

Irvington Community Elementary School



Student Handbook
2023-2024

IRVINGTON COMMUNITY ELEMENTARY SCHOOL POLICIES & PROCEDURES
2023-2024

*Policies are subject to change. Any changes will be communicated to families in writing.
(Full versions available at www.ics-charter.org)*

IMPORTANT DATES

First Day of School: Monday, July 31st
Labor Day (no school): Monday, September 4th
Parent/Teacher Conferences (no school): Friday, October 6th
Fall Break: Monday, October 9th - Friday, October 13th
Thanksgiving Break: Monday, November 20st - Friday, November 24th
Winter Break: Monday, December 18th - Friday, December 29th
Dr. Martin Luther King Jr., Day (no school): Tuesday, January 16th
Presidents Day (no school): Tuesday, February 20th
Parent/Teacher Conferences (no school): Friday, March 15th
Spring Break: Monday, March 18th - Friday, March 29th
Last Day of School: Friday, May 24th

Visit www.ics-charter.org/parent-resources-forms for our full calendar.

SCHOOL HOURS

YMCA Before Care opens: 6:30am (sliding scale fee)
Doors open for breakfast: 7:30am
School Day begins: 8:00am
Dismissal (4 days/week):
 2:30 PreK only
 3:00 PreK-2nd graders (3rd-5th graders will not be dismissed at 3:00.)
 3:15 All grades (PreK-2nd graders with older siblings may dismiss at 3:15.)
Wednesday Early Dismissal:
 2:00 PreK-2nd graders (3rd-5th graders will not be dismissed at 2:00.)
 2:15 All grades (PreK-2nd graders with older siblings may dismiss at 2:15.)
YMCA After Care closes: 6:00pm (sliding scale fee)

DRESS CODE

- Shirts: red, white, or navy blue with a collar. Sweaters or sweatshirts may be worn if a collared shirt (school colors) is worn underneath. Must be plain red, white, or navy blue, or ICES school logo shirt. No “hoodies” except for ICES spirit wear club hoodies (allowed any day of the week.) Students also may wear approved ICES Raven-wear school spirit shirts.
- Pants: navy blue, black, or khaki. No jeans, leggings, or sweats. No sagging. Must be an appropriate fit.
- Shorts: navy blue, black, or khaki, school-uniform style, are no more than 2 inches above the knee. (Allowed only before Fall Break and after Spring Break.)

- Skirts or jumpers: navy blue, black, or khaki, school-uniform style, and no more than 2 inches above the knee.
- Shoes: No wheels or distracting lights. No platform, sling-back, slide-ons, open toes, sandals, or open-back shoes.
- PE: Students have PE every day and should have tennis shoes as well as wearing shorts or solid color leggings under skirts.
- Jewelry/Make-up: No rings or bracelets. No necklaces visible outside of clothes. Single post earrings are allowed. No make-up. No fake nails. No tattoos. No facial piercings. No distracting hair styles or colors (no hair colors that are not naturally occurring). **All decisions regarding hair styles, accessories, and jewelry are up to the discretion of ICES school leaders.**
- Special Days: There may be special occasions in which students are allowed to be out of uniform at school. On these days, shorts/skirts still must be no more than 2 inches above the knee, ripped jeans are not allowed, leggings are not allowed (unless under a skirt), and bare shoulders are not allowed.
- Do not bring electronic devices such as gaming devices or other valuable items. Sunglasses, hats, and purses must be kept in students' lockers.

CELL PHONE POLICY

Cell phones are to be kept in lockers and turned off. Students may not use cell phones at any time on school grounds. Cell phones that are seen or heard may be confiscated and returned to the parent at a later time.

ATTENDANCE

Please refer to ICS's website for the full Board-Approved Attendance Policy.

Excused Absences: Call or leave a written note with the front office within 24 hours of the beginning of a student's absence, stating the specific reason for the absence. Students are allowed to make up work for an excused absence and are given one day to complete assignments for each day absent. Students with 10 or more excused absences will be required to have a doctor's statement and/or a Certificate of Incapacity on file in order for any further absences to be excused.

Unexcused Absences: This is an absence for which the school does not receive an excuse from a parent, or the excuse provided is not legitimate. Students will not be given credit for any work due or assigned during an unexcused absence.

Tardies: Students who arrive after 8:00 a.m. are considered late to school. If a student arrives after 8:15 a.m., the parent must come into the school office to sign the student in for the day. Students with excessive tardies may be assigned punitive consequences. Wake-up calls from the school's automated messaging system may be used to help improve chronic tardy issues.

Other Attendance Policies: In accordance with Indiana State Law, parents whose children have habitual unexcused tardies or absences may be referred to Juvenile Court or other outside agencies. In addition, students who accumulate 10 or more absences without a doctor's statement will be required to present a doctor's statement in order for any future absences to be excused. Students with excessive absences or tardies may be referred for retention or administrative withdrawal.

GRADING SCALE

A = 90-100% B = 80-89% C=70-79% D=60-69% F=59% and below
4 = Exceeding Expectation 3 = Meeting Expectation 2 = Approaching Expectation 1 = Not Meeting Expectation

POWER SCHOOL

Parents are encouraged to access student grades and attendance through our student management program, PowerSchool (<https://ics-charter.powerschool.com>). If you have lost your username and password, please contact the front office. All school registration forms are also completed through PowerSchool, and parents may update their contact information in Power School at any time throughout the year.

TEXTBOOKS AND LOCKERS

- Lockers are property of Irvington Community School, Inc. and may be searched at any time, with or without cause.
- Textbooks are the property of Irvington Community School. The student's parent or guardian is responsible for the return of all issued textbooks to ICS in good condition upon withdrawal from ICS or the end of the school year.
- If an issued textbook is damaged beyond use (including graffiti), lost, or not returned to ICS, the parent will be billed for the cost of replacement or repair.

INCLEMENT WEATHER

For school closings and delays in inclement weather, please watch Channels 6, 8, and 13, visit their websites, listen to WIBC radio, or visit our website (www.ics-charter.org). In order to promote active lifestyles, students will generally have outdoor recess unless the temperature is below 25°, there is active precipitation, or there is a heat advisory. Students should have appropriate outerwear for outdoor recess.

PARENT VOLUNTEERS AND VISITORS

Visitors will be allowed in classrooms with an appointment. For the safety of all ICES students, an Indiana State Police criminal background check will be completed on all volunteers who will be working with students or chaperoning field trips. ICES requires that parents wishing to observe classes at ICES are expected to meet with school administration prior to their visit. Parent volunteers are expected to maintain professionalism and confidentiality of student information. Parents are encouraged to maintain regular contact with teachers via phone or email, or by scheduling appointments for conferences.

WELLNESS POLICY

The following policies have been developed to ensure the health and well-being of our students: Classroom parties & birthday celebrations: Healthy options must be provided. No homemade foods. No sodas. Parents must notify and coordinate with teachers in advance of bringing in items for birthday celebrations.

Lunch: Students may not trade foods. ICES staff will promote each child having a healthy lunch available to him/her. Sodas are not allowed. Desserts must be single-servings.

BEFORE AND AFTER SCHOOL CARE

Before school care is available beginning at 6:30 a.m. each morning. Parents may not drop students off before 6:30 a.m. There will be no charge for before school care after 7:30 a.m. Students who are not registered for Before Care with the YMCA may not be dropped off prior to 7:30 a.m. Breakfast is served until 7:45 a.m. After school care is available for ICES families through the YMCA until 6:00 p.m. If the parent does not arrive for pick up on time or contact After Care personnel, the child may be considered abandoned and the Indianapolis Metropolitan Police Department may be notified. Students who are not registered for YMCA After Care must be picked up by 3:45 p.m. (2:45 on Wednesdays). Parents will be charged a per-minute late fee for pick-ups.

Before and After School Care is considered a privilege for ICES families. Consequences for students who misbehave in Before or After School Care may include: in-school suspension, out of school suspension, detention, community service, and Before/After Care privileges being revoked. Failure to pay for Before and After School Care services which have been provided may also result in a student's Before or After School Care privileges being suspended or revoked.

BULLYING POLICY

Irvington Community Schools, Inc. is committed to providing and maintaining a safe learning environment, free from bullying and harassment. ICS Inc. will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation on our school campuses or during off-campus school-related events. All reports and complaints of bullying, cyber-bullying, and retaliation will be investigated promptly, and swift action will be taken. *Bullying* is targeted, repeated, abusive physical and/or verbal harassment with harmful intent that is both intimidating and threatening. *Cyber-bullying* is committed through the use of communications technology including texting, instant messaging, email, phone calls, and Internet social networking. *Retaliation* is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, witnesses bullying, or provides information during a bullying investigation. Reports of bullying or retaliation may be made to any staff member by staff, students, parents or guardians, or others, and may be oral or written. See <https://ics-charter.org/parent-resources/student-conduct/> for our full policy.

THE IRVINGTON WAY

As a **STUDENT** at Irvington Community Elementary School, I promise to do the following to support and uphold The Irvington Way:

BE RESPECTFUL

- Treat my teachers, my classmates, and everyone else in the school with respect.
- Help to create a positive learning environment.
- Respect our computers, our books, and our school building.

BE RESPONSIBLE

- Take pride in my schoolwork.
- Wear my uniform according to the school's rules.
- Follow the classroom and school rules by paying attention, being quiet, and following directions.
- Arrive to school/class on time.

BE SAFE

- Respect the personal space and possessions of others.
- Maintain positive relationships with others.

BE INVOLVED

- Study at home as needed.
- Complete all work assigned by my teachers with my best effort.
- Put forth my best efforts academically.
- Come to school ready to learn.
- Plan and prepare for college every day.
- Be an active citizen in my school and my community.

BE FOCUSED

- Plan for the future by working hard today.
- Meet every academic challenge.
- Refine my test taking skills.
- Give every assignment my best effort.

As a **PARENT/GUARDIAN** of a student at Irvington Community Elementary School, I promise to do the following to support and uphold The Irvington Way:

BE RESPECTFUL

- Accept and support the teachers' classroom rules for behavior.
- Accept and support the school's behavior policies at all times.
- Listen objectively to teachers' comments and concerns.
- Treat teachers, my child's classmates, and everyone else in the school with respect.

BE RESPONSIBLE

- Accept and support the school's dress code.
- Respond in a timely and complete manner to communications from the school.
- Make sure my child arrives at school on time, and then leaves on time.
- Make sure my child arrives at school well-rested and fed.
- Make sure my child arrives with a positive attitude and ready to learn.
- Monitor my child's time with television, computers, and other devices that may distract from education.
- Commit to study time at home as needed.

BE SAFE

- Follow school policies and procedures for safe drop-off and pick-up of students.
- Maintain healthful nutrition and hygiene for my child.
- Be aware of interactions outside of school with other students.
- Use good judgment when sending my child to school when he/she does not feel well.

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As a PARENT/GUARDIAN of a student at Irvington Community Elementary School, I promise to do the following to support and uphold The Irvington Way:

BE INVOLVED

- Be an active participant in my child's education.
- Help and assist my child in preparing for the future and college.
- Discuss concerns privately with the appropriate school representative(s).
- Attend parent-teacher conferences each semester.
- Spend 20 hours total every school year volunteering, visiting the classroom, attending meetings or events, and meeting with the teacher.
- Communicate events in my child's life that may affect his or her performance to appropriate staff.

BE FOCUSED

- Plan well for my child's future as a contributing member of society.
- Make academic success the priority for my Irvington student.
- Reinforce the value of testing.
- Encourage my child to always strive for excellence.

As a **TEACHER** at Irvington Community Elementary School, I promise to do the following to support and uphold The Irvington Way:

BE RESPECTFUL

- Respect students and families in our school and in the community.
- Treat students as individuals, without discrimination.
- Behave in a professional and respectful manner.
- Discipline students in a fair and consistent manner.
- Share each child's confidential information only with the parent/guardian and my supervisors.
- Respect a parent/guardian's status as the most important person in a child's life.

BE RESPONSIBLE

- Set clear and understandable rules for my classroom.
- Prepare lessons that provide a high level of academic rigor.
- Deliver content and assignments that make subject matter relevant in today's world.
- Communicate with parents/guardians regularly by phone, e-mail, or in person.
- Respond to parent/guardian communication in a timely and appropriate manner.
- Keep accurate and up-to-date records of student progress and grades.

BE SAFE

- Create a positive and safe classroom environment.

BE INVOLVED

- Teach students good values, life skills, and knowledge.
- Assign only meaningful, relevant, and age-appropriate coursework.
- Monitor each child's progress in the curriculum and keep parents informed.
- Welcome parents and volunteers into our classroom.
- Develop relationships with students, parents/guardians, co-workers, and the community that foster the educational development of our students.

BE FOCUSED

- Be committed to all of my students' academic success.

- Work to be more effective every day.
- Make testing success a common denominator for both students and parents.
- Promote excellence by making a personal connection with all of my students.

Irvington Community Schools
General Policies and Procedures: Behavior

In partnering with students’ parents/guardians and family members, it is the responsibility of the entire school community to assist children in learning and putting into practice appropriate behavior. School personnel – namely Teachers, Aides, Deans, and Administrators – are charged with preserving the integrity of the learning environment.

1. Teachers have a responsibility to teach all students.
2. Difficult behavior should be viewed as opportunities to educate for change; leverage should be reserved for excessively disruptive or dangerous situations.
3. More motivation means less discipline.
4. Discipline is just another form of instruction.
5. Numerous strategies and lots of heart are necessary for success.

Classroom Management

ICS teachers are empowered to work with their students in innovative, instructional, engaging behavior management strategies and tactics. Corrective techniques are numerous and may include consultation, verbal or nonverbal redirection, one-on-one hallway discussions, and/or parent contact. If a teacher has a student who demonstrates significant misbehavior, whether involving repetitive infractions or a more serious single incident, which the teacher cannot manage effectively in the classroom, the teacher may refer the student to the ICS Behavior Coaching Team.

Behavior Coaching

ICS Deans of Operations work with students to help them understand their behavior and its negative implications – how it impacts themselves and others. Students involved with Dean of Operations engage in constructive conversations and receive appropriate consequences, which can include (among many other techniques) reflective writing, apologies, community service to benefit the school's appearance, detention, in-school suspension, out-of-school suspension, and recommendation for expulsion. What most distinguishes our behavior management methodology is our Deans’ frequent communication with parents, informing them by phone and in-person of their students’ misbehavior, measures being taken, and progress being made (of note, parents are also informed of outstanding student behavior, even involving students who have little or no behavior issues while in school).

Effective parenting is central to managing and improving students’ behavior. The partnership between parents and school personnel is critical to every child’s academic success, character development, and evolution into a responsible adult. Parents are expected to read the ICES Student Handbook and support the school in its disciplinary approach to student management. Parents who are not in agreement with ICES’s philosophy and methodology in managing student behavior should seriously consider this in going forward as members of the ICES school community. A unified front between the school and parents in disciplining children will go a long way in promoting the ideal development of students as thriving adults.

Restorative Practices: Restorative Practices serve as the foundation of our behavior management system. Students and staff work together to resolve relational conflicts. This can include but is not

limited to Disrespect, Continued Class Disruptions, Person-Person Conflict, and Failure to Comply. Restorative Chats, both formal and informal, Restorative Circles and Behavior Contracts are all a part of this restorative process. Natural consequences will be utilized whenever possible in order to restore the relationships between students, staff, and other students. Restorative practices will not replace punitive consequences when those are deemed necessary to preserve the integrity of the learning environment.