



STUDENT HANDBOOK 2018-2019

6040 East Pleasant Run Parkway South Drive
Indianapolis, IN 46219

Telephone: (317) 357-3850

FAX: (317) 357-3860

www.ics-charter.org/ics

Mrs. Loryn Venekamp, Principal, extension 123 lvenekamp@ics-charter.org
Curriculum and Instruction, Staffing, Scheduling, 504 Plans, and Testing

Mr. Jeff Clark, Assistant Principal, extension 115 jclark@ics-charter.org
Behavior Coaching, School Safety, Building Needs, and Attendance

Mrs. Lyndsey Mundell, School Counselor, extension 109 lmundell@ics-charter.org
Student Support, Family Resource, and College- and Career-Readiness Resource

Mr. Jeff Walk, Administrative Assistant, extension 101 jwalk@ics-charter.org
Enrollment, Records, Payments, and Absence Calls/Emails

This Handbook Belongs to _____

Advisory Teacher _____





ICMS Academic Passport 2018-19
Quarter 4

Student _____ Homeroom _____

Date	Class	Infraction	Student	Teacher	Parent

Additional Passport Documentation

Date	Class	Infraction	Student	Teacher	Parent

Additional Passport Documentation

Date	Class	Infraction	Student	Teacher	Parent

IRVINGTON COMMUNITY MIDDLE SCHOOL

POLICIES and PROCEDURES

Policies are subject to change. Changes will be communicated to families in writing.

Full versions available at www.ics-charter.org

SCHOOL HOURS: School begins promptly at 8:15 a.m. each day. **Students must be present in their Advisory classrooms ready to learn by 8:15 or they will be marked tardy to school.** The school day ends at 4:15 p.m. However, students in good academic standing (0 missing assignments) may be dismissed at 3:35 p.m. Academic Remediation and/or Academic Detention are assigned weekly. Attendance to both Remediation and Detention is mandatory. They start at 3:35 p.m. and end at 4:15 p.m.

Students leaving school grounds during academic detention/ remediation time will be considered truant and consequences will be applied unless documentation of an appointment can be provided the following school day.

AFTER-SCHOOL CARE Provided by the YMCA

After-School Care is available for a fee from 4:30 p.m. until 6:00 p.m. daily with a snack available. **Families must complete and submit a YMCA registration form BEFORE students are allowed to participate in the After-School Care Program.** Please contact the YMCA site manager with any questions (317) 719-0029.

LATE PICK-UP PROCEDURES

If a family is later than 4:15 p.m. to pick up a student who is not enrolled in the YMCA After-School Care program, the family must call the ICMS front office to advise school staff about their status. Families must understand that a school staff member must then stay late, too, in order to supervise the student. Families who fail to show for the 4:15 p.m. pick-up will be given until 4:30 p.m., at which time a per minute late fee will be charged. At 4:45 p.m., if the student has still not been picked up, the school staff member will advise the ICS Resource Officer, who will then call the family again. If the student has not been picked up by 5:00 p.m., the school staff member may call IMPD to report abandonment of the student in addition to the late fee being assessed. During the 4:30-5:00 window, the school staff member may also attempt to reach emergency contacts to secure the safe pick-up of the student.

INCLEMENT WEATHER

For school closings and delays from inclement weather, please watch Channels 6, 8, 13, and 59; visit their websites; listen to WIBC radio; listen for a Power Announcement call to your phone; or visit our website at www.ics-charter.org. While at our website, please also review the corporate "Closing/Delay Policy."

ATTENDANCE

Excused Absences: A parent/guardian must call the front office at (317) 357-3850 or send an email to jwalk@ics-charter.org each day 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 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.

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.

Assessment Windows: The Indiana Department of Education has tentatively set the 2019 ISTEP testing windows as follows: 4/22/2019 to 5/17/2019. **Please avoid non-emergency medical appointments to ensure strong attendance during these important assessment windows.** Additionally, our students take the NWEA MAP assessments three times per year: fall, winter, and spring. Please note those dates in advance as they are posted in the newsletter.

STUDENT ACADEMIC SUCCESS

When students need academic support above and beyond the classroom, the ICMS staff members utilize two programs: Academic Remediation and Academic Detention.

Academic Remediation: Whenever a teacher administers a **critical assessment** throughout the quarter, students who earn lower than 75% on those assessments will be assigned to meet with that teacher in Academic Remediation. Teachers will conduct their Academic Remediations from 3:35 to 4:15 on assigned days of the week. During that time, teachers will review, reteach, and reassess students' understanding of the content. Students will complete that **critical assessment** a second time in order to be excused from remediation, earning at least a 75% or better. Remediation may be required in 2-4 week cycles, depending on a student's ability to demonstrate mastery and pass the assessment with a 75% or better.

Academic Detention: Students who earn a 0 on any assignment during the course of the week will be assigned to an Academic Detention with the assigning teacher(s). Students must attend that Academic Detention as assigned in order to earn credit for that assignment, even if the 0 was earned during an absence and that student failed to complete the missing work in the timeframe allowed (1 day for each day's absence.) Students who willfully fail to complete missing assignments in Academic Detention will earn a behavior referral for "Failure to Participate."

Students who fail to attend either an Academic Detention or Remediation as assigned earn a behavior referral/consequences for "failure to attend." Consequences are as follows:

1 st	Failure to Attend Offense:	Verbal Warning
2 nd	Failure to Attend Offense:	1 day Alternative Classroom
3 rd	Failure to Attend Offense:	1 day Out of School Suspension
4 th	Failure to Attend Offense:	3 days Out of School Suspension/Academic Success Plan
5 th	Failure to Attend Offense:	10 days Out of School Suspension pending Expulsion

STUDENT BEHAVIOR SUCCESS

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 follow this procedure: 1. Give the school staff the benefit of the doubt. 2. Realize that your child is emotionally biased and may not be privy to or may not include all of the information related to the incident. 3. Realize 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. 4. Support the administration and call the school for all

the facts. In partnering with parents/guardians, it is the responsibility of the entire school community to assist students in learning and support them as they practice appropriate behaviors.

Since all school personnel are charged with preserving the integrity of the learning environment, all ICMS staff members utilize the following programs to aid in their coaching of students and building school spirit: Minor Incident Reports (MIR's), Academic Passports, Radical Irvington Moments (RIM's), and Raven Wear Fridays.

Minor Incident Reports: MIR's are used to document a student's minor behavioral disruptions. Students may earn a Minor Incident Report for any action that disrupts the learning environment. Minor incidents may range from dress code infractions (e.g. untucked shirt) to infractions of other school rules (e.g. chewing gum) to disrupting class (e.g. excessive talking during instruction.) An individual MIR expires after 30 calendar days and is discarded by the Advisory teacher. If and when students accumulate 5 MIR's in 30 calendar days, a Behavior Referral is written by the Advisory teacher with documentation of the accumulated MIR's and forwarded to the ICMS Assistant Principal for further coaching and consequences.

Academic Passports: Academic Passports serve as documentation of a student's participation in his/her own education above and beyond assessments and grades. Students who routinely come to class prepared with essential materials, who complete assignments, and who stay focused on their own learning are more likely to experience academic success. Each student's passport is reviewed by the Advisory teacher, student, and parent during conferences at the end of 1st and 3rd quarters. The Academic Passport serves as an important teacher/student/parent communication tool.

Radical Irvington Moments: Throughout the course of a regular school day, there are numerous opportunities for students to make wise choices and show acts of kindness. When a student clearly demonstrates one of the tenets of "The Irvington Way," a staff member will often recognize that student with a Radical Irvington Moment card. Students have opportunities to redeem their cards with a variety of positive behavior rewards.

Raven Wear Fridays: On Fridays, we invite students to wear any ICS Raven shirt with pride. Students may wear any Raven shirt in support of athletics, clubs, academic competitions, or performing units. It must be tucked and belted into the regular dress code bottoms. On special fundraiser jeans days, likewise, shirts must be tucked and belted with jeans free of stains, holes, rips, and tears.

Students who earn a behavior referral during the week of any ICMS-sponsored fun night, dance, lock-in, or other extracurricular events will be ineligible to attend those events.

WELLNESS POLICY

The ICS Health and Wellness Policy has been developed to ensure the health and well-being of our students. The policy can be found at: <http://www.ics-charter.org/ipa-policies/ipa-wellness>

Classroom Celebrations: We respectfully request that families celebrate birthdays and holidays at home and not at school.

Lunch: Students may not trade foods or bring large quantities of food, either homemade or store-bought, to share with friends. ICMS staff will ensure that each child has a healthy lunch available to him/her. Desserts must be single servings. Sodas and caffeinated beverages are not allowed.

Parents Dining with Students: Parents are welcome to bring and eat lunch with their children for **special occasions**. However, food may not be shared with other children. Again, sodas and caffeinated beverages are not allowed. **Staff also reserve the right to provide an alternative setting outside of the cafeteria, such as the conference room, for parents to dine with their children.**

DRESS CODE*

The successful student begins his/her day by dressing for success. **Students who arrive to school not in school-defined dress code will be subject to a semester-based 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
5th	Dress Code Offense:	1 day 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.**

Shirts: Students must wear the official ICMS Raven-logoed, collared polo shirt--free of stains, holes, rips, and tears. Polo shirts must be long enough to remain tucked in. All shirts, especially sweatshirts, must fit appropriately and all polos/t-shirts must be long enough to tuck. (Oversized shirts that could hide contraband are not allowed.) Shirts with hoods are not allowed.

Undershirts: Students may also wear a solid colored undershirt that fits appropriately under their ICMS polo. In cooler weather, an approved ICMS red sweatshirt or a solid red sweatshirt/sweater may be worn with an ICMS collared shirt beneath. Sweaters/Sweatshirts must be worn properly and may not be tied around the waist.

Pants: Students must wear school-uniform style navy blue or khaki dress pants that fit appropriately. Pants must be the appropriate size for the student's body. Students whose pants sag below their waist or are form fitting will be considered out of compliance with the dress code. Pants must be free of stains, holes, rips, and tears. Students may not layer bottoms by wearing a second pair of shorts or other pants beneath the school uniform pants. Students are not allowed to wear yoga-style pants or leggings during P.E. class. Please consult with the P.E. teacher for the class dress code.

Shorts: Students may wear school-uniform style navy blue or khaki shorts/skorts that are no more than 2 inches above the knee. Cut-offs are not allowed.

Skirts: Girls may wear school-uniform style navy blue or khaki skirts that are no more than 2 inches above the knee. Solid color leggings or tights must be worn under a skirt, free of stains, holes, rips, or tears.

Belts and Shoes: Students are required to wear a belt when pants have belt loops. Belt loops may not be cut off. Students are required to wear tennis shoes or dress shoes that cover their feet. Shoes must have a treaded sole. Neither house slippers nor sandals are allowed. All shoes/boots must fit inside the pants legs, and pants may not be tucked inside of boots or cuffed and rolled at the bottom.

Jewelry: Students may wear a single ring and a standard wristwatch. No other items are to be worn on the wrist or arm. Necklaces must be tucked into shirts. Single-post/stud earrings are allowed. Lanyards worn around the neck may include a key and a library card only.

Other: Makeup must be natural and restrained. Tattoos (temporary or permanent) including pen and marker, and facial/mouth piercings are not allowed at ICMS. In case of preexisting piercings, no ornamentation may be worn in them.

Banned items: Students may not wear or carry sunglasses, purses, or bags of any sort during the school day. In addition, students may not have in their possession permanent markers, liquid correction fluid, aerosol cans, fidget toys (unless specified as an accommodation in a student's IEP or 504 plan) or perfume/cologne of any kind. Chewing gum is not allowed at ICMS.

ICMS Agenda: As part of the daily "dress code," students are required to have their official ICMS Agenda in their possession for use in every class. Replacement Agendas may be purchased at the front office.

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

MISCELLANEOUS REMINDERS

Medications: Only parents may carry in prescription and over-the-counter medications to school for students, the medications must remain in the original packaging or in the prescription bottle with the pharmacy label. Students are not allowed to have medications in their possession during the school day, including cough drops or inhalers, unless specially arranged with the school nurse and school administration.

Public Displays of Affection: To ensure the safety and well-being of all students, public displays of affection are prohibited at ICMS. This includes hugging, hand-holding, kissing, and inappropriate touching. **This rule will be enforced at all school events, including extra-curricular events.**

Cheating and Plagiarism: Students are taught how to appropriately and accurately cite their sources at ICMS. Students who cheat and/or plagiarize the work of another and claim it as their own will earn a discipline referral. This includes but is not limited to copying/pasting from online sources.

1st Offense: Student Earns 0 on Assignment.

2nd Offense: 3-5 days OSS and Behavior Contract for Academic Honesty

3rd Offense: 10 days OSS/ Pending Expulsion

CELL PHONES/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 or during any school-sponsored function, including but not limited to school dances, athletic events, club events, and music performances. This policy includes “smart” watches and wearable technology. **Parents should 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. Students who violate these rules will be subject to 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:** 2 Days OSS
- 4th Electronic Device Violation:** Behavior Contract
- 5th Electronic Device Violation:** 10 day Suspension pending Expulsion

Photographing/recording students during the school day or photographing/recording students wearing ICMS attire outside of school hours and posting on social media without proper authorizations could result in consequences up to and including recommendation for expulsion.

TEXTBOOKS AND LOCKERS

All textbooks and Chromebooks issued to students are the property of Irvington Community Schools. All students and their parent/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 will be billed up to **\$100** for each item in disrepair. If a Chromebook screen is damaged, the parent 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.

Lockers and Chromebooks are the property of ICS, Inc. 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. Misuse of a locker or Chromebook may result in the loss of use.

ICMS GRADING SCALE

A+	100+	C+	77 - 79
A	93 - 99	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	60 - 62

PowerSchool

<https://ics-charter.powerschool.com>

Parents/guardians and students are strongly encouraged to access student grades and attendance via the Internet through our student management program, PowerSchool, at the web address above. The school will assign a username and password to each student. Please keep this information in a secure location.

PARENT CODE OF CONDUCT

Parents have a responsibility to demonstrate appropriate, respectful behaviors when on school grounds. ICS has developed a Parent Code of Conduct to help with this partnership. Please refer to our website www.ics-charter.org to review this policy.

The Irvington Way for Families

As a **PARENT/GUARDIAN** of a student at Irvington Community Middle 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 school staff, my child's classmates and their families, 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 sending my child to school when he/she does not feel well.

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/respectfully with the appropriate school representative(s).
- Attend student-led conferences each quarter.
- **Spend time at the school volunteering, visiting the classroom, attending meetings or events, or meeting with teachers.**
- 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.

The Irvington Way for Students

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

BE RESPECTFUL

- Treat school staff, my classmates and their families, 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 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

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

BE FOCUSED

- Plan for my future by working hard today.
- Strive to meet every academic challenge.
- Refine my test-taking skills.

The Irvington Way for Teachers

As a **TEACHER** at Irvington Community Middle 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 frequently by phone, e-mail, or in person. At the middle school/high school level, families can expect to hear from at least one teacher every two weeks.
- 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

- Model good values, life skills, and learning for students.
- 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 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 my students.
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**Irvington Community Schools’ Mission is to...**

- **Provide a small, safe learning community where respectful behaviors are modeled and expected.**
- **Offer a college-prep, career-readiness curriculum that focuses on developing a strong work ethic and creative thinking.**
- **Prepare all students for post-secondary success.**
- **Develop responsible citizens through involvement in service learning and community engagement for the betterment of local and global communities.**

**Irvington Community Schools
General Policies and Procedures: Bullying**

Irvington Community School, 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).

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:

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. Staff members are required to immediately report any instance of bullying or retaliation – whether observed or informed of -- to a School Resource Officer, School Counselor, or Administrator. The reporting of bullying may be made anonymously. Of note, 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.

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. 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.

The Administrator will promptly notify parents or 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.** 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. If necessary, the CEO will consult with legal counsel concerning the investigation. All investigative actions will be consistent with ICS Inc., and Indiana Department of Education procedures involving such matters.

Irvington Community Schools

General Policies and Procedures: Attendance

ICES and ICMS Student Tardy Management Process:

Following is a semester-based tardy management approach (students start with a clean slate each semester):

1. **When students reach five (5) tardies parents will receive written notification in the mail.**
2. **When students reach ten (10) tardies, parents will receive notification via phone or email.**
3. **When students reach fifteen (15) tardies, parents will receive a second written notification.**
4. **When students reach twenty (20) tardies, an Attendance Board will be scheduled and the student placed on an Attendance Contract.**
5. **If the student receives five (5) more tardies, he/she will be recommended for expulsion.**

Note: students with 20% (39) or more tardies over the course of the school year will be recommended for possible retention.

Absences: There are two types of absences: excused and unexcused.

Excused: A parent or guardian must call or leave a written note with the school's administrative assistant **every day the student is absent.** This communication must state the specific reason for the absence.

Students are allowed to make up work for an excused absence and are given one day to complete the assignments for each day absent. Absences are excused for the following circumstances:

- Personal illness or injury
- Required court attendance
- Medical or dental appointments (only for the duration of the appointment and travel time)
- Death in the family
- Observance of a bona-fide religious holiday
- Absences excused by state law or ICS

Unexcused: This is an absence for which the school does not receive a parent or guardian communication, or the reason is not legitimate. Students will not be given credit for any work due or assigned during an unexcused absence. After ten (10) full days of excused absences, students will then be required to have a physician's statement for any further absences. For chronic or long-term illnesses, a physician's Certificate of Incapacity will be required. (Excessive absences can lead to retention or expulsion.)

Parent Notification Process Regarding Student Attendance:

- 1) When a student reaches five (5) unexcused absences, parents will receive written notification via mail.
- 2) When a student reaches seven (7) unexcused absences, parents will receive a second written notification via mail.
- 3) When a student reaches nine (9) unexcused absences, parents will be required to attend an Attendance Board meeting and corrective action will be put in place
- 4) When a student reaches eleven (11) unexcused absences, parents will be required to attend a second Attendance Board and the student will be placed on an Attendance Contract
- 5) **If a student reaches fifteen (15) unexcused absences, the student will be suspended and recommended for expulsion.**
- 6) Each subsequent unexcused absence at 10 and beyond will result in either a phone call to a parent or a welfare check/home visit to the student's home by an Administrator and/or School Resource Officer.

ICS Inc., is an agent of the state of Indiana and is merely enforcing Indiana Code Attendance Laws.

**Irvington Community Schools
General Policies and Procedures: Behavior**

In managing their behavior, Irvington Community School, Inc. students are all reminded to be mindful of "The Irvington Way":

Be Respectful—to our students, parents, staff, community

Be Responsible—for my learning, actions, behavior, attitude

Be Safe—in my choices, words, actions, life

Be Involved—in our classroom, school, community, world

Be Focused—on my academic success, test preparation, career plans, personal best

(For more detail, refer to "The Irvington Way.")

Irvington Community School, Inc. views student discipline issues as behavior management learning opportunities, which reflects our "compassionate but firm" discipline philosophy and methodology. Much of

our approach is influenced by leading experts in the field of school discipline such as psychologist Allen Mendler, Ph.D., and educator Richard Curwin, Ed.D., authors of *Discipline with Dignity for Challenging Youth*. The authors' five discipline principles for educators, which we embrace, are:

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.

ICS makes these principles reality through a progressive three-step behavior management process that involves:

1. Classroom management;
2. Behavior coaching; and
3. Community management (i.e., parental involvement).

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.

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 Administrative Team.

Behavior Coaching

ICS Administrative Teams work with students to help them understand their behavior and its negative implications – how it impacts themselves and others. Students involved with behavior coaching engage in constructive conversations and receive appropriate consequences, which can include (among many other techniques) reflective writing, personal and public 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 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. By partnering with parents and teachers, ICS Administrative Teams implement corrective behavior action that stands the best chance of succeeding in encouraging students to grow in character, maximize their educational experience, and evolve into upstanding citizens.

Community Management

Students who continue to be disruptive and show little progress in managing their behavior are referred to a Behavior Referral Board (BRB). The BRB is staffed by an Administrator and several faculty members who meet with the student and his/her parents/guardians to review behavior issues and determine how to most effectively address them. This group dynamic is an expression of unified support so that the student feels valued, understands the gravity of the transgression(s), and receives clear coaching on behavior modification.

Misbehavior Warranting Suspension or Recommendation for Expulsion

- **Chronic misbehavior, including disrespect and classroom disruption**
- **Insubordination, including failure to participate**
- **Violence/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 tardies 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.
2. **Parent Notification:** The parent/guardian of the suspended student will be notified of the misconduct, length of suspension, and any other corrective actions taken.
3. **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.

***Please note that out-of-school suspensions are considered unexcused absences and students will not earn credit for any assignments or tests missed during the term of the suspension.**

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 school under threat of expulsion will find it difficult to obtain enrollment in other schools since most will honor the expulsion or recommendation for expulsion of other schools.