

# **Silver Creek Elementary School**

## **Parent / Student Handbook**

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



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

**[SCE Parent Volunteer Form](#)**

# **SILVER CREEK ELEMENTARY SCHOOL**

2026-2027

Office Hours 8:00 a.m.- 4:15 p.m.

Students **MAY NOT** arrive prior to 8:15 a.m.

School begins at 8:45 a.m.

Students are marked **TARDY** after 8:45 a.m.

Regular dismissal is at 3:15 p.m.

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

For student safety, only those persons on your emergency list may pick up your child.  
All visitors must have an approved background check on file and sign in with the Securely System by scanning a valid driver's license.



## **Silver Creek Elementary School**

503 N. Indiana Ave.

Sellersburg, IN 47172

Phone: 812.246.3312

Fax: 812.246.7435

Principal: Sandy Myers

Assistant Principal: Jon Sifers

Assistant Principal: Kristin Bye

**Dear SCE Families,**

Welcome back, Silver Creek Elementary students, parents, and guardians! We are honored that you have chosen SCES to educate your children.

This year, our students will continue to grow as readers, writers, and problem-solvers. We use **Indiana's Academic Standards in English/Language Arts (ELA), Mathematics, Science, and Social Studies** to guide instruction across all grade levels. Our approach to literacy is structured and comprehensive, emphasizing the development of **Phonemic Awareness, Phonics, Fluency, Vocabulary, Comprehension, and Writing**. These foundational components are essential as we work to ensure every student becomes a confident and capable reader and writer.

Every student receives at least **90 minutes of ELA, 90 minutes of Math, and 30 minutes of dedicated Writing** instruction each day. In addition, our daily **FIRE Time** (Focused Intervention, Remediation, and Enrichment) provides targeted support at each student's individual skill level—whether they need extra practice, intervention, or enrichment.

We are committed to meeting students where they are and challenging them to grow. Targeted interventions in reading and math are guided by assessment data, teacher observations, and other school-wide metrics, ensuring each child receives the right mix of remediation and extension activities.

Most of our communication will come via **ParentSquare** and email, so please keep your contact information up to date in Infinite Campus. Silver Creek Elementary is eager to embark on another year filled with excitement and achievement, and our staff is dedicated to making 2026–27 a terrific school year for every student.

Together, let's make it a great year!

Sincerely,

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

**MISSION OF THE SCHOOL**

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

## **VALUE STATEMENTS**

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

## **FOREWORD**

This Student-Parent Handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain SCSC Board policies and guidelines. Please take time to become familiar with the following important information contained in this handbook and keep it available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the school administration. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the board's policies and the school's rules as of July 2026. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available at the corporation's central office or on the corporation's website.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

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

Parents have the right to know how their child is succeeding in school, and will be provided information on a regular basis and as needed when concerns arise. At times, it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail, email, or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **ARRIVAL PROCEDURES**

Students are not to arrive before 8:15 a.m. as a car rider. The school day begins at 8:45 a.m. If your child is a car rider, he or she should be dropped off at Door A or Door V. Please do not park and walk your child into the school, as we want to keep everyone safe. We do provide supervision in the gym and GPR for those arriving prior to 8:45.

Upon entering Door A or V, car riders will either go to breakfast or report to the gym to wait for their teacher (second graders will report to the Group Presentation Room). All bus riders will enter through Door M beginning at 8:10 a.m., where they will be greeted by a staff member and directed to breakfast or the gym. Any student arriving after 8:45 a.m. will be considered tardy and will not be eligible for Perfect Attendance recognition. Students arriving after this time must be signed in at the front office by a parent or guardian. Door A will be locked at 8:45 each day. Morning announcements begin promptly at 8:45 with the Pledge of Allegiance, a moment of silence, and our We Care Promise.

## **DISMISSAL PROCEDURES**

Keeping every student safe during dismissal is a top priority. Students at Silver Creek Elementary may dismiss in one of three ways: bus transportation, car rider, or walker. To ensure student safety and maintain an efficient car rider line, families are expected to follow all established car rider procedures and use the designated car rider lane for pick-up. Students who walk home must have parent permission on file in the office and must be in 4th grade or older. SCE staff will escort walkers across the parking lot to the sidewalk connecting to Silver Creek Middle School and Silver Creek High School only.

During or after the school day, students may only be picked up by a parent or an adult listed in the emergency contact section of the student's enrollment record.

Car rider dismissal begins at 3:15 p.m. All car riders will be assigned a number and given a tag to hang from the rearview mirror. This is for safety reasons and easy identification of whom you'll be picking up. The line may appear long, but it moves very quickly because we load 8 cars at a time. Please do not park and come into the building to pick up your students. Kindly wait in the car rider line. This ensures both student and adult safety. There are videos linked on our website that explain all car rider procedures

The first load of buses will leave SCES at 3:25. The second load of buses will leave SCES at 3:35. Any student signed out by a parent prior to 3:15 will be designated a tardy and will not be eligible for Perfect Attendance recognition.

When a student is to go home in a different way or to a different place, the parent must send a note or email to the child's teacher and the office. A student saying, "I'm doing something different after school today," is not good enough. We must have a note or email from the parent.

**If you need to make a change in the middle of the day, please call the office before 2:00 p.m.**

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

## **ATTENDANCE**

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

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

*Mrs. Lauren Ebling, School Counselor, supervises the attendance program.*

Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Chronic attendance problems always hurt a student's educational process, especially at this early age. The state of Indiana-specific research shows that students who attend school less than 94% of the time experience negative academic impacts as a result. 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.

Parents are required to contact the school with a note, email, fax, or phone call that gives the reason for the student's absence. If prior contact is not possible, the parents should provide a written excuse within 6 days of the absence. If parental contact is not made, the absence is recorded as "unexcused" and the student will be considered truant. No more than 2 parent calls, without a doctor's note, will be excused per nine-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 are:**

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

Excessive absences and/or tardiness may cause the student/parent to be referred to Child Protective Services. Additionally, school resource officers will be sent to the home for welfare checks when a student is absent, no parent contact has been made, and the school has attempted to contact the family.

A student with more than 20 absences (excused or unexcused) will be considered for retention. Parents of students who have more than 20 absences are required to complete the attendance retention appeal in April/May. The attendance review committee will review all appeals and academic progress to make a final decision on the retention of the student. Parents have the right to appeal this decision in writing to Dr. Tamara Swarens at [tswarens@scsc.school](mailto:tswarens@scsc.school).

Parents of students who are determined to be habitually truant will be contacted for an attendance conference where we will work together to develop a plan for improved attendance.

### **Definition of Habitually Truant Students:**

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that:

- A. identifies the habitual truant, that is, a K-12 student who is chronically absent by having unexcused absences from school for more than 10 days in one (1) school year. Additionally, a student, in grades K-6, who has unexcused absences for five (5) school days in a ten (10) week period is also considered a habitual truant student.
- B. administration investigates the cause(s) of his/her truant behavior;
- C. administration conducts an attendance conference to create a plan to prevent future absences for K-6 students;
- D. administration considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
- E. administration ensures that truant students are disciplined in accordance with the corporation's policies and administrative guidelines on student discipline;

### **Prearranged Absence**

A student may use up to **five (5)** days a school year for a prearranged absence and be allowed to make up the work. To obtain a prearranged absence, the parent or guardian must send a request to the principal or designee using the Pre-Arranged Absence form 3 school days prior to the absence. Students must maintain satisfactory attendance and may not be identified as habitually truant or included on the school's attendance watch list in order to be approved. The parent must state the reason(s) for the absence and sign an acknowledgement that the parent and student realize that the days of absence will count toward the seven (20) day limit of allowable absences per year. The principal or designee will then approve or deny the request.

**All preapprovals must be done at least three (3) days before the beginning of the absence.** These forms will not be accepted after the absence.

### **ELearning**

In the event of eLearning, in accordance with the guidelines of the Indiana Department of Education concerning student attendance during off-site learning, students may be considered

absent if students habitually fail to complete assignments, engage in instructional activities, or participate in other course responsibilities.

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

#### SCE E-Learning schedule

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.

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 school based on their place of residence.

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

Come to school; We want students here and learning!

#### **BEHAVIOR**

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

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

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

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

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

**SCES's basic behavior expectations are:**

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

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

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

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

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

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

### **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 whose contact information is available at:

Dr. Tamara Swarens, Director of Curriculum & Student Services: [tswarens@scsc.school](mailto:tswarens@scsc.school)

Dr. Jessica Waters, Director of Human Resource & Student Services:  
[jwaters@scsc.school](mailto:jwaters@scsc.school)

### **BULLYING**

"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 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.

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 I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit 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. An anonymous report can be made by accessing STOPit Solutions on our district website. If a report of suspected bullying is substantiated through an investigation, then the school shall take appropriate disciplinary action as consistent with the school's policy and procedure for discipline and in accordance with applicable laws. Also, if the acts of bullying rise to the level of a criminal offense, violating students will be referred to the proper authorities and risk arrest and/or prosecution. 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 or 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. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the alleged perpetrator, among other actions.

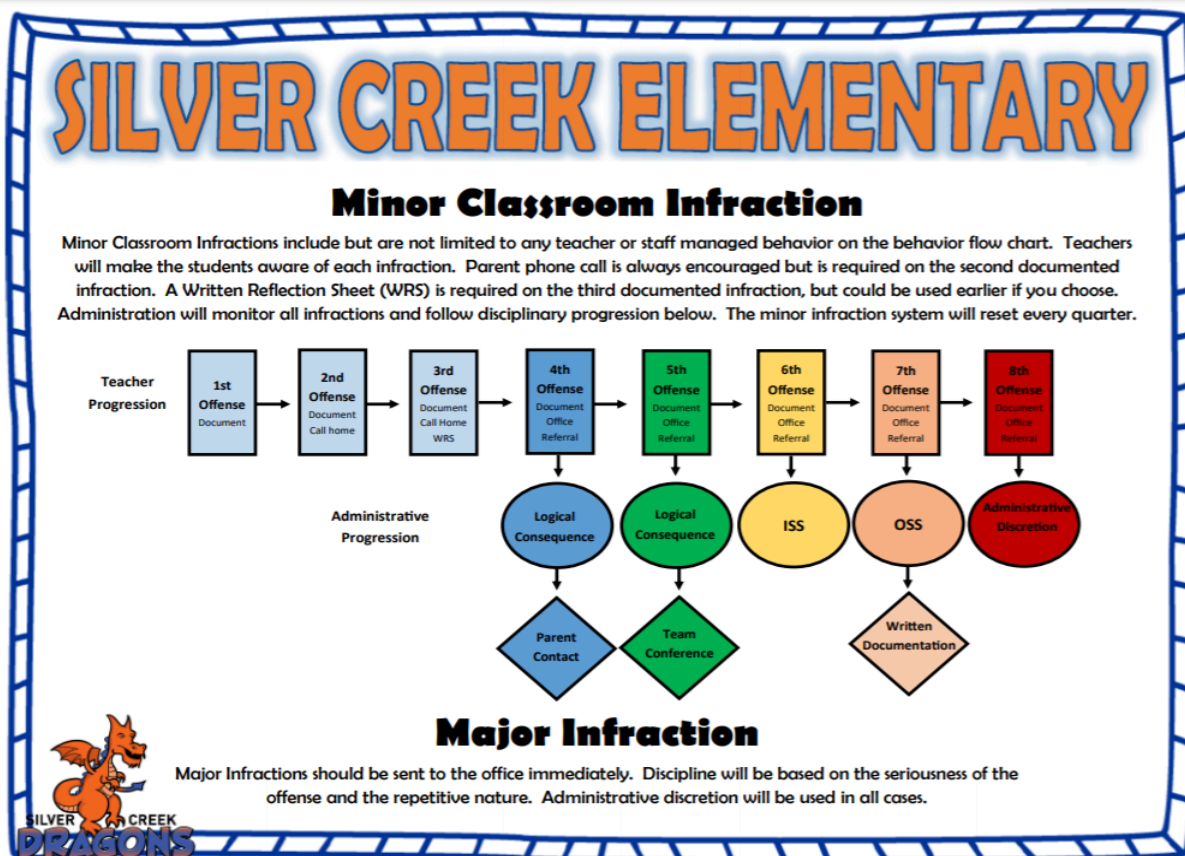
If a report of suspected bullying is substantiated through an investigation, then the school shall take appropriate disciplinary action as consistent with the school's policy and procedure for discipline and in accordance with applicable laws. The chosen discipline for a student found to have violated the rules on bullying is subject to school discipline such as suspension and expulsion. Also, if the acts of bullying rise to the level of a criminal offense, violating students will be referred to the proper authorities and risk arrest and/or prosecution.

We strive to make sure our young students understand what bullying is and how it can be harmful to others. All instances of suspected bullying and disciplinary records will be documented in Infinite Campus.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct. Consequences may also include signing the SCES Bullying Contract, meeting with our school counselor, or participating in a behavior FIRE TIME group.

## DISCIPLINE

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



## GROUND FORS 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 grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room with the intent to deprive others of access or exit.
  - c. Damaging school property or school buildings.
  - d. Continuously and/or intentionally making noise or causing a disruption to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under their supervision.
  - e. Making a threat of violence on school grounds or a threat of bringing a weapon to school.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. Knowingly possessing, handling, or transmitting a weapon on school property.
6. Failing to comply with the directions of a teacher or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
7. Social Media threats against the school or students enrolled in school.
8. Fighting- engaging in physical and/or verbal attacks on another student.
9. Habitual violation of the school rules and discipline code.

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

Additionally, students who do not reside within Silver Creek School Corporation's boundaries may have their transfer discontinued or denied if:

*During the preceding twelve (12) months, the student has been suspended or expelled for:*

- 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 employee, or visitor;*
- 4. A violation of the Corporation's drug or alcohol rules.*

## **PARENT PARTICIPATION IN STUDENT DISCIPLINE**

A parent, guardian, or custodian of a student less than 18 years old is required by law to participate in any disciplinary action at the request of a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising afterschool-home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

Upon receipt of proper notice, any parent, guardian, or custodian who refuses to comply with a request from a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare.

## **CAFETERIA– BREAKFAST/LUNCH**

Breakfast and lunch is served at SCES. The cost of an **elementary breakfast is \$2.15 per day and an elementary lunch is \$3.15 per day. Financial assistance is available for those who may qualify, reduced prices are \$0.30 for breakfast and \$0.40 for lunch.** Please help your students to know whether or not they should be eating breakfast at school. All prices are subject to change based on SCSC School Board approval.

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

Students are invited to bring their own lunch from home. We encourage parents to send in healthy lunches and to be aware and limit the amount of sugar in the lunch. Items sent from home are not allowed to be shared due to student allergies and parent preferences. Only diet sodas are allowed in the cafeteria due to state regulations. They are always welcome to purchase milk or drink water provided in the cafeteria. **No fast food can be brought into the cafeteria.**

Students are permitted to have water in the classroom in a clear water bottle with a cap. SCE provides water bottle refill stations in the building. Metal cups, such as Stanleys, Owala, Yeti, Hydroflasks, etc., are not permitted in the classrooms.

## **DRESS CODE**

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

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

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

## **PARENT/VISITOR CODE OF CONDUCT**

At Silver Creek Elementary, 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 (e.g., contacting the teacher first, then administration if needed).
- Avoid the use of offensive language, raised voices, 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 staff.
- Do not approach other students regarding school-related matters; any concerns should be brought to the attention of 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 restriction 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 of the school environment
- Damaging or destroying school property

### **Our Commitment**

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 her designee. A possible trespass order may be filed with the Clark County Sheriff's Office.

### **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. You can also request updates via email at [sceportal@scsc.school](mailto:sceportal@scsc.school).

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

## 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 fee can be charged for such field trips and paid through the parent portal. Students may be asked to bring a lunch. In some cases, parents may be able to chaperone their child on a field trip. **In order to do so a criminal history check must be on file at the school and you must be scanned into our Securely system.** Please contact the office to get a form for the background check and stop by the office with your license or state-issued ID to become registered in our Securely system.

## GRADING

The students at Silver Creek Elementary School will not receive letter grades on their report cards. At SCES we utilize assessment-based grading practices that will reflect student mastery of standard domains. The Indiana Department of Education defines standard domains as Reading Foundations, Reading Comprehension, Writing, Number Sense, Computation and Algebraic Thinking, Geometry and Measurement, and Data Analysis. Teachers will use assessment tools such as DIBELS, MCLASS, checklists, ILEARN Checkpoints, running records, and common formative assessments.

## HOMEWORK

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

A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.

B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.

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

- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

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

## HEALTH SERVICES

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

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

| Symptom         | Send to School                                                                                                                    | Keep at Home                                                                                              |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <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 NT/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 the student has vision changes. |

|                                  |                                                                                                                                                                                            |                                                                                                                                                          |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cough/<br/>Runny<br/>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. |

### **Chronic Conditions**

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

### **Immunization**

In accordance with Indiana state law, all students must be immunized as determined by the state Department of Health. These immunization requirements are available on the Silver Creek School Corporation website for your convenience.

The law provides that no student shall be permitted to attend school beyond 20 days of his/her enrollment without furnishing proof of the above mentioned immunizations. If the student remains unimmunized at the close of the twenty (20) school day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a health care provider's statement that the needed immunizations are contraindicated. Please contact the school nurse for the correct form to fill out if you have a religious objection to immunization or if your child has a medical exemption.

### **Administration of Medications during the school day**

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.

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

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

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

### **INTERNET USE/ACCESS**

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

**Students, parents or guardians should have no expectation of privacy with respect to any items or information placed in or accessed through school property or systems. By using these resources, students, parents and guardians waive any privacy rights that might otherwise apply to their use of school property or systems, including digital communications and stored data on school-owned systems, devices or accounts.**

### **LOST AND FOUND**

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

## PHONES / SMARTWATCHES

We understand cell phones/smartwatches/electronic devices have become a necessity for students to communicate with parents, however Indiana Senate Bill 78 now bans these from schools. This includes any 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, laptops computers, 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 during the school day. Any phones/smart devices that are heard, used, or seen will be confiscated by the teacher and turned into the office. The first occurrence the student's parent will be contacted to pick up the phone/smart device and the student will receive a 2 day lunch detention. The second infraction will again require parental pickup of the phone/smart device and 1 week of lunch detention will be assigned to the student. The third infraction would be 1 day of OSS for defiance. Field trips and buses are an extension of school and cell phones/smart devices will not be permitted on buses or field trips. Silver Creek Elementary is not responsible for any lost, stolen, or broken phones/electronics that are brought to school.

## PLAYGROUND SUPERVISION

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

## PROMOTION AND RETENTION

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

- Indifference or lack of effort on the part of a capable student
- Physical or social immaturity
- Frequent or long absences
- Family circumstances that may change or improve in the next year.
- A student who fails to pass the state-required IREAD-3 assessment is subject to retention unless the student meets one of the following requirements.
  - The student has been retained in grade 3 for one (1) school year.
  - The student has an intellectual disability or the student's individualized education program specifies that retention is not appropriate, and the student's case conference committee has determined that promotion to another grade is appropriate.
  - The student is an English learner who has received services for fewer than two (2) years and a committee consisting of:
    - The student's parent;
    - A building-level administrator or designee;

- A classroom teacher of service;
- An English learner teacher of record, if one exists; and
- An English learner district administrator, if one exists; determines that promotion is appropriate based on the implementation of research based instructional practices outlined in the student's individual learning plan.
- The student received a score of proficient or above proficient in grade 3 math on the statewide summative assessment.
- The student:
  - has received intensive intervention as determined by the department in reading for two (2) or more years; and
  - was retained more than one (1) time throughout kindergarten, grade 1, or grade 2.

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.** Parents have the right to appeal this decision in writing to Dr. Tamara Swarens at [tswarens@scsc.school](mailto:tswarens@scsc.school).

#### **SCHEDULE– DAILY**

8:15 Doors open/ Breakfast served/Students gather in the gym

8:45 Morning Announcements/School Begins

10:30 -1:25 Lunch Served (class schedules will be set)

3:15 Car Rider/Daycare Van Dismissal

3:25 Bus Rider Dismissal—First Load

3:35 Bus Rider Dismissal—Second Load

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

~ 90 minutes of reading instruction (120 minutes in second and third grade)

~ 30 minutes of writing instruction

~ 90 minutes of math instruction

~ 30 minutes of interventions/enrichments

~ 40 minutes of Special Area Class (Art, Music, PE, Library, or Technology)

#### **SCHOOL ATHLETICS / EXTRA-CURRICULAR ACTIVITIES**

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

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

- Must attend school for at least half of the school day to participate in an event that evening.
- Cannot leave school ill or be excused from physical education for health reasons and participate that evening.

- Students under an in-school or out of school suspension may not attend or participate in extracurricular and/or athletic practice or contest that evening.

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

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

### **SCHOOL RECORDS**

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The School must have the parent's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator, and parents should keep copies of such records for their home files. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to access all educational records maintained by the School Corporation, request an amendment to these records, and insert addenda to records. If a review of records is wanted, please contact the building principal in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate persons present to answer any questions.

### **Directory Information**

Certain information contained in your education records is classified as "directory information." This type of information is generally not considered harmful or an invasion of privacy if disclosed. Therefore, the school may release directory information without your prior written consent unless you request otherwise. Directory information is often used for purposes such as graduation programs, verifying enrollment to third parties, or sharing information with student organizations or athletic programs.

Directory information may include, but is not limited to: student's full name, address (home and mailing), telephone number, email address, photograph, date and place of birth, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height

of athletes, honors and awards received, and most recent educational agency or institution attended.

You have the right to restrict the release of your directory information. If you do not want the school to disclose some or all of your directory information to third parties (other than school officials with legitimate educational interests), you must submit a written request to the School Principal within ten (10) days of receipt of this notice each academic year. Once a restriction is in place, the school will not release your directory information publicly, and it will be withheld from external requests, including public records requests. To remove this restriction, you must submit a written request to the same office.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

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

If a family withdraws from Silver Creek Elementary, the receiving school should request student records directly from our registrar, Lori Woodward. Student records will be sent directly to the receiving school upon request. Any personal materials left at the school following withdrawal will be held for five (5) school days. Items not picked up within that timeframe will be discarded.

### **SMOKING AND VAPING POLICY**

Smoking and vaping are strictly prohibited at school or on school grounds at all times.

### **SOCIAL MEDIA**

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

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

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

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

### **SPECIAL CELEBRATIONS**

Classrooms will have a Fall Party and a Valentine Party. Please see the PTO calendar for dates. Room parents will coordinate and/or offer assistance to teachers for the Fall Party and Valentine Party. Please check with teachers to see what their requests for these events may be before planning. **Due to problems incurred on our school buses; balloons, glass containers, and/or flower deliveries will not be accepted at school.** Birthdays may be celebrated with pre-packaged food items labeled with ingredients and health information or non-food items such as pencils, stickers, party favors, etc. **Parties are limited to 1 time per month.**

### **TEXTBOOKS / SCHOOL PROPERTY / FEES**

All basic texts are rented to students for their use during the school year. Textbooks and Chromebooks are to be kept clean and handled carefully. Parents will be charged for abuse, misuse, or lost books and/ or materials. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or to replace the item and other penalties may be applied.

Students are responsible for all school-issued items (textbooks, Chromebook, chargers, library book, etc.) issued to them during the school year. All lost or damaged items must be paid for. All monies collected are recorded by the school treasurer and paid to the proper fund for replacement purposes. If a lost item is found, the money paid will be refunded. Any refusal to pay replacement fees are subject to being sent to collections.

### **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. Students who violate this policy are subject to disciplinary action. **The school is not responsible for broken or stolen personal items.**

### **TRANSPORTATION CHANGES**

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

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

### **VISITORS**

All visitors to Silver Creek Elementary School are required to report to the office upon entering the building. All outside school doors will be locked. Visitors must identify themselves and state their reason for entering the school. All visitors should enter the building through doors A, during all times of the day, and proceed directly to the office to sign in using the Securly system. All visitors must provide a valid state ID to be scanned into the database system. All visitors must wear a visitor's pass while in the building. **ALL VISITORS ARE REQUIRED TO COMPLY WITH THIS RULE.** This is necessary for us to ensure the safety of students and staff. Please make arrangements with a teacher prior to visiting your child's classroom.

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

### **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 for a criminal background check each school year.*** This includes anyone who wishes to volunteer to work with our students, or chaperone/supervise our students during the school day. The form is available at SCE's front

office. Our background checks are completed through the Indiana State Police(ISP). This process can take up to three weeks. *There are times when the ISP will require fingerprinting as well. This is random, and SCSC does not have any control over this requirement.* We highly suggest that parents who wish to participate in activities such as chaperoning field trips or PTO events turn in the background check form at the beginning of each school year.

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. Additionally, administration reserves the right to revoke volunteer approval at any time if the school becomes aware of a serious policy violation, criminal charge, or arrest occurring during the school year that may impact the individual's eligibility to serve as a volunteer.

**Volunteers are also required to have their physical state-issued driver's license or state-issued ID scanned into our Securly system before volunteering in the building. ALL VOLUNTEERS ARE REQUIRED TO COMPLY WITH THIS RULE.** The Securly system will then print a visitor's pass, which must be worn at all times while in the building.

At Silver Creek Elementary, we recognize that parents and family members are the most important educators in our students' lives. We want to work with you as a team to help your child. We are interested in your comments, suggestions, and questions. Call or send a note to your child's teacher or call the school office at (812) 246-3312.

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

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

### **WEATHER-RELATED DELAYS, CLOSINGS, AND EARLY DISMISSALS**

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

In case of a two-hour delay, school doors will open at 9:40 and school will begin at 10:25.

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

- Monitor local news media
- Have an emergency plan in place when you cannot pick up your child

- If you call the school and the lines are busy, please be patient and try again

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