

2023-2024
STUDENT & PARENT HANDBOOK

IRVINGTON COMMUNITY MIDDLE SCHOOL

HOME OF THE RAVENS



THE IRVINGTON WAY
AT ICMS WE FOLLOW THE IRVINGTON WAY
EVERYDAY BY BEING **RESPECTFUL, RESPONSIBLE,**
SAFE, INVOLVED, AND FOCUSED SO ALL CAN
WORK, LEARN, AND GROW TOGETHER.

BUILDING ADMINISTRATION

Mrs. Rosemary McCloskey, Principal

rmccloskey@ics-charter.org

Mrs. Jen Roberts, Dean of Operations

jenroberts@ics-charter

Ms. Deirdre Smith, Student Support Specialist

dsmith@ics-charter.org

Building Address

6040 East Pleasant Run Pkwy S. Drive
Indianapolis, IN 46219

Building Phone Number

317-357-3850

Table of Contents

Daily Operations at ICMS.....	3
ICMS Bell Schedules.....	4
Student Attendance.....	5
Entering and Exiting the Learning Environment.....	7
Arrival and Dismissal.....	8
Student Health Services.....	9
Food Services.....	10
ICMS Student Learning and Academic Achievement.....	12
ICMS Student Code of Conduct.....	15
Bullying.....	18
ICMS Dress Code.....	19
Cell Phone and Other Electronic Devices.....	21
Student Resources and Lockers.....	22

Daily Operations at ICMS

School Hours

Classes begin promptly at 8:15 a.m. each weekday. Students who are present in their Advisory classrooms ready to learn by 8:15 will be marked In Attendance. Students who arrive late to Advisory after 8:15 will be marked Tardy. Please see below for a more thorough description of the absence policies and practices as well as the progressive discipline matrix for absenteeism.

On Mondays, Tuesdays, Thursdays, and Fridays, the school day ends at 3:30 p.m. From 3:35-4:15 p.m. on those days, all staff participate in a variety of meetings and planning activities in support of students. On occasion, students may be asked to participate in tutoring sessions with teachers for extra support.

On Wednesdays, the school day ends at 2:30 p.m. in order for teachers and support staff to participate in professional development programming.

Visitors

All visitors on school property are required to sign in at the main office and receive a visitor's pass. All visitors, parents and community members who wish to speak with an administrator or staff member must make an appointment prior to coming to ICMS.

Hall Passes

For the safety and protection of our students and staff, hall passes will be used for any reason a student needs to leave class and report to another location in the building. Our hall pass system is digital and students must receive permission from the classroom teacher prior to filling out their pass. Any student in the hallway without a pass will be escorted back to their assigned location. 10 Minute Rule: *Hall Passes are not permitted within the first or last 10 minutes of class **except** for emergencies or as written in student health plans (SHP), 504 plans, or individual education plans (IEP).*

Inclement Weather and School Closings/Delays

Please be on the lookout for an automated PowerSchool phone call and/or email in the event of any school closing announcement. Families may also visit www.ics-charter.org whenever a weather event is predicted or actually occurs. Here you will also find the ICS Closing/Delay Policy that guides our important decisions.

ICMS Bell Schedules

Monday	Tues, Thurs, and Fri	Wednesday
Advisory 8:15 - 8:20	Advisory 8:15 - 8:45	Advisory 8:15 - 8:20
1 8:24 - 8:58	1 8:49 - 9:59	1 8:24 - 9:28
2 9:02 - 9:40	2 10:03 - 11:13	2 9:32 - 10:36
3 9:44 - 10:21	3 & Lunch 11:17 - 12:57	3 & Lunch 10:40 - 12:12
4 10:25 - 11:03	4 1:01 - 2:11	4 12:18 - 1:22
5 & Lunch 11:07 - 12:32	5 2:15 - 3:20	5 1:26 - 2:20
1 - workshop 12:36 - 1:14	Advisory 3:20 - 3:30	Advisory 2:20 - 2:30
2 - workshop 1:18 - 1:56		
3 - workshop 2:00 - 2:38		
4 - workshop 2:42 - 3:20		
Advisory 3:20 - 3:30		

Student Attendance

Daily Attendance is taken during morning advisory.

Attendance

Irvington Community Schools, Inc. (ICS) is required to follow all applicable Indiana public school student attendance laws per the Indiana Code and the Indiana Department of Education. Aside from meeting legal requirements, regular attendance not only helps build a stronger school community but also leads to higher academic achievement. The ICS Attendance Policy covers Irvington Community Elementary School (ICES), Irvington Community Middle School (ICMS), and Irvington Preparatory Academy (IPA) regarding the management of absences and tardies.

Parent Notification Process Regarding Student Attendance - Absences do not reset at semester.

- After four (4) absences: an attendance phone call/text will be made.
- After seven (7) absences: an attendance letter will be sent to parents/guardians as a reminder of the importance of regular school attendance.
- After nine (9) absences: ICS staff will complete a home visit to deliver a student attendance contract. Parents/guardians will need to provide physician documentation for all further absences.
- After twelve (12) absences: a parent/guardian meeting will take place with ICS school and district leadership teams.
- After fifteen (15) absences: a call will be made to the Department of Child Services.
- After twenty (20) absences: a student may be recommended for expulsion.

Excused Absences

Absences in which the school has been notified for one of the following:

- Personal illness or injury
- Medical or dental appointments (only for the duration of the appointment and travel time)
- Death in the family
- Observance of religious holiday

When a student needs to be absent, a parent/guardian must call the front office at (317) 357-3850 (Option 2) or send an email to icmsattendance@ics-charter.org each day stating the specific reason for any absence. Students are always encouraged to stay current with school work for all absences and are given a minimum of two days to complete the assignments for each day absent. Students with online capabilities at home may also access assignments through their Google Classrooms and communicate with teachers by email in order to stay up to date on class responsibilities. Please note, however, students are still counted absent if they are not in attendance at school each day.

Exempt Absences

Exempt absences will not be counted towards a student's accumulation of absences. Documentation may be required for the following:

- Required court attendance of student
- Absences excused by state law - i.e. working polls & college visits (See IPA's student handbook for

Unexcused Absences

Absences in which the school does not receive notification from a parent via phone call or email, or the excuse provided is not legitimate, is unexcused. Students are always encouraged to stay current with school work for all absences and are given a minimum of two days to complete the assignments for each day absent. Students with online capabilities at home may also access assignments through their Google Classrooms and communicate with teachers by email in order to stay up to date on class responsibilities.

Student No Shows

For students who have enrolled but not physically attended school for a duration of five consecutive days without any contact from parents/guardians, may be administratively withdrawn from ICS. For students who have physically attended an ICS school and do not report to school for a duration of ten consecutive days without any contact from parents/guardians, may be administratively withdrawn from ICS.

Tardies to School or Class

It is critical for students to be on time to school and on time to every class for two reasons: 1. Lateness disrupts the learning environment; and 2. Being on time is an essential habit for students' future success.

Students who arrive after **school** is in session will report first to the main office to obtain a pass to class. Exceptions will be made based on the judgment of School Leadership for weather and traffic issues. Parents/guardians of students who are habitually tardy will receive a series of communication, be invited to participate in Attendance Referral Boards, and, if the family and student fail to comply with the Attendance Officer's coaching and school policy, the student may be recommended for expulsion.

Students who are not in the **classroom** in their assigned seat with supplies ready when the bell rings, are considered tardy and will earn points in the behavior tracker. However, if a student knows they are going to be late to their next class, they must get permission from their next teacher and fill out a hall pass.

ICMS Student Tardy Management Process - Start of Day

ICS uses a semester-based tardy management approach (*note*: A student's tardy count resets at the beginning of each semester). Below outlines the tardy management process:

- Five (5) tardies: Phone call is made to parent/guardian stating their student's accumulation of five tardies
- Ten (10) tardies: Warning letter is mailed to parent/guardian stating their student's accumulation of ten tardies
- Fifteen (15) tardies: Parent/guardian meeting is held to determine support needs
- Twenty (20) tardies: Second attendance letter, including a tardy contract, is delivered by ICS staff and must be signed by the parent/guardian
- Additional five (5) tardies (a total of twenty-five accumulated within a semester):
Student may be recommended for expulsion

Entering and Exiting the Learning Environment

Common Entry Procedures

- Teachers greet students at the classroom door each period.
- Students are seated with all supplies ready when the bell rings.
- Students begin work on a warm-up to activate learning while the teacher takes attendance.
- Teacher reviews learning intentions, success criteria, and behavior expectations for the class along with the daily agenda.

Common Exit Procedures

- Students remain seated until the teacher dismisses the class.
- Students DO NOT line up at the door during ANY instructional block.
- Teachers end each class with a reflection and a positive attitude.

10 Minute Rule

*Hall Passes are not permitted within the first or last 10 minutes of class **except** for emergencies or as written in student health plans (SHP), 504 plans, or individual education plans (IEP).*

Arrival and Dismissal Procedures

Arrival

ICMS opens its doors at 7:30 a.m. and breakfast is served until 8:00 a.m. Students arriving between 7:30 and 8:00 a.m. are required to remain in their advisory lines in the gym until they are dismissed to their lockers.

Dismissal

Walkers

Students who walk home from school must have a walkers contract on file in the front office. Walkers will be dismissed at 3:25 p.m. (2:25 p.m. on Wednesdays) and are expected to leave the school property immediately. Walkers must cross at the crosswalk in the presence of a crossing guard.

Car Riders

Car riders will be dismissed at 3:30 p.m. (2:30 p.m. on Wednesdays) and remain on the concrete pad in front of the building until their car is within the pick up zone. Once students exit the building for the afternoon, there will be no guarantee that they can get back in for forgotten items.

In the event of inclement weather or safety concerns within the neighborhood, students will be dismissed to the gym in which they will line up in their advisory class area. Students will be released when their car is in place in the pick up zone. Communication to parents/guardians for these dismissals will be made through PowerSchool via text and email. Please make sure your contact information is up to date and you have not opted out of notifications.

For Safety and Security: Students are required to follow all guidance provided by ICMS staff members during dismissal.

Student Health Services

School Nurse: Nicole Ostrander nostrander@ics-charter.org

Medication

All students are required to have a signed "Consent to Treat" form on file in order to be seen by the school nurse for medical reasons. No medication is dispensed at ICMS without proper authority. Students taking medication or having special medically-related problems should notify the school nurse. Students may NOT carry medication with them during the school day (with the exception of a rescue inhaler, epi-pen, and diabetic supplies that have medication forms on file with the school nurse). All medications must be left with the nurse by the parent or guardian and be in original packaging or in the prescription bottle with the pharmacy label. Regulations require that we have a completed information sheet on each medication being administered at school. Students should NOT bring medication to school. If medication is necessary, parents must deliver the medication and complete the permission form prior to the school administering the medication. These regulations apply to over-the-counter drugs as well as prescription medications.

Food Services

We strongly encourage all families to apply for FREE or REDUCED school meals through our Meal Magic Family Portal <<https://irvington.familyportal.cloud/>> Meals are no longer served at no cost to families unless they qualify for the FREE rate. Students who charge meals will incur a charge each day that is the responsibility of their families to pay.

Breakfast

Breakfast will be served in the cafeteria beginning at 7:30 a.m. and ending at 8:00 a.m. Full pay breakfasts cost families \$2.37 per meal, and reduced pay breakfasts cost families 37 cents. Prices are subject to change as they are not set by ICS.

Lunch

All students are expected to remove trays and trash from their tables and clean their table with the designated supplies once everyone has finished eating. Lunch areas should be left as they were found and all trash should be disposed of properly. Students are to consume all food and beverages in the cafeteria only. Full pay lunches cost families \$3.92 per meal, and reduced pay lunches cost families 45 cents per meal. Prices are subject to change as they are not set by ICS.

All foods brought from home must be single servings and may not be shared with friends. Sodas and caffeinated beverages are not allowed at school.

Parents who wish to have lunch with their student(s) should pre-arrange with the front office, and we will designate an area within the school for you to enjoy lunch together. For pre-arranged parent-child lunches, the parent/guardian may bring lunch for the student and themselves on that day.

Outside food delivery/drop-off during the school day is not permitted; students must bring their own lunch to school if they prefer to not eat school lunch items.

Sodas and Caffeinated Energy Drinks

All types of sodas and caffeinated energy drinks, powders or supplements are prohibited at all times. The ingredients in energy drinks are not recommended for children due to the high amounts of caffeine, sugar, and other additives.

Water Bottles

We ask all students to bring a **transparent plastic water bottle with a tight-fitting lid** filled with water each day in order to stay hydrated. Students should label their water bottles with their names. Students may carry only water with them throughout the school day, but they may bring a non-soda, non-caffeinated beverage to enjoy with their lunch. (ex: Gatorade, juice, flavored water, fruit-flavored beverage.) ICMS has two water bottle filling stations available for students to use, but we do not provide bottles.

Classroom Celebrations

We have students with severe food allergies and request that families celebrate birthdays and holidays at home and not at school.

Student-Allergens

When a student has a food allergy, families must notify the school nurse in order to ensure that all who work with that student understand the nature of the allergy. It is our practice to discourage all students from sharing food, and we ask for families to communicate with their students our clear expectations about preventing an allergic reaction.

ICMS Student Learning and Academic Achievement

Courses and Schedules

All ICMS students are enrolled in the following Core classes: English Language Arts, Math (or Algebra I for high school credit in 8th grade for select students), Science, and Social Studies. Students are also enrolled each semester in two Culture classes from the following options: Visual Arts, Band, General Music, Project Lead the Way, or Physical Education (PE). As an alternative, we also provide Title I Culture classes to support students who need to strengthen their reading or math skills. Students with IEPs may also receive support through their Resource classes during their Cultures block.

At ICMS, we value meeting the needs of all students, and thus we have introduced a 5th period class. Every student will be enrolled in their 5th period class based on their need and/or interest. 5th period classes will rotate on a quarterly basis allowing students to experience more options in their schedules. 5th period course offerings include: Language and Writing Intervention, Math Intervention, Orton-Gillingham Reading Support, Journalism, Poetry, Young Champions, Agriculture, American Sign Language, National History Day, Life Skills, and Show Choir. All 5th period classes will include student responsibilities such as completing assignments and will have a grade in PowerSchool like all other classes.

PowerSchool

<https://ics-charter.powerschool.com> Families and students are encouraged to access student grades and attendance weekly through our student management system, PowerSchool. The school issues a username and password to each student. Please keep this information in a secure location.

Teachers will update grades in PowerSchool weekly. Any assignment that is not submitted by the due date will be flagged as “missing” and assigned a 0 (zero) for the grade. If an assignment is flagged as missing, the student may still be able to submit the assignment for a grade, depending on the circumstances. The zero serves as a valid representation of a student’s standing in a course should the work remain incomplete.

ICMS Grading Scale

A+	100%	B+	87 - 89%	C+	77 - 79%
A	93 - 99%	B	83 - 86%	C	73 - 76%
A-	90 - 92%	B-	80 - 82%	C-	70 - 72%

Any grade less than a 70% will result in no credit.

Academic Integrity Policy

ICMS students are expected to demonstrate academic integrity by independently completing their own assignments (except when collaboration is permitted), testing with authorized resources only, and submitting original work for all assignments.

Examples of academic integrity violations include, but are not limited to:

- Plagiarism – submitting another person’s work as your own
- Copying another student’s work during an exam
- Aiding others with acts of plagiarism and/or copying
- Theft or unauthorized access to an exam

- Unauthorized use of materials/equipment, including electronic devices, during an exam
- Changing, altering, or fabricating a grade, score, or any other academic record
- Unauthorized communication with any other person during an exam
- Stealing or destroying the work of another student

Consequences for violating the Academic Integrity Policy may be subject to disciplinary action at the discretion of the school principal and staff.

First Offense

The assignment will be scored as a 0% until the student has followed all protocols for re-submission. Before a re-submission will be graded, the student must:

- Write a 1-paragraph reflection, including a detailed account of the violation, an explanation of why the student chose to violate the policy, and a plan to avoid further violations.
- Teacher will contact parents/guardians via phone or text to discuss the offense, the consequence, and how the student can make up the work.
- Teacher will log the offense in the behavior database, and the student earns points.

Second Offense

The assignment will be scored as a 0% until the student has followed all protocols for re-submission. Before a re-submission will be graded, the student must:

- Write a 5-paragraph reflection, including detailed accounts of the violation, an explanation of the reason the student chose to violate policy, and a plan to avoid further violations.
- Conduct a meeting with the parent/guardian, the teacher, and an administrator to discuss the offense.
- Teacher logs the offense in the behavior database, and the student earns points.

Third Offense

If the student persists in violating the school's academic integrity policy beyond a second offense, a community conference will be held to determine consequences. A wide range of interventions will be explored.

Academic Honors and Honor Roll

At ICMS, we celebrate academic achievements and recognize extraordinary efforts, which also lead to success.

Each week, teachers meet to nominate a "Raven of the Week" which is one student in each grade who demonstrates specific tenets of "The Irvington Way" that captures the attention of their peers and teachers. These students are named in the "ICMS Peek at the Week" newsletter.

At the end of Semester 1, all Honor Roll students are recognized. This includes students who earn an A or B in all classes for Semester 1. Likewise, High Honor Roll students are recognized which are students who earn an A in all classes.

At the end of Semester 2, teachers also nominate students for a variety of end-of-year recognitions that are celebrated as a school community in the gym during the last week of school. Our "Raven of the Year" and "Raven Teacher of the Year" are also selected. These Ravens are selected by results from student surveys

and a variety of teacher and support-staff nominations to celebrate student and teacher achievements and extraordinary efforts.

Assessment Windows

The Indiana Department of Education has tentatively set the 2023 ILEARN testing windows as follows: April 15 to May 10, 2024. Please avoid non-emergency medical and dental appointments to ensure strong attendance during these important assessment windows. Additionally, our students take the NWEA MAP assessments three times per school year: fall, winter, and spring. Please note those dates in advance as they are posted in the “ICMS Peek at the Week” newsletter (sent to all ICMS families by email at the end of each week and posted weekly on our ICS Facebook page). If you do not find yourself receiving that newsletter in your inbox, please notify Mr. Walk immediately jwalk@ics-charter.org

Student Academic Success, Remediation, and Celebrations

All ICMS students are expected to participate in their education in order to demonstrate growth and mastery of grade-level Indiana Academic Standards each day. In fact, we monitor student academic success in three ways:

- 1) Student mastery of Indiana Academic Standards in their coursework--noted as grades on class assignments and assessments in PowerSchool
- 2) Student scores and growth measures three times yearly on NWEA MAP (Measure of Academic Progress) in Reading and Math
- 3) Student scores on Indiana ILEARN assessments

When students fail to participate or fail to demonstrate growth, teachers work to understand why and implement techniques to assist the student through Multi-Tiered Systems of Support (MTSS). Parents are partners in this process, and teachers will communicate frequently, via text message or email, when there are concerns about a student’s success in any class.

At any time during the school year, when any student fails to participate in their education and fails to respond to MTSS, the student’s team of teachers, along with Mrs. McCloskey, may determine that a Retention Prevention Plan (RPP) is needed. This tier of academic support will provide more intensive academic support for the student to prevent them from having to repeat their current grade-level. Students who continually fail to participate or fail to engage with teachers/administration in an attempt to improve their academic performance may be subject to retention in their current grade for the following school year or disciplinary action according to the ICS Discipline Matrix.

ICMS Code of Student Conduct

Student Rights and Responsibilities

All students have the right to be safe and receive an appropriate education. No student shall disrupt the educational process within a school. All members of the school community should promote tolerance for the views and opinions of others, as well as, for the right of an individual to form and hold differing opinions or beliefs. Student behavior that disrupts class-work, involves disorder, or invades the rights of others will not be tolerated. All students will be held accountable by school personnel during the school day, at arrival and dismissal, and at all school related activities.

Student Behavior Expectations and Supports

Students must conduct themselves at all times in a manner that supports the tenets of “The Irvington Way.” If your child comes home complaining about a policy, procedure, or consequence of a rule infraction, please consider the following:

- The school staff deserves the benefit of the doubt. Realize that your child may be emotionally biased and may not be privy to nor able to include all of the information related to any one incident.
- Understand that the school has sound reasons for all rules, and that they are enforced in a manner that is fair, firm, and consistent for the safety and success of all.
- Please support the staff and administration by calling the school with concerns voiced in a manner that is informative and respectful. Teachers and administrators will provide the facts when, and if they are legally able, but we will never divulge information, including consequences, about any other student.

It is the responsibility of the entire school community, including staff, students, and families, to support students in learning and practicing appropriate behaviors.

Since all school personnel are charged with preserving the integrity of the learning environment, ICMS staff members utilize the following programs to aid in the coaching of students, building relationships, developing interests outside of academics, and building school spirit: Social Emotional Learning (SEL) through Rachel’s Challenge Curriculum, Fundraiser Jean Days for charitable donations, Restorative Practices, Quarterly Spirit Weeks, ICMS House System and more.

Restorative Practices: Restorative Practices (RP) serve as the foundation of our behavior management system. Through RP, students and staff work together to resolve relational conflicts. This can include but is not limited to incidents of Disrespect, Continued Class Disruptions, Person-to-Person Conflict, and Failure to Comply. Restorative Chats, both formal and informal, Restorative Circles, Proactive Class 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 progressive discipline consequences when those are deemed necessary to preserve the integrity of the learning environment for all students.

Rachel’s Challenge: Rachel’s Challenge Curriculum promotes key elements in social competencies. These learned skills include better understanding and management of our own emotions, empathy, appropriate interaction with others, and good decision-making. These core skill sets can also be described as outcomes or behaviors: self-management, self-awareness, social awareness, relationship skills, and responsible decision making. (rachelchallenge.org)

Fundraiser Jean Days: On the first Friday of every month, students are encouraged to donate a dollar to wear jeans without rips, holes, or tears. The money collected will be donated to the charitable organization designated for that month.

ICMS House Systems: This year, ICMS will implement a dynamic system to help improve school culture. House systems are an engaging way for students to build character, promote positivity and collaboration, and create a sense of belonging within the school.

Students who earn a behavior referral or are required to leave the classroom to complete a Think Sheet during the week of any ICMS-sponsored fun night, dance, lock-in, or other extracurricular events will be ineligible to attend those events. Likewise, students must be in attendance at school on the day of any ICMS-sponsored special event in order to attend that evening.

Public Displays of Affection and Any Form of Touching, Including “Horseplay”

To ensure the safety and well-being of all students, public displays of affection and ANY form of touching are prohibited at ICMS. This includes hugging, hand-holding, kissing, and other forms of touching. This rule will be enforced at all school events, including extra-curricular events. Students who engage in such behavior will be subject to consequences as outlined in the ICMS disciplinary matrix.

Misbehavior Warranting Suspension or Recommendation for Expulsion

- Chronic misbehavior, including disrespect and classroom disruption
- Insubordination, including failure to participate
- Violence or threat of physical aggression
- Possession of a weapon on school property
- Being under the influence and/or being in possession of illegal substances (alcohol, drugs, drug paraphernalia, tobacco, lighter)
- Bullying
- Cheating/plagiarism
- Theft or vandalism
- Chronic tardiness and/or absences (Refer to “ICS Attendance Policy”)
- Chronic abuse of cell phones/electronic devices rule

Suspension Procedure

When an Administrator determines that a student should be suspended out of school, the following process is initiated:

- 1) Incident Review: A discussion between the school’s Administrative Team will be held prior to the suspension of any student and parent/guardian notification, unless circumstances dictate a more immediate removal of the student from school premises. Follow-up discussion regarding the situation and consequences will take place as soon as possible after the incident.
- 1) Parent Notification: The parent/guardian of the suspended student will be notified of the misconduct, length of suspension, and any other corrective actions taken.
- 2) Intake Meeting: Upon return from suspension the student and parent/guardian may be required to participate in an intake meeting with the involved Administrator. At this time, a Behavior Contract may be introduced, stating that further misbehavior will result in a recommendation for expulsion.

Expulsion Procedure

When an Administrator determines that a student should be expelled from school, the following process is put in motion:

- 1) Incident Review: The school Administrator consults with the CEO, explaining the reason(s) for the recommendation. The student's discipline history is also revisited at this time. The CEO is then notified, the recommendation for expulsion explained, and a determination is made to go forward with the recommendation or determine other consequences or course of action.
- 2) Parent Incident Notification: The parent/guardian of the suspended student pending expulsion will be notified of the recommendation.
- 3) Parent Due Process Notification by Mail: Parents/guardians will receive, through certified mail, notice of the recommendation for expulsion and their recourse in the expulsion appeal process. The parents/guardians have 10 school days upon receipt of this letter from the CEO to file for an appeal. The appeal will be overseen by an independent authority, typically an uninvolved Administrator from another ICS school. Failure by a student (18 years old or above) or the student's parent/guardian to request an appeal will be deemed a waiver of rights administratively to contest the expulsion.
- 4) Notice of the appeal meeting being granted will be delivered in writing by certified mail or in person, and contain the reason(s) for the expulsion and the date, time, place, of the appeal meeting.
- 5) At the expulsion appeal hearing, the involved Administrator will present evidence to support the charges against the student. The student and parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position and make a case for reinstatement. Additionally, parents/guardians may bring character witnesses and/or advocates, but only one will be allowed to be in the hearing at a time and will have their time monitored by the Hearing Officer.
- 6) If an expulsion meeting is held, the Hearing Officer will make a written summary of the evidence heard at the meeting, determine whether to uphold the expulsion or reinstate the student. The Hearing Officer's decision will be sent by mail to the student's parent/guardian.

Note: Students who are withdrawn from ICMS under threat of expulsion will find it difficult to obtain enrollment in other schools since most will honor the expulsion, or recommendation for expulsion.

Self-Reporting of Contraband

If a student finds contraband (e.g. weapon, drugs, alcohol, etc.) on school grounds or unknowingly brings contraband onto school grounds, he/she is to immediately report it to a school employee.

Search and Seizure

In order to maintain a safe learning environment for all members of the school community, school administrators may request to search a student or a student's property, and may seize any illegal, unauthorized or contraband materials discovered in the search. Lockers and Chromebooks are the property of ICS. The school reserves the right to inspect their contents at any time for any reason to ensure the safety and security of all students and staff. This includes bags and backpacks stored within the locker as well. Misuse of a locker or Chromebook may result in the loss of use.

Bullying

Irvington Community Schools, Inc., is committed to providing and maintaining a safe learning environment free from bullying and harassment. ICS 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 to end such behavior and restore the affected student(s)' sense of safety.

Definitions:

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 (e.g., Facebook, Instagram).

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.

Procedures for Reporting and Responding to Bullying and Retaliation:

- 1) Reports of bullying or retaliation may be made by staff, students, parents/guardians, or others, and may be oral, written, or by use of the STOPit app. Oral reports made by or to a staff member shall be recorded in writing.
- 2) Staff members are required to immediately report any instance of bullying or retaliation – whether observed or informed of – to an administrator. The reporting of bullying may be made anonymously.
- 3) Any reports of cyber-bullying involving social networking will be assessed by the School Resource Officer and Administrator. The Indianapolis Metropolitan Police Department may be contacted. Based upon the assessment, the ICS Chief Executive Officer may also be notified.
- 4) Before fully investigating the allegations of bullying or retaliation, an Administrator will take steps to assess the need to restore a sense of safety to the alleged target and to protect the alleged target from possible further incidents.
- 5) Once the bullying accusation is investigated, the Administrator will make a determination on the veracity of the complaint and administer appropriate consequences to the guilty student(s). Consequences for bullying behavior may include in-school suspension, out-of-school suspension, Behavior Referral Board, or recommendation for expulsion.
- 6) The Administrator will promptly notify parents/guardians of the targeted student and the aggressor(s) about the results of the investigation and, if bullying or retaliation is discovered, what action is being taken to prevent further acts of this undesirable behavior from occurring. All notices to parents/guardians will comply with applicable state and federal privacy laws.
- 7) At any point after receiving a report of bullying or retaliation, including after an investigation, if the Administrator or School Resource Officer believes that criminal charges should be filed against the aggressor, IMPD will be immediately notified.
- 8) If necessary, the CEO will consult with legal counsel concerning the investigation. All investigative actions will be consistent with Irvington Community Schools, Inc. and the Indiana Department of Education procedures involving such matters.

ICMS Student Dress Code

A successful student begins the day by dressing for success and showing pride in their appearance. Students who arrive at school not in school-defined dress code will be given an opportunity to call home and request assistance from a parent/guardian in ensuring dress code compliance for that day. Students who are unable to do so will be subject to a progressive discipline procedure including but not limited to a behavior referral for documentation.

- 1st dress code offense: Verbal warning documented
- 2nd dress code offense: Verbal warning/behavior referral
- 3rd dress code offense: 5 days lunch detention
- 4th dress code offense: 2 days alternative classroom placement
- 5th dress code offense: 1 day out-of-school suspension (OSS)
- 6th dress code offense: 3 days OSS
- 7th dress code offense: 5 days OSS
- 8th dress code offense: 10 days OSS pending expulsion

Students are expected to adhere to school-outlined dress code at all times and are expected to comply when reminded by ICMS staff. Gang-related apparel is not permitted whether intended or not.

Face Masks

Mandatory masking is a decision made by the ICS Board of Governors during times of high community spread of contagion. Otherwise, masks are an option for students and staff. We ask that masks be worn correctly (covering the whole nose and beneath the chin) and that they be solid color with no text.

Shirts

Students must wear a red polo shirt free of stains, holes, rips, and tears. Students may also wear a solid red crewneck sweatshirt or cardigan sweater with the polo underneath. Sweatshirts/sweaters must be worn properly with student arms through the sleeves and may not be tied around the waist. All shirts, especially sweatshirts, must fit appropriately. Shirts with hoods are not allowed.

Undershirts

Students may also wear a solid-colored undershirt that fits appropriately under their red polo.

Physical Education

All students enrolled in P.E. must bring clothes to change into for physical education class, and change back out before leaving the locker room.

Pants

Students must wear school-uniform style khaki, navy blue, or black dress pants that fit appropriately. (In other words, pants must be the appropriate size for the student's body.) Pants must be free of stains, holes, rips, and tears. Students may not layer their bottoms by wearing a second pair of shorts or pants beneath the school uniform pants.

We strongly recommend that all families support their students with good dress code habits immediately at the start of the school year and before students leave the car in the mornings in order to avoid inconvenient calls home to correct issues.

Shorts, Skorts, and Skirts

Students may wear school-uniform style khaki, navy blue, or black shorts/skorts/skirts that are no more than 2 inches above the knee. Cut-offs are not allowed. Solid color leggings, tights, or shorts may be worn under skirts if free of stains, holes, rips, or tears.

Shoes

Students are required to wear shoes that cover their toes and heels. For the safety of students, soles of shoes should be flat and made of slip resistant material. If Crocs® are worn they must be in “sport mode” with the strap on the heel. Crocs® are not an acceptable shoe for PE.

Other

Tattoos (temporary or permanent) or any writing on exposed body parts are not allowed at ICMS.

Banned Items

Unless a recognized practice of a student’s religion, students may not wear hats, head coverings, or bandanas during the school day in the building. Students may wear a single headband. Students may not wear nor carry sunglasses, purses, or bags of any sort during the school day unless provided by the school. Students may not have in their possession permanent markers, liquid correction fluid, aerosol cans, perfume/cologne or other grooming products. Unless specified as an accommodation, students may not carry fidget toys. If a student has approval to carry a fidget toy due to an accommodation, the fidget toy must be silent and approved by administration. Teachers may confiscate fidgets if distracting. Candy and food outside of the lunchroom is not allowed.

ICMS Lanyard and ID

As part of the daily “dress code,” students are required to have their official ICMS lanyard, with their school issued identification card, around their neck at all times.

Any deviation from the above will be at the discretion of the ICMS administration.

Cell Phones and Other Electronic Devices

Students must keep cell phones and other personal technology devices turned off and locked in their assigned lockers. Students may not use personal technology at any time during the school day (until after 3:30 p.m. and outside the building) or during any school-sponsored function, including but not limited to school dances, athletic events, club events, fun nights, lock-ins, and music/choir concerts.

Parents, please refrain from sending text messages and calls to students' phones during the school day. When necessary, parents may leave messages for students at the front office with Mr. Walk, and we will ensure that the message is delivered to the student. Students who violate these rules will be subject to the following progressive discipline:

- 1st electronic device violation: Student returns electronic device to locker
- 2nd electronic device violation: Electronic device released to parent
- 3rd electronic device violation: Student is placed on a behavior contract
- 4th electronic device violation: 2 days OSS
- 5th electronic device violation: 10 days OSS pending expulsion

Unauthorized photographing/recording of staff or students during the school day or photographing/recording students wearing any ICS/ICMS dress code/identifiable clothing outside of school hours and sharing with others or posting on social media without proper authorizations could result in consequences up to and including recommendation for expulsion.

School Resources and Lockers

All resources and Chromebooks issued to students for educational purposes are the property of Irvington Community Schools. All students and their parents/guardians are required to read and agree to the ICS Acceptable Use Policy in order for students to utilize school technology for academic work and required assessments. The student's parent/guardian is responsible for the return of all issued resources to ICMS in acceptable condition upon withdrawal from ICMS or at the end of the school year. If an issued textbook is damaged/destroyed, lost, or not returned to ICMS, the parent will be billed up to \$125 for repairs or replacement of the book. If a Chromebook keyboard or touch pad is damaged, the parent/guardian will be billed up to \$100 for each item in disrepair. If a Chromebook screen is damaged, the parent/guardian will be billed up to \$200 for repairs. Electronic tablets from home are permitted at school for reading only; however, the school is not responsible in any way for these devices.

Student lockers are to be used by the assigned student only. Sharing of lockers is not permitted without administrative authorization.