



2026-2027



Silver Creek Primary School Student-Parent Handbook

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 review this document carefully.

If you have any questions that are not addressed in this handbook, you are encouraged to reach out to Abbey Campbell, Principal, or Jon Adams, Assistant Principal, via the contact information shared below. 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 August 2026. If any of the policies or administrative guidelines referenced herein are revised after August 2026, the language in the most current policy or administrative guidelines 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.

Please review this document carefully. If you have questions or concerns, please feel free to contact us at any time.

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Greetings SCP Families,

Welcome to the 2026-2027 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 communication and partnership between home and school.

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. Abbey Campbell (Principal), Mr. Jon Adams (Assistant Principal), Home School Liaison, Mrs. Kristi Weitzel (Treasurer), Mrs. Beth Paden (Secretary), and Mrs. Brandi LaRocco (LPN). Our School Resource Office (SRO) is Officer Carol Crumpton and she is part of our front office team as well.

We utilize Parent Square for all parent/family communication. There are many events and information posted on our website as well — 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 students. 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

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.

Arrival Procedures

Students are not to arrive before 8:10 a.m. The school day begins at 8:40. 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 8:00 - 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 8:40 will be considered tardy and not eligible for perfect attendance recognition. Any students arriving after 8:40 must sign in at the office. Door C will be locked at 8:40 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 8:40 including lunch choices, the Pledge of Allegiance, 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."

Dismissal 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 into 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 2:50 will be designated as 'Left Early' 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 8:00 and 3:30 daily, except by school personnel. (The PreSchool program has established pick-up and drop-off procedures that will be shared with PreSchool families. These procedures must be followed within the bus lot.)

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 Infinite Campus under the student's contacts/emergency contacts.

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.** We will not be able to honor transportation requests after 2:00PM.

Attendance

Mr. Jon Adams, Assistant Principal, supervises the attendance program at SCP.

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/district calendar. 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 parent contact is not made, the absence is recorded as unexcused and the students 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)

Excessive absences and/or tardiness may cause the student/parent to be referred to the Clark County Absence Review Panel and/or the Department of Child 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/. Please read the entire attendance policy.

For students with a documented history of unexcused absences who reside outside the Silver Creek School Corporation boundaries, their out-of-district transfer request may be denied or discontinued. This decision may be made if the school determines that regular attendance is likely to improve by attending the student's home district based on their place of residence.

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 Top 5 School Rules:

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.

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 maintain a focus on accountability of actions with a specific emphasis on empathy and repairing of the harm. We seek to address underlying issues of misbehavior and reintegrate wrongdoers back into the school community.

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

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

Personal Communication Devices

A student is prohibited from bringing a school a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computer, digital cameras, gaming devices, smart glasses, and/or smartwatches or any similar device that is connected to a cell telephone, a cell tower, or the Internet.

A student may only use a wireless electronic device during the school day if a teacher requires use of a school-supplied device or a school-sanctioned device for instructional purposes only.

This policy is not violated in the following circumstances:

- A. When the student has been given permission from a teacher to use a school-sanctioned or school-provided wireless device for educational purposes during the school day;
- B. The student is authorized to use the wireless device at an appropriate time during an emergency;
- C. The student's use of the wireless device is to manage the student's medical condition as documented by and pursuant to an order of a licensed health care provider;
- D. The use by the student of the wireless device is part of the student's Individual Education Plan (IEP) or 504 Plan;

- E. The use of the wireless device by the student is necessary for language translation when no school-managed device is available;
- F. The student uses an unobtrusive audio recording device for notetaking or personal learning assistance as long as the device captures only spoken word audio, does not capture, store, or transmit images or video, is visible to the teacher when in use, is provided for inspection by school officials, and is used in a manner consistent with recording audio provisions of state and federal laws. A recording made by such a device will not be used for a disciplinary, evaluation, or supervisory purpose against a student or employee.

A student may be disciplined including suspended or expelled for using a wireless electronic device in a manner for violating this policy and may have the device confiscated by school administration. The device will be returned to the parent.

Students in grades PK - 5 may not use PCDs while riding to and from school on a Corporation bus or other Corporation vehicles, or on a Corporation bus or other Corporation vehicles during school sponsored activities.

Discipline

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

Grounds for Suspension or Expulsion

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school ground, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room with the intent to deprive others of access or exit.
 - c. Damaging school property or school buildings.
 - d. Continually and/or intentionally making noise or causing a disruption to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under their supervision.
 - e. Making a threat of violence on school grounds or a threat of bringing a weapon to school.
2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behavior in such a way as could reasonably cause physical injury to any person.
5. Knowingly possessing, handling, or transmitting a weapon on school property.
6. Failing to comply with the directions of a teacher or other school personnel during any period of time when the student is properly under the supervision, where the failure constitutes an interference with school purposes or an educational function.
7. Social Media threats against the school or students enrolled in school.
8. Fighting - engaging in physical and/or verbal attacks on another student.
9. Habitual violation in physical and/or verbal attacks on another student.

Students under suspension are able to make up all work missed during the suspension, following the student absence timeline. Additionally, students who do not reside within the Silver Creek School Corporations's boundaries may have their transfer discontinued or denied if:

1. Ten (10) or more school days;
2. Possession of a firearm, deadly weapon, or destructive device;
3. Causing physical injury to a student, school employees, or visitor;
4. A violation of the Corporation's drug or alcohol rules.

Bullying

At Silver Creek Primary, we strive to make sure our young students understand what bullying is and how it can be harmful to others.

“Bullying” is defined as 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 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 ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

1. Participating in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article 1, Section 21 of the Constitution of the State of Indiana, or both.

4. Participating in an activity conducted by a nonprofit organization or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
5. Participating in an activity undertaken at the prior written direction of the student's parent.
6. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Bullying incidents must be reported immediately to the administrative or guidance office to allow an administrator or guidance counselor to properly address the situation. All complaints about bullying behavior that may violate this policy shall be investigated promptly and documented according to the timeline established by the Superintendent's administrative guidelines. At all times, the safety of the victim of bullying shall be a priority. Bullying incidents shall be reported to the parents of both the targeted student and the alleged perpetrator in an expedited manner, that is before the end of the next instructional day after the incident is reported, by the Principal, Assistant Principal or Superintendent to whom the bullying incident initially was reported of by their designee.

The parents of the targeted student and the alleged perpetrator shall be notified of the alleged bullying incident at the beginning of the investigation (before the end of the next instructional day after the incident is reported), the findings of the investigation at the conclusion of the investigation (before the end of the next instructional day after the conclusion of the investigation), and, as appropriate, any remedial action that has been or shall be taken to the extent disclosure is permitted by law.

As required by State law, the Superintendent requires that any discipline rules adopted by the Corporation's schools shall prohibit bullying and include:

- A. Provisions concerning education, parental involvement, and intervention;
- B. A detailed procedure for the expedited investigation of incidents of bullying that includes;
 - a. Appropriate responses to bullying behaviors, wherever the behaviors occur;
 - b. Provisions for anonymous and personal reporting of bullying to a teacher or other school staff;
 - c. Provisions that require a school to prioritize the safety of the victim;
 - d. Timetables for reporting the conclusion of a bullying investigation to the parents of both the targeted student and the alleged perpetrator in an expedited manner that is before the end of the next instructional day after the conclusion of the investigation.
 - e. Timetables for reporting of bullying incidents to school counselors, school administrator, the Superintendent or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
 - f. Discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident;
 - g. Discipline provisions for false reporting of bullying; and
 - h. Provision to make a reasonable attempt to notify both the parent of a targeted student and the parent of an alleged perpetrator that the school is investigating a

- possible incident of bullying or similar misconduct before the end of the next instructional day after the school becomes aware of the possible incident; and
- C. A detailed procedure outlining the use of follow-up services that includes:
 - a. Support services for the victim; and
 - b. Bullying education for the alleged perpetrator.

The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- A. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

The discipline rules shall prohibit bullying through the use of data or computer software that is accessed through a;

- A. Computer;
- B. Computer system;
- C. Computer network; or
- D. Cellular telephone or other wireless or cellular communication device.

The discipline rules shall include policies to allow a parent of a child in the Corporation to review any materials used in any bullying prevention or suicide prevention programs.

The discipline rules may include provisions to determine:

- A. The severity of an incident of bullying.

Pursuant to I.C. 20-33-8-13.5, this section may not be constructed to give rise to a cause of action against a person or the Corporation based on an allegation of noncompliance with this section. Likewise, noncompliance with this section may not be used as evidence against the Corporation in a cause of action.

Each school in the corporation shall document acts of bullying and abusive behaviors:

- A. Against a victim; and
- B. Committed by a verified perpetrator.

Pursuant to I.C. 20-33-8-13.5, a record of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under I.C. 5-14-3.

Dress Code

SCSC board policy addresses student dress at school. A copy of this policy can be found at www.neola.com/scsc-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. If the manner of dress, grooming, or appearance disrupts the normal educational process, necessary steps will be taken to correct the situation, including a call to parents to bring an appropriate change of clothes.

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

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 a student’s level of 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, anecdotal records, student checklists, running records, common formative assessments, and short progress monitoring tasks to assess student learning.

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:

1. 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.
2. 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.
3. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
4. 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.

5. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
6. 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.

Cafeteria - Breakfast and Lunch

Breakfast and lunch is served at SCP. The cost of an elementary breakfast is \$2.25 per day and an elementary lunch is \$3.25 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 change based on SCSC School Board approval.

Money can be sent directly to school. All lunch money sent to school should be sent in an envelope with the student’s name and teacher’s name on the outside. For your convenience, online payment is available through the Infinite Campus Parent Portal. 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 milk or drink water provided in the cafeteria.

Field Trips

Each grade level will schedule a field trip to a nearby point 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 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. At least two adults are on the playground during regularly scheduled recess times.

Parent Volunteers

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 background check.

The school administrator will follow the guidelines/directives of the Indiana State Police regarding all background checks. Additional information may be requested.

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. Contact your child's teacher via Parent Square or call the school office at 812-248-7250.

SCP considers all parents and other family volunteers to be very special and important resources. Parents and families are encouraged to help with administrative tasks in the teacher workrooms to support classroom teachers. 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.

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/scsc-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 at all times. Visitors must buzz into the office at Door A. 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 policy. This is necessary for us to ensure the safety of students and staff.

Parent/Visitor Code of Conduct

At Silver Creek Primary, we value strong partnerships between school, home and the community. To support a safe and productive learning environment for all students and staff, we ask that all parents, guardians, and visitors adhere to the following Code of Conduct while on school property or during school-related events:

Respectful Communication

- Speak respectfully to all staff, students, and other visitors.
- Address concerns in a calm and constructive manner, following appropriate communication channels (i.e. – contacting the teacher first, then administration if needed)
- Avoid the use of offensive language, raised voice, or aggressive tone or body language.

Supportive Behavior

- Demonstrate support for our school's mission, rules, and instructional programs.
- Encourage your child to follow school expectations and show respect for teachers and peers.
- Collaborate with school staff to resolve concerns in a productive, team-oriented manner.

Safe and Orderly Conduct

- Sign in at the main office and wear a visitor badge at all times while in the building.
- Remain in approved areas of the school only and follow all directions given by the staff.
- Do not approach other students regarding school-related matters; any concerns should be brought to the attention of the school staff.

Confidentiality and Privacy

- Respect the privacy and confidentiality of all students and families.
- Avoid taking photos or videos of students or staff without prior permission.

Prohibited Conduct

The following behaviors are not permitted and may result in removal from school property and/or restrictions of future visits:

- Threatening or intimidating behavior.
- Use of profanity or derogatory language.

- Harassment of staff, students, or other families, including through electronic communication or social media.
- Refusal to follow school procedures or staff direction.
- Disruption to the school environment.
- Damaging or destroying school property.

We are committed to treating all families with respect and professionalism and expect the same in return. By working together, we can ensure a welcoming, safe, and supportive school experience for every student.

Anyone in violation of the Parent/Visitor Code of Conduct may be asked to leave by the school principal and/or designee. A possible trespass order may be filed with the Clark County Sheriff's Office.

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 other 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.

Lost and Found

All clothing and other items found at school 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 items of value to school as we are not responsible for those items. We donate all items left at each semester break to charity.

Transportation Changes

When a student has a change in afternoon transportation, please notify the front office at 812-248-7250. Please do so before 2:00PM. *Students will not be allowed to change their dismissal unless we have permission from their guardian to do so.* If an emergency situation arises, please call the school office as soon as possible. Keeping each student safe is critical. Students may only be picked up during school and after school by parents/guardians or adults

listed in the emergency section of the enrollment record in Infinite Campus.

Special Celebrations

Classrooms will have a Fall Party (October) and a Valentine Party (February). 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.

School Records

Be sure to regularly update your Infinite Campus profile if there are any changes to your contact information. Needed updates/changes of important contact information are the responsibility of the parent/guardian - not the school.

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.

Health Services

SCP 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 and 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 make contact with the parent/guardian or emergency contact. Students who are ill must be fever free (without vomiting) for 24 hours before returning to school. Please reference the document below from the Indiana Department 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
Fever	During the past 24 hours, the student's temperature has been below 100.4 degrees and no fever reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100.4 degrees.
Diarrhea	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
Vomiting	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
Eyes	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
Cough/Runny Nose	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
Rash	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
Asthma	Symptoms are well controlled and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

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

Administration of Medications during the school day

The administration of medication at school is intended to support students whose prescribed medication must be given during the school day in order to maintain attendance and participation in the educational program.

Daily medications that are prescribed at times which can reasonably be administered at home shall **not be administered at school**. Medications ordered for administration in the "morning," "before school," or at any time outside of the school day **must be** administered at **home** by the parent/guardian prior to the student's arrival at school.

The school clinic will administer medication only when the prescribing healthcare provider clearly documents a dosing schedule that occurs during school hours and cannot be adjusted to be given before or after school. Convenience, preference, or failure to administer medication at home does not constitute a medical necessity for school administration.

Failure to administer medication at home when required may result in the medication not being given during the school day.

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.

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 be communicated via Parent Square, and will also be updated on the SCP PTO Facebook page as well as the Silver Creek School Corporation website.

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

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.

Emergency Information

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

1. Parents' or guardians' names
2. Complete and current residential address
3. Home, work, and cell numbers of parents or guardians

4. Emergency phone number of friend(s) or relative(s)
5. Medical or health information
6. Email address

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

All students should have 2 different phone numbers on their online Infinite Campus that we can call in case of an illness or emergency.

ELearning/Non Traditional Instruction (NTI)

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

SCSC may host synchronous and asynchronous eLearning days. Asynchronous Learning is self-paced virtual learning that can occur at different times and in different places that are particular to each student. Asynchronous instruction does meet that 190 day requirement from the Indiana Department of Education. State Law limits school districts to the use of only three asynchronous eLearning days per year. During synchronous eLearning days, instruction is delivered live and in real time to students by their teacher. Students will follow the posted daily schedule and teachers will host Google Meets to answer instructional questions. For an eLearning day, students are considered present if they complete their assignments. Students in grades K-5 will have a 3-day window to complete all assignments. If they are not completed in that frame, they will be considered absent on the eLearning day.

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

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 — scsc.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!

Parent Portal via Infinite Campus

From the Parent Portal via Infinite Campus you access useful information such as student contact information, make field trip payments, etc. Most importantly, the Parent Portal will grant you access to view your student's quarterly report card. You can access the parent portal from our website. If you need additional assistance with your parent portal login, please contact Silver Creek Primary's Front Office at 812-248-7250.

Silver Creek School Corporation

Vision Statement: Preparing All Dragons for Tomorrow

Mission Statement: Silver Creek School Corporation will operate with integrity, providing a safe, welcoming, and inclusive culture for our Dragon family. Through our dedication to academic excellence, we empower everyone to achieve their highest potential. As stewards for our stakeholders and community, we are committed to acting with transparency and accountability.

Superintendent: Dr. Chad Briggs

Assistant Superintendent/CFO: Dr. Todd Balmer

Director of Curriculum & Student Services: Dr. Tamara Swarens

Director of Human Resources: Dr. Jessica Waters

School Board Members

Mr. Joe Basham

Mr. Chris Rountree

Mr. Scott Groan

Ms. Laurryn McDaniel

Ms. Kristy Franklin

Equal Employment and Education Opportunity (Nondiscrimination and anti-harassment)

The School Board does not permit discrimination or harassment on the basis of the Protected Classes of race, color, national origin, sex, disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State Law (collectively, "Protected Classes") in its employment practices and education program or activities.

Complaints of discrimination or Harassment should be directed to the Silver Creek School Corporation's Compliance Officer. Contact information available below:

Dr. Tamara Swarens, Director of Curriculum & Student Services

tswarens@scsc.school

For a complete list of SCSC Bylaws and Policies visit www.scsc.school.

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 2026-2027 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)**

_____ **Student Signature (if possible)**

_____ **Parent/Guardian Signature**

_____ **Teacher Name**

OPTIONAL: Parent-Student Handbook Signature Page

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