

Independence Charter Middle School

STUDENT AND PARENT HANDBOOK

MISSION

VISION

CODE OF CONDUCT

All students admitted to ICMS must sign a “Code of Conduct” in which they promise to conduct themselves respectfully and properly. A copy of both the parent/guardian and student “Code of Conduct” are listed below. In addition to this, teachers are required to sign a Code of Conduct. These Codes are in effect while at school or any event representing ICMS. It is important that we work together in setting an example for our children.

CODE OF CONDUCT FOR PARENTS/GUARDIANS:

I understand that I have chosen to enroll my child in the Independence Charter Middle School, and to be a vital part of my child’s education as an adult role model. With that I PROMISE...

- ◆ To be a positive role model for my child.
- ◆ To complete a minimum of 40 hours of school volunteer activities per year (or 60 hours for two or more children).
- ◆ To attend parent meetings and conferences.
- ◆ To support my child’s education via regular communication to teachers and the administration.
- ◆ To monitor my child’s study habits and the completion of my child’s homework or assigned projects.
- ◆ To conduct myself in a responsible and mature manner in my interactions with teachers, administrators, staff members, and students.
- ◆ To make sure my child attends school regularly and arrives on time.
- ◆ To pick my child up from school in a timely manner.
- ◆ To support classroom rules set by teachers.
- ◆ To refrain from profanity in speech and written language at all times.
- ◆ To abide by ICMS policy concerning restriction of weapons on school grounds.
- ◆ To be financially responsible for the restoration of school property caused by defacing, destruction, or loss of said property by my child.
- ◆ To enforce the student dress code for my child.
- ◆ To participate in parent/student continuing education when offered by the school.
- ◆ To ensure that my child abides by the Student Code of Conduct.
- ◆ To follow the Parent Code of Conduct while on school grounds and at school sponsored events and activities.

I understand that I have made the choice for my child to attend Independence Charter Middle School and the Governance Committee of the school may modify the Code of Conduct. Furthermore, ***I understand that all consequences for misconduct, including those for dismissal from the school, are unique to children who attend Independence Charter Middle School.***

CODE OF CONDUCT FOR STUDENTS:

I understand that I choose my own actions and reactions to others and to situations. I also understand that every choice has a consequence, whether it be positive or negative. With that, I PROMISE...

- ◆ To treat myself, teachers, peers, and the school grounds with respect.
- ◆ To obey school and classroom rules set by teachers.
- ◆ To refrain from any behavior that interferes with teaching or disrupts the learning environment.
- ◆ To participate in physical education activities and to maintain a healthy lifestyle by avoiding harmful substances and behavior.
- ◆ To refrain from profanity in speech and written language and indecency in personal conduct.
- ◆ To settle disputes with my peers and if unable to settle them I will seek help from an adult at the school.
- ◆ To not endanger others or myself by bringing any form of weapon, weapon replicas or weapon-related instrumentalities to the school.
- ◆ To refrain from vandalizing or misusing any school property (i.e. books, technology, lockers, and equipment on school grounds).
- ◆ To keep hands, feet and objects to myself at all times.
- ◆ To take responsibility for my education by having good attendance, arriving at school on time, coming to class prepared, completing homework or assigned projects on time, and by not engaging in any form of academic dishonesty.
- ◆ To not engage in any form of intimidation, bullying, or harassment (sexual, racial/cultural, reference to a disability or otherwise).
- ◆ To not participate in secret societies (i.e. gangs or occult activities) on school grounds or at school sponsored events.
- ◆ To strive to exhibit behaviors that earn the respect of teachers, peers and parents.
- ◆ To follow the school dress code.
- ◆ To follow the Code of Conduct at school and all school sponsored events and activities.
- ◆ To be where assigned at all times.
- ◆ To not participate in any illegal activities while at school and/or school sponsored activities.
- ◆ To refrain from hitting, pushing, tripping or other means of horseplay.
- ◆ To not possess, use, distribute, sell, conspire to sell, or be under the influence of alcohol or other prohibited or controlled substances.
- ◆ To refrain from threatening behavior whether written, verbal or physical.
- ◆ To abide by all ICMS, district, and State Department of Education policies including, but not limited to: policies on bullying, weapons-free schools, tobacco on school premises, drug & alcohol free schools, acceptable cell phone & electronic device usage, attendance and dress code.

Furthermore, I understand that all consequences for misconduct are unique to students who choose to attend Independence Charter Middle School and may be modified by the Governance Committee of the school. ***I understand that failure to abide by the Code of Conduct can serve as grounds for dismissal from Independence Charter Middle School.***

GENERAL INFORMATION

School Hours: Our school day is from 7:40-3:00. The building is open to students from 7:00 a.m. to 3:15 p.m. If students are enrolled in and have paid for an after school activity, they should be picked up by 4:00. There are no after-school activities on Fridays. It is a student safety and supervision issue if students are left past this time. After School Activities, (excluding sports) cost \$100 per semester. Students regularly staying past 3:15 will be placed in an after school activity at their parents' expense.

Visitors: In order for us to provide a safe environment for our students and staff, all parents and visitors to ICMS must check-in directly through the office for clearance. A visitor ID is required for all visitors entering the building. Those without authorization are trespassing and subject to arrest. **Parents requesting to shadow students will be required to make prior arrangements a minimum of 24 hours in advance.**

Immunization Requirements: * *7th Grade: "Tdap Booster" Must have for the beginning of the school year.*

6th--7th and 8th Graders:

5 DPT/DTaP/TD

3 HEP B*

4 Polio

2 HEP A*

2 MMR*

Tdap Booster

*MUST BE COMPLETED BY THE FIRST DAY OF SCHOOL TO ATTEND.

Health Concerns: It is the responsibility of the parents to notify the school if their child has a temporary or permanent health issue. This may restrict some students from participating in some school activities, such as physical education. Written notification from a family physician describing the condition and advising the school of the type and length of restriction is requested. Permanent restrictions must be reported to the office at the beginning of each school year.

Emergency Care: Parents must provide ICMS with a minimum of three (3) emergency telephone numbers in case the student becomes ill or has an accident. The principal or designated person will provide first aid and attempt to notify the parent/guardian as soon as possible. If the school cannot reach the parent/guardian in an extreme emergency, EMSA or other emergency medical services may be called. Expenses for emergency care will be directed to the parents. **It is important that parents immediately update emergency numbers when changes are made.**

Administering Medicine to Students: School employees, under strict procedures, may dispense medications. Medications must be unopened and in original container and labeled with the child's name and instructions for dispensing. The school principal or their designee are the only ones authorized to dispense medicine upon the written directions of a physician. A student that needs to carry an inhaler, EpiPen, insulin pump or other approved medical device or medication with him/her at all times must register it in the office. Otherwise, NO medications are allowed with the students while at school. This includes any over-the-counter medication, antacids, and cough drops. The office staff may dispense over-the-counter medication and prescription medication with a parental consent form on file in the office. Parents must provide the OTC medicine to the office in its original container. In addition to the parental consent form, all prescription medicine must be authorized by a physician. It is the responsibility of the parent/guardian to provide the school with a written statement/action plan signed by a physician for any specific medical accommodations required by a student.

Student Care/Release: A request for the release of a student from school will only be honored to persons authorized to check the student out of school. Students are only released to the custodial parent/guardian, the non-custodial parent (with written authorization of the custodial parent and presentation of a certified copy of a

legal document providing relationship to the student), or the custodial parent's designee. It is the responsibility of the custodial parent to notify the school of restrictions related to the release of a child, such as divorce decrees that limit or deny access to school information. The non-custodial parent is responsible for providing mailing information to the school.

Pledge of Allegiance: The Pledge of Allegiance to the United States Flag and the Oklahoma Pledge may be given during programs and assemblies throughout the school year. Students have the right not to participate, but non-participating students must remain silent and respect the rights of others during the ceremony.

Students Records (FERPA): Upon request, the official records of a student may be inspected and reviewed by the student's parents or an eligible student eighteen years or older.

Textbook/School Equipment Responsibility: All students are issued textbooks, equipment, and/or uniforms. These items are the property of Independence Charter Middle School. Students and their parents are accountable for all issued textbooks, school equipment, and/or uniforms. These items must be returned at the end of each school year, or when withdrawing or being released from ICMS for any reason.

With the advent of powerful hardware and software, the Internet and the World Wide Web, computers have become a major communication tool. While computer use can stimulate intellectual, social and cultural growth, it can also facilitate harassment and other irresponsible, destructive behavior. Independence Charter Middle School will make it mandatory that **all students sign an ICMS Acceptable Use Policy** for the responsible use of technology while on the school grounds. The policies defining and governing acceptable and unacceptable use will apply to anyone who uses any computer system, network system, Internet or Intranet web site, or other data processing equipment owned or leased by Independence Charter Middle School as well as personal access systems, such as personal cell phones, smart watches or tablets, when used to access Independence Charter Middle School systems.

Financial Obligations: The administration may withhold grades, class schedules, withdrawal forms or other records of any student who fails to make financial restitution for lost textbooks, school equipment, library books, and/or sports or after-school activity obligations. Parents/Guardians are also requested to pay for any of the stated items if lost or damaged.

Care of Personal Property: Students are responsible for the care and safety of their own personal property. Names **MUST** be placed on supplies, uniforms, coats, and other items needed at school. Physical education uniforms are required and **MUST** have the students' name marked inside the uniforms. Mark regular uniforms and coats, book bags, backpacks, pencil bags, etc. Electronics, such as handheld video games, tablets/Ipads, cell phones, smart watches, lasers and other electronic devices are not permitted in backpacks, book bags, gym bags or class unless specific permission has been granted by school administration. Phones must be turned into the office until after school. If a student is attending an after-school activity, their phone must stay in the office until dismissal at 4 p.m. ICMS does not carry theft insurance and is not responsible for a student's items if lost, stolen or damaged at school.

Search of Students/Student Lockers/Student Property: A search of an individual student, student property, lockers or school-wide searches may be conducted to safeguard the educational process, preserve discipline and order, and promote the safety and security of all students and faculty at Independence Charter Middle School. Students **do not** have privacy rights on school property. Desks, backpacks, gym bags, etc. may be searched with reasonable suspicion of any violation of state law or school policy. At least one adult witness must be present during the search of student property, locker or desk.

Closed Campus: Students will not be released early from school unless their parent/guardian comes **into** the school and officially checks them out. This requires a driver's license to be scanned through our SchoolSAFEid kiosk regardless of the reason the student is being checked out. Students will **ONLY** be permitted to leave with people who are listed as having permission to check them out of school. A note from a parent stating permission for their child to leave with another student/parent for lunch will **NOT** be permitted.

Sexual Harassment: ICMS prohibits unwelcome sexual advances, requests for sexual acts or favors, with or without accompanying promises, threats or reciprocal favors or actions, or other verbal or physical conduct of a sexual nature. This includes lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, gestures, slurs and other verbal, graphic, or physical conduct relating to an individual's sex, or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, drawings or cartoons, which adversely affect a student's performance. Victims shall be referred to the school counselor and/or administration. Perpetrators will be considered for suspension, reported to law enforcement personnel, and/or released from ICMS.

Safety Guidelines: Safety awareness and the prevention of accidents are important goals of our school. Students will follow the rules and procedures that specifically address safety to them and others:

1. Students will walk safely through the building as well as outside.
2. Students will walk on sidewalks if available.
3. Students will not approach or enter strange automobiles. Invitations to do so should be reported immediately at home and at school.
4. Students are to be considerate of smaller and younger students, or visitors.
5. Students are to remain on school grounds before and after school, unless specified by faculty and/or parents. Written parental permission or notification is necessary for students to leave the school grounds.

Cafeteria Expectations:

1. Sit down and wait for a duty teacher to dismiss your table to get in the lunch line.
2. Students will be dismissed for the lunch line when the table is full and students are calmly and quietly seated.
3. Cutting in line is prohibited unless a student has a pass.
4. Students need to remain quiet in the lunch line out of respect for our cafeteria workers.
5. Students need to raise their hands and wait for teacher permission to leave the table for any reason.
6. All students, regardless of grade level, will use the 6th grade bathrooms during lunch.
7. If students feel they need a coat/jacket, it should be brought with them to the cafeteria.
8. Wait for teacher dismissal to go outside and/or return to class at the end of the lunch period.
9. Out of respect for our school and our custodian, students will clean up their area before being dismissed. Second lunch students will also be required to stack their chairs.
10. Food and drinks are prohibited outside the cafeteria.
11. During the lunch periods, students must enter and exit the school through the cafeteria doors.

Outdoor Expectations:

1. When outside for recess or other activities, students are to remain on or inside the track, the basketball court or by the swings. Students cannot be around the storage sheds, fences surrounding the property, or climbing the trees or other outdoor features.
2. Playground equipment must be used appropriately and returned to the designated place when finished.
3. Students are expected to respond immediately to the whistle.
4. As in all other areas of school, students are expected to show respect to other students, the teachers and the campus at all times. Play by the rules and be a good sport.

Attendance: School attendance is important to the student's success. Poor attendance often results in poor achievement. **IT IS THE RESPONSIBILITY OF THE PARENTS TO NOTIFY THE OFFICE OF A STUDENT'S ABSENCE.** Students are expected and required by Oklahoma Law to attend school every day the school is in session, except on those occasions when the school has been notified of an illness or a family emergency. The school needs to be notified if a student will be absent for a pre-arranged non-school activity. Failure to do so may cause the student to incur an "unexcused absence." It is the responsibility of the student to make up any work that has been missed due to an absence. **The number of consecutive days absent plus one is the allowable time to complete and turn in make-up work unless student has made other arrangements with each teacher.** Excused absences may be granted to a student by the school upon request of the parent/guardian for the following reasons: illness, accident, injury, medical or dental appointments, death in the family, religious holidays, and emergencies. If a student is absent for four or more consecutive days, a doctor's note will be required in order for them to receive a medically excused absence. Students missing a significant number of days of school may be expected to make up the seat time. Ten absences that occur in one school term (semester) that are either excused or unexcused may be grounds for a recommendation of retention of a student or dismissal from the school.

Tardies: Students shall be charged with a tardy if they enter the building at or after 7:41 a.m., or arrive late to a class. Morning assembly begins at 7:40 a.m. and is the official start to the school day. It is treated as a class, and as such, students will be counted tardy if they arrive late to school. For each class: the first tardy will result in a warning. With a second tardy, the parent/guardian will be contacted. The third and fourth tardies will result in a lunch detention and parent contact. An accumulation of more than five tardies for any class will result in after-school detention. A pattern of absences/tardies will result in a conference with the student, the parent/guardian, and an administrator. Additional consequences may also be incurred.

DISCIPLINE

Classroom and School Discipline: ICMS believes in a positive discipline approach. Through example and direction, our students will learn to follow procedures, policies, and rules. Discipline rules and policies within the classroom are also in place when students are passing from one class to another, as well as when they are in the cafeteria, gym, locker rooms, bathrooms, or any other part of the school campus. These rules and policies will also be in effect when students are attending any school-related function. ICMS has a goal to establish a strong communication line between the school and the parent/guardian of our students. Students who fail to comply with the ICMS standard may receive, but not limited to, the following consequences: lunch detention, after-school detention, alternate in-school placement, out-of-school suspension, or dismissal from the school.

Lunch and after-school detentions: Students will be assigned lunch detention for minor rule infractions up to five times. Parents/guardians will be contacted each time their student commits an infraction. After the fifth lunch detention, students will be assigned after-school detention and be given a list of infractions for a parent/guardian to sign. After three after-school detentions, the student will be assigned to an alternative in-school placement. If a student continues to exhibit behavior that does not follow the ICMS standard, the parents/guardians could be asked to attend a conference with administration and/or counselor, faculty, or governance board representative at which time additional consequences may be imposed. **When a student receives a lunch detention, they are expected to report to the detention room at the beginning of lunch NOT the cafeteria.**

Suspension: Short-term suspension is from one (1) to ten (10) days. Long-term suspension exceeds ten (10) or more days. The length of the suspension, which is the decision of administration, will be commensurate with

the severity of the Code of Conduct violation. A student is subject to suspension or possible dismissal from the school for violations including, but not limited to, the following:

- ◆ Fighting
- ◆ Hitting, pushing, tripping (even when “just playing around”)
- ◆ Repeated minor infractions
- ◆ Burglary, robbery, larceny, theft and/or possession of stolen property
- ◆ Continuous violation of dress code
- ◆ Sexual misconduct
- ◆ Using profanity
- ◆ Tagging, flashing, etching or displaying gang or cult signs or symbols
- ◆ Violating rules of acceptable use of technology
- ◆ Truancy
- ◆ Possession of a firearm/dangerous weapon or replica and/or knowingly participating in the concealment of a weapon on the school campus, or at a school sponsored activity
- ◆ Assault, battery, or assault and battery on a fellow student, school official/school employee/school patron
- ◆ Vandalism or malicious mischief
- ◆ Arson or attempted arson
- ◆ Participating in an unauthorized or disruptive demonstration
- ◆ Disrespecting, threatening or verbally abusing a school employee/school patron or other student
- ◆ Extortion or blackmail
- ◆ Sale, distribution, use, possession or being under the influence of marijuana or a prohibited/controlled dangerous substance
- ◆ Sale, distribution, use, possession, or being under the influence of alcoholic beverages
- ◆ Sale, distribution, use, and/or possession of tobacco or tobacco related products
- ◆ Defiance of an administrator, teacher, or school employee or person designated to act in that capacity
- ◆ Violation of school rules and procedures
- ◆ Making a bomb threat
- ◆ Commission of any act which disrupts the educational process or endangers the health or safety of the student, other students, or school personnel
- ◆ Withholding evidence important to the resolution of an offense
- ◆ Possession or use of fireworks on campus or at a school sponsored activity
- ◆ Participation in any illegal activities

A student whose presence poses a danger to persons or property, or an ongoing threat to disrupting the academic process or the environment may be immediately removed from the school. Any student in violation of this code is subject to release from ICMS, arrest, and/or additional days added to the suspension. Suspended students are not allowed to return to the campus of the school, participate in or attend extracurricular activities sponsored by the school until the expiration of their suspension.

DANGEROUS WEAPONS POLICY

It is the policy of Independence Charter Middle School to comply fully with the Gun-Free Schools Act and state law regarding the possession of dangerous weapons.

Students involved in the possession and/or use of a dangerous weapon shall be subject to the following policy provisions:

A. Firearms

In keeping with Title 18 of the United States code, Section 921 and Oklahoma Statutes, Title 21, §1280 and Title 70 §24-101.3, any student in this school district who uses, displays, or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, shall be removed from school for one full calendar year.

Firearms are defined as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

In addition, any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a firearm shall also be subject to suspension out of school for up to the current and following semester.

In accordance with Title 70, OK statutes, Section 24-101.3, schools are not responsible for the provision of educational services to those students who have been suspended for possession of a firearm.

B. Dangerous Weapons

Citing Oklahoma Statutes, Title 21, Section 1272, Independence Charter Middle School further prohibits the following:

1. The use, display or possession of any weapons that may be outside of the strict definition of a firearm, including the following: (a) airsoft guns, pistols, or rifles that throw, discharge, or fire pellets, BBs, paint balls, or other projectiles (b) potato throwers, dart guns or glow guns and/or (c) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells.
2. The use, display or possession of any kind of dangerous weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises or property of Independence Charter Middle School or during school sponsored or authorized activities, functions or events shall result in the immediate out-of-school suspension of all students involved for a period of time of up to the current and following semester.
3. In addition, any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a dangerous weapon shall also be subject to suspension out of school for up to the current and following semester.

C. Knives, Weapons, or Other Dangerous Devices

The term "knife, weapon or device" shall include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) firecrackers or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.

1. The use, display or possession of any kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus, parking lots, premises or property of the Independence Charter Middle School or during school sponsored or authorized activities, functions or events, will be subject to disciplinary action.
2. Any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.
3. For students identified under C.1 and C.2 above, the following disciplinary actions are to result for all students involved:
 - a. Warning: A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury, destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.
 - b. Out-of-School Suspension: Suspension out of school for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflect that such possession posed a danger to persons or property.
 - c. Automatic Long-term Out-of-School Suspension: Suspension out of school for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (c) when the student involved had threatened any other

person with harm or physical injury with a knife, weapon or device, or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

D. Facsimile of Guns, Knives, Weapons or Other Dangerous Devices

Any student who has a facsimile of a gun including cap, toy, or water gun or any other item resembling a gun, knife, weapon, or other dangerous device in his/her possession at school, on school property or at any school-sponsored or authorized event will be disciplined as follows:

1. Parent/guardian will be notified.
2. The student may be suspended out of school.
3. If harm or threat should occur, the student will be dealt with as though he/she had a dangerous weapon.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of weapons or archery equipment, including – but not limited to – drama productions, band, color guard, and ROTC. In all circumstances, use of such weapons must be carefully planned and used to avoid unintended injury. At no time will any weapon that uses projectiles be loaded or operable while on school property. Any of the uses herein described must be approved by the school site principal.

The superintendent or designee may modify the provisions of this policy on a case-by case basis. However, any substantial modification must be reported to the board of education at its next meeting.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined for student suspensions will govern administrative procedures.

DRUGS AND ALCOHOL-FREE SCHOOLS POLICY

It is the policy of Independence Charter Middle School that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to school transportation to and from any event, on school premises, at school functions, school-sponsored activities, performances, contests, athletic competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

Reporting

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependency treatment as appropriate and at the parents' expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

Consequences for Student Violations of Drug/Alcohol Policy

A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (For personal gain, monetary privilege or gain)

Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.

B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol

1. First Offense: Six-week out-of-school suspension

a. A two-week reduction may be granted if the student and the parents/guardians agree to the following:

(1) To meet with the Student Assistance Program representative.

(2) To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.

b. An additional week reduction may be granted if compliance with the assessment recommendations is verified with documentation.

2. **Second Offense:** Suspension out-of-school for the remainder of the current semester and all of the succeeding semester and possible dismissal from ICMS.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined for student suspensions will govern administrative procedures to be followed in the enforcement of this policy.

TOBACCO ON SCHOOL PREMISES

Independence Charter Middle School understands the concern of the parents, educators, students and other community members regarding the adverse effects of smoking and use of tobacco. Further the school is aware of Oklahoma law which prohibits the possession of tobacco, cigarettes, and e-cigarettes (Juul, Vape, etc.) by minors.

Possession and/or Use

Tobacco in any form, nicotine products, tobacco substitutes, and/or associated paraphernalia shall not be used or possessed on school premises by students. This policy applies to students while on campus (parking lots included), on school buses, at after school activities, or at any school sponsored event.

Students violating this policy will be subject to the following:

First offense: Two (2) days out-of-school suspension

Second offense: Five (5) days out-of-school suspension

Third offense: Out-of-school suspension of the remainder of the semester AND possible removal from ICMS.

Further, in accordance with Oklahoma law, any minor being in possession of cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product and being asked by any police officer, administrator/attendance officer, or teacher in any school, where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor, and will be reported to law enforcement.

Selling and Distribution

Students who are distributing and/or selling tobacco in any form, nicotine products, tobacco substitutes, and/or associated paraphernalia shall be subject to the following actions:

First offense: Student may be suspended out of school for up to five (5) days.

Second offense: Student may be suspended out of school for up to ten (10) days.

Third offense: Student may be suspended out of school for the remainder of the semester AND possible removal from ICMS.

BULLYING PREVENTION

Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel.

Bullying means any behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative emotional or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

The following steps shall apply to the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior:

1. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the

school administration. (Students and/or parents are also able to report electronically and anonymously via Sprigeo at www.sprigeo.com or via the Sprigeo link on the ICMS website.)

2. Administration will gather information deemed necessary to evaluate the incident to determine the severity of the incident and the potential for future violence.
3. After completing any necessary investigation, the administrator shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.
4. Parents and guardians of both victims and perpetrator of verified bullying will be notified by site administration regarding the situation and steps taken to rectify the actions of students involved.
5. During the pendency of the investigation, the administration may take appropriate action to ensure the safety of all students or school personnel involved.
6. If warranted, the administrator shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
7. If the student's actions are determined to constitute harassing, intimidating, threatening, hazing, or bullying behavior or communications, the administrator may, as a condition and part of any disciplinary action that is taken, require that available community mental health care options be provided to the student. Such care would be the financial responsibility of the parents/guardian.
8. Administration may further require the student or the parent or guardian of the student to allow the mental health care provider to disclose any information concerning the student who has received mental health care for conduct which indicates an explicit threat to the safety of students or school personnel as a condition of being allowed to return to school.
9. Administration may also require that the student and the student's parent or guardian meet with the administrator, a school counselor, and/or other appropriate school personnel before being allowed to return to school.
10. If a student is found to have falsely accused another student of harassment, intimidation, bullying, or threatening behavior as a means of retaliation, reprisal or as a means of bullying then they may be assigned disciplinary consequences as deemed appropriate by the administrator.

Definitions/Terms of this regulation:

- "Electronic communication" means the communication of any written, verbal, pictorial or video content by means of an electronic device, including, but not limited to, a telephone, or mobile or cellular telephone or other wireless telecommunication device or a computer.

- “Threatening behavior” means any pattern or behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.
- Appropriate school personnel consists of site administration (principal, dean of students/assistant principal and/or administrative intern), counselor, and/or teacher.

Information from this regulation shall be posted in areas deemed appropriate by school administration, and will be included in all student and faculty handbooks.

Faculty and staff will complete trainings in preventing, identifying, responding and reporting incidents of bullying annually. An educational program for students and parents in preventing, identifying, responding to and reporting incidents of bullying will also be provided.

STUDENT RIGHT TO DUE PROCESS

The student has:

- the opportunity to know these policies or any other school regulations or procedures.
- been informed of the policy, rule or regulation allegedly violated.
- sufficient opportunity to give his/her version of the alleged violation..
- the right to a conference with the principal/assistant principal.
- the right to appeal a suspension to the Superintendent and the Board of Education.

APPEAL OF OUT-OF-SCHOOL SUSPENSION

The student suspended out-of-school shall have the right to appeal the principal/dean of student’s suspension action by following the procedures outlined below:

- A student and/or parent/guardian may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Governance.
- Within five (5) days from the date the principal’s decision is received by the parent/guardian or student, the student’s parent/guardian may request, in writing, a review of the out-of-school suspension by the Superintendent and the Board of Governance. The letter of appeal should be addressed to 3232 NW 65th, OKC, OK 73116. The letter may be mailed or hand delivered.
- The Superintendent and the Board of Governance will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing at least 24 hours prior to the hearing and notify the parent/guardian that they and the student have a right to be present at the hearing.
- The Superintendent and the Board of Governance will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of suspension and decide to sustain, rescind, or to modify the out-of-school suspension. Both the administration and the student or student’s parent/guardian will have the right to present evidence and witnesses to support their position and to be represented by legal council. **THE DECISION OF THE BOARD OF GOVERNANCE WILL BE FINAL AND UNAPPEALABLE.**

All appeal hearings are based on the following criteria:

- Is the student guilty or innocent of a violation of a school rule, policy, or regulation?
- Is the term of the out-of-school suspension reasonable and in keeping with the severity of the infraction?

SPECIAL NOTICE: Students who are disabled and are subject to out-of-school suspension will be afforded the same treatment as provided to students who are not disabled in accordance with Section 504 and its implementing regulations at 24 C.F.R. § 104.4(a), (b), (1) (vii). Specifically, suspension and appeal procedures will be the same as for students who are disabled. These procedures could be altered if the administration makes a determination that the student will be a danger to other students, staff, or school property, or would substantially interfere with the educational process at the school.

UNIFORM AND DRESS CODE POLICY

- ❖ The ICMS dress code puts the focus on academics, not fashion, because students project a neat, serious, business-like image.
- ❖ The ICMS dress code encourages students to express their individuality through personality and academic achievements, not outward appearances.
- ❖ Uniforms can be less expensive.
- ❖ Uniforms can eliminate the visible differences between students.
- ❖ Uniforms can eliminate pressure to wear name brand clothing, “gang colors,” etc.
- ❖ Uniforms can create a sense of school pride and belonging.

Students are required to be in uniform each and every day, unless otherwise announced. They not only have the responsibility to wear the correct uniform, but to wear it appropriately. Administration will have the final say on uniform correctness and/or appropriateness. Parents will be contacted if their student comes to school out of uniform and will be expected to bring appropriate clothing to school for the student to change into.

TOPS:

- ❖ Shirts:
 - Red, navy blue or white plain, solid color polo-style shirts with collar, long- or short-sleeved. Any visible undershirts must be plain red, white, or navy blue.
 - No logos or insignias except for the approved, official ICMS logo. May not have different-colored collar, placket, hem, or any other decoration (unless the student’s name is embroidered on the shirt)
- ❖ Plain, solid color red, navy blue, or white cardigan, v-neck or crew neck sweater (button or zip)
- ❖ Plain, solid color red, navy blue, or white pullover or sweatshirt without a hood. Only the approved, official ICMS logo is allowed (unless the student’s name is embroidered on the shirt). The proper uniform polo-style shirt must be worn under sweaters, sweatshirts, and pullovers.

BOTTOMS:

- ❖ Pants:
 - Pants with either a flat or pleated front in khaki or navy blue are considered uniform attire. Khaki or navy jeans, stretch knit pants, leggings/ jeggings worn as pants, pants with elastic at the ankles, joggers, hipsters, and skinny jeans are *not* considered uniform attire.
 - Pants must fit properly and may not sag.
- ❖ Shorts:
 - Plain or pleated front shorts that are navy blue or khaki

- No shorter than a dollar bill's width (about four fingers) above the knee, even when worn with tights/leggings.
- Shorts must fit properly and may not sag.
- No athletic type shorts
- ❖ Skirts:
 - Navy blue, khaki, or predominately navy plaid uniform skirt. May be a skort if of appropriate length. Parents, please do not purchase skirts/skorts without having them approved by the office if you are unsure of the style or length.
 - No shorter than a dollar bill's width (about four fingers) above the knee, even when worn with tights/leggings (solid color black, grey, white, navy blue, or red).
 - Plain navy blue or khaki uniform jumpers are allowed if of appropriate length.

OTHER UNIFORM DRESS CODE REQUIREMENTS:

- ❖ Shoes must be athletic type or have a closed toes and heels. No sandals, house shoes, slides, or croc type shoes will be allowed. Socks are required to be worn with athletic shoes. Boots must be below the knee.
- ❖ Clothes must be appropriate in size, not extremely tight nor extremely loose.
- ❖ Tights/leggings worn under shorts and skirts must be solid color black, grey, white, navy blue, or red.
- ❖ Shirts, pants, or jackets for ICMS athletics or activities may be worn only by members of that team or activity (for example, only track team members may wear track gear; only Student Council members may wear Student Council t-shirts), and only when announced by the coach or activity sponsor.
- ❖ Limited jewelry: small earrings, one small necklace without sharp objects or pendant larger than a quarter. Bracelets may not have spikes or be noisy/distracting to learning environment.

COLD WEATHER:

- ❖ No hoodies, jackets or coats may be worn during the school day. ICMS administration has the right to determine when cold weather attire is allowed.

NOT ALLOWED AS PART OF THE ICMS UNIFORM DURING THE SCHOOL DAY:

- ❖ Hoodies
- ❖ Jackets other than ICMS athletic team jackets
- ❖ Logos other than the ICMS logo are not considered appropriate uniform and are not allowed, even if they seem to comply with the color requirements.
- ❖ Hats or bandanas
- ❖ Headbands must not exceed two inches in width
- ❖ Hair styles, hair color, or makeup that distracts from/disrupts learning environment. Administration (with input from teachers/staff) will determine what is considered distracting or disruptive. If a student's attitude and behavior is negatively impacted by their hair or makeup, it will be considered disruptive and not permitted.
- ❖ Short shorts or skirts
- ❖ Pants with belt loops cut off, tears, holes, or frays, even if tights or other pants are worn underneath
- ❖ Blankets, scarves, gloves, mittens, ear coverings, or sunglasses
- ❖ Writing on hands, face, arms, etc.
- ❖ Visible tattoos
- ❖ Smart watches

FREE CLOTHES DAYS:

- ❖ The following is not allowed: tank tops, midriff-baring tops, plunging necklines, inappropriate logos, yoga/exercise pants, and ripped jeans.

- ❖ Tights and leggings may not be worn as pants. They may be worn under dresses or tunics that abide by the ICMS dress code for length.
- ❖ Clothes must be acceptable, appropriate and stay within the dress code guidelines for length and fit.
- ❖ Administration will determine if any part of an outfit is inappropriate or distracting.

Dress Code is subject to change at any point with board approval.

TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

ICMS is pleased to offer technology access to all students. To ensure that every student benefits from the time spent with technology, and to prevent technical problems, please review the following technology contract with your child. It is important that these rules are clearly understood and followed. Please note that the ICMS technology, emails, google drives and all google products are available for educational use only.

Student use of the school's technology is a privilege, which is at the discretion of the school administration and may be revoked by the school at any time. The school reserves the right to seek financial restitution for any damages caused by a student.

1. I will only use the computer and email that is assigned to me and will NOT attempt access to any unauthorized computer or email.
2. I will NOT attempt to use any software/hardware that is NOT part of the computer program.
3. I will NOT break copyright laws like making illegal copies of music, games, or movies.
4. I will NOT copy information, use images, etc. from the Internet without using proper citation.
5. I will NOT download or gain access to any extension or app.
6. I will NOT vandalize any technology, software, hardware or cart.
7. I will NOT modify any system settings on any computer. (Screen brightness, background, etc.)
8. I will NOT disrupt the privileges of other computer users.
9. I will NOT copy, change, read, or use any software or files not created by me.
10. I will use the technology exclusively for activities, which are assigned by the teacher.
11. When using the technology, I will NOT reveal personal information about myself or anyone else.
12. I will treat others with dignity and respect. This means no profanity at any time.
13. I will NOT attempt to access non educational websites, or inappropriate material, blocked by district policy or otherwise.
14. I will NOT download, upload, or otherwise gain access to any unauthorized materials. I will report inappropriate materials that appear on my screen both immediately and discreetly to the teacher.

Consequences for violations of this agreement will be at the discretion of administration and will depend on the nature of the violation.

Supervision and Monitoring: Teachers and administration are watching how you use the computer at all times. Teachers and administration can access your school google accounts and reserve the right to review all content in your email, history and google drive.

Cell Phone Policy

For ICMS to provide the education students deserve, cell phones cannot be a distraction in the classroom. We do understand that many of our students ride the city buses, carpool or walk home. If you as a parent, feel it is necessary for your child to bring a cell phone to school, please follow the rules listed below:

- Complete cell phone permission form below and return to front office.
- Cell phone **must be** checked into the office each morning **upon arrival** and left until the student leaves school grounds.
- Cell phones must not be picked up until all school activities are completed (including Pom, Sports and After School Activities).
- Keep current cell phone number on file in the front office.
- Turn cell phone **off** when it is left in the office.
- Abuse of this policy will result in disciplinary action.
- **ICMS is not responsible for lost, stolen or damaged phones on school grounds.**

If cell phones are on students during the school day, they will be held in the front office until a parent picks them up.

GRADING AND ELIGIBILITY

Grading System:

100-90	A (4.0)	69-60	D (1.0)
89-80	B (3.0)	59 and Below	F (0.0)
79-70	C (2.0)		

Algebra I and Geometry carry a 5.00 for an A, 4.00/B, 3.00 /C.

ICMS operates on a semester grading period; however, students will receive a progress report prior to fall break and spring break. This report will require a parent signature. Parents will have access to their child's grades through WenGage and should be checking them regularly.

Eligibility: Academics and conduct are both considered in eligibility status. **ELIGIBILITY MATTERS FOR SPORTS AND ANY SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES.** Student eligibility will be checked starting the fourth week of each semester and each succeeding week thereafter. An ineligibility list will be generated by noon on Friday throughout the school year. A student must be passing (no D or F) all subjects in which they are enrolled. If not, the student will be placed on probation for the next one-week period. If the student is ineligible in one or more classes at the end of the probationary one-week period, the student will be ineligible to participate during the next one-week period. A student who is not passing all subjects will be notified by school officials. **STUDENTS ARE RESPONSIBLE FOR INFORMING THEIR PARENT/GUARDIAN CONCERNING THEIR ELIGIBILITY STATUS.** A student who has lost eligibility under this provision must be passing all subjects to regain eligibility.

ZAP (Zeros Aren't Permitted): ZAP is an intervention to give students an opportunity to complete missing work, which will help them learn and be academically successful. It is designed to increase the expectations of students by believing that every student can and will be successful. The goal is to teach students to complete and turn in assignments/projects on time, a skill they will need in high school and beyond. The majority of ZAP will happen during lunch time; however, teachers may, on occasion, make arrangements with parents for an after school ZAP to be served.

RISE (Respect, Integrity, Self-Control, Effort)

ICMS students will take pride in themselves and their education by practicing the character traits of respect, integrity, self-control, and effort:

R	RESPECT	Treat others in a manner in which you want to be treated Respect school and others' property Make only positive responses to others Practice self care
I	INTEGRITY	Be honest and fair even when no one is looking Leave with only your own items Do your own work
S	SELF-CONTROL	Speak when it is your turn Stay where you are supposed to be Use materials in the manner for which they were intended Refrain from hitting pushing tripping or other means of horseplay
E	EFFORT	Enter the classroom quietly and follow the classroom procedures Have all assignments and supplies with you Be actively engaged Do your best work

Independence Charter Middle School takes pride in the education of our students. This success can only be accomplished with the support and help of parents. Parents play **THE** key role in a child's development and success. By working together as partners, we will strive to give your children a strong, useful education for the future, as well as helping them become productive citizens in our community. Take pride in your child's school with your support and your time.

The Success of Your Child Depends on Your Willingness to Be Involved!

Welcome to ICMS!

ICMS 2019-2020 Daily Schedule

RISE and Shine	7:40-7:50	10 min.
WIN/Advisory	7:53-8:18	25 min.
1st hour	8:21-9:10	49 min.
2nd hour	9:13-10:02	49 min.
3rd hour	10:05-10:54	49 min.
A Lunch	10:57-11:27	30 min.
4th hour B	10:57-11:46	49 min.
4th hour A	11:30-12:19	49 min.
B Lunch	11:49-12:19	30 min.
5th hour	12:22-1:11	49 min.
6th hour	1:01-1:51	50 min.
7th hour	1:54-2:55	49 min.
Announcements	2:55-3:00	5 min.

Dismissal:

3:00 p.m.--Students must be picked up by 3:15.

3:00 p.m.--After School Activities: Students to be picked up by 4:15.

Breakfast begins at 7:20 a.m. and ends at 7:40 a.m.

Tardies begin at 7:41 a.m.

ICMS 2019-2020

Early Release/Assembly Schedule

RISE and Shine	7:40-7:50	10 min.
1st hour	7:53-8:37	44 min.
2nd hour	8:40-9:24	44 min.
3rd hour	9:27-10:11	44 min.
4th hour	10:14-10:58	44 min.
A Lunch	11:01-11:31	30 min.
5th hour B	11:01-11:45	44 min.
5th hour A	11:34-12:18	44 min.
B Lunch	11:48-12:18	30 min.
6th hour	12:21-1:05	44 min.
7th hour	1:08-1:52	44 min.
Early Release	1:52-2:00	
Collaboration	2:00-3:30	
	OR	
PM Assembly	2:00-2:50	50 min.
Announcements	2:50-3:00	10 min.

Early Release: (8/30, 9/27, 11/1, 1/31, 2/28, 4/3)

1:52 p.m.--Students must be picked up by 2:00.

Dismissal:

3:00 p.m.--Students must be picked up by 3:15.

3:00 p.m.--After School Activities: Students to be picked up by 4:15.

Breakfast begins at 7:20 a.m. and ends at 7:40 a.m.

Tardies begin at 7:41 a.m.

I HAVE READ AND WILL ABIDE BY THE FOLLOWING POLICIES AS SET FORTH IN INDEPENDENCE CHARTER MIDDLE SCHOOL STUDENT AND PARENT HANDBOOK:

- **CODE OF CONDUCT FOR STUDENTS**
- **DISCIPLINE POLICY**
- **DANGEROUS WEAPONS POLICY**
- **DRUG AND ALCOHOL FREE SCHOOLS POLICY**
- **TOBACCO ON SCHOOL PREMISES POLICY**
- **BULLYING PREVENTION POLICY**
- **UNIFORM AND DRESS CODE POLICY**
- **TECHNOLOGY ACCEPTABLE USE POLICY**
- **CELL PHONE POLICY**
- **THE OTHER GENERAL INFORMATION IN THE HANDBOOK**

Student Signature: _____ **Date:** _____

I HAVE READ AND WILL ASSIST MY CHILD IN ABIDING BY THE ABOVE MENTIONED POLICIES. I ALSO AGREE TO ABIDE BY THE CODE OF CONDUCT FOR PARENTS/GUARDIANS.

Parent Signature: _____ **Date:** _____