



STAFF HANDBOOK

Indian Creek Intermediate School

1000 South Indian Creek Drive
Trafalgar, Indiana 46181

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PREFACE:

This handbook is to be used by those persons responsible for the operation of Indian Creek Intermediate School. It is hoped that this manual will help orient, instruct, and guide school personnel to enable them to perform more efficiently during the school year. We hope we can have a combined effort and cooperation between all intermediate communities, students, teachers and administrators, and that this cooperation will lead to an atmosphere of educational excellence. The items in this handbook are superseded by the administrative handbook, school board policy, central office directives and subject to change by revision.

Let us keep in mind our school is maintained for the students we serve. Each student should be dealt with as an individual, being treated fairly. It is hoped that any time we must be firm; we will also be fair. Hopefully, our school will be a happy, friendly place that stimulates learning and leaves time for the students to enjoy some freedom and a chance to be creative and offer suggestions. We as professional educators, must continue to learn and keep abreast of our ever-changing world and community as to the effects it will bring upon our students. This way we can most adequately serve the students of our community. Let us keep in mind if it were not for the students, we would not have a job to do. **Let us keep them first in our minds and efforts.**

MISSION STATEMENT:

Indian Creek Intermediate School creates an educational environment in which each student is challenged and encouraged to achieve his or her potential.

Students and Teachers Empowering Minds

INDIAN CREEK INTERMEDIATE SCHOOL BELIEFS:

We believe....

- The school environment will be caring, positive, and safe.
- All staff and students will be treated with dignity and respect.
- Individual differences and special needs should be recognized.
- Responsibility for learning will be shared by home and school.
- Students will be encouraged to reach their maximum potential.
- Success in learning results in future accomplishments.
- Social skills are learned through teaching, modeling, practice, and reinforcement.

“At ICIS, we believe in the 3 R’s. I will have RESPECT for myself. I will have RESPECT for others. I will be RESPONSIBLE for all of my actions.”

FACULTY AND STAFF INFORMATION

ACCIDENTS: Anytime a student or adult is injured, the office should be notified, as well as the school nurse. Do not move the student or adult if the injury seems severe.

Accident Report Forms are available in the office and should be completed as promptly as possible. It is better to err on the side of caution and call parents/guardians whenever necessary. Send the student to the nurse if you have any doubt! Should a staff member be injured, it will need to be reported immediately.

ATTENDANCE: Please fill out your attendance and lunch count as quickly as you can right after announcements and send money to the cafeteria immediately in the morning. These need to be completed by 8:30 a.m. daily for accuracy with calls made to parents. An automated call will be sent to parents/guardians at 9:15 a.m. of any student marked absent and unverified. If you are aware of the reason for student absences, please notify the office.

AWARDS: Awards will be given in the following areas (criteria listed).

- ATTENDANCE – Limit of one-half (1/2) day excused absence and two (2) tardies. An award will not be given if one (1) full day is missed.
- SCHOLASTIC – Outstanding achievement by subject. “A” average in a subject on report card.
- TEACHER DISCRETION – Citizenship, Music, Art, PE, STEM, Outstanding Improvement and/or Special Awards

Book Rental (TBR):

Teachers should impress upon students the importance of proper care of books/workbooks/electronic devices, check them out at the beginning of the year, and check them in at the end of the year. Each teacher is to submit an inventory at the close of the school year. Books/workbooks/electronic devices damaged by students above that to be expected through normal use, should be turned in to the office. Students will be responsible for excessively worn or damaged books/workbooks/electronic devices. A damage fee will be determined by the building treasurer/principal.

Grades 3, 4, and 5 textbook rental statements will be available at Returning Students' Registration. Textbook rental may be paid by cash or check at any of the schools. Parents may also use a credit card on the Infinite Campus parent portal. Instructions are provided on the website.

BUILDING:

- Tables/Desks/Chairs -- The students should take pride in their table/desk/chair and keep it as clean and neat as possible.
- Floor -- At the end of the school day, have students, pick up books, pencils, paper, etc., that are on the floor.
- Flag -- You should have on display in your room the US Flag.
- Lights and Heat -- Be sure lights are off before you leave each day. Building temperatures will be set accordingly for energy savings after school hours.
- Doors – When entering/leaving the building, PLEASE double-check that the exterior door is secure (latched). Building and classroom security depends on this extra step.
- Room -- A neat and tidy room is an aid to good teaching and appreciated by everyone. Encourage the students to help you keep it that way.
- Cleaning Supplies -- In unexpected messes, if you need supplies for cleaning, please ask the custodian.

BUILDING & GROUNDS: Encourage students to take pride in our building and grounds by helping to keep them neat and clean.

BULLYING

- Our school does not tolerate bullying in any form. All members of the school community are committed to ensuring a safe and caring environment, which promotes personal growth and positive self-esteem for all.
- In Accordance with the provisions of IC 20-33-8-13.5, and the Nineveh-Hensley-Jackson United School Corporation Board Policy 5517.01, bullying is not permitted. Students who commit acts of bullying are subject to discipline including, but not limited to, suspension, expulsion, arrest and/or prosecution. Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that: places the targeted student in reasonable fear of harm to the targeted student's person or property; has a substantially detrimental effect on the targeted student's physical or mental health; has the effect of substantially interfering with the targeted student's academic performance; or 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.

- This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing.

REPORTING ACTS OF BULLYING

- Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal, assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.
- Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.
- All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. The complainant shall be notified of the findings of the investigation and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.
- Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

BULLYING is defined as:

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is

defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve: teasing; threats; intimidation; stalking; cyberstalking; cyberbullying; physical violence; sexual violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property. In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that: places a student in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

BULLYING CONSEQUENCES:

If a report of bullying is substantiated through an investigation, consequences will be determined by staff and/or administrators and will include factors such as, but not limited to, the severity of the offense and the student's previous discipline record. The sequence listed below will serve as a guideline, not as an absolute.

First offense – Teacher and student conference.

Second Offense – Student conference with principal or counselor and a student improvement plan is created.

Third offense – Teacher, parent, principal, counselor, and student conference.

Fourth offense – In-school suspension.

Fifth offense – Out-of-school suspension or referral to law enforcement.

**** For serious offenses, principal may skip right to suspension. ***

CAFETERIA MENU: The menu shall be posted in each room and sent home in monthly newsletters.

CHILD ABUSE: All suspected incidents of child abuse must be reported **immediately**.

CLASSROOM CELEBRATIONS: (Fall, Christmas and Valentine's Day) Teachers are expected to make these experiences relevant and meaningful. (i.e. Numerous resources are available for STEM themed celebrations encouraging problem-solving.) Birthday celebrations shall be presented quietly without extreme loss of instructional time or disruption of lunch schedules.

CLINIC:

- If a student becomes ill enough to be sent home, please send the student to the office. If necessary, send a note with the student so the office knows what is wrong and what is expected. If a student is injured during school or school-sponsored activities, the teacher is expected to fill out the proper accident report that is available in the office. This is to be done if the student must leave school or is taken to the doctor/hospital as the result of a school injury. When in doubt, contact the office.
- If students have medication, please send it to the office to be administered. Under no circumstances, may medication be kept in the classroom. (As an exception, cough drops may be given to the teacher by parent/guardian.)
- Hearing Tests – Grade 4 (and upon referral)
- Vision Screening – any new and referred students

COMMITTEE WORK: Teachers may be asked to serve on committees of various types throughout the school year. This provides a means for teachers to be directly involved in the development of the educational programs of the school. It is hoped that teachers will welcome this opportunity and are willing to share their expertise in arriving at the best educational decisions for students. (i.e. KIDS Team, etc.)

CUSTODIAL SERVICES: Please e-mail specific needs to head custodian.

DISASTER DRILLS: (Tornado, etc.) An intermittent beep will be heard over the building intercom system. Students must remain quiet at all times to hear announcements during an emergency. Review the posted locations for your classroom, as well as, expectations for students.

DISCIPLINE: A strong educational program is supported with positive student behavior. A student's good behavior is essential in order to achieve one's full potential. All positive encouragement toward this end shall help our students to become better individuals. A framework of Positive Behavioral Interventions and Supports (PBIS) exists to help create a safe and supportive learning environment, promote positive life skills, and reduce negative behaviors so that all students can succeed in school. The foundation of PBIS is clear behavioral expectations for all students. #followyourarrow

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.

DRESS AND APPEARANCE:

The classroom teacher is the key to the attitudes and behaviors within the educational setting. One's dress is a factor in determining the classroom climate. Professional dress is the model for the proper attitudes and behaviors within the school. Please take pride in your attire and personal appearance. We set examples for our students. Remember you are also being observed as a leader in the community. Casual dress is appropriate for specific occasions, such as field trips, designated spirit days, etc. As a professional, it is important to dress neatly on casual days, as well. Please be aware of the dress code for students as found in the student-parent handbook. All staff members shall enforce the dress code with consistency for all students.

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 constitute 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

END OF DAY: Please have your students ready to go when it is time for dismissal and walk your class out. We want to do everything in our power to prevent anyone from missing their bus. (If students are leaving during the school day, please make sure the office is aware regardless of the reason. Parents and students are to report to the office before leaving.)

EQUAL OPPORTUNITY: Nineveh Hensley Jackson School Corporation practices equal opportunity in education and employment. It does not discriminate on the basis of age, race, color, religion, sex, national origin, or disability. Educational services, programs, courses, instruction, and facilities will not be denied to anyone in the Nineveh Hensley Jackson United School Corporation because of his or her age, race, color, religion, sex, national origin, or disability.

EQUIPMENT AND SUPPLIES: (laminator, paper cutter, copier, etc.) Everyone using this equipment needs to use them correctly to help keep them operating well and reduce maintenance. If a piece of equipment is damaged or not working properly, please let office know immediately. **If unsure, please ask for help.** Students are NOT to use school equipment for any reason.

EXTRA-CURRICULAR ACTIVITIES: Students must maintain an S (satisfactory) or E (exemplary) rating in citizenship to participate in ICIS extracurricular activities.

FACULTY MEETINGS:

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) minutes, 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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT 1974 (FERPA):

This act provides all parents the right to inspect and review all official files directly pertinent to their children. It also states that written parental consent must be issued with the exception of the following:

1. School officials with educational concerns
2. Officials of other schools
3. Federal Government
4. Financial aid

FIELD TRIPS: It is the intent that students and teachers be allowed to make a reasonable number of field trips each year away from school and during the school day; however, the trips should be well planned in advance and the trip must be directly related to classroom projects of educational value. No student shall be taken on a field trip unless the school has on file a signed permission slip from the parent or legal guardian. Teachers shall consider the following:

1. Discuss the proposed field trip with the Principal prior to sharing the ideas with your students/parents. Submit requests (with supporting documentation) at least 2 weeks in advance so all arrangements can be properly made. Final approval of all educational field trips shall rest with the Principal, Superintendent, and the Board of School Trustees.
2. A list of participating students must be on file in the office before leaving school.
3. Provide adequate adult supervision.
4. Obtain parent/guardian permission slips for students, as well as, Limited Criminal History reports on chaperones (parents and/or guardians) well in advance.
5. Provide a hand-out to parents (chaperones) regarding important trip information and/or student expectations.
6. Provide the bus driver with a route of your destination, as well as, a schedule.

FIRE DRILLS: Fire drills are serious business and should be treated as such by everyone in the building.

- Students are to WALK and NOT TALK during fire drills. If possible, shut doors and turn off lights.
- Please POST the fire drill regulations in your room and outline or highlight the section that applies to your room. If it is not present, please contact the office immediately so that it may be replaced.
- Fire drills will be conducted at least once a month.
- Teachers should work in pairs or grade level groups by making sure that a teacher is near the front of a group and that a teacher will be the last to see that all students are out of the rooms, shut doors, and turn lights out.
- The first week of school take your class on a dry run so they will know where to go when there is a fire drill. (Do you have a plan of action conceived in case your exit is blocked?)
- Attendance roster must be available and completed on every drill.
- **ALL** staff members are to leave the building.

Indiana Fire Code

1. No candles or open flames allowed with the exception of science classrooms.
2. All ceiling tiles are required to be set in place. (Please report any missing tiles)
3. Light fixtures must be kept free of all combustible materials.
4. All fire egress doors to remain unobstructed. (This includes all classroom, hallway and exterior doors.)
5. Classroom doors are not to be blocked open. (Door stops, etc..)
6. Extension cords should not be used as a regular power source.
7. Proper fire evacuation plans should be displayed at the doorway of all classrooms.
8. Fire alarm horns, strobes, and or pull stations should not be obstructed at any time.
9. Fire extinguishers should not be obstructed at any time.
10. Sprinkler heads should not be obstructed in any way. (Do not hang anything from sprinkler heads or other fire alarm devises.)
11. Storage items must be maintained 18" below the sprinkler heads. (This includes posters and other combustable items
12. No combustible storage under stairways or on stairway landings.
13. Hallways and other fire egress cannot be used for storage.
14. Combustible decorative materials on all walls shall not exceed 20% of the combined wall space for that area, or room.
15. Mechanical rooms shall not be used for storage.
16. All flammable liquids must be stored in an approved cabinet.

GENERAL RULES: Our desire is to help you become the best person you can be and to give you the type of education that you will benefit from in the future. These guidelines will help us help you:

1. **RESPECT** for self
2. **RESPECT** for others
3. **RESPONSIBILITY** for actions

GIFTS SENT TO SCHOOL: Flowers/balloons/stuffed animals/etc. are not accepted for student birthdays, holidays, or other occasions. It becomes an academic distraction and an interruption to the students. Children's feelings are delicate at this age when fellow students receive exorbitant gifts and they do not receive the same.

GRADING SCALE AND REPORT CARDS:

GRADES: ART, CITIZENSHIP, MUSIC, PE, STEM

4	3	2	1
Exemplary	Satisfactory	Needs Improvement	Unsatisfactory
Exceeding Standard	Proficient, Meeting Standard	Progressing	Not Yet Meeting Standard
93% and above	92%-70%	69%-60%	59% and below

GRADES: READING, LANGUAGE ARTS, MATHEMATICS, SOCIAL STUDIES

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

The awarding of grades is the sole responsibility of the teacher.

Grades should be posted in Infinite Campus for parent access within one week of the turn-in date. This is a corporation expectation.

HIGH ABILITY: ICIS offers services to meet the needs of all students, including identified high ability students. Please refer to the corporation website as a resource.

HOMEWORK:

Homework is an essential part of the educational process, as well as a means of serving to tie the school more closely to the home. Homework shall not exceed more than 10 minutes per grade level, i.e. K-1st 10 minutes, 2nd 20 minutes, 3rd 30 minutes, 4th 40 minutes, and 5th grade 50 minutes. Each teacher will notify parents and students of homework expectations.

Homework shall reinforce learning that took place in the classroom. It shall not be used to introduce new learning. It teaches students to work independently. It also teaches responsibility as students are responsible for not only doing the work but also getting it back to school. Homework aids the teachers in evaluating student progress. Studies show that increased exposure to new information results in increased retention of information. This shall be the driving force for assigning homework to students- to increase retention of information.

Intermediate students shall be provided with agenda/assignment notebooks to keep track of class work and/or homework. Please make sure that students correctly use these notebooks. This is one way in which we can help students establish good recording techniques. The notebook serves as a communication tool between home and school.

LEAVING THE BUILDING: If you are going to leave the building during the normal work day for an extended time, please let the office know.

LESSON PLANS: Teachers are expected to have daily lesson plans. **The goals/learning objectives/activities shall be stated and shall be linked to the Indiana Academic Standards.** Your lesson plan book shall be readily available for the benefit of guest teachers. All lesson plans shall be completed and available for the Principal to review if requested. 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 your students know the learning objectives and/or goals for each day?

LOCKDOWN/LOCKOUT:

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

OCCUPANTS

Move away from sight
Maintain silence
Prepare to evade or defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Prepare to evade or defend



LOCKOUT! SECURE THE PERIMETER.

OCCUPANTS

Return inside
Business as usual

STAFF

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Account for occupants



EVACUATE! (To a location.)

OCCUPANTS

Bring your phone
Leave your stuff behind
Follow instructions

STAFF

Lead evacuation to location
Account for occupants
Notify if missing, extra or injured
occupants or staff



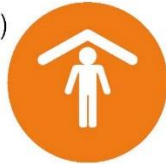
SHELTER! (For a hazard using a shelter strategy.)

OCCUPANTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

STAFF

Lead safety strategy
Take attendance



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MEDIA RELEASE OF INFORMATION

Indian Creek Intermediate School personnel may release certain student information including the student's name, photograph or electronic image, participation in officially recognized activities, dates of attendance, awards received, and other similar information without parental consent to newspapers, magazines, radio and television, colleges, civic organizations or similar groups, or publish such information in its own publications, programs, yearbooks, Internet pages or by other means. Any parent, or guardian, not wanting this information released to the public shall mark this selection accordingly with enrollment paperwork. Upon the receipt of this form, ICIS will attempt to prevent the release of student information.

MONEY: All staff must complete the internal controls training and sign-off. Please do not leave money in your room or desk, as it will prove to be an incentive for theft. Please turn in collected money promptly, specifically **each morning after attendance and announcements.**

MOVEMENT IN THE BUILDING: Classes and students, as well as the faculty and staff, should respect the classes in session and move as quietly and orderly as possible. We expect all teachers at any time to correct any student who is showing incorrect behavior regardless of what class the student belongs.

MOVEMENT OF STUDENTS: Each teacher/assistant is expected to take their own class to and from restrooms, lunch, recess, and Specials classes, unless an emergency takes place. Make sure you take and pick up your classes **on time.**

MOVIES: As a general guideline, all movies shown must be rated G. Teachers may show G rated movies without parental input. Parents must be given an opportunity, well in advance, to exempt their student from viewing a PG movie. Teachers are expected to limit showing full length movies and ensure the content of any movie shown supports academic goals, as well as, the behaviors we expect of our students.

NINEVEH-HENSLEY-JACKSON-UNITED SCHOOL CORPORATION POLICIES

Nineveh-Hensley Jackson United School Corporation provides to students and parents all of the corporation policies. All students and their parents/guardians are encouraged to read the corporation policies, which include American Disabilities Act (ADA) and Section 504, Annual Asbestos Hazard Emergency Response Act (AHERA) Anti-Harassment, Family Educational Rights and Privacy Act (FERPA), Criminal Gangs and Criminal Gang Activity in Schools, Network and Internet Use, Protection of Pupil Rights Amendment (PPRA), as well as, other policies.

PARENT TEACHER CONFERENCES

Parent-teacher conferences are encouraged and may be held any time during the school year. A parent should be notified immediately of any unusual performance of their student. When students are not doing satisfactory work in their academic progress or in their behavior, the parents should be contacted by telephone or written note and given the opportunity to discuss their child's progress. All students' parents will be provided the opportunity for conferences in October. For the education of most children, this short time frame spent with parents will be the most important, and hopefully the most productive, of any time period of the year. If you are well prepared, the chances for positive results are greater.

As you plan for your conferences, please include:

- A. Academic levels: be specific about performance
- B. Parental help: present ways for them to work with the student
- C. Give examples: representative of all areas of work
- D. Special problems: attendance, behavior, rapport with others
- E. Summarize the conference and finish with a note of optimism

Other helpful items for conferences:

- 1. Provide a copy of your schedule to the office.
- 2. Notify the Principal of any conference you would like for her to attend.
- 3. Use a table instead of your desk for the conference. This is less of a barrier and allows for greater display of student work.
- 4. Stay on the topic of the student. Keep away from matters of personal areas from the parents or yourself.

When retention is being considered, a separate parent-teacher conference shall be held to assist in the best placement of the child. This conference shall be held as soon as possible to prepare the parents and student for a successful learning experience. The teacher shall coordinate a mutually agreed upon time with the Principal and parents/guardians. Be sure to provide the parent with written documentation of the meeting. Have the parent sign a copy for your records.

PARKING: Parking is based on a first come, first choice. (Please remember to keep out of the Bus Zones on the north side of the building.)

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, 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.

PROFESSIONALISM: It is expected that all staff members conduct themselves in a professional manner at all times. Jokes and conversations that have sexual innuendoes or connotations shall be avoided. Staff shall always present a positive image (in language and appearance) of our school to students, parents, and visitors. Personal cell phone use throughout the school day shall be avoided. Discussions related to individual children shall be done in a fair and reasonable manner. The conversation shall ultimately lead to planning and/or actions that will help that individual.

PROMOTION / TRANSFER / RETENTION

The welfare of the student is our primary concern in any action, and the student shall benefit from the placement decision. There is a need for the student, parents/guardians, and teacher(s) to work together. The final decision on placement of a child, whether promotion, transfer, transition, or retention will be made by the principal with input from the teacher and parent.

- A student will be recommended for promotion to the next grade level upon the satisfactory completion of the current grade level, having mastered the necessary academic and social skills for success in the next grade level.
- A student will be recommended for assignment to the next grade level when he/she has not mastered the necessary academic and/or social skills for success in the next grade level, and the school does not believe retention would result in the student's improved academic performance the next year.
- A student will be recommended for retention in the same grade level when the student has not mastered the necessary academic and/or social skills for success in the next grade level, when the school believes retention is in the best interest of the student, and if the student does not qualify for an assignment. Attendance/tardy records will be considered. (NOTE: IREAD is taken by all 3rd

grade students, and those who do not pass shall be retained unless it is determined by a case conference that qualifying students shall be assigned to the next grade level.). Parents shall be notified at the earliest date when their child is being considered for retention.

RECESS: There shall be a minimum of two (2) staff members supervising per grade level during recess. Teachers shall contact the office immediately for any situation that arises requiring additional help. Weather permitting, teachers are encouraged to provide outdoor recess. A grade level shall make a consistent decision on outdoor recess.

RECESS AND/OR LUNCH DUTY: Subject to review when schedules are finalized.

REFERRING STUDENTS: Follow the KIDS Team procedures by contacting the Principal and completing appropriate forms to schedule a meeting. Any parent requests shall be reported to the Principal and School Psychologist immediately.

SECTION 504: 504 accommodations are as equally binding as those in Special Education IEP's. 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 contact the Principal. These can only be changed with parent consent through proper procedures.

SPECIAL EDUCATION: Please ensure you are aware of the accommodations you need to make for each identified 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 making any changes. **Remember – we are legally responsible for following a student's IEP.**

SPECIAL SERVICES: Earlywood Educational Services provides testing and evaluation for referred students. Earlywood Educational Services supports special education classes throughout the county, as well as speech and hearing assistance to students qualifying for classes. Also, students at our school qualifying for specialized programs may receive full or part-time special education classes.

SPECIFIC SCHOOL RULES:

Classroom teachers will be sending home specific classroom rules with positive rewards and corrective consequences resulting from student behavior. These rules allow the teacher to teach, which is necessary for effective learning by students. Rules are subject to revision, addition, or deletion throughout the year as the situation demands. Rules and regulations must be maintained for the safety and welfare of all students.

1. Keep your hands, feet, and body to yourself, and off of others, showing that you respect the rights of others.
2. Walking, not running, is the proper and safest way to travel while at school.
3. Students are expected to comply with directions given by any staff member or employee.
4. No student may disrupt the learning/teaching process at any time. Student activities that interfere with the school's mission are not permitted.
5. Plagiarism and cheating are prohibited.
6. No toys or pets are to be brought to school without permission from the teacher/administrator.
7. The use of electronic devices and cell phones is restricted (see Electronic Device Policy below).
8. Digital Citizenship expectations must be followed at all times.
9. Knives or any object reasonably considered a weapon are prohibited. The administrator reserves the right to search student property on school grounds to ensure the safety of all students.
10. Any student who causes a disruption while a substitute teacher is in charge of the class will be referred to the office and assigned 1 day of ISS.
11. Students do not have a First Amendment right to engage in speech that is lewd, vulgar, obscene, inflammatory, or defamatory (Bethel School District NO. 403 vs. Fraser, 478 U.S. 675, 682).
12. Students do not have a First Amendment right to wear or display any symbols or articles of clothing that are vulgar, profane, racist or sexist, or disrupt the school environment. Such displays are prohibited. Hairstyles or body adornments that are vulgar or that disrupt the educational process are restricted (see Dress Code Policy above) at the discretion of the principal.
13. Use or possession of drugs, alcohol, and tobacco are prohibited. Cigarette lighters or matches are prohibited in school.
14. Students are prohibited from any form of physical violence on school property and at school functions. Such physical violence includes, but is not limited to, fighting, pushing, or shoving.
15. Students shall not incite other students, nor shall a student engage another student or staff member in any acts of extortion, intimidation, stalking or harassment, or acts which are coercive.
16. Students shall not incite teachers or staff, nor shall a student engage a teacher or staff member in any acts of extortion, intimidation, stalking, heckling, or acts, which are coercive. Threats against school employees are illegal.
17. Threatening (whether specific or general in nature) injury to another person or damage to property, regardless of whether there is a present ability to commit the act, is not permitted. This includes the possession of a threatening or intimidating statement in written or any other form which may intentionally or unintentionally come into another student's or staff member's possession.

A student shall not in any way encourage another student to violate school rules or commit other acts of indirect aggression (spreading rumors, building alliances against other students, bullying, etc.).

18. Students are prohibited from engaging in behavior off school grounds that has a detrimental impact on other pupils, teachers, or school activities. Such behavior includes, but is not necessarily limited to:

- a. Assault, battery, or criminal acts;
- b. Selling, possession, or use of drugs;

c. Making offensive remarks to or about school personnel (see McCarthy, Martha M. et al (1998). Public School Law: Teacher's and Student's Rights. (4th Ed.). Boston: Allyn & Bacon. pp. 197-198).

19. Students shall not cause or attempt to cause damage to private property, including stealing or attempting to steal private property.

20. The destruction or unlawful possession of school property (vandalism and/or theft) is prohibited. Violators will be assessed damages and/or replacement costs; in addition he/she may be reported to the proper law enforcement agency.

21. Students should not leave the school grounds with strangers or accept rides. Permission from the office is required before leaving school at any time other than regular dismissal.

22. ELECTRONIC DEVICES:

In order to limit distractions to the learning process, the use of the following devices, any like items, or any other items deemed by an administrator to be disruptive are not allowed during the regular school day (8:00 a.m. – 3:05 p.m.): cell phones, watches, electronic pagers, iPods, video games, tablets, etc. These items should be turned off and placed in a book bag before entering the building and stored in the student's book bag and/or locker if available. If these are seen in a student's possession during the school day, the administrator maintains the right to confiscate the item and follow appropriate disciplinary actions so that the learning process will not be interrupted. The school does not assume any responsibility for any item that is lost or stolen from the student's possession. Specific rules, guidelines, and policies found in the NHJ Corporation Handbook are applicable to all students. Students have a constitutional right of privacy in the contents of their cellphones which administrators may search only upon reasonable cause or suspicion to believe that the contents violate school rules, or when students voluntarily, of their own free will, waive that right and permit the search.

23. PLAYGROUND RULES:

- The playground is open to students during the school day with staff supervision, weather permitting. Anyone using school grounds or playgrounds after school hours assumes responsibility for health and any claim for injury or damages.
- Do not walk in front of slides or swings while students are playing.
- No one is to be on top of the horizontal ladders – use hanging, hand-over-hand motions.
- One person on ladder or slide at a time. Slide in forward sitting position only.

- Do not throw rocks, sticks, or snowballs. No dodge ball is allowed at recess.
- Do not lay or sit on the ground when it is wet or muddy. Stay out of mud and/or water.
- Do not re-enter the building during recess time unless you have permission from the staff member on duty.
- After recess, students are to enter the building in an orderly manner. All students will line up quietly and enter the building under the teacher's supervision. Please be as quiet as possible, because other classes are in session.

STUDENT REFERRALS TO THE OFFICE

When sent to the office, the following events shall take place:

1. All sides of the problem will be heard and considered.
2. A discipline form will be filled out for each student involved with name, date, and nature of the problem, as well as the action taken.
3. A solution to the problem will be discussed and a course of action decided upon.
4. Progressive discipline, including appropriate consequences, will be assigned in relation to the severity of each situation, including but not limited to: verbal warning, lunch detention, recess detention, after school detention, In-School Suspension (ISS), or Out of School Suspension (OSS).

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 the principal.

TEACHER DAY: The teacher day is 8:00 a.m. until 3:30 p.m. The teaching day could be extended by late buses and/or faculty meetings. All staff are expected to greet students as they enter the building and/or classroom.

TEACHER ABSENCE: If you are going to be absent, please use the AESOP SYSTEM in a timely fashion. If it is an emergency, call the principal and/or the school treasurer. Please provide the guest teacher with clear plans/expectations and schedules, as well as complete and up-to-date student rosters.

TEACHERS' LOUNGE WORKROOM: The lounge is the area designated for you to relax, eat lunch, etc. In order to keep the lounge area a relaxing environment, please do your best to help keep the tables and overall room clean. It is also requested that items that are no longer wanted are not “dumped” on the tables in the teachers' lounge and/or workroom. This clutters the room and takes up valuable space on the tables. Your “lounge talk” may determine your morale for the day. Also, please remember that

students are not allowed in, but the sounds that you make are allowed out. If you would not want it to be overheard, it shall not be said.

TITLE I: TITLE I – REMEDIAL READING – A Federal Program designed to increase the Reading skills students demonstrating difficulty. Title students will be identified to participate following teacher recommendation, screening, and consideration of multiple data points (Clearsight, ILEARN, etc.).

VISITORS: Students are **not** to bring visiting friends or relatives to school to spend time while school is in session, without the permission of the teacher and principal.

****ALL ADULT VISITORS ARE TO REPORT TO THE OFFICE UPON ENTERING THE BUILDING & LEAVE IDENTIFICATION IN THE OFFICE.**

STUDENT: POLICIES - PROCEDURES

ATTENDANCE POLICY

The School Board requires all students enrolled in the schools of this corporation to attend regularly in accordance with the laws of the State. The corporation's educational program depends on the consistent presence of all students to achieve continuity of instruction and a successful educational climate. A parent/guardian must report all absences prior to the start of the school day.

LOST INSTRUCTION TIMELINE

Late Arrival -- Student who crosses the threshold of the school after the designated start time: 8:15 a.m. at ICIS.

Lost Instructional Time -- Student who misses less than two (2) hours of instructional time throughout the day.

Half-day -- Student who misses between two (2) and three (3) hours of instructional time within a school day.

UNEXCUSED/UNACCEPTABLE ABSENCE UNTIL ACCEPTABLE VERIFICATION RECEIVED

Death of an immediate family member

- Obituary or Funeral Home Bereavement Card signifying family relationship.

Hospitalization and / or Quarantine

- Written notification from a competent physician.

Professional Appointments (i.e. Medical, Dental, Vision Appointment)

- Notice after appointment must be submitted within 30 calendar days to the office.
- Student name must be identified as the one seen by the professional.
- The date and time of the appointment must be documented by the professional.

- The date of return must be documented by the professional.
- Expected limitations and duration must be documented by the professional when applicable.

Physical or Mental Incapacitation

- Official Letter of Incapacitation signed by a competent Physician.
- Physician must indicate start and projected end date of the Letter of Incapacity.
- Physician must indicate student's diagnoses and symptoms specific to the Letter of Incapacity.

Required Court Attendance

- Written court documentation of court appearance.

Incarcerations

- Written court documentation of detainment from a Juvenile Justice Representative.

Observance of a Recognized Religious Holiday

EXCUSED/ACCEPTABLE ABSENCES

1. Unexcused absences in which acceptable verification has been received.
2. The day of, and the day following, a student being sent home by the school clinic.
3. Out-of-School-Suspension
4. Exempt by Statute
 - a. Service as a Page or as an Honoree of the General Assembly (IC 20-33-2-14)
 - b. Service on Precinct Election Board or for Political Candidate or Parties (IC 20-33-2-15)
 - c. Witness in Judicial Proceeding (IC 20-33-2-16)
 - d. Educationally Related Non-classroom Activity (IC 20-33-2-17.5)

Agricultural Events (State/County Fair, Livestock Shows, Judging)

Students are allowed miss for educationally related events and/or State and county fairs, but are not to exceed five (5) days of school. Students must be a participant in the event. Days must be pre-approved through the attendance office.

UNEXCUSED/UNACCEPTABLE ABSENCES

1. Any absence in which acceptable verification has not been received.
2. Truancy – A student who has lost instructional time without the knowledge of the parent/guardian.
3. Pre-arranged or unreported absences; i.e., vacation.

CONSEQUENCES

1. Warning Letter – Sent when a student has missed an accumulation of seven (7) days of unexcused instructional time and/or seven (7) occurrences of lost instructional time less than two (2) hours.

2. Official Notice – Sent when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of lost instructional time less than two (2) hours.
3. FRP Referral – Made by the school when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than two (2) hours.
4. FRP Action – Family Resource Officer will meet with the parent/guardian when a student has missed an accumulation of 10 days of unexcused instructional time and/or 10 occurrences of unexcused lost instructional time less than two (2) hours, to complete a needs assessment, read and sign compulsory attendance laws and school attendance policies, and sign an action plan.
5. Failed Action – Family Resource Officer will send notice to the parent/guardian to report to the Nurturing Parenting Program when and if the following has occurred:
 - a. The parent/guardian fails to meet with a Family Resource Officer
 - b. The student misses an accumulation of 15 full days of unexcused/unacceptable instructional time.
6. Charges Filed – Family Resource Officer will file charges of parental or Educational neglect against the Parent/Guardian, through the Johnson County Prosecutors Officer, when and if the following occurs:
 - a. The parent/guardian fails to attend the Nurturing Parenting Program and complete 19 hours of class.
 - b. The parent/guardian fails to respond to attempts to notify them of escalating lost instructional time beyond the 15 day notice

TARDINESS

- The prompt arrival of students prepares them for success the entire day. Students who report late to school must check in at the main office to obtain admittance to the building.
- When a student has reached his/her seventh (7th) tardy, a letter is sent from the school notifying the parent.
- Upon the 10th tardy, the school will send notice to the Family Resource Program for further consideration.
- Instruction is taking place throughout the entire school day. Teachers teach up to and until the last five (5) minutes of the day. Students who are picked up before 3:00 will receive a Tardy-Left Early designation. This category of tardy will count the same as a tardy at the start of the school day.

Teacher Sign Off Sheet

Teacher Name (Please Print): _____

When completed and signed, please return to the front office by August 6th.

- I understand the law as it pertains to my legal obligation to report alleged incidences of child abuse.
- I understand and I will comply with the corporation technology policies.
- I have posted my classroom management plan in my room and given a copy to the Principal.
- I understand my lesson plans are to be available on the Monday morning of each week.
- I have updated and reviewed the Emergency Response Guide. There is one located in the room I teach. There are also Severe Weather and Fire Drill evacuation charts posted on the wall.
- I understand it is my responsibility to know which of my students have IEP's and 504's and follow the specific accommodations for those students.
- I have reviewed the ICIS student handbook and I understand the policies/procedures listed within.
- I understand the school and corporation procedures/expectations that are outlined in the ICIS Teacher Handbook.

Employee's Signature: _____

Date: _____