



Indian Creek Intermediate School

1000 S. Indian Creek Drive

Trafalgar, IN 46181

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Dr. Timothy Edsell - Superintendent

Mrs. Linda Hyndman - Treasurer

Mrs. Andrea Perry - Principal

Mrs. Jessica Combs - Secretary

May 6, 2020

Dear ICIS students and families:

We hope this letter finds you all safe and healthy amid the gradual release of the stay-at-home order in Indiana. As we prepare to wrap-up the 2019-2020 school year, thank you again for your commitment and hard work throughout eLearning. Please remember that all buildings and facilities will remain closed through June 30, or until further notice. The final day of eLearning will be held on Wednesday, May 13th, and report cards will be finalized by May 22nd.

- **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....3rd, Appleton)
 - c. Student's Building (ICIS)
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.
- **NEW! Collection of School/Classroom Materials** - Please bring any textbooks/classroom reading books/calculators/etc. to the front entrance of ICIS during the collection times listed above for technology. Items will be collected, sanitized and returned to their respective classroom teachers.
- **NEW! Distribution of Student Personal Belongings** - All student, personal belongings will be placed in individual bags for storage and pick-up at a later date. If these student items are of immediate need, please email Mrs. Perry to schedule an individual time for pick-up. If necessary, appointments can also be arranged to pick-up medications.
- **NEW! Yearbooks** - 2019-2020 yearbooks are ordered, but delayed, due to COVID-19 circumstances. More information will be forthcoming, and yearbooks will be distributed at a later date.

Wishing you well,

Andrea L. Perry, Principal

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#BeBoldBeBraveBeYou #FollowYourArrow #BraveStrong #WeAreTheCreek