#BobcatsROARSuccess

Silver Creek Elementary School

75 Old US 25 North, Berea KY 40403

2023-2024 Student Handbook

Phone 859-387-3200

Fax 859-986-1932

Like us on Facebook: Silver Creek Elementary Bobcats

School Website: https://sce.madison.kyschools.us/

District Website: https://www.madison.kyschools.us/

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Madison County Schools
on fire for their future

Madison County Schools does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, disability, or genetic information in educational programs, activities, and employment and provides equal access to the Boy Scouts and other designated youth groups as set forth in compliance with federal and state guidelines.

The following person is responsible for coordination of compliance efforts and has been designated to handle inquiries regarding the non--- discrimination policies: Title IX Coordinator, Madison County Schools, 301 Highland Park, Richmond, KY; 859-624-4500

SILVER CREEK Bobcats

Stand up and cheer Bobcats!

Stand up and cheer Bobcats!

Stand up and cheer for Silver Creek!

Silver Creek is our name and learning is our game,

Silver Creek is number one!

Stand up and cheer Bobcats,

Stand up and cheer for Silver Creek!

We are proud of who we are and we're proud of what we do.

We're the Silver Creek Bobcats,

the gold, white and blue!

Stand up and cheer for the Bobcats-

B-O-B-C-A-T-S!

Silver Creek Bobcats are the BEST!

Notification of Right to Request Teacher Qualifications

Dear Parent or Guardian:

The educators in Madison County are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title I, Part A programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and

Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact Steven Evans by phone at 859-624-4500 or by email at steven.case@madison.kyschools.us . Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,
Steven Case
Title I Coordinator
Madison County Schools

Silver Creek Elementary School

75 Old US 25 North Berea KY 40403

Phone 859-387-3200 Fax 859-986-1932

Website: https://sce.madison.kyschools.us/

Mission Statement: Everyone. Everywhere. Every Day

Vision Statement: Bobcats BELIEVE in respect for EVERYONE, high expectations EVERYWHERE, and a positive attitude EVERY DAY.

This Handbook belongs to:

Name:_____

Homeroom Teacher:_____

Teacher's e-mail address_____

Grade_____

Principal: Lisa Banks

lisa.banks@madison.kyschools.us

School Counselor: Sarah Anglin

sarah.anglin@madison.kyschools.us

Media Specialist: Marlis Todd

marlis.todd@madison.kyschools.us

Site Based Council Members for Silver Creek Elementary:

Chair-Lisa Banks

Teacher Representatives:

Jay Bunch, Eden Case, vacant

Parent Representatives:

April Hess & Daniel Prevett

Welcome to Silver Creek Elementary

Dear Students and Families-

Welcome to Silver Creek Elementary! I know the 2023-2024 school year is going to be the best year yet. I am so excited to be here and getting to work with the best students and staff in the state! When we say Bobcats ROAR Success, we encourage and support our students to be successful in all areas of their lives. Our students work hard in and out of the classroom with an intentional focus on being proficient readers, mastering mathematics skills and working to demonstrate successful citizenship both at SCE and in our communities. We hope you have had a fantastic summer and are ready to get to work. I can't wait to see you guys grow and learn, all while having fun!

I am looking forward to being at Silver Creek to begin my first year leading the Bobcat Nation. This will be my 18th year in education and third year in administration. I am eager to work with all staff members and have been fortunate enough to see the love they share for all things Silver Creek. All teachers have high academic expectations for each and every student. The capacity of each and every adult at Silver Creek allows them to focus on the physical, emotional, and social constructs that are so important in our society today. Our teachers are the absolute best in the state and will work diligently to ensure that your child receives the finest education, and has a wonderful experience growing and learning at the elementary level.

Here at SCE, we appreciate the ongoing support of our parents and families and value the vital role that you play in the success of our school. We invite you to be a part of school and want you to always feel welcome here. We welcome you to contact your student's teacher(s) through e-mail, note, parent meeting, or by phone. Parent Conferences are held twice a year but you can schedule parent meetings with teachers and administration in order to communicate needs beyond the two times per year. You can keep up with events and activities by following us on Facebook. Make sure you provide a phone number for our Send It communication system. These calls are a one stop shop for information regarding events here at Silver Creek. There are many ways to get involved and engaged with your child's education here at Silver Creek and we are looking forward to partnering with you!

Communication is the key to your child's success! Please contact me with any suggestions, concerns, student issues, or ideas related to student programs. You can reach me by phone at (859) 387-3200, by email at lisa.banks@madison.kyschools.us, or schedule an appointment to meet with me by contacting our front office!

Looking forward to a wonderful Bobcat year!

Mrs. Lisa Banks

Frequently Asked Questions-con't

- How do I get a message to my student? We encourage families to communicate your transportation needs and the day's activities before you leave home in the morning. We realize that emergencies do occur. However, it can be very stressful for younger students to have changes in their routines and we must spend a great deal of time verifying information for student safety if there are changes that arise. (see transportation changes) If it is not an emergency, please wait until your child gets home to communicate with them or when you pick them up in your normal routine. These kinds of things can interrupt the instructional day and time on task.

- What if my student forgets something at home and I want to drop it off? Unless it is an emergency, your student can wait to bring the item until the next day. We strive to create students who are responsible. If it is an item the student cannot take on the bus, we will be glad to help get the item to the student if you need to drop it off for them and they are not a car rider. We try to limit the student's time out of class by calling them to the office to pick things up during the day.

- What if my child needs to take medicine during the day? The school has personnel that have medication training and ONLY those personnel may dispense ANY medications to students. All medications should be in the original containers and parents MUST come in to fill out the proper forms in order for these personnel to be able to dispense ANY medication at ANY time. ALL MEDICATION that a student takes MUST BE PROVIDED by the parent/guardian.

- How do I know what day my child should wear tennis shoes for gym? Silver Creek STONGLY encourages students to wear tennis shoes every day. These shoes are the safest option for all students. However, your student's teacher will communicate with you about the day your student has Physical Education.

- Is tutoring available? Tutoring is usually available the second semester of the school year for 4th and 5th grade. Parents/guardians must provide transportation. Check with your child's teacher if your student is struggling . Our teachers will work with your students.

- How can I get involved in Silver Creek Elementary? The best way to get involved in your child's school is to talk with your child everyday about what they did at school. Ask specific questions instead of questions that can be answered with a yes or a no. Read all of the information that comes home with your child. Check your child's agenda everyday and talk about the things that are in the agenda such as the topics they learned in class. Be sure to get the items/papers that are in the Thursday Folder and frequently check your child's back pack. If you have a 4th or 5th grader, work with them on continued organization skills as they begin to switch classes and work with multiple teachers, instead of just one. We will talk this year about setting goals with students. Ask your students what goals they have set and what they are doing to reach those goals each week. Attend parent conferences, e-mail teachers when you have concerns, call the school and leave a message and they will be glad to call you back. Finally, become a member of our school's Parent Teacher Organization. This will allow you an opportunity to volunteer at special school events, help with fundraising, and more!

MADISON COUNTY SCHOOLS CALENDAR

The Full Madison County Schools calendar is available on the district website and is subject to change due to weather or other events.

Frequently Asked Questions

- What bus will my child ride? Go to the district website, Click on the Parent Tab , then click on the transportation tab. It will take you to the ***infofinder*** which will help you find the correct bus. If you need more information call the bus garage at 859-624-4515
- What if I need to change transportation arrangements for my child during the day? It is advisable to send a note with the child to school. If an emergency should arise, call the office BEFORE 1:00pm to make arrangements. If the office is not familiar with who you are, you may be asked to give identifying information for safety reasons. The office will send a note to the child's classroom teacher to let the teacher know of the change in transportation before the end of the day.
- Can I go with my child's class on a field trip? Parents who have had the confidentiality training provided by the district may attend class field trips only if they have signed up and scheduled this in advance. Certain fees may apply and certain trips may only have a limited number of spots available. At no time may parents be transported by school/district transportation.
- Who should get Volunteer Training? Any parent/guardian/adult who wishes to work with students in any capacity at a school sponsored activity or event should complete the district required confidentiality/volunteer training. These trainings are available on our school and district websites. You can find the Volunteer button directly on the homepages, or by clicking on the Parents button at the top, then clicking on Volunteer. Please contact the Family Resource Center for more information. 859-387-3205
- Is my student allowed to have a cell phone at school? Students may have a phone but are not allowed to have the phones out during the day. They must ask permission before they use the phone. In the event they should need to call home, they may ask to use a school phone (there is one in every room) or they may ask to use their cell phone. Cell phones must be away in a student's back pack in their cubby or locker. The school is not responsible for any lost or stolen personal property the student may bring to school. If a student uses the phone without permission, it can be held in the office to be picked up later. See the Student Personal Device Policy on page 23.
- Can I text my student if I want to tell them something? You are welcome to text your student, but they may not see the message until the end of the day.

SILVER CREEK Bobcats

Cancellation of School

In case of inclement weather, radio stations WKXO Berea and WEKY Richmond will announce any school closings. Television stations, WKYT Channel 27, WLEX Channel 18, and WTVQ Channel 36 also show school closings. In addition, every effort is made to post cancellations and delays on the Madison County School and Silver Creek Elementary School Facebook pages and websites. Silver Creek Elementary uses the SendIT system, as well as Class Dojo, to update families on closings delays and other information. If you do not receive SendIT and wish to be added, please contact the school office.

Delays

- A one or two hour delay will be announced the same way as the cancellation of school. Please check Class Dojo, social media, television stations, and websites.
- During a delay, the district may need to cancel school if the weather does not permit for a safe start of the day. Please continue to check news outlets during the delay.
- Buses will run one hour after their regular schedule during a one-hour delay. Buses will run two hours after their regular schedule during a two-hour delay. If your child is a bus rider, please make arrangements for your child to get on the bus at the delayed time.
- If your child is a car rider, you will be able to drop your child off at his/her school one hour after the regular drop –off time on a one hour delay and two hours after the regular time on a two hour delay.
- Our school will open as close to regular time as the weather permits. If you need to drop off your child earlier than the delayed start time, please contact the school to make sure someone is there to supervise them.
- Breakfast AND lunch will be provided on both a one or two hour delay
- Afternoon release times will remain the same
- During a one or two hour delay, morning pre-school will be cancelled but afternoon pre-school will run at the normally scheduled time.

NTI or Non-Traditional Instructional Days

Madison County Schools may opt to use a Non-Traditional Instructional School Day in the event that the students do not report to the school building. This announcement will be determined by district school officials and will be communicated the same way as school closings or delays.

Our school and teachers will have sent home information that will explain how students can complete work at home on these days. These days DO COUNT towards student instructional time and students work from home. Teachers are available for student support via e-mail . Information is usually clarified long before an NTI day is used/implemented. Please be sure to read this information when it is sent home to see if you have any questions.

Students have up to seven (7) school days to return the work completed on the NTI day from the day they return. For example, if there is an NTI Day on a Monday and students return on a Tuesday, they would have until the following Wednesday to complete the assignments. Assignments from NTI Days will be collected by teachers and will count for a grade.

ONLINE MEAL PAYMENTS

www.myschoolbucks.com is an online payment system that allows you to make deposits to your students' meal accounts. My School Buck offers:

- Safety, Convenience, Control, Efficiency, Flexibility Security
- You can make deposits using your Visa, Mastercard, Discover, Checking, Credit/Debit
- Receive low balance e-mail reminders (set your own limits)
- Make payments at multiple schools on-line
- Deposits made online usually arrive at the school by the next morning.
- The system is secure and getting started is easy-simply go to the website at www.myschoolbucks.com

CHARGING IS NOT ALLOWED

If a student wishes to add extra or al-a–carte items to their meal, they may purchase extra items using cash or by using money that may be on their account. See above for how to make on-line payments for your student if you would like for them to have access to funds for extra items.

CARRY OVER CHARGES

If your student has lunch charges from the previous school year, they do carry over and parents/guardians are responsible for paying these charges.

ADULT MEALS

No adult meals may be charged at any school. If you choose to visit and have lunch with your child, you will have to pay adult price for the meal.



Food Service – Information

Silver Creek Elementary here in Madison County will be continuing to participate in the National School Lunch and School Breakfast Programs called the Community Eligibility Option/Program (CEO).

What does this mean for you and your children attending Silver Creek Elementary?
All enrolled students are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household. Your child(ren) will be able to participate in these meal programs. However, there is a form that families will be asked to complete and return to schools.

Even if your child brings their lunch from home, they may still receive a school lunch. We encourage all to participate!

Hot Meals and Grab-N-Go Options are available for Breakfast. Hot meals are available for lunch. See our school and district websites for a FULL MENU.

MENU REQUIREMENTS

Required by THE HEALTHY, HUNGER FREE KIDS ACT of 2010

- All students will be required to take either a fruit or a vegetable to complete their meal requirement.
- OVS-Offer versus serve, Under OVS, schools must offer all of the required food components and quantities and students are required to select at least 3 full components. Students may select up to 5 components.
- All students except preschool participate in the OVS option:
- Schools must offer 5 components listed
- Meat/meat alternative, fruit, vegetable, grain, milk
- Students are allowed to decline 2 of the 5 but must select either a fruit or vegetable as of their 3 choices to meet the reimbursable meal requirement.
- Contact the food service office if you have ANY questions.

859-625-6026

- **Outside food items (such as fast food) are not allowed to be brought to students to be eaten in the cafeteria if you visit your student for lunch.**

Arrival/Dismissal/Attendance

Arrival– Students may arrive to school as a car rider as early as 7:00 AM. Students may not arrive any earlier than this as there is no one available to supervise students before this time. ALL students should be in their classes by 7:20. Classes begin and tardies will be recorded after 7:25.

See Pages 18-19 For Car Rider Loop Map

Breakfast -is served at 7:00 in the cafeteria for ALL students who wish to eat at school (car riders and bus riders) Students in grades K-5 should go to the cafeteria for a hot breakfast. Grab-N-Gos will also be available in the cafeteria for students who wish to get a Grab-N-Go as an alternative. We encourage ALL students to eat breakfast at school and get a good start to their day. See **Food Services section** for more information about Breakfast.

ONLY BUSES are to use the bus lane in front of the school until 7:20 am. Car riders are to be dropped off in the rear parking lot at the Gym entrance-Door M, between 7:00 and 7:20 am. Follow staff directions and pull up as far as possible or as directed to allow unloading of several cars at a time. Cars must come to a complete stop in the drop-off zone before students can exit the vehicle. **Please have students READY TO EXIT the vehicle upon stopping (coat on, belongings in backpack, backpack on, etc). Students will exit cars from the DRIVER'S SIDE. Please have students sitting in the back seat of the car to avoid crossing in front of cars on dark mornings onto the sidewalk.** Doors will be closed and locked at 7:25 at the gym entrance and parents will need to sign students in at the front office if they arrive after this time. Parking will be available at the visitor parking. The gate to the car rider loop closes at 7:20 and parents who arrive after 7:20 will need to go through the front drive and park. Parents will need to take their students into the building. The student will receive a tardy slip to give to the homeroom teacher. If the student arrives late to school, the parent should send an excuse the next day or within five days of the tardy to have it excused (see section on attendance). **If arriving late becomes an issue, parents may want to consider having student ride the bus.**

Walkers—Any student walking to school MUST be accompanied by the parent or guardian into the building at the front entrance. Follow routes that keep children out of traffic as much as possible. Sidewalks are not available on the road near the school so if you choose to walk your student to school, please keep this in mind. No bicycles are permitted on school property.

Car Riders/PM Dismissal – School is dismissed at 2:10 ALL Afternoon car riders are picked up at the back entrance door **M** . Each family will be issued a numbered car rider tag. You will receive two of the same numbered tags per family. These numbered tags will be your family's numbered tags for the entire time you are at Silver Creek Elementary and you will need to take care of the numbered tags (K–5th grades). All persons picking up students must have the car rider tag visibly displayed in the vehicle window (from rear view mirror) for pick-up. If you have more than two people who may pick up the students in your family, you will need to share those two tags. If the tags are lost, you will need to pay $2.00 in order to be issued a new set of tags for your family. This is the cost to the school to replace the tags.

Students will be dismissed from the gym by the staff supervisors. **If you do not have your car rider tag, you WILL be asked to pull around to the front of the building to pick your child up from the front office.** Picture ID can/may be required.

No cars are to move until dismissed by teacher/staff in the parking lot. Cars SHALL NOT CUT AROUND OTHER VEHICLES! POLICE WILL RESPOND AND MAY ISSUE citations if unsafe driving is reported by school personnel.

IF YOUR STUDENT IS A CAR RIDER, YOU MAY NOT ARRIVE PRIOR TO 1:50 PM FOR DISMISSAL. The gate will not open until 1:50 PM to ensure that all students return inside safely from recess. Our campus is used for students inside and outside. Once you arrive to the Parent-Pick up area, please remain in your vehicle AT ALL TIMES while in the car rider line . Berea Police will be ticketing any car blocking Old US 25, so please refrain from parking along this road. Follow the rules of the road, just as you would in normal driving situations, such as being mindful of use of cell phones so you are aware of all those around you. Please remember all Madison County Schools are Smoke-Free Campuses.



Walkers/PM –Afternoon Dismissal will be at the gym door **M** Parents or guardians must receive walking students from supervisors as they exit the building to ensure proper parental supervision. Students should not be picked up in the front office. The office is a busy place after school and walkers should be picked up with the car riders. **YOU MUST ALSO HAVE YOUR CAR RIDER TAG WHEN PICKING UP STUDENTS WHO ARE WALKING.**

Silver Creek Grading Norms

Purpose of Grades:

We believe grades should demonstrate a students level of performance on Common Core standards. Grades should reflect content that has been instructed, practiced, and assessed.

Types of Grades:

- Classroom Assignments
- Assessments (Formative & Summative)
- Skill Practice
- Homework (Grade 5)

Norms:

- We will input 9-12 grades per content for each report card cycle. With a minimum of one grade per week.
- Our grades will be non-weighted
- Students will be given opportunities to complete test corrections. The updated score will be entered into IC. (with notes)
- All grades will be entered into IC within 7 days of the assignment due date.
- Grades will be entered in a timely manner and all grades will be posted no later than the day before report cards are sent home.

Pest Management

The Madison County Board of Education has implemented a program of Integrated Pest Management in order to control pests in a way that minimizes economic, health and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. If you wish to be notified 24 hours in advance of planned pesticide application or as soon as possible when an emergency application is necessary, please register at the front office of the school here at Silver Creek Elementary.

Silver Creek Elementary participates in an innovative father involvement program called WATCH D.O.G.S.® (**D**ads **O**f **G**reat **S**tudents) through the Family Resource Center in partnership with PTO. Fathers, step-fathers, uncles, grandfathers and other father-figures will volunteer to work one day in their child's school through the WATCH D.O.G.S.® program. These men work alongside the educators to help as car/bus rider facilitators, hallway monitors, library assistants, lunchroom helpers, classroom assistants and playground/ gymnasium coaches.

Program benefits:

- Students gain a positive male role model. Some students do not have a father-figure present in their home and the number of male teachers has been steadily declining in recent years. More positive male role models are needed in the school setting.
- Schools gain an extra set of eyes and ears. The presence of Watch DOGS (**D**ads **O**f **G**reat **S**tudents) can increase a sense of security at the building for students and staff, and it helps create an environment conducive to learning.
- Fathers and father-figures can spend meaningful time with their students in the school setting and gain a greater awareness of the positive impact they can have on their student's life, just by being a 'dad'.
- **When Watch DOGS invest a day at school, they can learn how better to partner with the school to meet educational goals of students.**

The Watch DOG program will run from October through April. **All volunteers MUST complete Confidentiality Training and a background check to serve as a Watch DOG.** If you have any questions or would like to volunteer, please call our Family Resource Center. 859-387-3205

CHECK OUT PROCEDURES– *NOTE:* When checking students out early from school (any time before the bell has rang to dismiss all students at 2:10) It is considered a tardy/absence. A note from a doctor/parent/court must be returned **within FIVE days** of the check-out to excuse the absence/check-out. Signing the student out in the office does NOT excuse the student. **ALL students must be checked out through the front office by a person listed on the check-out card. NO ONE may check out a student without presenting the proper identification. Names may not be added to the check-out card by phone. This is for the protection and safety of our students.**

Transportation Changes– A note is required for transportation changes to properly notify the bus driver. Parents should tell their students that there is going to be an afternoon transportation change before the student comes to school in the morning. **ALL TRANSPORTATION CHANGES MUST BE MADE BY SENDING IN A NOTE WITH THE STUDENT OR THE PARENT/ GUARDIAN MUST COME TO SCHOOL IN PERSON. NO TRANSPORTATION CHANGES WILL BE MADE OVER THE PHONE FOR THE SAFETY OF THE STUDENTS.**

Bus Rules—Students are given a copy of bus rules for parents to sign and return to school at the beginning of the year. ALL students must be safe passengers on the school bus. **The privilege of any student to ride a bus is conditioned upon good behavior and observance of rules and regulations set forth by the MADISON COUNTY BOARD OF EDUCATION.** Rules are posted on the bus and bus drivers inform students concerning their expectations for appropriate behavior. No toys, live animals, or large objects may be transported on the



ATTENDANCE/TARDINESS/CHECK-OUTS/LATE ARRIVALS/TRUANCY

ATTENDANCE (KRS 159.010) – EXECUSED ABSENCES

1. The following reasons will be accepted as an excused absence:
   - A. Death or severe illness in the pupil's immediate family.
   - B. Illness of pupil. Excused absences and tardies require documentation consistent with the absence (Ex: *Note from a licensed medical provider, a letter from the military, KY State Fair ticket, a letter from General Assembly, EHO form). If official documentation is not provided the student may provide up to **4 parent notes per semester.** (Each note may excuse 1 day's absence). Each student is also allotted **2 parent notes for tardies per semester**, separate from, and in addition to, the previously referenced 4 parent notes for absences.
     Note should be received within five (5) school days upon returning to school
   - C. Religious holidays.
   - D. One day for attendance to the KY State Fair.
   - E. Other valid reasons as determined by the principal, i.e. court appearances, - ½ day, and doctor/dental appointments.
2. A phone call will be made to the parent contact number via the SendIT system regarding daily absences.
3. A letter will be sent home after the third unexcused absence. A Final Notice will be sent home once the student reaches 6 unexcused absences. Court system mediation for habitual truancy will occur if the student continues to have further unexcused absences.

Excused Absences	**Required Documentation**
1. Illness, medical appointment	doctor's note, note from parent
2. Court appearance	court clerk, Judge verification
3. Funeral/Immediate Family	Verification of funeral
4. Family emergencies	note from parent
5. Religious holidays	note from parent
6. School approved trips	provided by school staff

Absences for any reason other than those listed above are **UNEXCUSED.**

Educational Enhancement Opportunities– Some absences may qualify as Educational Enhancement Opportunities. Forms must be processed five days in advance of the absence and approved by the principal. These forms will not be accepted retroactively. If you have questions, please call the office and ask about the option.

TARDIES

Students are to be on time and be in each class each day. All students arriving tardy to school will report to the attendance office. Tardies to school are looked at by the courts the same as an absence according to truancy laws.

TITLE I
PARENT INVOLVEMENT POLICY
For School Year 2023-2024

Since Silver Creek Elementary is a Title I school all our students benefit from this federally funded program. Our Title I Parent Involvement Policy and its accompanying compact were developed with input from parents of students at Silver Creek School. It is distributed to all the parents after being approved by the school-based decision making council.

It is the intent of Silver Creek Elementary that parents are provided with frequent and convenient opportunities for full and ongoing participation in the planning of the Title I Program. This includes opportunities to suggest modifications due to changing needs of parents, students and the school. The Title I program will be designed to assist students in acquiring the capacities and achieving the goals established by law. These goals and standards will be shared with parents in a manner that will enable them to participate in decisions concerning their child's education.

Silver Creek School, in cooperation with the District, will work to plan and implement effective parent involvement activities. These measures may include, but shall not be limited to, the following:

Informing parents about the Title I Program, the academic expectations, the school's educational plan, and ways in which they can be partners in their child's education.

Working in cooperation with the Family Resource or Migrant staff to:

- Better communicate with parents by transporting them to meetings or making home visits.
- Make parents aware of resources, such as agencies, materials, and services, which may be helpful in meeting certain parenting needs.
- Identify ways in which parents, as equal partners in their child's education, can be involved in decision-making and other activities of the school.
- Design activities and materials for parents with consideration given to reaching and involving those who may be economically disadvantaged or disabled, have limited English proficiency or limited literacy, or are of any racial or ethnic background.
- Designing and conducting an effective annual evaluation process where by parents can share their ideas about the content and effectiveness of this policy and the activities designed to implement it.
- Providing information about individual student assessment and progress to parents, with opportunities for consultation.

SILVER CREEK IS A SMOKE-FREE CAMPUS



Madison County School District

School Health Clinic

The mission of the Madison County School District School Health Clinic is to protect the health and well-being of all students thereby promoting student success. **Clinic days and times vary from school to school. Contact your child's school to learn the nurses' clinic schedule.**

The following is available to all students **whose consent forms have been signed**:

- Nursing Assessment of health problems with referral to Local Health Care Provider as needed.
- Over the Counter GENERIC medication.
- Hearing, dental, vision screenings.
- Immunization outreach and follow-up

Writes Emergency Action Plans for chronic health conditions which require care at school for:

DIABETES

ASTHMA that requires the use of a nebulizer or inhaler

SEIZURES

ALLERGY (food allergy, bee sting allergy, or any allergy requiring the use of antihistamines or EPI-PEN)

Other EAP's for other special health conditions as needed

Confidentiality:

All medical records are the property of the Madison County School District and protected under FERPA. No other agency will have access to these records without your written consent.

We protect the privacy of your child's health information by:

- Limiting how we use and disclose health information.
- Providing physical safeguards including secure offices and storage facilities, electronic protections, and procedures.
- Training employees about privacy policies and procedures.

*****When the nurse is not at school-school staff are not allowed to dispense any medication to your child without the proper forms filled out in advance. This includes anything over the counter with Drug Facts on the label or any prescription medications.**

EXCUSED TARDIES (KRS 159.150)

1. Tardies will be excused for the following reasons.

   A. Death or severe illness in the pupil's immediate family.

   B.. Illness of pupil. Doctors note is required or a parent note on limited basis (student may use a total of FOUR PARENT NOTES PER 18 WEEKS for any combination of absences/check-outs, and **2 parent notes for tardies per semester)**

   C. Religious holidays.

   D. One day for attendance to the KY State Fair.
   E. Other valid reasons as determined by the principal, i.e., court appearances, ½ day, and doctor/dental appointments.

Procedures for Documenting Excused Absences and/or Tardies

1. A student has 5 days following an excused absence to bring in documentation or verification or the absence is recorded as unexcused. **Excuses brought in after 5 days are not accepted.**
2. Students are to present parent note or excuse to the attendance office upon return to school.
3. Parent/guardian phone calls will not be allowed as excuses for absences, tardies, or check-outs. Required documentation is needed. (See Excused Absences and Required Documentation)

PARENT NOTES should include the following information:

1. Student's First & Last name(please no nicknames)
2. Student's Grade
3. Date and reason for absence
4. Signature of parent
5. Parent's day and night phone number

CHECK-OUTS / LEAVING SCHOOL DURING THE DAY

1. Parent/guardian phone calls will not be allowed as excuses for absences, tardies, or check-outs. Required documentation is needed.
2. Absences caused by checkouts are subject to the same rules and procedures that govern other absences from school.
3. A parent's signature on a check-out log is **NOT** considered to be documentation for an excused absence. Students who are checked out must provide required documentation (see procedures for documenting excused absences and/or tardies).

Checkouts from school are permitted for the following reasons:

Reasons	**Required Documentation**
Court Appearance	summons, subpoena
Funerals	Note from parent
Illness at school	Note from parent or Doctor
Family Emergencies	Note from parent
Medical Appointments	Note from parent (Please try to schedule these after school)

Make Up Work– Students will be able to make-up work with an excused absence. Students will have the amount of time missed to make up the work. (For example, if the student is absent two days, they will have two days to make up the work.)

TRUANCY– HB 72 AN ACT RELATING TO HABITUAL TRUANCY

- Identifies any public school student who has not reached his/her 21st birthday, who has been absent from school without a valid excuse for three or more days or tardy without valid excuse on three or more days as truant
- Identifies as a habitual truant, a student who has been reported as a truant three or more times.
- Hold a public school student, who has attained the age of 18, but who has not reached his/her 21st birthday, accountable if the student fails to comply with truancy laws. Hold the parent, guardian, custodian of a public school student who has not reached his or her 18th birthday accountable if the student fails to comply with school truancy laws. Holds the court appointed guardian of a public school student who has not reached his or her 21st birthday accountable if the student fails to comply with the school truancy laws.
- Requires the school district personnel to inform students (between the ages of 18-21) parents, guardians and custodians that they are subject to truancy laws.
- Phone calls are frequently made by Silver Creek staff when students are absent to check on students' well-being and if assistance is needed by our Family Resource Center.

Please feel free to check on your student's absences/tardies by visiting the Parent Portal on Infinite Campus or by calling the office and checking with our Attendance Clerk.

Promotion /Retention

Primary (K-3): Promotion from the primary program shall be in compliance with applicable administrative regulations and shall be based on exit criteria. A school team, which includes the parent of an identified child, will consider and recommend the appropriate early or delayed exit for any student in the primary program. Such review will take place at least thirty (30) days before such decision takes effect.

Grades 4-5:

1) Retention may occur if the student fails to:
   a) Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, homework, projects, and class participation points.
   b) Progress satisfactorily on the academic expectations.
2) Parent(s) have been notified of the possibility of the student's retention by mid-year or as soon after mid-year as the teacher perceives the possibility of retention.
3) The notification has been sent by letter, signed by the teacher and the Principal. The letter shall describe the problem and request the parent(s) to meet with the Principal and the teacher.

Student Personal Device Policy

In order to create a positive learning environment for all students, any personal electronic devices may not be used on campus. This includes iPads, smart watches, tablets, phones or other hand held music or gaming devices. Student personal devices will not be permitted to be used at indoor or outdoor school sanctioned functions. Exceptions will be made for students with medical or communication needs and will be noted in 504 plan, IEP, and/or other guidance documents.

At SCE we understand that many parents choose to have their students carry a cell phone for communication purposes in the event of emergencies or changes in plans. However, in order to not disrupt the school day any student bringing a cell phone to school must keep it on silent and out of sight during school hours.

If a student is seen with a cell phone, iPad, smart watch, tablet, or other hand held music or gaming device during school hours they will be given a reminder of the school policy. After the second occurrence, the device will be confiscated and kept in the principal's office until the parent/guardian of the student comes to school to pick it up. (Office Hours 6:30-3:00)

During school hours, if a parent/guardian needs to get a message to their student, they are welcome to call the office at 859-387-3200 and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning.

Approved by SBDM 3/16/2023

Homework Policy -The Silver Creek Homework Policy is also outlined in the SBDM policies. Homework is used to increase students' opportunities to learn. It is completed outside the classroom and is intended to provide added opportunity to practice skills, engage information, explore topics using varied learning styles and interests. Homework opportunities will include not only written assignments , but also opportunities to take part in cultural and creative activities and real world applications. Teachers will assign appropriate amounts of homework per week, which may vary depending on the subject matter and students' needs.

Parent Communication Folder - a vinyl communication folder is provided for each child. These will come home each Thursday (1st-5th grade) and need to be read by the parent or guardian then returned on Friday mornings. Kindergarten folders go home daily. In the folder, parents/guardians will find graded work, behavior notes, information, and newsletters. This is a valuable way for the school to communicate with families. Please check all of the contents of your child's folder each week.

Progress Reports– are given every nine weeks. A mid– assessment report will be given at the mid-point of the grading period to share your child's general progress. You may check with your child's homeroom teacher to see the mid-assessment and progress report forms. This is a good opportunity to gain a better understanding of how your child's progress is monitored.

Phone Calls-

1. Students are not allowed unless authorized by school personnel to use the school telephones. Students should feel free to ask to use a school phone if they need to contact a parent or guardian for an emergency.
2. **Students should NOT text or use personal cell phones unless given permission to do so by their teacher or adult supervising them.** In case of emergencies, the school can make the necessary calls for students if a need arises or allow a student to call from a school phone. See Below.
3. Teachers will not be able to receive phone calls during the school day. Families who wish to speak to their student's teachers may call and leave a message with the front office and the teacher will be glad to call you back. Teachers will also be able to communicate with you through e-mail and Class DOJO. You may visit the school's website to get your teacher's e-mail.

PARENT PORTAL

Parents wishing to access student grades/attendance through Infinite Campus' Parent Portal need to visit the front office for initial access information or you can call for assistance. Parent Portal provides grades for intermediate students. If your student is in K– 2nd grades you will only be able to see attendance information on the Parent Portal. You are always welcome to communicate with your student's teacher through e-mail or by leaving a message in the front office and they will return your call within 24 hours.

Infinite Campus also offers a free application to download to smart phones called "Campus Portal".

Campus Mobile Portal - For your mobile phone

1. To use the App, it is necessary to update the app to version 1.0.3 from the Apple ITunes.
2. On your phone, launch the App
3. Select Settings and enter the access code
4. Select Go
5. Enter your Campus Portal username and password
6. Select GO/Sign In
7. The user will be asked to Allow push notifications - those settings can be configured in Settings
8. Select Infinite Campus from the upper left corner to see the Attendance and other items available for your student
9. When you are ready to logout, select settings from that screen and it brings the user back to the account information screen
10. Select Log Out

INFINITE CAMPUS ACCESS FOR STUDENTS

Go to www.madison.kyschools.us

Click on the **Parent** tab at top of the page.

Click on the **Infinite Campus** tab at the left of the page.

Accept the terms and conditions.

Log in. Username (Your ten digit students number usually beginning with 194)

My username is: _____

Password – first initial last initial then birthday (six digits). For instance, if John Smith had a birthday of May 23, 1995 his password would be js052395.

My password is: _____

Click on Schedule and then the class you would like to see. This will be available for 4th and 5th grade students.

VISITORS and VOLUNTEERS

For safety reasons, all doors to the school are locked. Please ring the bell and the secretary will answer the buzzer and answer the speaker. ***ONLY STUDENTS MAY ENTER AT THE GYM DOORS.*** **All parents and other visitors must come through the front office door A and sign in before entering the building. This includes arrival and dismissal times as well as classroom visits. A visitor badge must be worn at all times. If there is a special event, visitors will still be required to check in and receive a name tag. This may take place in the foyer by the gym. Please follow directions and stay in designated areas such as the gym or your child's classroom. We welcome your involvement in scheduled activities. However, for the safety and supervision of our students, we ask that you adhere to the following:**

-Anyone who wishes to volunteer with students **must complete the Volunteer and Confidentiality Training** that is provided by the school district. **You MUST have the training in order to accompany or volunteer on all field trips.** Returning volunteers do not need to re-apply. You will receive an email from the Raptor System when it is time to renew your volunteer status. This training can be found on the district's website: **https://madisonkyschoolsus.finalsite.com/parents/volunteer**

-All visitors must conduct themselves so as not to interfere with the instruction or operation of the school.

-No drop-in visits please. You are encouraged to schedule visits or volunteer times to help with your child's classroom.

-ALL VOLUNTEER opportunities and CONFERENCES must be scheduled in advance. If you have a time scheduled, you will sign in the front office, receive a visitor's badge and a teacher or staff member will meet you in the office to walk you to your meeting location.

***You are considered a VOLUNTEER at ANY TIME you are with students during a school sponsored activity.**

Volunteer Opportunities include but are not limited to:

Guest reading, PTO member, SBDM Member, Fall Festival, Academic Team, Book Fair, Holiday Programs, Special Events, Watch D.O.G.S, etc.

If you wish to have lunch with your student, you must check in the front office and obtain a visitor's badge. YOU MUST BE ON THE CHILD'S CHECKOUT CARD in order to be able to have lunch with the child and you must be a certified volunteer. *Please call in advance if you have questions about this. The only exception to this is Grandparent's Day. In addition, if you visit your child for lunch, **outside food is not allowed to be eaten in the cafeteria (i.e. restaurant food) This is a violation of Federal School Lunch Guidelines.** Families are welcome to purchase a school lunch and eat with their child in the school cafeteria. The cost for an adult lunch is $5.00.

South Madison Resource Center

The South Madison Family Resource Center was created as part of the Kentucky Education Reform Act (KERA). The center is another way that Silver Creek and Shannon Johnson communities provide services to enhance the students' abilities to succeed in school. Parents and teachers agree that it is extremely difficult for children to be successful in school when they are distracted by problems in their home environment. Our Family Resource Center has been established to assist our children and their families in solving these problems by providing direct services or by linking families with other services in the surrounding community. The services of the Family Resource Center are available at no cost to all children, parents and families with students who attend Silver Creek and Shannon Johnson Elementary Schools.

The South Madison Family Resource Center is here to assist children and their families in any way we can. The following list contains only a few of the services: information on various resources in the community and social service needs, self-esteem, leadership, conflict resolution, activities and programs for students at Silver Creek and Shannon Johnson Elementary Schools, assist parents and parents-to-be in health, nutrition, and development, training, parent and youth library consisting of books, videos, and other literature promoting educational family issues, information on local child care services, parent workshops on issues such as communicating with your child, discipline, dealing with anger and more, and family crisis assistance.

The FRC office at Silver Creek is open from 7:30 am –3:30 pm. The Family Resource Center is located inside the school. You may call 859-387-3205 to speak with Dayna Lowe for more information.

- **Returned Checks-** The Madison County Board of Education has entered into an agreement with Payliance Inc. for the collection of all returned checks. Returned checks are automatically forwarded by the district's bank to Payliance. Payliance will contact the issuer to collect the face amount plus their collection fee. Failure to respond will result in the check being presented to the bank electronically along with the applicable collection fees.

- **Student Fees–** There is a school fee of $7.00 per student for elementary students in Madison County. **Do not send this fee at the beginning of the school year. You will be notified when you need to send payment.**

- **Textbooks and Library Books -**All textbooks and library books are loaned to students for his/her use during the school year. Textbooks and library books are to be kept clean and handled carefully. **Students will be required to pay for lost, stolen, or damaged books.**

- **Backpacks-** Students may carry a backpack to school, however, no backpacks on wheels are permitted.

Opportunities for Bobcats at Silver Creek Elementary

Silver Creek Elementary offers a variety of opportunities for students including STEAM, Arts and Humanities, Music, Guidance, Physical Education, a Library Media Center and Classes related to the Library Media Center, Title I Instruction, and Technology Instruction.

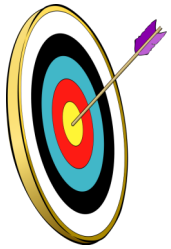
Depending on funding, after school tutoring is also available free of charge to 4th and 5th grade students. Parents will need to provide transportation.

Based on Special needs and/or abilities: students may also participate in Speech, Occupational Therapy, Special Education, Reading Interventions, Math Interventions, and Gifted/Talented instruction.

Extra-Curricular and Co-Curricular Opportunities



- Academic Team (4th and 5th grade)
- Archery (4th and 5th grade)
- Attendance Rewards
- Chorus (4th and 5th)
- Etiquette Class (5th)
- Field Trips
- Guys with Ties
- Student Leadership Team
- Jump Rope for Heart
- STLP (4th and 5th grade)
- Groovy Girls (More info through FRC)
- Fit Kids (More info through FRC)



**Some stipulations apply*

The participation in any extra-curricular activity is contingent on the guidelines set forth in each activity. Each activity will have the expectations of positive behaviors that include but are not limited to: following directions of teachers/adult supervisors, treating others with respect both in and out of the classroom, giving outstanding effort , following ROAR expectations, as well as having transportation arrive for pick up on time and representing yourself and your school in a positive way.

APPROPRIATE SCHOOL DRESS (INCLUDING PHYSICAL EDUCATION)

As schools are primarily educational institutions , no extreme form of personal appearance will be allowed to interfere with the educational process. Attention should be given to neatness, cleanliness, and modesty. Students, faculty and employees are expected to wear appropriate dress not only at school, but also at all school sponsored activities. The principal or designee may take steps as outlined for a student who does not meet these requirements. Appropriate dress may be loaned to the student from the Family Resource Center or the parent may be contacted.

1. Clothes should have no decal-type patch or emblem that is obscene suggestive, disrespectful, or which contains, slogan, words or in any way promotes or depicts alcohol, drugs or any other illegal or immoral behavior.
2. Appropriate shorts may be worn. Students may be asked to change if the shorts are inappropriate or distracting to the learning environment.
3. Tank tops may be worn but no strapless or "spaghetti" strap tops are allowed. "Arm Holes" should have seams and not be a "cut off" shirt.
4. No hats or sunglasses may be worn (unless it is a designated day for hats and it is announced prior to said day).
5. Dresses and skirts should be no shorter that two inches above the knee.
6. Undergarments must not be visible.
7. Shirts and shoes must be worn at all times. **Students are STRONGLY encouraged to wear tennis shoes everyday.** Students are scheduled to have recess outside everyday, gym once a week and other activities where tennis shoes are the safest shoe apparel. Flip Flops or similar sandals should not be worn as students can often trip and fall in these types of shoes. Safe and comfortable shoes must be worn at all times. NO SHOES should be worn with a heel over two inches. Cleats or other shoes that may damage floors will not be allowed.
8. **On days that students have Physical Education, THEY MUST WEAR TENNIS SHOES OR BRING TENNIS SHOES TO CHANGE INTO FOR THE CLASS. This is for safety reasons. Students must be able to participate in activities with the proper attire. Students who do not have the proper footwear will not be able to participate in Physical Education. A schedule is provided to all students so they will know how to plan ahead. If you need assistance in obtaining this type of attire, please let your teacher know or contact the school's Family Resource Center. Letters will also be sent home at the beginning of the year by the Physical Education Teacher.**

The Madison County Code of Conduct is available on the district website. Please check the district website if you would like to read the Code of Conduct in its entirety.

https://www.madison.kyschools.us/

Positive Behavior Intervention and Support

The faculty and staff has worked to develop and implement our Positive Behavior and Support System. We wish to continue to improve behavior outcomes and to ensure all students have access to the most effective and accurately implemented behavioral practices and interventions possible.

Our goals will continue throughout the year to include continuing our Tier 1 PBIS with consistency and fidelity throughout the building, increasing positive feedback and using data to track students in need of interventions.

With this plan, there is a weekly reward system-FUN Friday, and a 9 week reward system-Bobcat Club. Teachers will review these plans with students in the classrooms.

On the next page, you will find the matrix of classroom expectations. Students will be able to earn and lose points on Class Dojo based on their behaviors in the classroom. There will expectations for other areas in the school such as hallways, the cafeteria, playground, and the bus.

Bobcats ROAR Success!

R-Respect

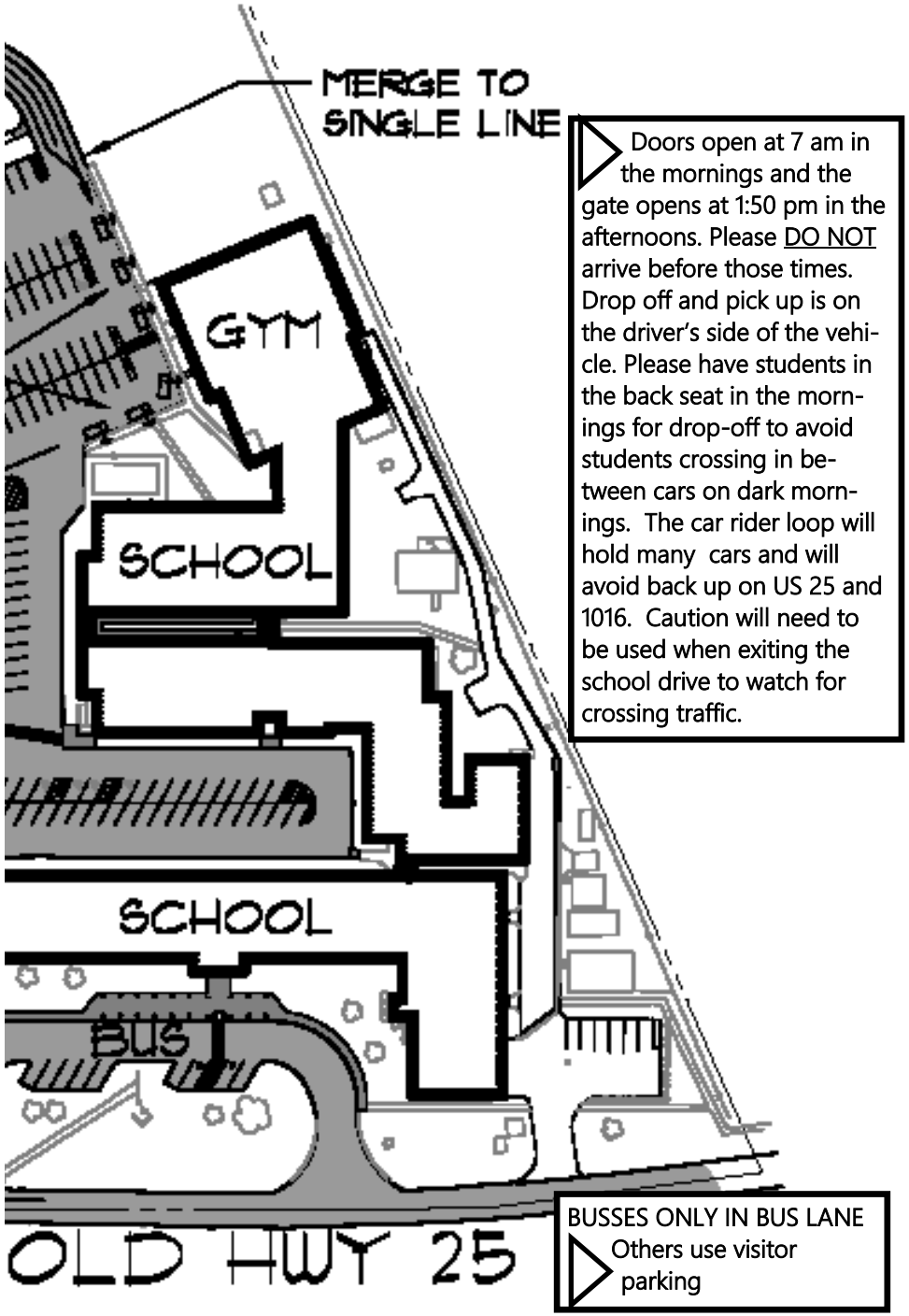
O-Outstanding Effort

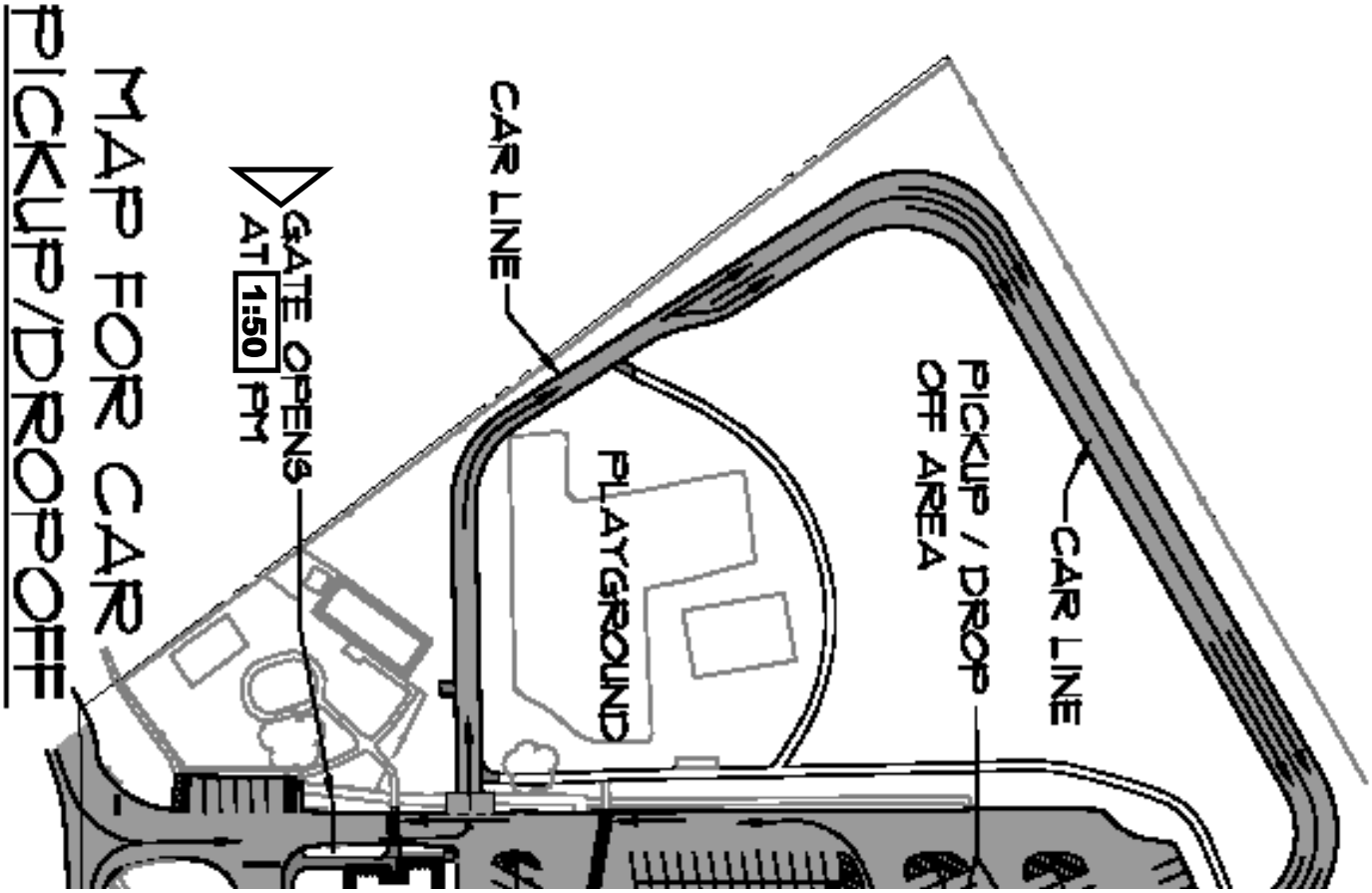
A-Awesome Attitude

R-Responsible and Safe



Please ask your students about what ROAR means at home and discuss the importance of positive behaviors at school.





	Classroom Expectations	Points Earned Behaviors	Points Lost Behaviors
Respect	Listen and Follow Directions Use Respectful Words Talk at appropriate times using appropriate voice levels	Cooperative Group Member Honesty Exceptional Manners	Not Following Directions Defiance-minor Disrespect-minor Disruption-minor Excessive Talking
Outstanding Effort	Give 110% ALL the time	Focused & On Task Good Work Ethic	Refusal to Work Playing during Class Calling Out
Awesome Attitude	Treat Others the Way I Want to be Treated	Good Citizenship Being Kind & Supportive Helping Others	Inappropriate language/hands/gestures Lying/minor theft Put Downs/Arguing
Responsible & Safe	Keep Hands, Feet, & Possessions to Self Take Care of School Property	Prompt & Prepare Clean & Organized Reporting Issues	Physical Contact Property Misuse