

ICMS 2021-22

ICMS FACULTY HANDBOOK

(Revised Summer 2021)

NHJ 2021-22

KEY INFO FOR August 2 MEETING

Welcome Back

Introductions

- 8th Grade Science-Sarah Hale
- FACS-Brooke McFann

Focus for 2020-2021

- Remediation
 - academic
 - behavioral

Kindness from and to everyone at ICMS
-staff to staff, staff to student, student to staff and student to student

Challenge Every Student According to their Current Academic Level
-ILEARN Growth

Fall Fundraiser-dates tentative

Magazine/Cookie Dough Sales-TBD

Open House –**TBD**

First Student Day – Students will report to the gymnasium **or** students will report to their grade level zone right off the bat in the morning. 6th grade will report to the auditorium, 7th and 8th grades will report to their Home Bases.

Students asking to see office personnel (nurse, counselor, principals, etc.)
–students should not be sent to the office without permission to do so. Teachers

must make an effort to meet student's needs in the classroom first, if you cannot, please contact the office or nurse for permission to send the student out.

FIRE AND SAFETY EVACUATION – Draw attention to these and sign off in red book

Two Questions You Should Always Be Prepared To Answer – (1) How does what you are doing in your class today support state standards? (2) Do the students know what the daily lesson goal is each day?

School Improvement Goals – Will be revised by the School Improvement Team and distributed before September 15th

Special Education Parent Requests – If a parent tells you he/she wants to have their child tested for Special Services, please let Mr. Zachery or Mrs. Davis know immediately.

Grades in Infinite Campus – Grades should be posted in Infinite Campus for Parent Access within one week of the turn-in date. This is a corporation expectation. When posting grades, use the date the assignment was due, not the date of entry. If you feel you need more time for a particular assignment, please check with an administrator.

Attendance – It is essential that you take attendance each period at the beginning of EACH period so that our records are accurate and we can follow up on students whose parents have not called in or who appear to have been present in classes before yours. Attendance for 1st period should be entered by 8:30 AM so parent calls regarding absences are accurate.

Assistants – We are fortunate to have some assistants in the building. Although they are assigned to specific areas, there are occasions when flexibility would be helpful for special circumstances and events. Please use the following guidelines regarding assistants:

1. If you are in need of some additional help (field trip, labs, etc.) and would like to use an assistant, please consult the staff member to whom they are assigned first.
2. If you have an assistant assigned to you who is scheduled into classrooms, please let the classroom teacher know if something changes and they

cannot be in the classroom that day (parent meeting, case conference, teacher absence, etc.).

Picture Day Schedule – Friday, August 13-Retakes October 8

- pictures will be in commons like usual
- classes will be called down by office

We do need every staff member to have his/her picture taken.

Mission Statement

Engaging every student, every day, in quality learning opportunities.

April 2014

Belief Statements (established May 17, 2012)

We, the ICMS staff, believe...

our students, staff, parents, and community must work together to maximize student achievement.

our students should participate in a wide variety of activities and experiences.

our students need positive role models in their lives.

our students should treat others with respect and accept responsibility for their actions.

our students must combine discipline and responsibility for academic achievement.

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our students' learning environment should be safe, positive, and engaging.

our students should be challenged academically and held to high expectations.

Facility Usage

To use facilities for school-related activities, contact the following people:

Gym – Derek Perry 2124

Cafeteria – Bill Wallace HS Asst Principal 1006

Auditorium – to schedule Sean Zachery 3005

For equipment needs Bobby Ogden 7007

NOTE: Bobby will not be available at a moment's notice. Please make arrangements with him in advance for your equipment needs.

To use facilities for non-classroom activities, you must submit a completed facilities use application (found on the corporation website) to the building principal.

Once availability has been confirmed, please let Carrie know your dates and times so the cleaning schedule can be adjusted. If times are outside regular custodial hours, you will be responsible for cleaning the area or for paying a custodian to come in and do so.

If you wish to use a colleague's classroom for a special activity, please make prior arrangements with that teacher. Just because he/she has facilities which differ from yours, that is still his /her classroom and there may be documents, supplies, and equipment in the room which that teacher would like to secure before allowing others access. Do not ask custodians or others to let you into someone's room without prior consent from that person.

Fundraising

All fundraisers must be approved at least 30 days in advance. See Sean, Kim or Stacie for an approval form.

Breakfast/Lunch

Student breakfasts and lunches will be free for the 2021-22 school year. Students must put funds in their accounts before 8:30 in order to have those funds to buy extras.

Child Abuse

As a staff member at ICMS, it is your legal obligation to report any instances of child abuse immediately. Please work with Mrs. Crouch should you need assistance.

Supervision

Board policy 5850 stipulates that “sponsors/chaperones shall remain and continue to supervise until all students leave the premises.” Please keep this in mind when planning activities and make sure someone is available to stay until all students leave. If there is a continuing problem with a student being picked up late, please contact Sean or Kim so we can help alleviate the problem.

Field Trips

For the most part, policies and procedures remain the same. A few items from NHJ Board Policy 2340 to note:

1. A list of participating students must be on file in the office before leaving for the trip.
2. If students will be missing classes other than those of the sponsoring teacher(s), those other teachers are to receive a list of participating students at least five days prior to the trip.
3. Field trips will not be approved at ICMS during ILEARN and ClearSight testing or during the last two weeks of each semester.
4. When planning field trips, make arrangements for those students not attending. They will not be allowed to stay in the office all day. Educational activities should be assigned for those students.
5. Field trip requests must be submitted at least two weeks in advance so all arrangements can be properly made. If you are taking students on an overnight or out-of-state field trip, the request must be made far enough in advance to allow for Board approval at its next regularly scheduled meeting. If not, the request will be denied.

6. If you are using parent or other chaperones who are not school employees, you must have a background check run on them. Please get a list of names and birthdates for those people to Sean at least one week prior to your trip.

Staff Meetings

August 2nd after lunch
September 9
October 7
November 11
December 9
January 13
February 10
March 10
April 14
May 12

Attendance is required at all staff meetings. If there is an emergency and you cannot attend, please make arrangements with the administrators in advance. All care will be taken to keep the meetings to the 45-minute time frame. If we run over and you need to leave, please slip out quietly. All meetings will be held in the Media Center unless you are notified differently.

A. Section 3. Faculty Meetings:

- a. Faculty meetings shall not be scheduled more frequently than once (1) a month, unless requested by administration or staff with specific agenda. A traveling teacher shall be called in by a second principal only when the information is pertinent to that teacher's position. Faculty meetings shall not exceed forty-five (45) minutes after the end of the normal workday. At the end of forty-five (45), teachers may leave without penalty. 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 that shall be no longer than ninety (90) minutes. 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 that shall be no longer than sixty (60) minutes.

Section 3. Planning and Preparation Time:

Each full-time teacher in Kindergarten through Grade 5 shall have a minimum of forty (40) consecutive minutes per day for planning and preparation time within the pupil day, exclusive of the lunch period. Half-time teachers in Kindergarten through Grade 5 shall have a minimum of twenty (20) such minutes per day exclusive of the lunch period. 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

Traveling teachers who teach in all schools in Grades 1 through 5 shall be eligible for the foregoing time. Time allowed to traveling teacher for travel time between buildings other than between the high school and the middle school shall not be credited to said planning and preparation time. Time allowed to traveling

teachers for planning and preparation time while they are at the high school or middle school shall be credited to said planning and preparation time.

Principals shall accommodate teachers who request to be excused from activities that would interrupt the above-stated planning and preparation time.

It is understood that music, art, recess, library and other similar periods of time, shall be counted in measuring said forty (40) minutes, provided that the teacher has no pupil responsibility during said periods. It is further understood that the Board may assign persons who are not members of the bargaining unit to pupil responsibility during said periods.

Teaching Assistants

There will be no TA's at ICMS for the 21-22 school year.

Report Card Dates

October 9-grades must be finalized by October 6 at 4pm

January 8-grades must be finalized by January 3 at 4pm

March 19-grades must be finalized by March 16 at 4pm

Semester Exams

All full-semester classes are expected to conduct semester exams with the exception of Related Arts.

Student Discipline

All staff members will be expected to follow the Tiered Discipline model.

Discipline Committee Meetings – 1st Thursday of each month 3:30 Office Conference Room

August 5
September 2
October 7
November 4
December 2
January 6
February 3
March 3
April 7
May 5

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You do not have to be an official member of the committee to attend and offer ideas.

Keys to Positive Discipline

1. Establish and atmosphere of rapport and respect.
2. Focus on the positive.
3. Set the example – follow all school rules.
4. Keep in mind that we are dealing with individuals – one size does *not* fit all.

Special Education

1. Please make sure you are aware of the accommodations you need to make for each student and that you are following them. If you feel accommodations need to be changed or you have questions, please talk to the student's teacher of record. A case conference must be held before any changes are made. Remember – we can be held legally responsible for not following a student's IEP.
2. With the exception of having a test read, please do not send a student from your room to a Special Services room without making prior arrangements. It is your responsibility to provide help for them during the time they are assigned to your class. The Special Services staff will provide additional time and help during the student's assigned Resource time.

504 Accommodations

504 accommodations are as equally binding as those in the Special Education IEPs. Please make sure you are aware of the ones you need to make for each student and that you are following them. If you feel accommodations need to be changed or you have questions, one of the administrators or Lindsey. These can only be changed with parent consent through the proper procedures.

Faculty Handbook Items

You should have received the complete faculty handbook via e-mail. If you did not, please let Sean know. The typical handouts (master schedules, lunch schedules, etc.) are listed after today's agenda. Please feel free to make any copies from that you might need.

This Year's Schedule

1. Time frames (listed after today's agenda)
2. Homeroom-Until restrictions are eased, homerooms will remain in the room and grade levels will determine weekly schedule. Homerooms will include a reading day at least one day a week. Homeroom teachers will need to cover student handbooks the first week of school. In the event that restrictions are eased we will work toward the following homeroom schedule:
 - A. Mondays will be TBRI days.
 - B. Tuesdays and Thursdays will be up to HR teacher.
 - C. Fridays will be IC Success Fridays.
 - D. The first week of school, use homeroom to go over student handbook.
 - E. We will still use Homeroom for announcements.

Discussion Dates

Regularly scheduled building discussions are held between the administration and teacher representatives on the third Monday of each month unless noted differently at 3:35 P.M. in the office conference room and are open to any staff member who wishes to attend. Item for the agenda should be submitted through the representative from the Teachers' Association.

August 16
September 20
October 18
November 15
TBD-if necessary
January 19 - if necessary
February 16- if necessary
March 14
April 18
May 16

School Improvement Team Meetings

Members – TBD

3:35 in MS Office Conference Room

August 19
September 16
October 21
November 18

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December 16
January 20
February 17
March 17
April 21
May 19

Teacher Absences

1. If you need an emergency sub, please let us know ASAP:
 - a. Kim Davis 317-878-2136 (W) 317-697-8971 (Cell/Text)
 - b. Sean Zachery 317-878-2135 (W) 317-441-7389 (Cell/Text)
2. If you know of a sub need in advance, please utilize AESOP
3. Conference requests must be pre-approved by the superintendent if the corporation is to pay the costs. Maximum conference reimbursement is \$150 as per teacher contract, including mileage, etc.. Reimbursement forms are in the mailroom and should be filled out in addition to the conference request form if the corporation is not paying the costs upfront.

Sub Plans/Key Information

Please update these by August 20th. KEEP THEM IN A PROMINENT PLACE ON YOUR DESK FOR EASY ACCESS BY SUBS.

Staff Parking

All staff parking will be in the front lot with the exception of technology, custodians, bus drivers, and cooks.

Color Copies

Please limit color copies to only those completely essential. The toner for the color copiers is extremely expensive. When it's gone, it's gone. Also, please do not use the color copiers for things that are personal or things that are for other buildings or outside organizations (even if you feel they relate to the school).

Grading Scale

A+ 100	A 99-93	A- 92-90
B+ 89-87	B 86-83	B- 82-80

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C+ 79-77 C 76-73 C- 72-70
D+ 69-67 D 66-63 D- 62-60
F 59-0

Extra Credit

Board policies (2330.01) were adopted in June 2008, one of which covers extra credit. Bottom line, extra credit assignments must be tied to standards and curriculum. No points, etc., may be given for bringing in school supplies or anything else not directly related to and supporting the curriculum.

INDIAN CREEK MIDDLE SCHOOL

**801 W. Indian Creek Drive
Trafalgar, IN 46181**

School Office: (317) 878-2130

Athletic Office: (317) 878-2124

Fax: (317) 878-2139

		ROOM	PHONE			ROOM	PHONE
ADMINISTRATION				CUSTODIAL			
Zachery, Sean	Principal	138	878-2135	Fleener, Carrie	Head Custodian	804	878-2140
Davis, Kim	Asst. Principal	134	878-2136	Cave, Tom	Custodian		
				Chapman, Larry	Custodian		
				Vaught, Matt	Custodian		
				Waltz, Terry	Custodian		
OFFICE		ROOM	PHONE	LIBRARY-MEDIA CENTER		ROOM	PHONE
Madison, Stacie	Treasurer	136	878-2131				
Riesenmey, Kathy	Secretary	136	3011	Beth Summers	Media Asst.	301	878-2139
Perry, Derek	Dir. of Athletics	129	878-2124				
COUNSELING		ROOM	PHONE	SPECIAL EDUCATION		ROOM	PHONE
Crouch, Lindsey	Counselor	115	878-2137	Hogue, Sharon	Essntl. Skills	604	878-5341
				Cave, Jared	Essntl. Skills Asst	604	878-5341
FACULTY		ROOM	PHONE	Porter, Keidra	Essntl. Skills Asst	604	878-5341
Briere, Julie	Science 8	203	3203				
Appleton, Mark	Math 6	612	3612	Emenhiser, Jay	Special Ed.	204	3204
Appleton, Luke	STEM 6-8	408	3408	Appleton, Kim	Special Ed.	202	3202
Burkey, Samantha	Choir/Gen Mus	907	3907				
Butler, Autumn	Business	410	3410				
Davis, Craig	Math 8	509	3509	Gruner, Lisa	Spec. Ed. Asst	502	3502
Densford, Carley	ELA 6	608	3608	Burgess, Angie	Spec. Ed. Asst.	502	3502
Downing, Sara	ELA 8	507	3507	Duford, Suzi	Spec. Ed. Asst.	207	3207
Emenhiser, Rachel	Math	601	3601	SSJCS		ROOM	PHONE
Haywood, Tom*	Social Studies 8	503	3503	Prough, Paige	SSJCS Liaison	ICLC	2107
Hubert, Toni	Band/Gen. Mus	904	3904	Cutsinger, Cheryl	SSJCS Speech	609	3609
Hunter, Chris *	FACS	801	3801				
Lowery, Whitney	ELA 8	505	3505				
Mathena, Alan*	Science 6	201	3201				
	PE	GYM	3706	ISS Supervisor		ROOM	PHONE
Nance, Taryn	ELA 6	610	3610	Elmore, Mike	MS/HS ISS Sup.	810	3810
Naughton, Sarah	ELA 7	609	3609				
Pharr, Melissa	Health	605	3605				
Posey, Ryan	ELA7	513	3513				
Sandburg, Sarah	Art	805	3805				
Semon, Karen	Science 7	205	3205				
Setser, Jennifer	Math 7	511	3511				
Skobel, Jennifer	Social Studies 7	614	3614				
Smith, Brad	Health/PE 8	607/GYM	3607				
Stanifer, Evan	Social Studies 6	606	3606				

* Department chairs

2020-21 Master Schedule

	1st	2nd	3rd	4th	5th	6th	HR	7th	8th
8-Downing	LA8-H	R8-H	LA8-H	R8-H	LA8	R8	8	Prep	BSD - L
8-Lowery	LA8	R8	LA8	R8	LA8-C	R8-C	8	Prep	BSD - L
8-Hale	Sci8	Sci8	Sci8-C	Sci8	Sci8	Sci8	8	BSD - L (Downing)	Prep
8-Haywood	SS8	SS8-C	SS8	SS8	SS8	SS8	8	Prep	BSD - L (Lowery)
8-Davis	PreAlg8-C	PreAlg8	PreAlg8	PreAlg8	Alg-1	Alg-1	8	BSD - M	Prep
8-Smith	HEART8	HEART8	HEART8	HEART8	HEART8	HEART8	8	BSD - M	Prep
7-Posey	LA7-H	R7-H	Prep	BSD - L	LA7	R7	7	LA7	R7
7-Naughton	LA7 - C	R7 - C	Prep	BSD - L	LA7	R7	7	LA7	R7
7-Setser	M7	M7	BSD - M	Prep	PreAlg7	PreAlg7	7	M7-C	M7
7-Semon	Sci7	Sci7	BSD - L (Posey)	Prep	Sci7-C	Sci7	7	Sci7	Sci7
7-Skobel	SS7	SS7	Prep	BSD - L (Naughton)	SS7	SS7-C	7	SS7	SS7
7- Huston	HEART7	HEART7	BSD - M	Prep	HEART7	HEART7	6	HEART7	HEART7
6-Murley	Prep	BSD - L	LA6	R6	LA6-H	R6-H	6	LA6	R6
6-Appleton	Prep	BSD - L	LA6 - C	R6 - C	LA6	R6	6	LA6	R6
6-M. Appleton	BSD - M	Prep	M6	M6	M6-C	M6	6	M6-H	M6-H
6-Mathena	BSD - M	Prep	Sci6	Sci6	Sci6	Sci6-C	6	Sci6	Sci6
6-Stanifer	Prep	BSD - L (Murley)	SS6	SS6	SS6	SS6	6	SS6-C	SS6
6-Pharr	BSD - L (K.Appleton)	Prep	HEART6	HEART6	HEART6	HEART6	7	HEART6	HEART6
R. Emenhiser	M8	M7	M8	Prep	M6	M6		M7	Prep
RA-Butler	Bus6	Bus6	Bus7	Bus7	LD	Prep		Bus8	Bus8
RA-McFann	FACS6	FACS6	FACS7	FACS7	LD	Prep		FACS8	FACS8
RA-Sandberg	Art6	Art6	Art7	Art7	LD	Prep		Art8	Art8
RA-Burkey	Mus6	Choir6	Mus7	Choir7	LD	Prep		Mus8	Choir8
RA- Beaman	Band6-Woodwind	Band6-Brass	Band 7	Mus 7	LD	Prep		Band8	Mus8
A - L. Appleto	STEM6	STEM6	STEM7	STEM7	LD	Prep		STEM8	STEM 8
RA - Bradley								INT AG	INT AG
Sped- Bracken	Resource	LA7-C	LA6-C	Res7	LA8-C	IEP		Res8	Prep
Sped- Emenhiser	PreAlg8-C	Res6	Res7	Prep	M6-C	IEP		M7-C	Res 8
Aide - Burgess		Int Rd 6	Int Rd 7	Prep	Hogue	Hogue	HR Push-in	****	Int Rd 8
Aide - 6th			LA6 - C	R6 - C	M6-C	Sci6-C	HR Push-in	SS6-C (2:20)	HEART 6
Aide - 7th	LA7 - C	R7 - C	Res7	Res7	SCI7-C	SS7-C	HR Push-in	M7-C	

Aide - 8th		SS8-C	Sci8-C	Heart 8	LA8-C	R8-C	HR Push-in	Res8	
Hogue	BSD-Lang	BSD Read	BSD Sci	BSD - SS	Prep/BSD Math	Health 8	HR	SRATS	SRATS

ICMS 2021-22 REGULAR SCHEDULE

Period 1 8:10-8:52

Period 2 8:56-9:38

Period 3 9:42-10:24

Period 4 10:28-11:10

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Period 5 11:14-12:26
1st lunch 11:10-11:40
2nd lunch 11:18-11:48
3rd lunch 11:25-11:55
Period 6 12:30-1:12
Homeroom 1:16-1:46
Period 7 1:50-2:32
Period 8 2:36-3:20

ICMS 2021-22 EARLY RELEASE SCHEDULE

Period 1 8:10-8:49
Period 2 8:53-9:32
Period 3 9:36-10:15
Period 4 10:19-10:58
Period 5 11:02-12:11
1st lunch 10:58-11:28
2nd lunch 11:10 – 11:40
3rd lunch 11:20-11:50
Period 6 12:15-12:54
Period 7 12:58-1:37
Period 8 1:41 - 2:20

ICMS 2021-22 TWO-HOUR DELAY SCHEDULE

Period 1 10:10-10:41
Period 2 10:45-11:16
Period 3 11:20-12:21
1st lunch 11:16-11:46
2nd lunch 11:20-11:50
3rd lunch 11:24-11:54
Period 4 12:25-12:56
Period 5 1:00-1:31
Period 6 1:35-2:06
Period 7 2:10-2:41
Period 8 2:45 - 3:20

ICMS LUNCH SCHEDULES 2021-22

Regular Schedule

First Semester

1st Lunch 11:15-11:45

Huston, Smith, Lowery, Haywood, Murley, Setser,
Naughton, M Appleton, K Appleton , R. Emenhiser

2nd Lunch 11:25-11:55

Semon, Skobel, Pharr, Hale, Mathena, Stanifer, Davis,
Downing, Posey

Second Semester

1st Lunch 11:15-11:45

Huston, Smith, Lowery, Davis, Murley, Setser,
Naughton, M Appleton, K Appleton, R. Emenhiser

2nd Lunch 11:25-11:55

Semon, Skobel, Pharr, Hale, Mathena, Stanifer,
Haywood, Downing, Posey

Two-Hour Delay Schedule

First Semester

1st Lunch 11:17-11:47

Butler, Smith, Lowery, Davis, Murley, Sandberg,
Beaman, M Appleton, K Appleton, R. Emenhiser

2nd Lunch 11:25-11:55

Burkey, McFann, Pharr, Hale, Mathena, Stanifer,
Haywood, Downing,

Room Assignments

LGI	Wrestling
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<u>Gym</u>
Pharr/Huston/ Smith
701

513 Posey LA 7	614 Skobel SS 7	612 Appleton Math 6	610 K Appleton LA 6	608 Murley LA 5	606 Stanifer SS 6	604 Hogue SPEC ED
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511 Setser Math 7	609 Naughton LA 7	607 Huston HEART	605 Pharr HEART	603 Data/ Copy	601 R Emenhiser Math
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509 Davis Math 8	410 Butler	408 L. Appleton	406 Computer Lab
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507 Downing LA 8

505 Lowery LA 8

503 Haywood SS 8

501 Cutsinger

<u>Restrooms</u>	401 Faculty Lounge	304 Stor-a ge	301 Library/ Media Center	<u>Auditor ium</u>
204 J. Emenhiser Special Ed.	202 Bracken Special Education	302 Workroom	Summers	

<u>Custodial</u>

801 McFann Family & Consumer Science

804 <u>Janit or</u>	806 ISS	814 Data
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207 Smith HEART	205 Semon Science 7	203 Hale Science 8	201 Mathena Science 6	<u>OFFICE</u> NHJ 2021-22 Zachery, Davis, Madison, Riesenmey, Lawalin, Crouch, King
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904 Beaman Band
907 Burkey Choir

General Music	805 Sand berg Art	811 Technology
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SEMESTER EXAM SCHEDULE
2021-22



First Semester

Wednesday, December 15 Periods 4,6,8

Thursday, December 16 Periods 2,7

Friday, December 17 Periods 1,3,5

Second Semester

Wednesday, May 23 Periods 4,6,8

Thursday, May 24 Periods 1,3,7

Friday, May 25 Periods 2,5

ADDED NOTE: No advance notice absences/leaving early for vacation absences will be approved during semester exams. If a student is absent for an excused reason on an exam day, the teacher has the discretion to have the student make up the exam or excuse him/her from it. If the absence is unverified or unexcused, the teacher may have the student make it up, excuse it, or count it as a zero.

HOMEROOMS

6th Grade –

Kierstyn Murley
Alan Mathena
Evan Stanifer

Kim Appleton
Mark Appleton
Melissa Pharr

7th Grade -

Ryan Posey
Jennifer Setser
JP Huston

Sarah Naughton
Jennifer Skobel
Karen Semon

8th Grade -

Tom Haywood
Sarah Hale
Whitney Lowery

Sara Downing
Brad Smith
Craig Davis

McFann-Coverage for Setser for Co-Teaching prep time
Sandberg-Coverage for Appleton Co-Teaching prep time
Beaman/Burkey-Band/Choir work
Butler-

INDIAN CREEK MIDDLE SCHOOL
FIRE EVACUATION PLAN
REVISED JULY 2010

OFFICE – Exit through Main Entrance

Rooms 201, 203, 205, 207 – Exit North Doors out of your room

Rooms 202, 204, 206 – Exit Main Entrance

Rooms 501, 502, 503, 505, 410 – Exit Northeast Doors by 207

Rooms 507, 509, 511, 513, 607, 609, 612, 614 – Exit Southeast Doors

Rooms 406, 408, Media Center – Exit Main Entrance

Rooms 601, 603, 605, 606, 608, 610 – Exit Southcentral Doors

Room 604 – Exit South Classroom Door

Rooms 801, 803, 806, 904, 906, 907 – Exit Northwest Front Doors

Rooms 805, 810, 811, 814 – Exit through cafeteria

Auditorium – Exit Main Entrance or Northwest Doors

Gymnasium – Exit West Doors

Physical Education Locker Rooms, Choir Room – Exit Southcentral Doors

Commons – Exit Main Entrance, Northwest Front Doors, or West Gym Doors

Indiana Fire Code

No candles or open flames allowed with the exception of science classrooms.

All ceiling tiles are required to be set in place. (Please report any missing tiles)

Light fixtures must be kept free of all combustible materials.

All fire egress doors to remain unobstructed. (This includes all classroom, hallway and exterior doors.)

Classroom doors are not to be blocked open. (Door stops, etc.)

Extension cords should not be used as a regular power source.

Proper fire evacuation plans should be displayed at the doorway of all classrooms.

Fire alarm horns, strobes, and or pull stations should not be obstructed at any time.

Fire extinguishers should not be obstructed at any time.

Sprinkler heads should not be obstructed in any way. (Do not hang anything from sprinkler heads or other fire alarm devices.)

Storage items must be maintained 18" below the sprinkler heads. (This includes posters and other combustible items

No combustible storage under stairways or on stairway landings.

Hallways and other fire egress cannot be used for storage.

Combustible decorative materials on all walls shall not exceed 20% of the combined wall space for that area, or room.

Mechanical rooms shall not be used for storage.

All flammable liquids must be stored in an approved cabinet.

**INDIAN CREEK MIDDLE SCHOOL
DISASTER PLAN-TORNADO-NUCLEAR ATTACK
REVISED July 2010**

SIGNAL: An intermittent buzz on the bell system or and audible voice over the intercom. Students must remain quiet at all times to hear emergency announcements.

Rooms: 202, 204, 406, 408, 410, 502, 601, 603, 604, 605, 607, 609, 801 & 806

Stay in your room with kids under desks.

Rooms: 201 & 203

To West Science Hallway

Room: 205

To Room 202

Room: 207

To Room 204

Rooms: 501, 503, 505 & 507

To North End of 500 Hallway

Rooms: 301, 509, 511 & 513

To Computer Lab Hallway

Rooms: 606, 608, 610, 612 & 614

To 600 Hallway

Rooms: 803, 805, 811, 904 & 907

To 800 Hallway away from North Doors

Room: Gymnasium

To Locker Rooms

EMERGENCY EVACUATION

(Move students to Intermediate School gym unless instructed differently)

Revised July 2010

Exit through southeast door by Room 511 – Rooms 501, 503, 505, 507, 509, 511, 513.

Exit through back of room – Room 604

Exit through back door by Choir Room – Rooms 601, 603, 605, 606, 607, 608, 609, 610, 612, 614, Choir Room, Locker Rooms

Exit through southwest door of gym – Rooms 201, 203, 202, 204, 205, 207, Gym, Media Center, Computer Labs (406, 408, 410)

Exit through maintenance area door – Auditorium, Rooms 801, 803, 904, 907

Exit through back of shop (or maintenance door if that not available) – Rooms 805, 806, 810, 811

INDIAN CREEK MIDDLE SCHOOL
FLOOD PLAN
Revised July 2010

1. The weather alert monitor will be manned at all times.
2. Students will be moved to the upper levels of the building.

**INDIAN CREEK MIDDLE SCHOOL
EARTHQUAKE PLAN
Revised July 2010**

CLASSROOM PROCEDURE

1. All students will move to the center of the room away from windows and movable furniture. Know the safe areas in your room/halls (i.e. under study tables or against inside walls. Know the danger areas in your room/halls (i.e. windows, mirrors, hanging objects, tall furniture (bookcases, cabinets)).
2. Students will cover their heads with their hands or a book and seek cover under a desk or tables if possible (DROP AND COVER).
3. If your class is outdoors, get into an open area away from trees, buildings, walls, and powerlines. Do not attempt to get back indoors.

AFTER THE QUAKE

1. Take attendance. Keep track of all of your students. Please take class rosters/seating charts with you when the building is evacuated.
2. Immediately after the earth stops shaking, students will evacuate the building in a fire drill procedure to a designated safe area away from the building. It is imperative that all students be evacuated to a single area where control can be maintained. The PRIMARY area to send students will be the tennis courts. If this area is damaged, students should be directed to the open field west of the tennis courts.
3. Do not move seriously injured students unless they are in immediate danger.
4. Report all missing and seriously injured students to the director of the command.
5. The Police and Fire search and rescue teams will be responsible for helping to locate persons remaining in the building.
6. The Maintenance/Utility Team will be responsible for shutting off the utilities servicing the building: water, electricity, and gas.

Bomb Threat Plan (revised 1995)

Threats of bombs concealed in school may occur. It is important that if a threat is received that it be taken SERIOUSLY. If the threat is received by telephone, the recipient of the call should attempt to delay the caller and try to determine from the conversations as many facts as possible, such as age, sex, mental state, and other information which might help in identification of the caller and the location of the bomb. NEVER HANG UP THE PHONE!

1. Office personnel or staff member answering a bomb threat should inform an administrator about the call immediately.
2. No one other than the administrator should be informed of the call until the school disaster coordinator or principal or other designated person has completed the preliminary investigation.
3. The bell system should be shut off.
4. The following persons or agencies should be immediately notified:
 - a. Superintendent's Office 2100
 - b. Johnson County Sheriff's Department 736-5155 or 911
 - c. Indian Creek High School Principal 2110

A determination will be made by the administration if the school will be evacuated and/or if a search of the premises will take place.

BEHAVIOR RESPONSE TEAM
(Revised July 2012)

Purpose

Safety
Professionalism
Witness

Steps to follow if a student becomes violent or aggressive

1. Page the office or send an uninvolved student to a neighboring classroom with the following statement: "I have a student out of control. I need the team."
2. If possible, have uninvolved students move to a neighboring classroom.
3. The office will page "Response Team to (room, hallway, or area) .
4. The team will respond to the area while their class coverage partners cover their classes.

Team Procedures

1. The staff member who arrives at the crisis first will be the team leader. If another arriving team member has a strong rapport with the student, that person becomes the team leader.
2. The team leader will try to deescalate the student and move him/her to the office area. Only one staff member should be talking to the student at this time.
3. Other team members will secure the location and remove onlookers. They will give the student and team leader space while still keeping visual contact until the student reaches the office area.
4. Restraint will be used as a last resort if the safety of the student or others is in question.
5. If the student refuses to go to the office or other designated area, the team leader will have one of the other team members get support staff such as counselor, Special Education staff (if applicable), or staff member with known rapport with student.
6. The response team will document the events once the student's safety has been established.

CLASS COVERAGE PARTNERS FOR EMERGENCY SITUATIONS

(Non-Violent Crisis Intervention Team Members' Name in Caps)

Mathena/Abel
J. EMENHISER/Bracken
Semon/Haywood
Downing/Lowery/Davis
Setser/Posey
Skobel/Naughton/Huston
Murley/Stanifer
Huston/M. Appleton
K Appleton/Pharr
Butler/Appleton, L
McFann/Sandberg
Beaman/Burkey

(Adapt as needed if partner not available at time of crisis)

NON-VIOLENT CRISIS INTERVENTION TEAM

J. Emenhiser
Melissa Pharr
Lindsey Crouch
Sean Zachery
Kim Davis

ICMS LOCKDOWN GUIDELINES (June 2012) **Update**

Red Lockdown **Lock Down**

- Lock Doors
- Get students out of line of sight and quiet
- If possible, close blinds and cover windows
- No one leaves the room

Green Lockdown **Lock Out**

- Lock Doors
- Continue with class
- No one leaves the room

General Instructions

- If there are students in the hallway as you are locking the doors, bring them into your room. Notify their teacher or the office when you can.
- If you have students missing from your room, please notify the office ASAP.
- If your class happens to be outside, take your students to the nearest corporation building (superintendent's office, bus garage, ICIS, weight room, etc.). Call the office ASAP to let us know where you are.
- If your class is not in your assigned room, please call the office ASAP to let us know where you are.
- If your class is in a room without a PA system, please call the office and give us your location and, if possible, contact information.

OUTSIDE SUPERVISION SCHEDULE

	AM PARENT DROPOFF ZONE	PM PARENT PICK-UP ZONE
AUG	Smith	Appleton, M
SEPT	Mathena	Lowery
OCT	McFann	Pharr
NOV	Burkey	Semon
DEC	Butler	Downing
JAN	Haywood	Huston
FEB	K Appleton	Naughton
MAR	Davis, C	Setser
APR	Emenhiser, J	Hale
MAY	Murley	Skobel

INSIDE SUPERVISION SCHEDULE

All times are before the period	Front Hall (200)	Middle Hall (400)	Back Hall (600)	East Hall (500)	Commons	<u>RATs</u> Area
Beginning of Day	All	All	All	All	All	All
2 nd	Mathena	Butler	Stanifer	Posey	Huston	McFann
3 rd	Hale	Lowery	Smith	Setser	Summers	Sandberg
4 th	Semon	Downing	Murley	Skobel	Summers	Beaman
5 th	J. Emenhiser	Butler	K Appleton	Haywood	Beaman	Burkey
6 th	Bracken	Davis	Pharr	Posey	Huston	Beaman
7 th	Semon	Lowery	MAppleton	Setser	Burkey	Sandberg
8 th	Mathena	Davis	Naughton	Haywood	Summers	McFann
End of Day	All	All	All	All	All	All

Drug-Free Workplace
(January 2001)

This policy is found in the Professional Staff section of the corporation by-laws and policy manual.

The Board of School Trustees believes that quality education is not possible in an environment affected by drugs.

The unlawful possession, use, distribution, and /or being under the influence of drugs or alcoholic beverages on school premises or as a part of any school related activity is prohibited. Employees of the Corporation, while on duty, will not knowingly possess, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, whether prescribed or sold over the counter (use of drugs prescribed by a medical physician does not constitutes a violation of the rule).

Violations of this policy by employees of the Corporation may be grounds for disciplinary sanction which may include immediate suspension, possible termination of employment, and/or referral for treatment or prosecution. In cases of referral for prosecution, the employee will be informed of his/her rights under due process.

41 USC 701 et seq., Drug-Free Workplace Act of 1988
20 U.S.C. 3224A

ICMS MOVIE GUIDELINES

1. As a general guideline, all movies shown must be rated G or PG at the 6th grade level, and G, PG, or PG-13 at the 7th and 8th grade levels. Any movie shown outside these guidelines must have administrative approval, and parents must be given an opportunity to exempt their child from viewing the movie.
2. Very, very rarely should a movie be shown in its entirety. If you show a 1 ½ -2 hour movie, you have used at least two class periods or 2% of your time with your students for the year. If you are using a movie to illustrate points or to serve as a catalyst for discussion, writings, or other activities, use clips from the movie rather than the entire movie.
3. Make sure the content of any movie shown supports your academic standards as well as the behaviors we expect of our students.
4. Never use a movie, taped TV show, or other film to keep students occupied while you work on something else.