

## 01. 2017-2018 IHGMS Staff Handbook Updates

There are only a few updates to the IHGMS Staff Handbook from what was approved for the 2016-2017 school year. Below is a summary of those changes. Items deleted appear as ~~Strikethrough~~ and those items that have been added appear in [blue font](#).

Table of Contents #'s:

- 1-11 This information is the same as last year with only dates and room assignments changed as needed due to changes in teacher assignments.
- 12 IHGMS Student Handbook - The approved student handbook is embedded within the staff handbook. The approved changes/edits have already been made and are not highlighted.
- 13 IHGMS Calendars & Schedules - All the documents in this folder have been updated to reflect the 2017-2018 school year and duty assignments.
- 14 IHGMS Grading Procedures
  - 14.1 IHGMS Grading Procedures - A paragraph has been added on entering grades into the gradebook. It ensures that every assignment entered will have some form of feedback from the teacher assigning it.
  - 14.2 IHGMS Gradebook Set Up - This is all new to reflect the changes that are needed for the most recent version of PowerTeacherPro; the teachers' electronic grade book.
- 15.10 PCG Request Form - New addition to the handbook
- 16 IHGMS Procedures & District Policies
  - 16.02.2, 16.02.3, & 16.02.4 - These are new documents related to our unit on building responsible learners that will be taught school wide the first two weeks of AIB
- District Policies that have been added to the staff handbook (not in [blue font](#) as they are PDF's from sau33.com):
  - 16.24 Policy AC - Nondiscrimination
    - 16.24.a Policy AC-R Title IX Grievances
  - 16.25 Policy ACA Discrimination, including harassment, based on race, color, national origin, and ancestry
  - 16.26 Policy ACE Procedural safeguard - nondiscrimination on the basis of handicap-disability
  - 16.27 Policy GBAA Sexual Harassment and Sexual Violence - Staff
    - 16.27.a Policy GBAA-R Sexual Harassment and Sexual Violence Report Form
- 16.a IHGMS Safety & Security Procedures
  - 16a.1.a IHGMS Evacuation Procedures 10-31-16 - This is our current accountability process that we have been using since last October.