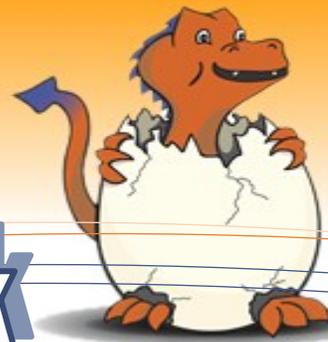


# Silver Creek Primary Dragons

8604 Commerce Park Drive, Sellersburg, Indiana  
(812) 248-7250



## Student-Parent Handbook

**Silver Creek Primary's** mission is to provide a **positive and safe** learning community, through an **engaging primary experience**, where **everyone** achieves their **personal best**.

**Mrs. Abbey Campbell**  
Principal

**Mr. Jon Adams**  
Assistant Principal

Dear SCP Families,

Welcome to the 2025-2026 school year! For many of you, this is your first experience with Silver Creek School Corporation schools. Welcome!! We are so glad you are here with us! The teachers and staff at Silver Creek Primary work extremely hard to ensure the highest level of success and safety for every student. We are committed to motivating, challenging, and inspiring your child to become his or her best. We are only able to accomplish our goals through a team approach to education. Our "Dragons" will rely on the partnership and communication from both school and home.

We have an outstanding team of professionals working with your students each day. Each of these experienced educators strive to do their very best to meet the individualized needs of all students. SCP is also blessed to have an exceptional team in the office that is always ready, willing, and able to serve you. In our front office we have Mrs. Campbell (Principal), Mr. Adams (Assistant Principal), Mrs. Niehaus (Social Worker) Mrs. Weitzel (Treasurer), Mrs. Paden (Secretary), and Mrs. LaRocco (LPN).

We utilize Parent Square for all parent/family communication. There are many events and information posted on our website as well — [www.scsc.school](http://www.scsc.school). We update the information regularly. SCP PTO has a Facebook page where questions are posted and answered frequently.

Please remember that everything we do here at Silver Creek Primary is in the best interest of children. This handbook contains important school information for your reference. Your child's teacher will also provide you with more detailed information pertaining to his/her individual class. Please take the time to read over all of the information sent home thoroughly so you are familiar with our school policies and procedures. GO DRAGONS!!

Silver Creek Primary  
Administration & Staff



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Proud to be a  
**Title I School**

Silver Creek  
Primary is a Title I  
funded school.

We receive  
funding based on  
our percentage of  
students enrolled  
in the free and  
reduced lunch  
program. The  
federal money  
helps us with  
programs and  
personnel so we  
can better meet  
the needs of our  
students.



## **FOREWORD**

This Student-Parent Handbook was developed to answer many of the commonly asked questions you may have during the school year and to provide specific information about certain 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 reach out to Abbey Campbell, Principal. 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 school's rules as of May 2025. If any of the policies or administrative guidelines referenced herein are revised after May 2025, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal, at the corporation's central office, or at [www.neola.com/scsc-in](http://www.neola.com/scsc-in).

## **MISSION OF THE SCHOOL**

Silver Creek Primary's mission is to provide a positive and safe learning community, through an engaging primary experience, where everyone achieves their personal best.

## **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 life long learners!

## **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.

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 and/or if 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 teacher and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

Bus students enter  
at Door A.

Car students enter  
at Door C.

Door A and Door C  
are unlocked at  
7:50 AM

Please do not bring  
students to school  
before 8:00 AM.

Breakfast is served  
from 7:50 - 8:30  
each morning.

Students who  
arrive after 8:20  
are considered  
tardy.

Parents must park  
and bring students  
in Door A and re-  
port to the office if  
arriving after 8:20.

Car rider dismissal  
begins at 3:00. Bus  
dismissal begins at  
3:10.

Hang your number  
tag in your rear-  
view mirror for car  
rider pick-up

## ARRIVAL PROCEDURES

Students are not to arrive before 7:50 a.m. The school day begins at 8:20. If your child is a car rider, he or she should be dropped off at entrance C, adjacent to the cafeteria. Someone from the school will be there to meet your student and assist them in getting out of the car if needed. *Please do not park and walk them into the school.* We want to keep everyone safe. Upon entering door C, car riders will either head to breakfast or to the classrooms to await morning announcements. Buses will enter the side lot that is designated for *bus traffic and staff traffic only* during the hours of 7:40-3:30. All bus riders will enter through door A where they will be greeted by a staff person and either head to breakfast or to their assigned classroom to await morning announcements. Any student arriving after 8:20 will be considered tardy and not eligible for perfect attendance recognition. Any students arriving after 8:20 must sign in at the office. Door C will be locked at 8:20 each day.

All students will enter the building and either go straight to breakfast (student choice) or proceed directly to their classrooms. Morning announcements begin each day at 8:20 including lunch choices, the pledge, and our We Care Promise. We recognize birthdays and Dragon Word Club achievements during this time, too.

### *We Care Promise*

“I promise to hurt no one in word or action today.  
I use my hands for helping,  
my words for kindness,  
and I include everyone.”



## DISSMISSAL PROCEDURES

Car rider dismissal begins at 3:00 p.m. Families picking their child up from school will form a line beginning at door C stretching through the parking lot and onto the car rider road. 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 who you'll be picking up. The line may appear long, but it moves very quickly because teachers are on hand to assist students into their cars. Please do not park and come to the building to pick up your students. Kindly wait in the car rider line. This ensures both student and adult safety. **We will ONLY load students into the back seat of vehicles. All children loaded in cars need to have proper safety restraints.** Have your children practice buckling their own seatbelts. **DO NOT** get out of your car to buckle your child in the car rider line. If you need to assist your child, please pull forward to our *buckle zone* to do so.

Buses will begin departing from SCP at 3:15. Any student signed out by a parent prior to 2:55 will be designated as tardy and will not be eligible for perfect attendance recognition.

**Also, please pay close attention to traffic signs and right-of way traffic when coming to and leaving campus. Our school is located in a light industrial area and others utilize our roadway.** The speed limit in a school zone is always 20 mph. The bus lot should not be used between 7:40 and 3:30 daily, except by school personnel. (Pre-school has pick-up and drop-off procedures that must be followed within bus lot.)

Regular Attendance  
is SO important!

Students who are  
ill must be fever  
free and not  
vomited for 24  
hours before they  
return to school.

Please call the  
office to report any  
absences before  
9:00 AM.  
(812)248-7250.

We do have an  
attendance line  
where you can  
leave a voicemail  
outside of school  
hours.

Send any doctor or  
dentist notes to  
school for excused  
absences.

**EVERY**  
**SCHOOL DAY**  
**COUNTS**

### DISMISSAL PROCEDURES (continued)

If, for any reason, you must utilize the bus lot, please notice there is one way to enter and one way to exit. Please abide by all stop signs when exiting any of our lots.

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 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 enough to ensure the student will arrive safely at their destination. 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 to do so.**

### ATTENDANCE

*Jon Adams, Assistant Principal, 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 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 discouraged from taking students out of school for vacations. Please make every effort to schedule vacations around the school schedule. In the event this is not possible, please complete the SCP Pre-Arranged Absence Form found on the SCP website — <https://scps.scsc.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 every nine-week grading period. 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 according to the SCSC attendance policy:

- Student illness with doctor's excuse
- Student illness with a parent note up to 2 every nine-week grading period
- Dental/Medical appointment with doctor's note
- Death in the immediate family
- Court or legal appointment
- Religious observance (principal approval is needed)
- Educational reason (principal approval is needed)
- 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.

A student with more than 20 absences will be reviewed for retention unless a waiver is granted by the school administration. Parents should read the Silver Creek School Corporation's Attendance Policy can be found at [www.neola.com/scsc-in/](http://www.neola.com/scsc-in/). Please read the entire attendance policy

Behavior is a  
CHOICE!

We help students  
by:

- setting clear  
expectations and  
limits.

- modeling  
appropriate  
behavior by adults.

- teaching  
appropriate  
behavior skills.

- encouraging  
appropriate  
behavior choices.

- celebrating good  
behavior choices.

- backing-up  
behavior limits  
with logical  
consequences.

## **BEHAVIOR**

The entire staff of Silver Creek Primary 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 SCP 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 SCP, 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 Dragon Pride Cards for good behavior that they are able to exchange for prizes each week. 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 celebrations. We know that student behavior is a choice and we will model, teach, encourage, and celebrate appropriate behavior.

When behavior concerns arise, we encourage parent involvement and communication between home and school. We know that the school and home needs to be a team to help students understand the importance of making good choices. Working together will benefit the students educational career.

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.

### **SCP's basic behavior expectations are:**

- 1. Follow Directions**
- 2. Keep hands, feet, and objects to yourself.**
- 3. Speak Appropriately**
- 4. Stay in 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 SCP 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.



Bullying is never allowed at SCP. Together we are sure to make SCP a caring place to learn!

Mrs. Niehaus is on staff to assist students and families in need.



No Flip-Flops;  
Shoes must be secured to feet

Shirts must have sleeves

### **BEHAVIOR (continued)**

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 SCP we utilize restorative practices when reteaching behavior choices. Restorative practices maintains 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 Agreements 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 SCP procedures prohibit bullying by students. See the SCSC parent information at the end of this packet for a complete copy of this policy.

### **DRESS CODE**

SCSC policy 5511 addresses student dress at school. A copy of this policy can be found at [www.neola.com/westclark-in/](http://www.neola.com/westclark-in/). Please read the entire policy. 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.

Hats, bandannas, scarves, and other headgear worn only with permission from the principal.



Emergency info is required for all students:

Parent/Guardian name and current address,

Home, work, and cellular phone numbers,

Name and number of emergency contacts,

Email address if available

### DRESS CODE (continued)

If 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. No “short shorts.” Shorts and skirts slightly above the knee are permitted.
- 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 primary 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 or head bandanas 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

**Please be sure to regularly update contact information via the Parent Portal (Infinite Campus).** It is critical to be able to contact parents at any time. You can call the front office at 812-248-7250 to inform us of updated information, *but you will still need to update your information via the Parent Portal.* Communication can also be faxed to the office at 812-248-7251.

READ READ READ!

The number one thing you can do to help your child succeed in school is READ with them, READ to them, and listen to them READ!

SCP teaches students to LOVE to LEARN!

We are becoming Lifelong Learners!



Cell Phones and/or any electronic devices are not allowed at school. This includes electronic smart watches.

## GRADING

The students at Silver Creek Primary School will not receive letter grades on their report cards. At SCP 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, checklists, running records, common formative assessments, and short progress monitoring tasks.

## HOMEWORK

Silver Creek School Corporation School Board Policy 2330 addresses homework:

“The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

- 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.”

SCP staff recommends that students and their families ***read together each night***. This helps to ensure the acquisition of the reading skills necessary for success in the proceeding grade level.

## LINKING SCHOOL WORK TO LIFELONG LEARNING

At SCP, we plan instruction and classroom assignments to connect our students to lifelong learning. We know the days of learning everything you need to know in 13 years of school are over. Today, more than ever, our students need to learn “how to learn.” Projections by the U.S. Department of Education are current elementary grade students will hold 15 to 25 different jobs/careers in their lifetimes, and many of those jobs do not yet exist. Much of the technology for those careers does not yet exist. We will strive to prepare our students to be lifelong learners.

Lunch money is collected by cafeteria staff and deposited in each student's account; or you can add money to your student(s) lunch account via Infinite Campus.

Be sure to check Infinite Campus Parent/Student Access to review your balance and learn what your child is eating at school.

Daily recess is outside, weather permitting.

Always dress your child for outside recess.

### CAFETERIA– BREAKFAST/LUNCH

Breakfast and lunch is served at SCP. The cost of an **elementary breakfast is \$2.15 per day and an elementary lunch is \$3.15 per day.** Extra milk is \$.50 per carton. Students cannot purchase more than one extra milk. **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 changed 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 through the Silver Creek School Corporation website. Payment can be made instantly by credit card. It is the responsibility of the parents/guardians to make sure that all lunch balances are kept current.

Students are invited to bring their own lunch from home. Students may not have sodas in their lunches. They are always welcome to purchase a milk or drink water provided in the cafeteria.



### 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. Please contact the office to get a form.

### 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.



Parents, teachers,  
support staff, and  
administrators  
make a terrific  
team for your  
children!

We want everyone  
to succeed!

Call the office if  
you have questions  
or concerns.  
812-248-7250

Volunteer for our  
PTO!  
They NEED you!

All visitors must  
sign-in with a valid  
state issued ID, and  
receive a pass at  
the office before  
proceeding into  
the building.

## 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 below for a police background check.

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 Primary, we recognize that parents and family members are the most important people 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 248-7250.



SCP considers all parents and other family volunteers to be very special and important resources. Parents and families are encouraged to help in classrooms, with administrative tasks in the teacher workrooms, in the cafeteria, with programs, and extra-curricular 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. Anyone serving as a school volunteer must have a criminal history check on file with the school. Please contact the office if you need one.

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 [scppto@gmail.com](mailto:scppto@gmail.com).

## Daily Schedule

7:50 - 8:20

Drop-off

7:50 - 8:30

Breakfast is served

8:25 Morning  
Announcements

10:30-1:00 Lunch  
(each grade level  
team will be as-  
signed a 30-minute  
lunch time).

3:00 Car Rider/  
Daycare Dismissal

3:15 Bus Dismissal

Toys, Cards,  
Electronic Devices  
are NOT allowed at  
school unless  
special permission  
is granted by the  
teacher and/or  
principal.

Be sure to label all  
clothing, lunch  
boxes, and back-  
packs with your  
child's name.

## INTERNET USE/ACCESS

Any student utilizing internet services in the SCSC schools must have a Telecommunications Network Usage Agreement form signed by the parent and on file in the school office. Students who fail to comply with this policy will have their internet privileges revoked. See the SCSC Board Policy 7542 for the guidelines for acceptable use of the Internet. This policy can be found at [www.neola.com/westclark-in/](http://www.neola.com/westclark-in/).

## VISITORS

All visitors to Silver Creek Primary School are required to report to the office upon entering the building. All outside school doors will be locked. Visitors must buzz into the office at Door A by hitting the red button. Visitors must identify themselves and state their reason for entering the school. All visitors should enter the building through these doors, during all times of the day, and proceed directly to the office to sign in. All visitors must provide a valid state ID to be scanned into the database system in the main office and receive a visitor's pass to wear 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.

## SMOKING POLICY

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

## 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.**

Call the office by  
2:00 to report any  
transportation  
changes.

Promotion and  
retention are based  
on students' total  
growth.

We want what is  
best for the child!

Parents will be no-  
tified if retention is  
being considered.



## LOST AND FOUND

All clothing and other items found at school, regardless of its value, will be placed in the Lost and Found located near or in the office. 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 we cannot be responsible for those. We donate all items left at each semester break to charity.



## 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 2:00 PM. **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.

## SPECIAL CELEBRATIONS

Classrooms will have Fall Party and a Valentine Party. Please see the PTO calendar for dates. 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.



Please see the SCSC Wellness Policy on the SCSC website for guidelines for classroom and birthday celebrations. If you choose to send something in to celebrate your child's birthday it must be store bought. We encourage you to send in non-food items like pencils, erasers, or party favors.

## 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 SCSC Attendance Policy, students with a total of 20 or more days of absences may 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.**

Be sure to update the office or make the corrections on your Infinite Campus Parent/ Student access if there is any changes to your contact information.

## SCHOOL RECORDS

### Directory Information (SCSC Board Policy 8330)

The Corporation has established the following information about each student as “directory information”:

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; The Corporation will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within 10 days from the date of this notification that s/he will not permit distribution of any or all such information.

### Notice of Restriction to Release Directory Information to Military Representatives

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies are required by State law. (IC 20-10.1-29-3) A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student signs a written request by the end of the student’s sophomore year in high school.

Be sure to update the office or make the corrections on your Infinite Campus Parent/Student access if there is any changes to your contact information.



Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

## HEALTH SERVICES

Clinic Nurse: Mrs. Brandi LaRocco, LPN

There is a licensed practical nurse in the clinic each day and a registered nurse, who serves as the director of health services for the corporation, is available as needed.

## INJURY & ILLNESS

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.



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

### How Sick is Too Sick?

This information sheet is designed to be used as a general guidance for parents. If parents have medical questions, they are encouraged to consult with a healthcare provider.

Symptom	Send to School	Keep at Home
<b>Fever</b>	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.
<b>Diarrhea</b>	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.
<b>Vomiting</b>	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
<b>Eyes</b>	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
<b>Cough/Runny Nose</b>	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.
<b>Rash</b>	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.
<b>Asthma</b>	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.

If you have any additional questions, please contact your student's school nurse.

All medications that are brought to school must be turned in at the office by a parent.

All medications must be in the original container and accompanied by written instructions from the parent.

School personnel will administer all medication.

SCSC medication form is to be completed for any medicine that is to be given.

The school nurse takes care of health records, routine screenings, parent contact for health reasons, and is always available for emergencies.

Students must be fever free for 24 hours before returning to school.

### 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 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.

### Immunizations

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.



All students must have emergency contact information on file with the school office.

Also, be sure to have your correct email address on file in our office. We send announcements regularly via email.

### **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 and the Silver Creek School Corporation website.

In case of a two-hour delay, school doors will open at 9:50 and school will begin at 10:20.

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 be sure to regularly update contact information using the Parent Portal on Infinite Campus. It is critically important that all information is updated 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.**

## DIGITAL COMMUNICATION FROM SILVER CREEK PRIMARY

Silver Creek Primary, along with SCSC, will utilize Parent Square for all communication.

### SCHOOL WEBSITE

On the district page — [spsc.school](http://spsc.school) — click on schools and then choose Silver Creek Primary.

Our school website has the school lunch menus, student activities, PTO information, school forms, parent-student handbook pages, delays, closings, and many other things. Visit our website often!

### EMAIL ALERTS

SCP sends email alerts to parents and family members. 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 finite Campus demographic page on the Parent Portal.



In-

### LIKE SILVER CREEK PRIMARY PTO PAGE ON FACEBOOK

SCP's fabulous PTO has a Facebook page. Be sure to like the **Silver Creek Primary PTO** page. The Facebook page contains important information and announcements. You can post questions, find dates and time information for events, and class information.

### PARENT PORTAL

From the Parent Portal you access useful information such as announcements and making payments. Checking grades, and schedules has never been easier. You can access the parent portal from our website.



## **SILVER CREEK SCHOOL CORPORATION**

### **Vision**

**Statement:**  
Preparing All  
Dragons for  
Tomorrow

### **Mission Statement:**

SCSC is committed to operating with integrity and creating a safe, inclusive culture for all in the SC family. We empower students to reach their next steps and full potential through academic excellence. As stewards for our stakeholders and community, we prioritize transparency and accountability in all our actions.



**Superintendent: Dr. Chad Briggs**  
**Asst. Superintendent/CFO: Dr. Todd Balmer**  
**Director of Curriculum K-12: Dr. Tamara Swarens**  
**Director of Human Resources Dr. Jessica Waters**

### **Board of Directors**

Joe Basham  
Chris Rountree  
Scott Groan  
Laurryn McDaniel  
Kristy Franklin





**SILVER CREEK  
SCHOOL  
CORPORATION**

**Vision  
Statement:**  
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SCSC is committed to operating with integrity and creating a safe, inclusive culture for all in the SC family. We empower students to reach their next steps and full potential through academic excellence. As stewards for our stakeholders and community, we prioritize transparency and accountability in all our actions.

**1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT  
OPPORTUNITY**

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.

**Compliance Officer**

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 and/or Designee  
Silver Creek School Corporation  
601 Renz Avenue  
Sellersburg, Indiana 47172  
  
812-246-3375

**SILVER CREEK SCHOOL CORPORATION  
Bylaws & Policies**

For a complete list of SCSC Bylaws and Policies visit



[www.scsc.school](http://www.scsc.school)

# Student-Parent Handbook



**Silver Creek Primary's** mission is to provide a **positive and safe** learning community, through an **engaging primary experience**, where **everyone** achieves their **personal best**.

**Mrs. Abbey Campbell**  
Principal

**Mr. Jon Adams**  
Assistant Principal

2025—2026

**OPTIONAL: Parent-Student Handbook Signature Page**

\*Receipt of this handbook via email indicates a digital signature as well.

I have read and reviewed the Silver Creek Primary School Parent-Student Handbook for the 2025-2026 school year. Please sign below acknowledging that you have read and reviewed this handbook with your child and return this form to your child's teacher, or the Silver Creek Primary Main Office.

You also have the option when enrolling/registering your student (s) online via Infinite Campus, to provide an acknowledgment of the Parent-Student Handbook as well. The online acknowledgement is sufficient and does not require you to sign/submit this form.

If you have any additional questions, please feel free to call our school office at (812) 248-7250.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (if possible)

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Teacher Name

**OPTIONAL: Parent-Student Handbook Signature Page**

\*Receipt of this handbook via email indicates a digital signature as well.