



# INDIAN CREEK MIDDLE SCHOOL

801 W. Indian Creek Drive

Trafalgar, IN 46181

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Superintendent

*Mr. Sean Zachery*  
Principal

*Mrs. Kim Davis*  
Assistant Principal

*Mrs. Lindsey Crouch*

*Mr. D*

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*Mrs. Stacie Madison*

*Ms. Kathy*

*Counselor*

*Athletic Director*

*Treasurer*

*Secretary*

May 6, 2020

Dear ICMS Families and Staff:

We hope this letter finds you safe and healthy as we head into a new planned progression to get back to normalcy state wide. The end of this school year is obviously very different from the past. For that reason, we need to make sure we communicate how things will look as we move forward. Here are some important dates to remember: the last elearning day will be on May 13th, report cards will be finalized and mailed May 22nd and the school campus and all facilities will be closed through June 30th or until further notice.

- **Collection of School Issued Chromebooks** - School issued devices will be collected by parent drop-off on the following dates and times. Collection will occur at the HS/MS cafeteria for all devices. Traffic should follow the normal traffic pattern along the top drive entering from SR 252/135:
  - May 18, last names **A – F**      **2:00 PM – 6:00 PM**
  - May 19, last names **G – L**      **2:00 PM – 6:00 PM**
  - May 20, last names **M – S**      **2:00 PM – 6:00 PM**
  - May 21, last names **T – Z**      **2:00 PM – 6:00 PM**
  - May 22, Open\*                      **9:00 AM – 2:00 PM**

Parents are asked to prepare their children's device(s) in the following manner:

1. Fully charge the device.
  2. Using a sticky note, or piece of paper and scotch tape, place the following information on the paper and stick it to the device:
    - a. Student's Name (First and Last Name).
    - b. Student's Grade and Homeroom Teacher (i.e....7th, Setser)
    - c. Student's Building (ICMS)
  3. Provide the charging cord bundled using the Velcro or a rubber band.
  4. Devices will be collected curbside by school personnel. Parents and passengers will not need to exit their vehicle during this process. Devices should be powered 'ON' at the drop-off.
- **Collection of School Library Books** - Library books should be brought to the HS/MS drop-off. Books will be collected, sanitized and returned to their respective libraries.





- **Distribution of Academic Locker Contents** - After you drop off your device, please pull out of the front drive and turn left, then turn left again into the ICMS parking lot. There will be staff there to retrieve your student's bagged locker contents from their ACADEMIC LOCKER ONLY.
- **Distribution of Student Personal Belongings from PE Lockers or Band Lockers** - Some of our students still have personal items in the PE locker rooms or in other areas of the building. You will need to contact Mr. Zachery via email [szachery1@nhj.k12.in.us](mailto:szachery1@nhj.k12.in.us) or by phone at 317-878-2130 to schedule a time to pick these items up. Pick up dates will start in June.
- **Yearbooks** - 2019-2020 yearbooks delivery has been delayed due to the Covid-19 outbreak. We will distribute these at a later date. Information will be sent to those that have ordered.



Stay healthy and safe,  
Sean Zachery, Principal