

INDIAN CREEK STAFF HANDBOOK

It is the purpose of this handbook to serve as an information guide to teachers and staff at Indian Creek High School. The information in this handbook serves as a supplement to information contained in the corporation policy manual, the school board minutes, and the current **NHJUTA** Board agreement.

Staff members are advised to read the material contained in this handbook and have it available for reference. Suggestions for improving this handbook are welcome and should be submitted to the high school principal for consideration.

ICHS VISION

Empowering Excellence

Indian Creek High School Mission

Indian Creek High School empowers students with knowledge, responsibility, and perseverance in order to achieve excellence.

Core Values

Excellence

Perseverance

Responsibility

ADMINISTRATIVE OFFICES

The offices are located in the front of the building. Utilize the expertise of the Principals, Director of Athletics, and Counselors as needed.

ANNOUNCEMENTS, BULLETINS, AND CALENDARS

All announcements should be submitted to the office and publications classroom via the Google Form the day prior to the announcement being made. Announcements will be made over the public-address system at the beginning of 1st period each Monday and Friday. Student produced video announcements are prepared for every Tuesday and Thursday and must be shown during 1st period. It may be necessary to make announcements at other times during the school day, but these will be kept to a minimum.

ATTENDANCE

Attendance procedures for the school year are as follows:

1. At the beginning of each period, the teacher is to take attendance and record it in the computer using Infinite Campus.
2. Each teacher is responsible for maintaining a record of absences and un-excused tardies.
3. Students are not to leave the building for any reason unless permission has been granted by the administration.
4. All students must sign out with the attendance secretary.

AUTHORIZED PERSONNEL/VISITORS

Any person or persons, not students or school personnel, entering school premises must report to the main office to obtain proper authorization. If such authorization is granted, it shall be for a specific purpose, and the visitor(s) must conform to the rules and regulations of the school. All visitors will be issued a visitor's tag. Any person or persons who do not conform to this regulation shall be considered trespassers and will be requested to leave. Failure to comply will result in notification to law enforcement authorities.

BUILDING SUPERVISION

With the cooperation of faculty and without overloading any one person, we can collectively assist in building supervision by observing the following rules:

1. Go to the door of the classroom between each class period.
2. Frequently "drop in" the rest rooms, not on a regular schedule. It is beneficial to have someone present rather than waiting until something happens. The presence of a faculty member will normally deter something from happening.
3. All staff members will be assigned duties for supervision of entries, parking lots and the cafeteria as needed to ensure student order and safety.

CLASSROOM ASSIGNMENTS

Each staff member is required to meet assigned classes in the rooms designated on the master schedule. Exceptions to this policy are the physical education classes. Changes in room assignments must be approved through the principal's office. **Any time students are in the classroom, the teacher should be present. Teachers should never leave students unattended.**

CO-CURRICULAR ACTIVITIES

The principal is in charge of co-curricular activities. Sponsors for these activities have a definite responsibility for the direction of their organization. Students should be given every opportunity to provide leadership in the formulation of the program as well as in carrying it out. However, teachers are to take the leadership in keeping these activities in line with the school policy. If you are in doubt as to the advisability of some project, see the principal before the final decision is made. It is better to meet with the committee making the plans than veto plans made during your absence. All fundraising activities must be approved by the administration. An application form is located in the front office. If a club function requires transportation, a vehicle usage form needs to be filled out; they can be found in the front office.

Duties of an activity sponsor are as follows:

1. Meetings may be held only when the activity sponsor is present.
2. The teacher or coach in charge of students participating in extra-curricular activities will not leave the building until all students under his or her responsibility have left the building.
3. Students are not to roam the building but should be with their extra-curricular activities group until dismissed.
4. No activity should extend beyond **11:00 p.m.** Should a time extension be necessary, approval for such extension must be obtained from the principal.
5. Assist students to plan, organize, and promote the activities of the organization.

CONVOCATION/PEP SESSIONS

A limited number of convocations/pep sessions are encouraged at Indian Creek High School. This type of activity has educational value and is an experience a high school student should receive as part of the educational program.

It is the responsibility of all teachers to attend and assist in the supervision of the convocation/pep session. Teachers should escort their classes to the convocation/pep session and sit with them during the presentation. Teachers who have their planning period during a convocation/pep session have the option of attending.

DEPARTMENT CHAIR MEETINGS

A meeting calendar will be provided to Department Chairs. You will be notified if there is not to be a meeting. Meetings will begin at 3:30 p.m. and will last approximately 30 minutes.

DEPARTMENT CHAIRS

Heads of departments will be responsible for supplies and materials requested by members of the department, according to the current budget procedure. They shall have input in curriculum changes. Regular monthly department meetings will be conducted by the department chair. A proper sequence of recommendations will be from the department members to the department head to the principal to the superintendent to school board.

DISCIPLINE

Each faculty member is charged with the responsibility of identifying probable causes and maintaining discipline in all facets of school life. The faculty will improve discipline by taking steps to remove these causes by establishing activities within the school that hopefully will result in good behavior. Each teacher shall inform students of classroom rules, including safety regulations, at the beginning of each year (or semester, where applicable), as per the student handbook. Discipline is a difficult area, and each teacher should be aware of what is contained in the student handbook and use good judgment in the type of discipline utilized. It is easier for the teacher and student to accept classroom discipline that is more rigid at first and then declines somewhat as the year progresses (if the teacher so desires) than it is to start out as “one of the group” and then find that a “get tough” policy is necessary to control the class.

It is suggested that a teacher discuss any problem situation with the student(s), then make parent contact, and then discuss it with the respective Principal. If it becomes necessary to send a student to the office for disciplinary reasons, the teacher should send documentation.

DISTRIBUTION OF MATERIALS AND SOLICITATION BY OUTSIDE ORGANIZATIONS

A school staff member must receive permission from the principal before distributing materials or soliciting business for an outside organization or personal business. All posters, displays, catalogues, pamphlets, etc. should be reviewed and approved by the administration before their use. Under no circumstances is school time to be used to promote an outside business interest.

DISTRIBUTION OF TEXTBOOKS

Classroom sets will be maintained by the classroom teacher. A check-out procedure will be used by the classroom teacher to track use of classroom sets.

EVALUATION OF STUDENTS' WORK

Teacher will keep grade books up-to-date, including attendance, and have records to verify grades that are issued. Grading practices should be consistent across each department. Remember that grades are a measurement of the student's knowledge of the course's learning objectives and represent what the student knows and is able to do. The student has the right to know:

1. On what basis the nine-week's grade is determined. This should be clearly understood at the beginning of the semester and should include the following:
 - a. How carefully you check the assigned work and how much it counts toward their overall grade
 - b. How much assessments will count toward overall grade
 - c. Will students have the opportunity to re-assess when they fail to meet mastery on an assessment
2. Semester grades will be calculated with each quarter being 40% and the final exam being 20%
3. Semester exams will be given in all classes according to the schedule that will be released toward the end of the semester.
4. The following is the approved grading scale for use by all I.C.H.S. teachers:

A+ (100+)	A (99-93)	A- (92-90)
B+ (89-87)	B (86-83)	B- (82-80)
C+ (79-77)	C (76-73)	C- (72-70)
D+ (69-67)	D (66-63)	D- (62-60)
F (59-0)		

EXTRA-CURRICULAR FUNDS

Collection Procedures- Prior to any event, sponsors must meet with the treasurer to review proper procedures for collection.

Deposit Procedures- forms are available in the office to make a deposit to any club or class fund. These forms must be accompanied with money turned in for deposit. All money collected shall be deposited on a daily basis with the school treasurer. Under no circumstances should money ever be held in the classroom or by an individual overnight.

Distribution Procedure- extra-curricular purchase orders and claim forms are available from the school treasurer. Purchase orders are required to be completed by the sponsors prior to making any order or purchase by the club or class. A quote must accompany all purchase orders. A final invoice from the place of purchase must be provided when completing the claim payment form before final payment will be made.

All disbursements from extra-curricular funds shall be made by check issued by the school treasurer. Under no circumstances should cash payments be made by extra-curricular sponsors. *ICHS treasurer hours are from 8am-3:30pm Monday-Friday.*

EXTRA DUTIES

Each teacher is expected to carry a fair share of the extra duty load. Assignments will be based upon the requirements of a particular day. It is the teacher's responsibility to fulfill his/her obligation or to secure a substitute.

FACULTY MEETINGS

Faculty meetings shall not be scheduled more frequently than once (1) a month, unless requested by administration or staff with specific agenda. Faculty meetings shall not exceed forty-five (45) minutes after the end of the normal workday. If held in the morning, such meetings shall be scheduled to start no earlier than thirty (30) minutes prior to the start of the normal workday. Faculty meetings shall be meaningful and as brief as possible. A meeting may be canceled by the principal if it is deemed unnecessary. Notice of faculty meetings shall be given to all teachers at least two (2) days prior to said faculty meeting, except in case of emergency circumstances where the chief building Association representative will be consulted. In the event of necessity, a convenient time shall be set by the Principal for the Principal and a teacher who has been unable to attend a faculty meeting to discuss items that are pertinent to the teacher's function.

Meetings held on the scheduled teacher workdays shall be limited as follows:

1. First Teacher workday at the beginning of the school year: Building level staff meetings shall be limited to one meeting. When two teacher workdays are at the beginning of the school year, teachers will have a full workday on the second day.
2. Teacher workday at semester break: Staff meetings shall be held upon agreement between bargaining unit and administration.
3. Teacher workday on the last day of contracted work: Staff meetings shall be limited to one meeting.

FIELD TRIPS & FUNDRAISING PROCEDURES

All fundraisers must be approved by the building principal. Approval forms can be found in the main office. Once approved the sponsor will need to meet with the building treasurer to review procedures.

GUIDANCE DEPARTMENT

1. If a student is struggling in class and teacher led interventions are found to be ineffective, the teacher should notify the guidance counselor and/or request a meeting to remedy the situation.
2. If a teacher notices a student having difficulty social/emotional difficulties, the teacher should notify the guidance counselor and/or request a meeting to discuss the issue with the guidance counselor.
3. Career education activities will occur as on-going enrichment. These will be arranged through the guidance office and may include a career day, speakers, demonstrations, displays, and four-year planning. If classroom participation is involved, teachers will be notified in advance.
4. College representatives will visit the building throughout the school year. Students are encouraged to meet with them if they are seriously considering a college education. College visitation will also be scheduled at student or parent request. The required form for college visitation must be completed at least 2 days before the college visit.
5. Assignments will be sent home to students who have missed more than two days of class. The attendance office will give the teachers notice when homework assignments are requested.

INCOMPLETES

Incompletes should rarely be given and only given if permission has been received from the guidance counselor/administration.

KEYS

Keys will be distributed to those persons needing them. Please see the athletic director for athletic keys. Under no circumstances are your school keys to be loaned to non-school personnel or students. All school keys are to be turned in when you leave the employment of the school corporation.

LEAVING THE HIGH SCHOOL CAMPUS

The administration understands that occasionally it is necessary to leave the building (campus) for personal or professional business reasons. When this is necessary, you are to do so during your preparation period. You are to report to the office to time leaving, destination, and time of return.

LESSON PLANS

Lesson plans should be written out prior to teaching of the unit and available for view via Canvas. A lesson plan template can be received from the Instructional Coach and must be utilized. The components of a good lesson plan are the following:

- A) State Standards applicable to the lesson.
- B) A statement of lesson objectives.
- C) Student activities to complement instruction.
- D) Teacher activities including methods of presentation, homework and/or evaluation method.

Lesson Plans should be an extension of the Course Information Guide for each of your classes. Outline of the Lesson Plans should be completed prior to beginning a new unit.

LIBRARY/MEDIA CENTER USE- FACULTY

- 1. Teachers must schedule LMC class use, preferably a day or more in advance.
- 2. Teachers may check out sets of encyclopedias, dictionaries, audio-visual equipment, etc. to use in their classroom.
- 3. Class projects, such as research papers, should be discussed with the library/media specialist in advance to ensure that all materials are available.
- 4. Teachers may write passes for students to go to the LMC during their study halls to continue working on class assignments. Only one student's name should be recorded on a pass. Discretion should be used in the number of passes written during the course of one day.
- 5. Teachers may put materials "on reserve" for students to use in the LMC.

OFFICE REQUESTS

Students may be called from class for important reasons. When it is necessary for a student to be called from class, the request will come by written pass from the office, call to the classroom, and last resort all call.

PLANNING AND PREPARATION TIME

Each full-time high school and middle school teacher shall have at least two hundred (200) minutes of preparation and planning time each week, exclusive of the lunch period. Part-time high school teachers shall have preparation and planning time prorated according to the teaching schedules.

PROFESSIONAL RESPONSIBILITIES

Faculty members should report no later than 8:00 a.m. and should remain until 3:30 p.m. Doors will be open to students between 7:50 a.m. and 3:30 p.m. Teachers are to remain in the classroom with the group assigned to them. Teachers should remain in the building throughout the school day. If it is necessary for you to leave, report to the office the time leaving, destination, and time of return.

Teachers are expected to be in the hallways monitoring and greeting students as they enter their room during passing periods.

Faculty mailboxes are located in the office. All mail will be placed in these mailboxes. Mailboxes should be emptied weekly.

Teachers have the responsibility to maintain high standards of dress and grooming. This standard of dress should serve as an example for dress, commensurate with the professional status. Athletic (sports) attire is acceptable dress for teachers assigned to teach physical education classes.

REGULATIONS PERTAINING TO TEACHERS

1. The regular class period is to be used for instruction and study.
2. Teachers are to be in their assigned classes at the beginning of the class time and remain with the class until the end of the time. No class is to be left unattended.
3. All teachers are requested to be in the hallways during passing periods.
5. As a general rule, teachers should not take students out of another teacher's class.
5. Teachers are responsible for keeping their classrooms clean and orderly. Doors are to be closed and locked, curtains/blinds adjusted, and lights turned off at the end of the day. Report needed repairs to the principal and maintenance staff immediately. If a teacher finds it necessary to be in the building after school hours or on weekends, it is the teacher's responsibility to lock all doors used.
6. Every teacher shall see that property of the school district is not unnecessarily damaged or destroyed.
8. Teachers are not to take classes outside the building for purposes of instruction unless there is a clear reason for doing so.
9. No teacher should tutor a student, for compensation in the building, who is in one of his or her classes.
10. Outside speakers must be cleared with the principal before the date the visitor is to speak.
11. The use of school facilities for personal business reasons is prohibited.
12. Teachers have the right to appeal any decision made by an administrator to the next higher authority and through appropriate successive steps to the superintendent's decision and then to the board of education. A written request specifying the problem should be addressed to the president of the school board, which may at its discretion, require a hearing; the board's decision shall be final. Matters related to alleged violations of the negotiated agreement must follow the grievance procedure set forth in the master agreement.
13. Planning periods should be used for instructional preparation, curriculum development, student conferences, or related activities.

REQUISITIONING PROCEDURE

No staff member has the authority to commit funds of the Indian Creek High School Corporation without securing prior administrative approval.

Items that have been approved in the budget are requisitioned on the Requisition/Purchase Order form available in the main office.

1. Complete the standard Requisition/Purchase Order form giving quantity, catalog description, cost, account number, title, and supplier (name, address, city, state).
2. Submit completed form (with department chairperson's approval) to the secretary/treasurer for consideration and action.
3. If the principal approves the purchase, it will be forwarded to the corporation office for final action.
4. The corporation business office will determine the best method and source for the purchases or the requisitioned item.

SEATING CHARTS

Make a definite seating chart for each of your classes and study hall. Leave this chart in your sub file so that it will be available for your substitute in your absence. You need to have on file in the secretary's office your emergency sub file. This plan will be used by a substitute in the event that you have an unplanned emergency absence.

STUDENT ASSISTANTS

Approval must be obtained from the principal and guidance department for any student to become a student assistant. Student assistants are not to grade tests or record in a teacher grade book. Student assistants should not have access to the teacher's computer at any time.

STUDENT DEBTS

Teachers are required to turn in to the main office the names of any student owing the school money or materials. These students' names will be put on an obligation list. Appropriate action will be taken by the school to recover any money or materials owed.

STAFF/STUDENT INJURIES

If a student/staff member is injured in your class or while you are supervising him/her, it should be reported immediately to the office. An accident report must be filled out by the teacher and turned in to the office. A sample accident report can be found in the appendix.

STUDENT PASSES

Students are not to be out of their assigned classroom area without a legitimate excuse. Passes should be used by teachers, secretaries, and administrators to excuse a student. Date, time, name, and destination must be recorded. Discretion must be exercised with regard to student passes. Only one student name should be recorded on each pass.

TEACHER'S ILLNESS

In case of illness, teachers should **utilize AESOP**, no later than **3:30 p.m.** the workday prior to being absent. After that time, the teacher should first utilize AESOP, then text assistant principal Bill Wallace at 317-418-7512 and Amy Smith at 317-432-6151 to ensure classes are covered. Should the illness be of such severity that an additional day of absence is needed, please notify the administration or high school secretary at the school before the close of the school day.

TEACHERS' LOUNGE AND LUNCH ROOM

The lounge has been provided for the use of faculty and staff members as a place to relax, socialize, and work. This area is not intended for student use. Members of the faculty are encouraged to make use of the lounge and lunchroom during their unscheduled time and assist in maintaining a clean and attractive setting.

TEACHERS' SUPERVISION OF AFTER-SCHOOL ACTIVITIES

The students are your responsibility. Please see that they are out of the building before you leave and make sure that all doors are locked. Outside facilities are to be locked after the activity is completed and the participants and/or spectators have exited. You are expected to supervise until all students under your charge have left the school grounds.

TELEPHONE

Telephones in the building are for school use; they are to be used for school business only. The school corporation will pay toll charges for school business. You are responsible for placing your own long-distance calls and will be required to use a credit card or have charges billed to your home phone number for all personal calls. To use an outside line from any station, dial "9."

APPENDIX

FIRE DRILL INSTRUCTIONS

At the sound of a fire alarm, staff should immediately look for smoke and flames. If no smoke or fire is seen, staff members are to begin lock down procedures. If the fire alarm persists for more than 3 minutes, staff members should begin escorting students through the appropriate emergency exit procedures. There should be no talking, as there may be a need for special instructions over the P.A. system. Walk, do not run. Move away from the building at least 50 feet. Close all doors. Turn off all lights. Teachers are responsible for the supervision of the students which they are assigned at that particular time; if you notice unaccompanied students, bring them into your group and inform an administrator. Grade/roll book is to be taken by the teacher so roll may be checked during a fire drill.

Office Area –Exit through door 2N

103 – Exit through door 2N

105 – Exit through door 2N

106 (Red Room) – Exit through door 2N

107 – Exit through door 2N

109 – Exit through door 1N

111 – Exit through door 1N

112 – Exit through door 35W

113 – Exit through door 1N

114 – Exit through door 35W

115 – Exit through door 1N

117 – Exit through door 1N

119 – Exit through door 35W

121 – Exit through door 35W

125 – Exit through door 35W

127 – Exit through door 35W

129 – Exit through door 35W

132 – Exit through door 35W

133 – Exit through door 32S

134 – Exit through door 35W

135 – Exit through door 32S

136 (Teacher work room)– Exit through door 35W

137 – Exit through door 32S

139 – Exit through door 32S

141 – Exit through door 32S

142 – Exit through door 1N

143 – Exit through door 32S

144 – Exit through door 1N

145 – Exit through door 32S

146 – Exit through door 1N

150 (Curriculum Lab)– Exit through door 2N

160 (Library)– Exit through door 1N

170 (Business Lab)– Exit through door 1N

200 (Gym)- Exit through door 2N

206 – Exit through door 2N

207 (Ag area)– Exit through door 22S

211 (Band room)– Exit through door 2N

212 (Computer Lab)– Exit through door 2N

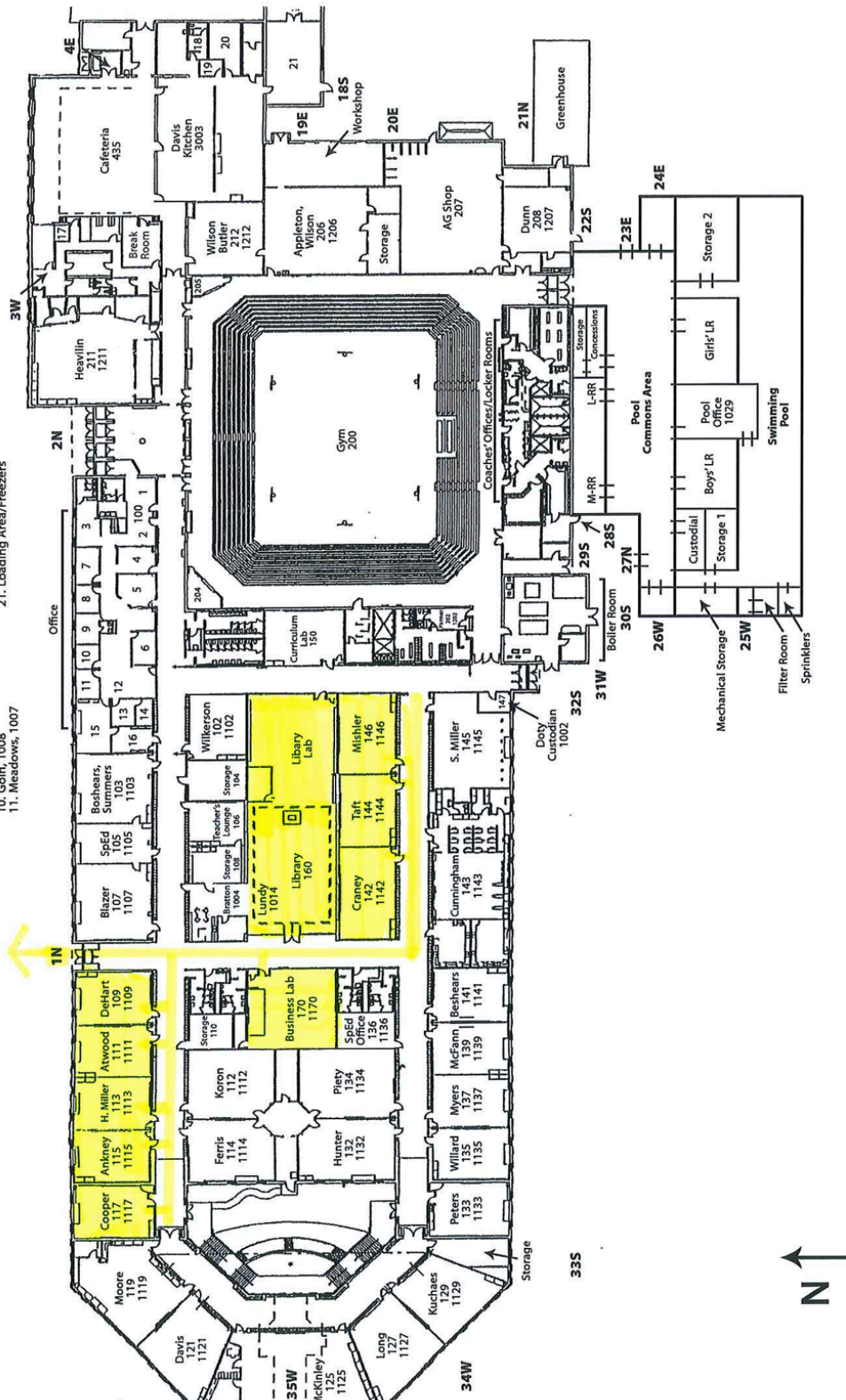
Pool – Exit through door 25W

Kitchen – Exit through door 18S

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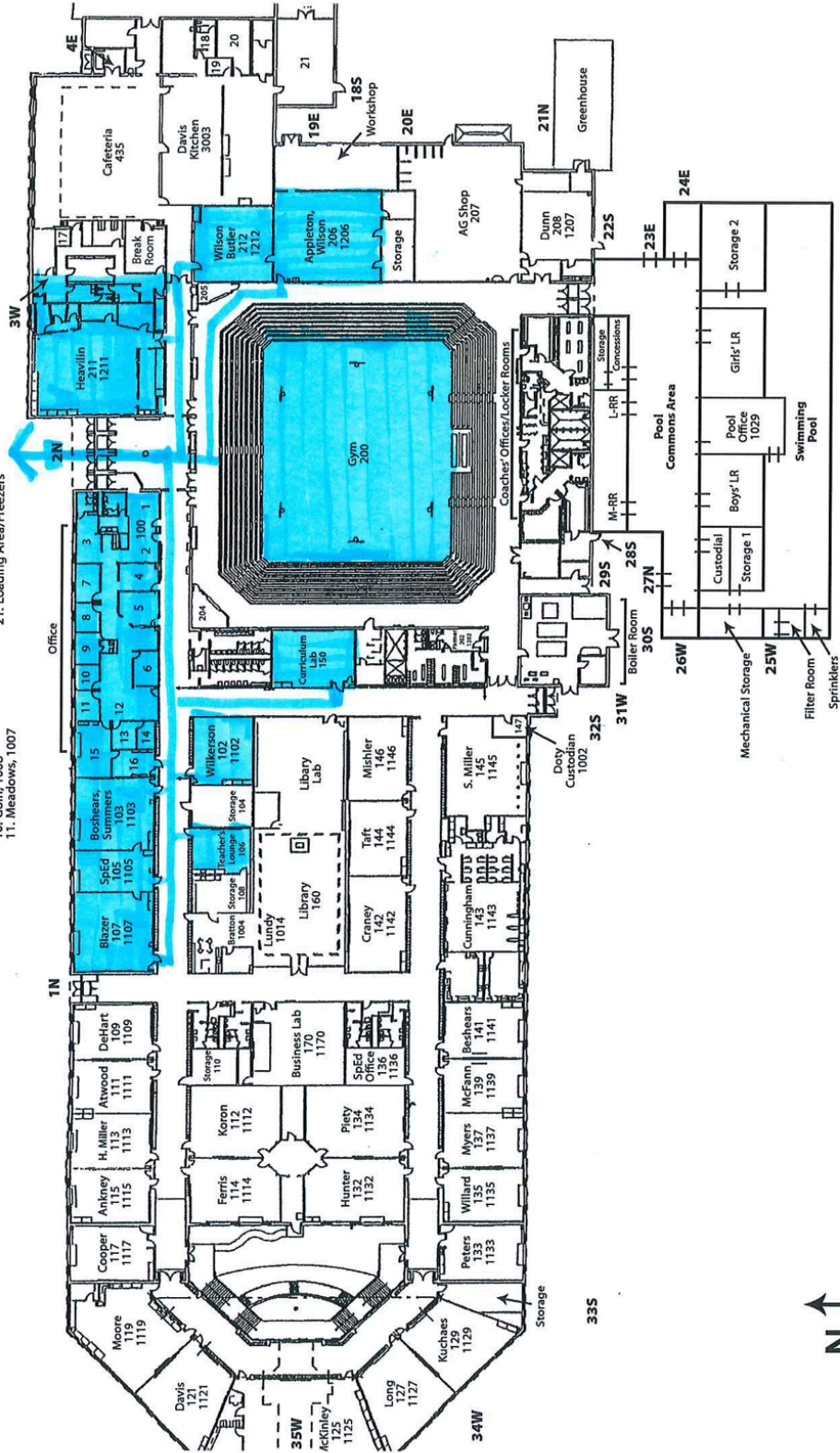
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2. Britt, 1011
3. Lunch Room
4. D. Perry, 2124
5. Skobel, 1005
6. Long, 1006
7. Long, 1006
8. S. Perry, 1003
9. Clinic
10. Goltz, 1008
11. Meadows, 1007
12. Haase, 1003
13. Conference
14. Storage 2
15. Conference Room
16. Borer, 1101
17. Cafeteria Storage Room
18. Cafeteria
19. Davis, Head Cook, 3003
20. Kitchen Work Room
21. Loading Area/Freezers



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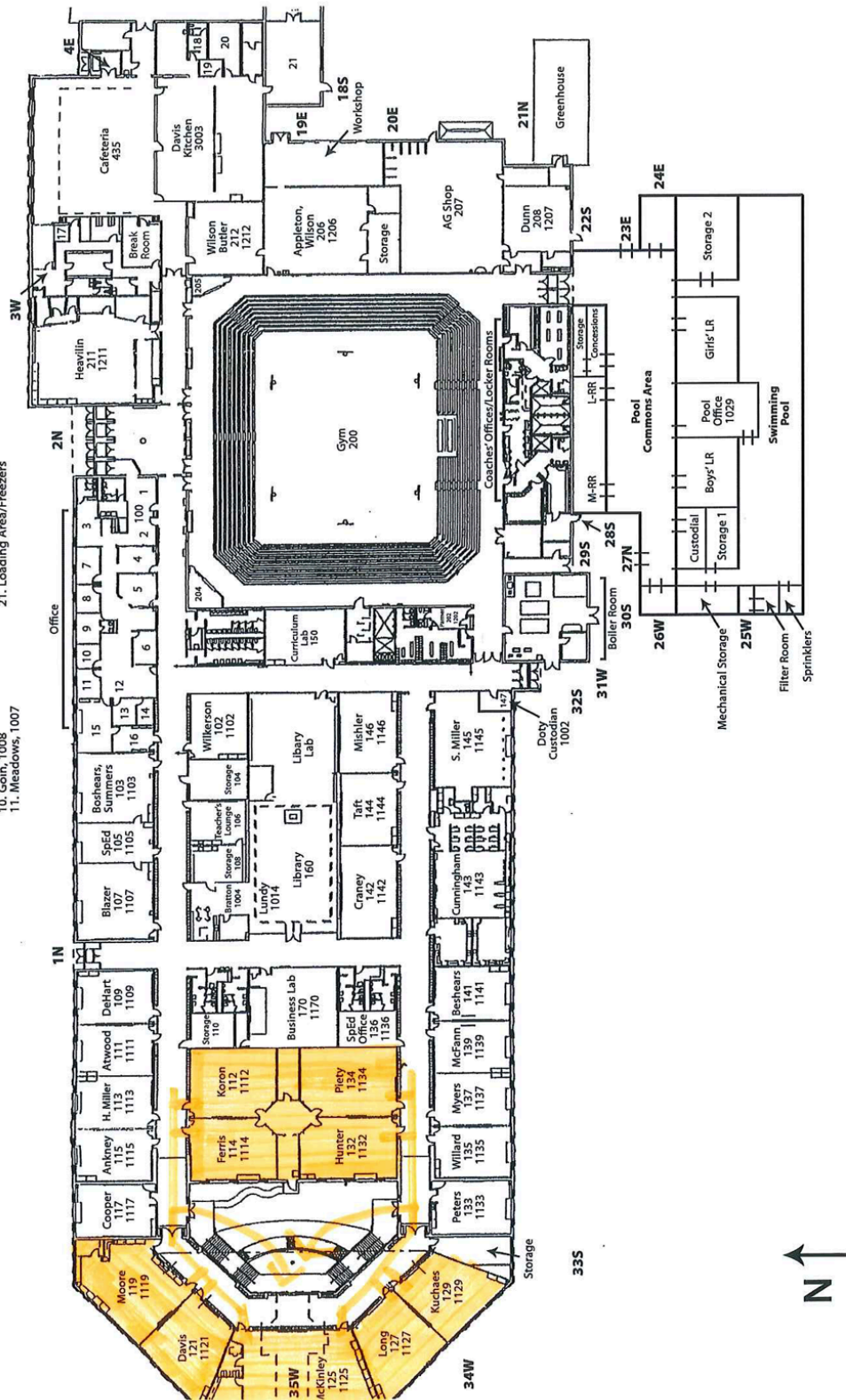
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| 1. Smith, 1021 | 12. Haase, 1003 |
| 2. Bitt, 1011 | 13. Conference |
| 3. Lunch Room | 14. Storage 2 |
| 4. D. Perry, 2124 | 15. Conference Room |
| 5. Skobel, 1005 | 16. Boner, 1101 |
| 6. Storage 1 | 17. Cafeteria Storage Room |
| 7. Long, 1006 | 18. Kitchen Lockers |
| 8. S. Perry, 1003 | 19. Davis, Head Cook, 3003 |
| 9. Clinic | 20. Kitchen Work Room |
| 10. Golin, 1008, 1007 | 21. Loading Area/Freezers |
| 11. Meadows, 1007 | |



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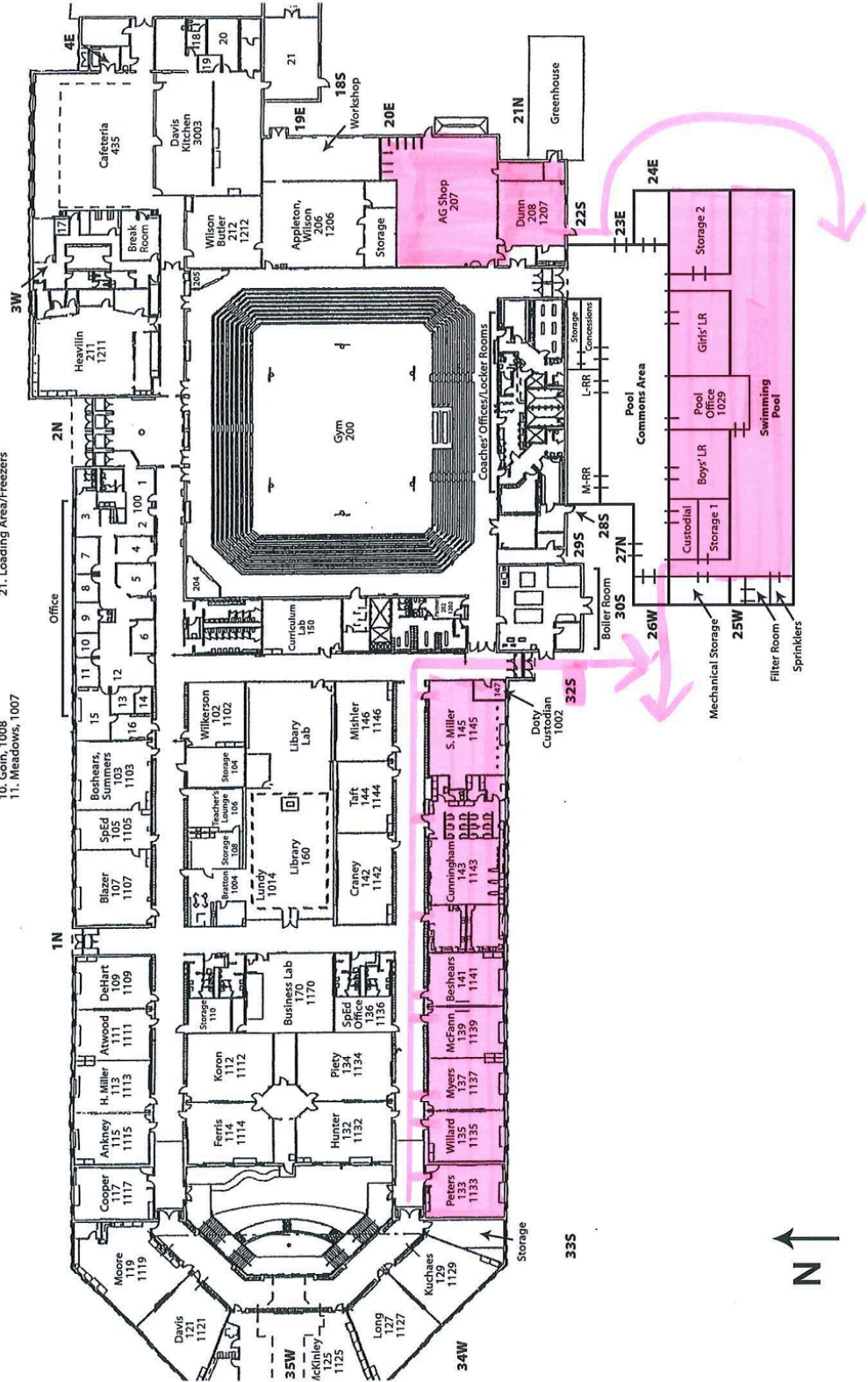
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| 2. Britt, 1011 | 13. Conference |
| 3. Lunch Room | 14. Storage 2 |
| 4. D. Perry, 2124 | 15. Conference Room |
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| 11. Meadows, 1007 | |



TORNADO AND SEVERE WEATHER DRILL

1. The P.A. in the main office shall be used to initiate an announcement that an emergency situation exists and that the tornado drill procedures are to be followed immediately.
2. Teachers are to stay with the group to which you are assigned.
3. Teachers should take a class roster for attendance purposes.
4. Students shall be instructed to move quickly, quietly and in an orderly manner to the designated area. Students are to remain quiet so that instructions may be given if needed.
5. The normal schedule will not be resumed until the all clear is given by the principal.
6. No one will leave the premises under a tornado watch or warning.
7. Students should sit on the floor facing the wall. Take the position under a table/desk if possible.

100 – Go to Records room

102 – Stay in room

103 – Go to room 102

105 – Go to room 102

106 – Stay in room

107 – Turn left to room 102

109 – Turn left to room 106

111 – Go to room 106

112 – Stay in room

113 – Go to back of Library

114 – Turn right to room 112

115 – Go to back of Library

117 – Turn left and go to room 112

119 – Go to north hallway between rooms 109 and 113 by lockers

121 – Go to north hallway between rooms 109 and 113 by lockers

125 – Go to south hallway between rooms 109 and 113 by lockers

127 – Go to south hallway between rooms 137 and 141 by lockers

129 – Go to south hallway between rooms 137 and 141 by lockers

132 – Go to room 134

133 – Go to room 134

134 – Stay in room

135 – Turn right. Go to room 142

136 – Stay in room

137 – Turn right. Go to room 142

139 – Turn right. Go to room 144

141 – Turn right. Go to room 144

142 – Stay in room

143 – Turn right. Go to room 146

144 – Stay in room

145 – Go to room 146

146 – Stay in room

150 – Back of Library

160 – Go to the back of the library

170 – Stay in room

206 – Stay in room

207 – Go to room 206

211 – Go to instrument storage room

212 – Stay in room

Gym – Go to room 212

Pool – Go to room 206

Kitchen – Go to break room

Cafeteria – Fill in back of library, room 102 and between rooms 102-107 by lockers

ICLC-Go to restrooms in ICLC

Weight Room-Go to bathrooms

810/ISS—Stay in room

LOCK DOWN PROCEDURES

In the event of an emergency where the safety of the school, staff, or students is in jeopardy, a **lock down** will be called. The building will be on lockdown and no one will be allowed to enter or leave the building. Each staff member should follow these procedures:

1. Immediately lock your classroom door.
2. Have all the students in your room stand against a wall that cannot be seen from the door.
3. Account for all the students under your charge.
4. Turn off all the lights in the room.
5. Have students remain absolutely quiet.
6. Make mental notes of what happens in your area.
7. Follow instructions from emergency personnel.

If a green lock down is announced, teachers are to lock their doors and continue teaching in the classroom. No one should be in the hallway or anywhere outside of the classroom without being directed to do so by office staff.

Indian Creek High School Substitute Teacher Packet

Please use the following format in preparing your sub packet.

Where will the substitute find:

1. Teacher editions of textbooks
2. Lesson plans
3. Extra supplies and materials
4. Class lists and seating charts
5. Classroom rules
6. Emergency lesson plans
7. When is your lunch time
8. If the sub has a question, what teacher/room number should they contact?
9. Make a note that attendance slips are in the sub folder received from the office.
10. List one or two students from each class who may bring the slips to the attendance office at the beginning of the block/period.
11. Do you have any extra duties before or after school or during lunch?
If you have a study hall, where does it meet?

Teacher Sign Off Sheet

Teacher Name (Please Print): _____

When completed and signed, please return to the front office by end of the workday on August 3.

1. I understand the law as it pertains to my legal obligation to report alleged incidences of child abuse.
2. I understand and I will comply with the corporation technology policies. I have signed my Acceptable Use Policy and Lending Agreement.
3. I have posted my classroom management plan on Canvas for my students.
4. I understand my lesson plans are to be posted on Canvas by 8am Monday each week prior to implementation.
5. I have updated and reviewed the Emergency Response Guide. There is one located in all areas where I teach. There are also Severe Weather and Fire Drill evacuation charts posted on the wall in all areas where I teach.
6. I understand it is my responsibility to know which of my students have IEP's and ILP's and follow the accommodations for those students.
7. I have reviewed the student handbook and I understand the policies/procedures listed within.
8. I understand the school and corporation procedures/expectations that are outlined in the ICHS Teacher Handbook.

_____ Employee's Signature

_____ Date