designated as the Corporation's Compliance Officer and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination: Superintendent, Silver Creek School Corporation 601 Renz Ave Sellersburg, Indiana 47172 PHONE: 812-246-3375

ARRIVAL PROCEDURES

Students are not to arrive before 7:40 am. The school day begins at 8:15. If your child is a car rider, he or she should be dropped off at Door A or Door V. Please do not park and walk them into the school. We want to keep everyone safe. Upon entering Door A, car riders will either head to breakfast or to the gym to await teachers picking them up in the gym. All bus riders will enter through Door M where they will be greeted by a staff person and either head to breakfast or the gym to await teachers. Any student arriving after 8:15 will be considered tardy and not eligible for Perfect Attendance recognition. Any students arriving after 8:15 must be signed in at the office by a parent or guardian. Door A will be locked at 8:15 each day. Morning announcements begin at 8:15 with the pledge, a moment of silence, and our We Care Promise.

DISMISSAL PROCEDURES

Car rider dismissal begins at 3:00 p.m. All car riders will be assigned a number and given a tag to hang in their rearview mirror for safety reasons and easy identification of whom you'll be picking up. The line may appear long, but it moves very quickly because we load 8 cars at a time. Please do not park and come into the building to pick up your students. Kindly wait in the car rider line. This ensures both student and adult safety.

The first load of buses will leave SCES at 3:05. The second load of buses will leave SCES at 3:15. Any student signed out by a parent prior to 2:50 will be designated a tardy and will not be eligible for Perfect Attendance recognition.

Keeping each student safe is critical. Students may only be picked up during school or after school by parents or adults listed in the emergency section of the enrollment record.

When a student is to go home in a different way or to a different place, the parent must send a note or email to the child's teacher. A student saying, "I'm doing something different after school

today” is not good enough. We must have a note or email from the parent. **If you need to make a change in the middle of the day please call the office before 2:00 pm.**

Students are not permitted to ride on a bus other than their assigned bus. A responsible adult must be visible by the bus driver when dropping off elementary students at the bus stop for student safety.

ATTENDANCE

Mrs. Lori Woodward, Office Secretary, supervises the attendance program.

Mrs. Jaclyn Goode, School Counselor, supervises the attendance program.

Regular attendance is essential to a student’s success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Chronic attendance problems always hurt a student’s educational process, especially at this early age. Please try and refrain from scheduling non-essential appointments during school hours to reduce absences from school.

Parents are required to contact the school with a note, email, fax, or phone call that gives the reason for the student’s absence. If prior contact is not possible, the parents should provide a written excuse within 6 days of the absence. If parental contact is not made, the absence is recorded as “unexcused” and the student will be considered truant. No more than 2 parent calls, without a doctor’s note, will be excused per nine weeks. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child’s attendance.

Excused absences per SCSC attendance policy:

- · Student illness with doctor’s excuse
- · Student illness with **parent note up to 2 per nine weeks**
- · Dental/Medical with doctor’s note
- · Death in immediate family (principal approval)
- · Court or legal appointment
- · Religious observance (principal approval)
- · Educational reason (principal approval)
- · Sent home by school personnel for medical or other reason

Excessive absences and/or tardiness may cause the student/parent to be referred to the Clark County Absence Review Panel and/or Child Protective Services. Under Indiana Code 20-33-2-25, the “Superintendent or an attendance officer having

jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or department of child services shall proceed in accord with IC 31-30-through IC 31-40.”

A student with more than 20 absences will not be promoted to the next grade level unless a waiver is granted. Parents should read the Silver Creek School Corporation policy for further information on absences and for appeal procedures to the “twenty day retention” regulation. A copy of Silver Creek School Corporation’s Attendance Policy can be found at scsc.school. Please read the entire attendance policy.

Students who are absent for more than 5 days in a grading period, regardless of the reasons (excused or unexcused), will be considered “frequently absent”. If there is a pattern of frequent absence for “illness”, the parent will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

In the event of eLearning, in accordance with the guidelines of the Indiana Department of Education concerning student attendance during off-site learning, students may be considered absent if students habitually fail to complete assignments, engage in instructional activities, or participate in other course responsibilities.

SCSC may host synchronous and asynchronous eLearning days. Asynchronous Learning is self-paced virtual learning that can occur at different times and in different places that are particular to each student. Asynchronous instruction does meet the 180 day requirement from the Indiana Department of Education. State law limits school districts to the use of only three asynchronous eLearning days per year. During synchronous eLearning days, instruction is delivered live and in real time to students by their teacher. Students will follow the posted daily schedule and teachers will host Google Meets to answer instructional questions. If SCE transitions to eLearning, please be mindful of if it is a synchronous or asynchronous eLearning day as the expectations will be different for each. For an eLearning day, students are considered to present if they complete their assignments. Students in the elementary school will have a 3-day window to complete all assignments. If they are not completed in that time frame, they will be considered absent on the eLearning day.

If school is in normal session, a student is expected to be present in class. Students can not complete work electronically and be considered present when school is in session.

Parents are discouraged from taking students out of school for vacations. Please make every effort to schedule vacations around the school schedule.

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study. The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Come to school; We want students here and learning!

BEHAVIOR

The entire staff of Silver Creek Elementary carries through with the goal of establishing an atmosphere in which children feel safe, secure, and happy. This school environment gives children the maximum opportunity to learn.

We believe that all students can behave appropriately at school. The behavior expected of the students at SCES is a combination of common courtesy, respect for others, and safety considerations. Student misconduct hampers both learning and safety. Unacceptable behavior disrupts the classroom and distracts from learning opportunities.

At SCE, we have instituted the evidence-based practice, Positive Behavior Interventions and Support (PBIS), where students are rewarded for appropriate behavior and given logical consequences for inappropriate behavior. Students are also awarded with Fire Cards for good behavior that they are able to exchange for prizes regularly. Classrooms can earn rewards for excellent behavior as a class as well.

In an effort to accomplish our behavior goal, we use a School-wide Behavior Agreement. This agreement specifies the expectations and rules that cover the behaviors we want from our students at school. The agreement also states that students who choose to break the expectations will receive negative consequences and students who choose to follow the expectations will earn positive consequences. We know that student behavior is a choice and we will model, teach, encourage, and celebrate appropriate behavior.

At the beginning and throughout the year, expectations will be reviewed with students for all of the areas within our school and including the school bus.

SCES's basic behavior expectations are:

- 1. Follow Directions.**
- 2. Keep hands, feet, and objects to yourself.**
- 3. Speak Appropriately.**
- 4. Stay in the assigned area.**
- 5. Use equipment as directed.**

Students who choose to follow the expectations will be praised and encouraged by the staff. We will focus our efforts on recognizing the positive actions of our students.

SCSC and SCE are proud of our PRIDE program where we recognize students for having a strong work ethic through the character traits of Persistence, Respectfulness, Initiative, Dependability, and Efficiency. This standard is taught within all classrooms as a positive behavior model to assist with thoughtfulness and purpose in all grade levels.

Students who choose to not follow the rules will receive the consequence of loss of privileges or fun from the teacher or office staff. At SCE we utilize restorative practices when reteaching behavior choices. Restorative practices maintain a focus on accountability of actions with a specific emphasis on empathy and repairing of the harm. We seek to address underlying issues of misbehavior and reintegrate wrongdoers back into the school community.

The same behavior rules are used in all of our classrooms and school buses. The teachers also use specific directions and procedures during the various learning activities in the classrooms and will also focus on recognition of positive behavior.

We are confident that such clearly stated and thorough Behavior Expectations teach our children to be responsible for their actions and foster self-discipline.

BULLYING- INDIANA CODE (2013)

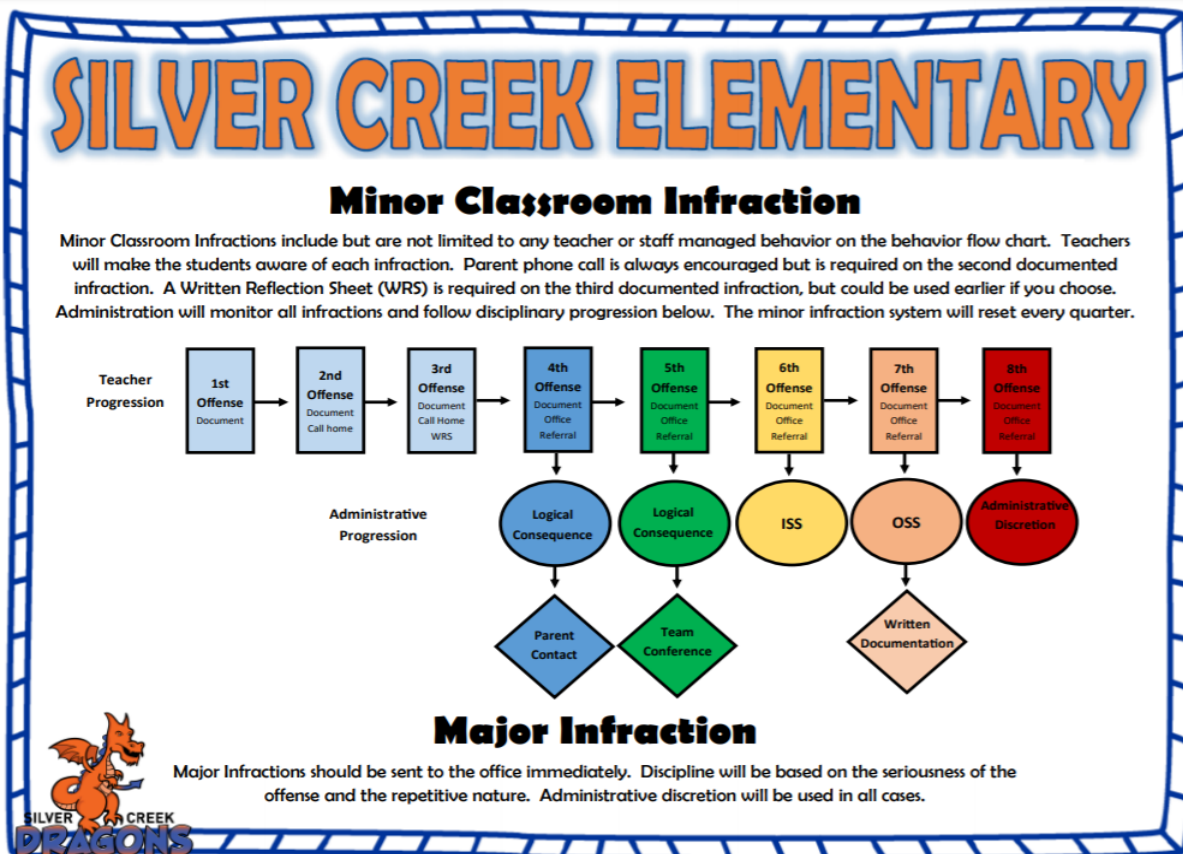
Indiana Code defines bullying as: (a) As used in this chapter, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that: (1) places the targeted student in reasonable fear of harm to the targeted student's person or property; (2) has a substantially detrimental effect on the targeted student's physical or mental health; (3) has the effect of substantially interfering with the targeted student's academic performance; or (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. We strive to make sure our young students understand what bullying is and how it can be harmful to others. Indiana School Law, SCSC policy, and SCES procedures prohibit bullying by students. See the SCSC parent information at the end of this packet for a complete copy of this policy.

Note: A definition of self-defense is a reasonable, non-aggressive act.

The principal shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of bullying, consistent with the code of student conduct. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct. Consequences may also include signing the SCES Bullying Contract, meeting with our SEL teacher and/or school counselor, or participating in a behavior FIRE TIME group.

DISCIPLINE

Silver Creek Elementary uses a progressive behavior model that aims to establish clear behavioral expectations across SCES to ensure the highest quality-learning environment. This model allows teachers and administrators to hold students accountable for minor and major infractions. The model is designed to use a comprehensive approach including progressive consequences, team conferencing, counseling, and parent collaboration to foster appropriate decision-making.



GROUNDS FOR SUSPENSION OR EXPULSION

Silver Creek School Corporation Board policy 5610 addresses grounds for suspension or expulsion.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision.
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room with the intent to deprive others of access or exit.
 - c. Damaging school property or school buildings.
 - d. Continuously and/or intentionally making noise or causing a disruption to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under their supervision.
 - e. Making a threat of violence on school grounds or a threat of bringing a weapon to school.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. Knowingly possessing, handling, or transmitting a weapon on school property.
6. Failing to comply with directions of a teacher or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
7. Social Media threats against the school or students enrolled in school.
8. Fighting- engaging in physical and/or verbal attacks on another student.
9. Habitual violation of the school rules and discipline code.

Students under a suspension are able to make up all work missed during the suspension, following the absent timeline.

CAFETERIA– BREAKFAST/LUNCH

Breakfast and lunch is served at SCES. The cost of an **elementary breakfast is \$1.95 per day and an elementary lunch is \$2.95 per day. Financial assistance is available for those who may qualify.** Please help your students to know whether or not they should be eating breakfast at school. All prices are subject to change based on SCSC School Board approval.

Money can be sent directly to school. **All lunch money sent to school should be sent in an envelope with the student's name and teacher's name on the outside.** For your

convenience, online payment is available, and encouraged, through the Infinite Campus Parent Portal. Payment can be made instantly by credit card. It is the parent's responsibility to make sure that all lunch balances are kept current. Parents can set a notification through the portal to notify you when your child's lunch account reaches a certain amount. If a student lunch account is -\$15.01 or above your child will be served an alternate meal of a peanut butter or cheese sandwich. Please help us by keeping account balances positive and/or applying for our free and reduced meal program.

Students are invited to bring their own lunch from home. Students may not have sodas in their lunches. They are always welcome to purchase milk or drink water provided in the cafeteria. **No fast food can be brought into the cafeteria.**

DRESS CODE

Silver Creek School Corporation Board policy 5511 addresses student dress at school. A copy of this policy can be found on the district website. A summary of the policy: "Students should be dressed appropriately while attending school and school functions. Dress should be appropriate for the age group involved and should not exert a disruptive influence on the educational program. Overtly extreme dress is not permitted." If the manner of dress, grooming, or appearance disrupts the normal educational process, necessary steps will be taken to correct the situation, including a call to parents to bring an appropriate change of clothes.

- Pants must be worn at the waist.
- Shorts and skirts should be past a student's fingertips; slightly above the knee.
- Shirts and tops must have a sleeve of at least two adult fingers; no spaghetti straps. No exposed stomach, back, or midriff should be exposed.
- Shoes must be worn and secured to the feet; no flip-flops allowed.
- No pajamas or leisure wear, unless for a school-related activity.
- No clothes with objectionable wording or pictures; or advertises alcohol, drugs, or anything else inappropriate for elementary students.
- No clothing that is dirty, torn or ragged, too baggy, or too tight. No visible body piercings (other than earlobes) are allowed.
- Students are not to wear hats, head bandanas, head coverings of any kind, or wigs during the school day, unless for a school-related activity.

Note: The school administrator reserves the right to interpret the meaning of "extreme" or "inappropriate" in the area of student dress and appearance.

EMERGENCY INFORMATION

In case of emergency, each student is required to have on file in the school office the following information:

1. Parents' or guardians' names
2. Complete and current residential address
3. Home, work, and cell numbers of parents or guardians
4. Emergency phone number of friend(s) or relative(s)

5. Medical or health information
6. Email address

It is critical to be able to contact parents at any time. You can also update all demographic information using the Infinite Campus Parent Portal Access. If there is a change in address, phone numbers or those able to pick your child up it is very important that the office staff is aware and able to access this information in Infinite Campus. Please make the necessary changes as they happen from your parent portal. Or you can contact the central office at 812-246-3375 to communicate any changes in emergency contact information.

***ALL STUDENTS SHOULD HAVE 2 DIFFERENT PHONE NUMBERS ON THEIR ONLINE ENROLLMENT THAT WE CAN CALL IN CASE OF AN ILLNESS OR EMERGENCY.**

BOOK RENTAL FEES

Student book rental fees for the entire school year are due at the time of enrollment. If the year's fees cannot be paid at that time, a book rental agreement must be signed. A deposit must be paid even though the book rental agreement form is on file. After enrollment, all payments should be made through the office or the parent portal. Students who enter during the school year pay a prorated fee. Refunds are also prorated when a student withdraws from our school corporation. Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school treasurer and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded. Any refusal to pay book rental fees are subject to being sent to collections.

FIELD TRIPS

Classroom teachers, throughout the school year, schedule field trips to nearby points of interest. These trips are designed to support and supplement the regular curricular program. Parents will receive notice of all field trips in advance and will be asked to sign a permission slip. Sometimes a small fee can be charged for such field trips and students may be asked to bring a lunch. In some cases, parents may be able to chaperone their child on a field trip. **In order to do so a criminal history check must be on file at the school and you must be scanned into our Securely system.** Please contact the office to get a form for the background check and stop by the office with your license or state-issued ID to become registered in our Securely system.

GRADING

The students at Silver Creek Elementary School will not receive letter grades on their report cards. At SCES we utilize a Standards-Based grading practice that will indicate where a student is in mastery of a specific learning objective. All students learn at different rates, and a standards-based grading system will allow us to see how quickly students are moving toward their grade level learning standards. Assessments in the classroom will be varied and relate directly to each student's individualized learning. Teachers will use assessment tools such as

DIBELS, TRC, MCLASS, checklists, NWEA, running records, common formative assessments, and short progress monitoring tasks.

HOMEWORK

Silver Creek School Corporation Board Policy 2330 addresses homework:

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

Make up work- Students who have been absent will be required to make up any missed learning experiences while absent. If you wish to pick up the child's work, please call in the morning to inform your child's teacher. Homework will be sent to the office by 3:00 p.m. for you to pick up.

The student will have twice the number of days absent to make up any school work.

HEALTH SERVICES

Mrs. Amber Harrison, RN

A student who is injured or becomes ill during the school day should request permission from the teacher to go to the clinic. If minor, the student will be treated and may return to class. If the student needs to be sent home, or if medical attention is required, the nurse or office will attempt to make contact with the parent/guardian or emergency contact. The school nurse's office is located in the clinic at the principal's office and is staffed by the Nurse or the Health Assistant. Please call the clinic if your child is absent from school due to a communicable disease.

The following are guidelines from the IDOE to follow to determine if you should keep your student home from school. If parents have medical questions, they are encouraged to consult with a healthcare provider.

Symptom	Send to School	Keep at Home
Fever	During the past 24 hours, the student's temperature has been below 100.4 degrees and no fever reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100.4 degrees.
Diarrhea	During the past 24 hours, no more than one watery stool has occurred	During the past 24 hours, more than one watery stool has occurred.
Vomiting	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
Eyes	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or the student has vision changes.
Cough/ Runny Nose	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
Rash	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
Asthma	Symptoms are well controlled and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

CHRONIC CONDITIONS

Please inform the school nurse and your child's teacher if your child has a condition such as Asthma, allergies, Diabetes, seizures, or any health condition that needs special consideration during the school day.

IMMUNIZATION

Silver Creek School Corporation Board Policy 5320 addresses Immunization Requirements. In accordance with Indiana state law, all students must be immunized as determined by the state department of health. These immunization requirements are available on the Silver Creek School Corporation website for your convenience.

The law provides that no student shall be permitted to attend school beyond 20 days of his/her enrollment without furnishing proof of the above mentioned immunizations. If the student remains unimmunized at the close of the twenty (20) school day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a health care provider's statement that the needed immunizations are

contraindicated. Please contact the school nurse for the correct form to fill out if you have a religious objection to immunization or if your child has a medical exemption.

ADMINISTRATION OF MEDICATIONS DURING THE SCHOOL DAY

All medications, prescription, non-prescription, and refills must be brought in by the parent/guardian in the **original container** and **not** sent in with the student. No medication will be administered without having a completed medication administration form, which must be signed each school year. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the condition, but must have a Self-Administration form on file, and it must be signed by a parent/guardian and physician each school year. Medication administration forms and Self-Administration forms are available on the Silver Creek School Corporation website for your convenience.

Any medication not picked up by the end of the school year can/will be disposed of properly.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation.

INTERNET USE/ACCESS

Any student utilizing internet services in the SCSC schools must have a Technology Usage Agreement form signed by the parent and student on file in the school office. Students who fail to comply with this policy will have their internet privileges revoked. See SCSC Board Policy 7542 for the guidelines for acceptable use of the Internet.

LOST AND FOUND

All clothing and other items found at school, regardless of its value, will be placed in the Lost and Found located outside the cafeteria. To avoid losing items, please place your child's name on all items brought to school. Do not bring money, electronics, or any other things of value to school because the school cannot be responsible for those. At the end of each nine weeks, all unclaimed items will be donated to Goodwill or Salvation Army. If at any time our lost and found is overflowing, items will be donated to Goodwill or Salvation Army.

PARENT VOLUNTEER

To help ensure safety for all our students, anyone who wishes to volunteer to work with our students, chaperone/supervise our students, or be with our students during the school day, will need to supply the information for a criminal background check and be scanned into the Securly system with their driver's license or state issued ID.

The school administrator reserves the right to ask for more personal information in the case that the background check is not approved before allowing someone to volunteer in the building.

At Silver Creek Elementary, we recognize that parents and family members are the most important educators in our students' lives. We want to work with you as a team to help your

child. We are interested in your comments, suggestions, and questions. Call or send a note to your child's teacher or call the school office at (812) 246-3312.

SCES considers its parent and other family volunteers a very special, important resource. Parents and families are encouraged to help in classrooms, with administrative tasks in the teacher workrooms, with programs, and extracurricular activities. Please contact your child's teacher or the office if you have time or skills that you can donate to make our school a better place for our students to grow and learn.

Our Parent-Teacher Organization (PTO) sponsors many valuable services for students. **The PTO needs your help!** The school office can put you in touch with the PTO officers and Committee Chairs. You can email the PTO officers at scelem.pto@gmail.com

PHONES / SMART WATCHES

We understand cell phones/smart watches/electronic devices have become a necessity for students to communicate with parents. We ask that all cell phones/smart watches/electronic devices be turned off and stored in the student's backpack during the school day. Any devices that are heard or seen will be confiscated by the teacher and turned into the office. The first occurrence the student will be given a warning and the cell phone can be picked up by the student at the end of the school day. The second infraction a parent will be contacted and the phone must be picked up by a parent. Field trips are an extension of school and unless prior approval cell phones will not be permitted on field trips. Silver Creek Elementary is not responsible for any lost, stolen, or broken phones/electronics that are brought to school.

PLAYGROUND SUPERVISION

Weather permitting; students are given recess each day. Decisions about outside recess during extreme cold or hot weather depend upon the wind chill factor or heat index. **Always dress your child for outdoor recess.** Students without a proper coat on cold days will not be able to participate. *It is a good idea to put your child's name in every extra clothing garment they bring to school.* Teachers, administrators, and school staff members supervise the playground during recesses. At least two adults are on the playground during regularly scheduled breaks.

PROMOTION AND RETENTION

Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are:

- Indifference or lack of effort on the part of a capable student
- Physical or social immaturity
- Frequent or long absences
- Family circumstances that may change or improve in the next year.

Retention is usually considered as a more positive alternative during kindergarten and grade one. According to the Silver Creek School Corporation Attendance Policy, students with a total

of 20 or more days of absences will be retained. Steps to appeal the retention are listed in the policy.

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision. **Final decisions on retention rest with the principal.**

SCHEDULE– DAILY

7:40 Doors open/ Breakfast served/ student gather in the gym

8:15 Morning Announcements/School Begins

10:30 -1:30 Lunch Served (class schedules will be set)

3:00 Car Rider/Daycare Van Dismissal

3:05 Bus Rider Dismissal—First Load

3:15 Bus Rider Dismissal—Second Load

Times vary by teams for the following but are received daily in each classroom:

~ 90 minutes of reading instruction

~ 90 minutes of math instruction

~ 35 minutes of interventions/enrichments

~ 45 minutes of Special Area Class (Art, Music, PE, Library, or Technology)

SCHOOL ATHLETICS / EXTRA CURRICULAR ACTIVITIES

Our school offers activities for students that include: Basketball, Volleyball, Cross Country, Track, Math Bowl, Spell Bowl, Student Council, Cheerleading, and other programs that give students the opportunity to grow and succeed.

For a student to be eligible for athletics/extra curricular activities, they must meet the following:

- Must attend school for at least half of the school day to participate in an event that evening.
- Cannot leave school ill or be excused from physical education for health reasons and participate that evening.
- Students under an in-school or out of school suspension may not attend or participate in extracurricular and/or athletic practice or contest that evening.

Participation in the extracurricular/athletic programs are a privilege. Students who participate shall follow the school rules at all times and conduct themselves in a positive manner at all times. Failure to do so could result in a suspension of games/events and possible removal from the team/sport.

Parent Responsibility: Parents shall provide transportation to and from all extracurricular activities for which they consent for their child to attend. Parents should be punctual in arrival and pick up after an event.

SCHOOL RECORDS

All pupil records are maintained by the SCES staff and administration. These serve as a documented record of your child's educational experience as well as a useful planning tool. Access to this information is controlled by provisions of the Family Education Rights and Privacy Act of 1974, SCSC policy 8310. The release of student record information beyond the educational purposes of the school corporation can only be done with the written permission of the parent or legal guardian. The law permits the following exceptions which are accepted practices in the school system:

- A. The school will forward educational records on request to a school in which a student seeks or intends to enroll.
- B. The school may make available to outside agencies student directory information.

Any change of guardianship, address, or telephone number should be reported to the classroom teacher and the office immediately. It is most important that this information be kept current. This can be updated through the parent portal or by contacting the office. Parents changing jobs during the school year need to update us as to their new place of employment as well as new telephone numbers.

SMOKING POLICY

Smoking is strictly prohibited at school or on school grounds at all times.

SOCIAL MEDIA

Silver Creek Elementary uses many forms of social media to communicate with our families. A variety of communication techniques are used to keep parents informed. A monthly update will be emailed by the administration informing of all upcoming events for the month. We send alerts for breaking news, events, delays, closings, menus, and reminders. To get email alerts be sure we have your current email on file in the office or update your Infinite Campus demographic page on the Parent Portal.

SCHOOL WEBSITE: Our school website is accessible at sces.scsc.school. On the district page, click on schools and then choose Silver Creek Elementary. Our school website has the school lunch menus, office announcements including the student activities, PTO information, school forms, parent/student handbook pages, delays, closings, and many other things. Visit our website often!

PTO FACEBOOK PAGE: SCES's fabulous PTO has a Facebook group. Be sure to like the Silver Creek Elementary PTO group. The Facebook group contains important information and announcements. You can post questions, find dates and time information for events, and class information. All posts will be monitored and approved by our PTO officers.

TWITTER: Administration will tweet important information including announcements, student activities, events, and special recognitions on our Twitter page. Be sure to follow us @ElementaryCreek.

SPECIAL CELEBRATIONS

Classrooms will have a Fall Party and a Valentine Party. Please see the PTO calendar for dates. Room parents will coordinate and/or offer assistance to teachers for the Fall Party and Valentine Party. Please check with teachers to see what their requests for these events may be before planning. Each classroom will be allowed to have 5-6 parent volunteers per party. **Due to problems incurred on our school buses; balloons, glass containers, and/or flower deliveries will not be accepted at school.** Birthdays may be celebrated with pre-packaged food items or non food items such as pencils, stickers, party favors, etc.

TEXTBOOKS / SCHOOL PROPERTY

All basic texts are rented to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade and school are written in the book in case it is misplaced. Parents will be charged for abuse, misuse, or lost books and/ or materials. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or to replace the item and other penalties may be applied.

TOYS AND GAMES AT SCHOOL

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. Students are not to bring toys, electronic games, personal music equipment, trading cards, or unusual items to school unless they are intended for a specific purpose in the classroom that has been approved by the principal. **The school is not responsible for broken or stolen personal items.**

TRANSPORTATION CHANGES When a student has a change in afternoon transportation, please send a note to your child's teacher. If an EMERGENCY situation arises, please call the school office prior to 2:00PM. **CHILDREN WILL NOT BE ALLOWED TO CHANGE THEIR AFTERNOON DISMISSAL PLANS UNLESS WE HAVE PERMISSION FROM THEIR PARENTS.** Keeping each student safe is critical. Students may only be picked up during school and after school by parents or adults listed in the emergency section of the enrollment record.

Transportation of a transfer student is the parents' responsibility unless the home address is within the ODT board approved Transportation routes. SCSC will only transport out-of-district students if criteria is met. Bus riders are allowed one consistent morning and one consistent afternoon stop. There will be no switching or bus passes.

VISITORS

All visitors to Silver Creek Elementary School are required to report to the office upon entering the building. All outside school doors will be locked. Visitors must identify themselves and state their reason for entering the school. All visitors should enter the building through doors A, during all times of the day, and proceed directly to the office to sign in using the Securly system. All

visitors must provide a valid state ID to be scanned into the database system and have an approved criminal background check on file in the main office. All visitors must wear a visitor's pass while in the building. **ALL VISITORS ARE REQUIRED TO COMPLY WITH THIS RULE.** This is necessary for us to ensure the safety of students and staff. Please make arrangements with a teacher prior to visiting your child's classroom.

Securly is a visitor registration system that enhances school security by requiring visitor drivers' licenses, comparing the information to a sex offender database, alerting campus administrators if a match is found, then (assuming no match was made) printing a visitor badge that includes a photo. Any adult entering the building is required to present a valid state issued ID for entering into the database system before they will be permitted access to our building. Safety of our students is our highest priority. Securly will provide a consistent system to track visitors and volunteers while keeping away people who present a danger to students and staff members. The system quickly prints visitor badges that include a photo, the name of the visitor, time, and date.

WEATHER RELATED DELAYS, CLOSINGS, AND EARLY DISMISSALS

Please monitor your local news media for any delays or closings related to weather. Our school district is SILVER CREEK SCHOOL CORPORATION. Delays and closings will also be updated on Facebook, Twitter and the Silver Creek website.

In case of a two-hour delay, school doors will open at 9:40 and school will begin at 10:10.

In the event there is a natural disaster or an emergency that would cause school to dismiss early, please be advised to:

- Monitor local news media
- Have an emergency plan in place when you cannot pick up your child
- If you call the school and the lines are busy, please be patient and try again

Please let the school know when there is a change of phone numbers, addresses, employment or guardianship. Do not wait until there is an emergency to report these changes. It is important for the school to have current phone numbers and addresses. Remember, in the event of an emergency, your child is safe at school until you can pick them up. Please make sure all emergency information is kept up to date in the parent portal.