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Philosophy of Harding Independence Charter District

Parents who desired the best educational experiences for their children founded both Independence Charter Middle School (ICMS) and Harding Charter Preparatory High School (HCPHS). The educational philosophy of ICMS & HCPHS is that of a small school environment where the former prepares their students for a college-preparatory high school and the latter is a College Board, Advanced Placement Curriculum. A highly trained faculty aids in the implementation of our rigorous curriculum. The Harding Independence Charter District (HICD) faculty and administration employ a transitional philosophy from the environment of middle school to the rigors and demands of high school. ICMS & HCPHS are staffed by a committed group of professionals who provide the structure and environment to use the full range of their professional expertise in providing the best educational experiences for the children they serve. We believe in a collaborative environment where faculty and administration work together for the benefit of students.

Our principle interest is the welfare, educational experience and achievement of each student. Faculty, administration and parents hold high expectations for student academic achievement and have, therefore, designed a rigorous curriculum to prepare our students for the academic demands in both schools and in their studies beyond high school.

We believe an optimal educational environment is achievable through a secure and safe school experience. Parents will support the administration and faculty toward that goal. The highest standards of professional behavior and ethics are expected from our administration and staff. Parents will support the staff and administration in a mutually respectful manner.

We understand the design, administration, and governance of this district are unique. As with all new enterprises, we will strive to continuously improve our district and provide the very best for the children we serve.

Harding Independence Charter District Vision Statement

Our vision is to prepare all graduates for success at any post-secondary educational institution.

District Office Contact Information

Superintendent – Steven Stefanick

Email – sstefanick@hicd.org

Office – 405-606-8742 ext. 109

1301 NE 101st Street
Oklahoma City, OK 73131

GENERAL SCHOOL INFORMATION

Independence Charter Middle School Mission Statement

*Our mission is to prepare our students
to be successful in a college-preparatory high school.*

School Office Contact Information

Office – 405-767-3000

Fax – 405-767-3007

Website - www.icmsokc.com

School Breakfast

7:15 am – 7:45 am

Principal Offices

7:15 am - 4:15 pm

Attendance Office

7:15 am - 4:15 pm

Counseling Office

7:15 am – 3:15 pm

Classroom Teachers

7:15 am - 3:15 pm

After School Activities (M-TH)

3:00 pm - 4:15pm

Summer Office Hours (M - TH)

8:00am – 3:00pm

3232 NW 65th Street
Oklahoma City, OK 73116

Faculty and Staff

Adams, Jennifer	Fine Arts
Ash, Cierra	English
Atwood, Kristin	Math
Bouchereau, Sherry	Science
Carllson, Christine	English
Flores, Pablo	Custodian
Gresham, Amy	Administrative Assistant
Harriman, Reed	History
Keesee, Dustin	Science
Kime, Becky	Business Manager / Athletic Director
Leenders, Kat	English
Linderer, Susan	Counselor
Mann, Amanda	Principal
Martinez, Ashley	Math
McCrary, DeShawn	Math
Moore, Phyllis	Special Education
Moseley, Kathleen	Literacy
Peixotto, Celia	Spanish
Prevatt, Colin	Science
Smith, Benedria	Technology
Stefanick, Steven	Superintendent
Stringer, Larry	Health / PE
Termini, Karin	History
Vogt, Deborah	Fine Arts
West, Jami	Assistant Principal
Wolfe, Elias	History

Harding Independence Charter District, Inc.
Governance Board

Lisa Boevers	HCP Parent	Vice President
Laura Litle	HCP Parent	Member
April Gray	HCP Parent	Secretary
Carnell Cunningham	HCP Parent	Member
Angela Slovak	HCP Parent	Member
Danielle Callahan	ICMS Parent	Member
April Anderson	ICMS Parent	Member
Mark Vaughn	ICMS Parent	Member
Jana Noble Stephens	ICMS Parent	Member
Leanna Vasquez	ICMS Parent	Member
Michael Pedder	ICMS Parent	Member
Lisa Miller	Community	Member
Pat McKinstry	Community	President
Greg Hall	Community	Member
Dr. Kathleen Parker	Community	Member
Jay Shanker	Community	Member
Steven Stefanick	Superintendent	
Lou Falsetti	Legal Counsel	

Independence Charter MS
Calendar 2021-2022

August 2	Normal Office Hours Resume
August 3	New Teacher to Profession PD
August 3	New Teacher to HICD
August 4 - 10	Professional Development
August 9	Schedule Pickup
August 11	Classes Begin
September 2	ICMS Open House / Curricular Night
September 3 - September 6	Labor Day Weekend - No Classes
October 13	Career Day + College Day
October 13	End of 9 weeks
October 14	Parent Conference Day
October 14, 15, 18	Fall Break – No Classes
November 22 – November 26	Thanksgiving Break – No Classes
December 14, 15, 16	Semester Finals
December 16	End of Semester
December 17	Record Day
December 17 - January 3	Winter Break – No Classes
January 3	Professional Development
January 4	Classes Resume
January 17	MLK Day - No Classes
February 21	Parent Conference Day
March 11	End of 9 Weeks
March 14 – 18	Spring Break – No Classes
April 15	Spring Friday (Snow Day)
May 18	End of Semester
May 18	HCP Graduation
May 19	Record Day

What to do if?

You are absent.....your parent or guardian is to call the school that day
 You become ill at school.....go immediately to the Main Office
 You must leave school.....go to the office, check out, even if your parent has already called
 You have a locker problem.....go to the Main Office
 You need to register a vehicle.....go to the Main Office
 You wish to request schedule changes.....go to the Main Office
 You are having difficulty in a class.....talk to your teacher
 You lose your lunch money..... go to the Main Office
 You lose a personal item.....report it to the Main Office
 You wish to report a theft..... report it to the Main Office
 You are moving and must withdraw from school..... go to the Main Office
 You are having parking problems..... go to the Main Office

Daily Schedule

6th Grade

1st 7:45 - 8:33
 2nd 8:36 - 9:24
 3rd 9:27 - 10:15
 4th 10:18 - 11:06
Lunch 11:06 - 11:46
 5th 11:49 - 12:37
 6th 12:40 - 1:28
Advisory 1:31 - 1:51
 7th 1:54 - 2:42
Announcements 2:42 - 2:45

7th Grade

1st 7:45 - 8:33
 2nd 8:36 - 9:24
 3rd 9:27 - 10:15
 4th 10:18 - 11:06
 5th 11:09 - 11:57
Lunch 11:57 - 12:37
 6th 12:40 - 1:28
Advisory 1:31 - 1:51
 7th 1:54 - 2:42
Announcements 2:42 - 2:45

8th Grade

1st 7:45 - 8:33
 2nd 8:36 - 9:24
 3rd 9:27 - 10:15
 4th 10:18 - 11:06
 5th 11:09 - 11:57
 6th 12:00 - 12:48
Lunch 12:48 - 1:28
Advisory 1:31 - 1:51
 7th 1:54 - 2:42
Announcements 2:42 - 2:45

Distance Learning Schedule

*The following schedule will be used if the school building needs to be closed for a period of time.
 Independence Charter MS will use Microsoft Teams, which is provided to all students free of cost.*

Monday - Friday

1st Period	7:45am – 8:25am
2nd Period	8:30am – 9:10am
Support	9:15am – 9:50am
3rd Period	9:55am – 10:35am
4th Period	10:40am – 11:20am
Lunch	11:25am – 11:50am
5th Period	11:55am – 12:35pm
Support	12:40pm – 1:15pm
6th Period	1:20pm – 2:00pm
7th Period	2:05pm – 2:45pm

Emergency Drills

In cases of an actual tornado or fire, persons are to follow these drill procedures.

In the case of a tornado drill, persons should move in an orderly manner to assigned locations as quickly as possible. Students should be seated on the floor and await further instructions.

In the event of a fire drill, the siren and strobes will be the signal that all persons must leave the building by the nearest exit, in accordance with the plan posted in each classroom. All persons exiting should withdraw to a distance of one hundred (100) feet from the building and remain there until the sirens conclude and a school official signals to students indicating that the building may be reentered safely. Drills are conducted at various times throughout the school year. *Teachers will take their emergency bags with them so they can take roll and account for all students.*

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents of students under 18 years of age and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the school principal a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of student’s rights. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they wanted changed, and specify why it is inaccurate, misleading or in violation of the student’s rights. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governance Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in school service program or serving on an official committee, or assisting another school official in performing his or her tasks.

The School is permitted to disclose what is termed “directory information” of a student to others without consent of the student or parents, if the student is under 18 years of age. The student or parent, if the student is under 18 years of age, may restrict or prevent the release of all or any part of the information designated as “directory information” without their prior consent provided that the student or parent, if the student is under 18 years of age, notifies the school, in writing, within (ten) 10 days of receipt of this handbook, that any or all of the “directory information” should not be released without the student’s or parent’s, if the student is under 18

years of age, prior consent. "Directory information" is designated as: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW Washington, D.C. 20202-4605

Armed Forces Student Access

Federal law requires local educational agencies to provide military recruiters, upon request, access to specific information on a secondary school student, unless the parent of the student or the student opts out of the disclosure of this information, in which case the information may not be released without the parent or student's prior written consent. A request to opt out of the disclosure of the specific information must be in writing and only a parent of a secondary school student may submit such until the secondary school student has reached 18 years of age. At 18 years of age, the secondary school student may request in writing to opt out of the disclosure of information.

Immunizations

Oklahoma law requires that parents or guardians of all minor children in grades kindergarten through twelfth for all public, parochial or private schools in the State of Oklahoma, present a certified copy of required immunizations upon school entry. To be in compliance with this law, the student must have received or be in the process of receiving immunizations for DPT/DT, Oral Polio, Measles, and Rubella. Measles immunizations must have been administered after one year of age. Hib immunizations are also required for students entering the seventh grade in August 1997.

Medication

Pursuant to Oklahoma law only medication that has been prescribed for a student by a physician will be administered by school personnel. Medication brought to school to be administered by school personnel will:

A. Be in a prescription vial or bottle, with the pharmacy label that states the physician's name, the name of the medication, and the directions for the administration of the medication of a particular student. This could include an over-the-counter medication such as cough medicine, aspirin, or any other domestic remedies, ONLY if a physician has made a diagnosis and has directed that a specific medication be given to that student. Non-prescription medicines must be in the original container and accompanied by the physician's written request and instructions for administration at school.

B. A written request, signed by the parent or guardian, must accompany the medication, stating the name of the medication, the amount to be given, and the time it is to be given.

C. Medication that is given for longer than ten (10) days or "only when necessary" (PRN) will require a written and signed statement by the physician. Forms for the physician's statement are available in the school office.

If it is necessary for a student to take prescribed medicine during the school day or have medicine in their possession, the student must have a written request and instructions by the physician turned into the main office. A student may then obtain written permission to be released from class at the appropriate time for the purpose of taking such medication.

Child Nutrition Programs

Students may purchase meal funds through the main office. Checks made payable for meal funds will NOT be exchanged for CASH. Applications for free or reduced lunches may be obtained from the office. Free or reduced lunches cannot be shared with other students. **All outside food delivery services are prohibited unless delivered by parent or guardian of student.**

Child Nutrition Charge Policy

In compliance with the *Healthy, Hunger-Free Kids Act of 2010* and SP 46-2016, the LEA implements the following lunch charge policy:

Local Meal Charge Policy Considerations

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch on the student's school lunch account;
2. The limit for student charges is \$100;
3. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations;
4. Families can find assistance by contacting the Principal;
5. The school will notify households for negative balances by email, phone, or direct mail.

Local Meal Charge Policy Communication Requirements

1. Households will be notified of the charge policy at the beginning of each year;
2. Transfer students will be notified of the charge policy during enrollment;
3. Parents will be notified at the time of any changes to the charge policy;
4. Staff will be trained annually on the lunch charge policy.

Alternate Meal Policy Considerations

1. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations.

Delinquent/Bad Debt Practices

1. Households will be notified of delinquent debt monthly;
2. Households who are delinquent and may be approved for free/reduce lunch services will be encouraged to submit an application;
3. Households will be notified by mail of unpaid meal charges, expected payment dates, and collection efforts;
4. The Principal will determine whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment;
5. Accounts with a negative balance as of May 31 may be referred to the school's legal counsel or designated collection agency for payment;
6. The school may solicit donations or use general fund collections to ensure that funds will be obtained to restore any unallowable bad debt to the School Food Service Account.

Financial Obligations

Students are expected to take care of any financial obligation that they may incur. If a student does not, the following may occur:

1. A student will not be allowed to pick up the following year's enrollment schedule.
2. Grades will NOT be sent out.
3. Records will not be released to other schools.
4. Will not participate in extra-curricular activities.

Leaving After School

Students should exit the school building immediately at the close of the school day unless participating in an After-School Program, event or activity, with a teacher, coach or sponsor. Only students involved in activities or athletics may remain in the building beyond 3:00 p.m. and must be under the direct supervision of a teacher, sponsor or coach. Any students not participating in such activities will be removed from the school building at 3:00 p.m. unless the wind chill is below 40 degrees, or an emergency arises. Students, unless involved in an after-school program, event or activity with a teacher, coach or sponsor shall leave the campus at the close of the school day. It is the responsibility of the parents to ensure that students are picked up by 4:15 pm. If students are continually picked up late, the following may be instituted:

- Student dropped at the police station until picked up by parent/guardian

Lost and Found Articles

Students are responsible for all items used at school. Personal items should be marked with the student's full name. Students who have lost items may ask for them in the main office. Students finding articles in the school should bring them to the main office. All unclaimed items are given to a charity at the close of the school year.

Messages

The policy toward student messages is as follows:

- A. Students are generally not called to the office telephone. In case of sickness or some emergency, which the caller must indicate, messages will be delivered.
- B. Parents/guardians are the only people who may call and leave messages to be delivered to students.

Telephone

Students may use the telephone in the office to contact parents or guardians only. If a call has to be made during class time the student must first obtain permission from their teacher. Student's abusing the telephone may lose the ability to use the telephone.

Visitors

Independence Charter Middle School policy does not allow visitors to attend classes/lunch with a student. Only persons with legitimate business at the school or parents will be allowed. All visitors and parents should sign in through the office and should leave promptly when their business is completed.

Flowers or Gift Delivery

Flowers, balloons, or gift deliveries are accepted. Deliveries will be held in the front office for pick up at the end of the school day.

Computer Usage Policy

Student use of networked computers is available from 7:15 am to 2:45 pm each day. However, student use will be at the discretion of the teacher using the classroom. Students may use personal laptops only in the classroom at the discretion of teacher as long as the classroom abides by equitable practices.

Access to the internet is available in certain computers throughout the school and through WIFI. However, before any student is given permission to use the Internet, he/she must have signed the Internet Agreement form part of the enrollment sheet and it must be on file with the principal's office.

The following policies apply to any computer or personal laptop at ICMS. Failure to comply with these policies will result in disciplinary action through the office and loss of computer privileges.

- No chat rooms and/or instant messaging may be accessed on any computer at ICMS.
- Games are not to be loaded on any computer.
- Computers and their supported technology are to be treated with care and respect.
- Any unauthorized use of the computer network is strictly forbidden.
- Only school related use of the computers is authorized.
- No cloning or copying software

Grading Scale

A – 90% to 100%

B – 80% to 89%

C - 70% to 79%

D - 60% to 69%

F - 0% to 59%

I - Incomplete – For the fall semester, incompletes must be completed within two weeks of the spring semester. For the spring semester, incompletes must be completed by June 30th.

NC – No Credit – On the 10th excused/unexcused absence, a student will receive a “no credit” on his/her transcript for the semester. If the student is passing at the end of the semester, he/she will receive a No Credit (NC) for the class in which the absence limit has been exceeded. If he/she is failing, the failing grade will be recorded.

In order to maintain the consistency and the meaning of the grading system, the following method of determining grades will be used.

1. The teacher will utilize grading patterns that are fairly administered and based on identified criteria. A minimum of two grades per week will be submitted by the teacher to provide opportunities to all students. Students and parents will receive prior notification of the criteria and objectives.
2. The teacher will use multi-criteria assessment, measuring student mastery of the stated objectives through projects, daily assignments, tests, etc.
3. Nine-week evaluation will include multi-criteria assessments as listed above.
4. All semester grades will be calculated as followed:
Eighteen weeks average = 80% Semester exam/project/performance = 20%

Extracurricular Activity Eligibility

Any student competing in any extracurricular activity must maintain scholastic eligibility in order to participate. Scholastic eligibility is defined for every student, including incoming ninth graders and transfer students, as receiving a passing grade in each subject he/she was enrolled during the previous semester, even if said semester is from the previous school year whether from ICMS or another school in which the student was enrolled.

If a student does not meet this requirement, he/she is not eligible to participate during the first six weeks of the new semester, even if said semester is in a new school year.

Example: Any student who failed a class in the 2021 Spring Semester is ineligible to participate until Monday, September 20, 2021. (These dates will change to reflect applicable years.)

Scholastic eligibility will be checked three weeks after the start of each semester and each succeeding week thereafter. These grade checks will be done every Thursday morning by 8:00 AM. The period of ineligibility will always begin the *following Monday and end on Sunday*.

A student must have a passing grade in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in which she/he is enrolled on the day of the grade check, he/she will be on probation for the next one-week period, as stated above. If a student is still failing one or more classes during the next week on the grade check day (even if it is a different class/subject than the prior week), he/she will be ineligible to participate during the next one-week period. A student will not regain eligibility until he/she is passing all subjects on the day grade checks are done. During a week of ineligibility, a student may still participate in practices. All ineligibility periods run from Monday to Sunday following the date of the most previous grade check. Even if a student regains a passing status the day of a grade check, he/she is not able to participate until the following Monday.

Incomplete grades and no credits will be considered to be the same as failing grades in determining scholastic eligibility. A passing grade is defined as making a D or higher.

Example: Any student who fails a class in the 2021 Fall Semester will be ineligible until Tuesday, February 14, 2022. (These dates will change to reflect applicable years)

Counseling Office

Guidance services are available to every student in the school. These services include:

- Assistance with educational planning
- Study help
- Help with home, school, and/or social concerns
- Any questions a student might feel they would need to discuss

The Counseling office believes that parent input is important and encourages parent involvement.

Parents or Guardians may request a meeting any Monday, Tuesday, Wednesday, Thursday, or Friday meeting at 7:15am with the teachers accompanied by the counselor and administrator through the counseling office. No group meetings may be arranged after-school hours. If a parent or guardian arrives after the scheduled time, the meeting must be rescheduled, or the meeting may continue with the absence of the teachers.

Grade Viewing

Grades can be viewed by signing on to PowerSchool. In the event you cannot access PowerSchool, please feel free to call or email your child's respective counselor for his/her grades. Grades are submitted by teachers before eligibility of each week.

Progress Reports

Progress Reports are completed by teachers every nine weeks; the dates are listed on the calendar at the front of this handbook. The date that is listed is the last date of the nine weeks; grades are uploaded and will be mailed out the following week. Semester grades are mailed about two weeks after the last day of the semester.

Library/Media Center

Independence Charter Middle School Media Center contains materials to meet the research and recreational reading needs of our students.

To assure excellence in library service, it is important that students comply with the following guidelines:

1. The media center is open every school day with some exceptions. Students are welcome at all times during the school day for the purpose of research, study, or recreational reading. Media passes are required from classroom teachers during class times, but not before/after school.
2. Three items may be checked out at one time. If a student requires more than three items for a special project, the staff may extend check-out privileges. A clean return history will determine if privileges are extended. Regular circulating books are checked out for a two-week period, with one renewal option. Reference books may be checked out after school and returned the following morning.
3. Fines for overdue items are assessed as follows:
Regular circulating books: \$.10 per day past the due date.
Reference books \$.25 per hour beginning with first hour of the morning they are due.
4. Materials that are lost or damaged must be paid for by the student.
5. Fines will accumulate to a maximum of the cost of replacing the item until the item is either paid for or returned.
6. Grades and transcripts will not be released to anyone, including students, parents or any other educational institution until all outstanding library obligations are paid in full.
7. Internet usage is restricted to information needs related only to school assignments. Students are required to have the Internet Agreement box on file signed by a parent/guardian. Use of the internet for other than permitted uses will result in serious disciplinary action.
8. Theft or attempted theft of library materials or pranks played with the media center's security system will result in serious disciplinary action.

Lost and Damaged Textbooks

Each textbook has a different number on it. When the student is issued a textbook, the student is responsible for that numbered textbook. Whether the book is lost, stolen or damaged (by the student or other persons or animals) the student is responsible. Books that have been lost or damaged must be paid for by the student. Students shall pay for books in the main office.

If anything happens to a student's textbook that hinders him/her from returning it to the teacher at the close of school, the student will not receive grades, nor will their grades be released to any person or entity until the obligation is resolved.

If anything happens to a student's school property that hinders him/her from returning it to the teacher at the close of school, the student will not receive grades, nor will their grades be released to any person or entity until the obligation is resolved.

Volunteer Hours Policy

STUDENT

The Governance Board views the Community Service component of our students' education as a means of developing awareness by our students of their role in the community. We hope to instill an attitude of responsibility toward their community and a sense of ownership in that community. Community service is one method of developing skills in collaborative work, strategic planning, assessment of outcomes, negotiating skills, and communication skills. Therefore, the Governance Board believes that age appropriate community service projects are an asset to the curriculum. It is required that each student learn about the importance of community service and complete a project each year that will be arranged by the school administration.

PARENT (FAMILY)

The Governance Board believes a parent's participation in the education of their child is one of the most important aspects of a child's educational success. Parental participation in the education process is at the core of our school's foundation. Therefore, the Governance Board has established a Parent Participation Program to provide parents with various activities and projects to assist the school and support their child's education. Participation in the Parent Volunteer program is encouraged for each parent who wishes to admit their student to ICMS.

Each family is encouraged to complete a minimum of twenty-five (25) hours of volunteer time per school year. The awarding of volunteer hours for tasks shall be outlined below. It is the duty of the parent to maintain his or her own records. The office shall supply each family with "time sheets" that are used to write down the type of task performed, the time involved in completing the activity or to indicate the money spent on purchasing items to complete the activity or to aid in the classroom. If a family member or other relative wishes to participate in a volunteer activity on behalf of the student, then those hours of volunteer time shall be counted toward the family's volunteer time. If a student, parent or guardian purchases material to complete a volunteer task, education-related task, or provide classroom materials, the student will receive one (1) hour of volunteer credit for every \$20.00 spent. This policy includes guardians.

ATTENDANCE INFORMATION

Attendance Policy and Procedures

Oklahoma County Truancy Laws

It is important that you understand the laws concerning school attendance and truancy. Oklahoma Law holds you, as the parent, responsible for your child's attendance at school. Oklahoma State Law requires that school officials keep attendance records and report excessive absences to the Oklahoma County District Attorney Office for the misdemeanor offense of Failure to Comply with the Compulsory Education Law. The penalty for this offense is up to five (5) days in the County Jail for every unexcused absence and/or \$50.00 fine per day after the notice has been given. Fines and jail time increase for subsequent offenses. School officials have to report that your child has missed ten (10) or more days of school.

District Attorney's Criteria for Absences that Do Not Count Against Attendance:

- **Medical Absences** - Documentation of doctor visits and medical absences must be turned into the office no later than five days after the visit in order to not count against attendance.
- **Funeral Absences** - Documentation of missing school for funeral related purposes must be turned into the office no later than five days after the event in order to not count against attendance.
- **Judicial Absences** - Documentation of judiciary related absences must be turned into the office no later than five days after the event in order to not count against attendance.
- **Religious Absences** – Documentation of religious related absences must be turned into the office no later than five days after the event in order to not count against attendance.

If any forgery occurs with above documentation, local authorities will be notified.

Unexcused Absences

Unexcused absences are those absences that a parent has not excused either by phone or written notice. Absences need to be "excused" by a parent on the day of the absence; otherwise, it remains unexcused. Tardiness will result in unexcused absences (please see the tardy policy below). Students are not allowed to make up schoolwork for days that they have an unexcused absence.

Attendance and Make-Up Work

If a problem of absenteeism persists, a conference may be held with the parent, the student and the principal. A behavioral or attendance contract may be written and signed by the student and parent, if under 18 years of age or the student may be subject to further disciplinary action, including withdrawal from ICMS. When a student is absent, make-up work will be allowed only if the absence is excused. It is the responsibility of the student to arrange with the teacher to make-up work and/or take tests. All make-up work is due within a reasonable amount of time. The number of days absent plus one will be allowed; however, if work is not made up or arrangements have not been made by the end of the grading term a zero will be recorded for those assignments.

In the event of an extended illness, three (3) weeks or more, arrangements can be made for "homebound" instruction.

School Activity Absences

Students participating in sports or extracurricular activities are expected to maintain their academics; therefore, students attending any approved activity during school hours must arrange with the teacher for any classroom work BEFORE the actual event occurs. Students will not receive additional time to complete such assignments unless permitted by the teacher. Students will not be penalized on their attendance for any approved activity / sporting event during school hours.

Checking In and Out

Students leaving school before regular dismissal time must check out through the office before leaving campus. Parent contact with the office will be necessary before a student is cleared to leave. Students must be signed out before they are permitted to leave. Students may only be checked out by individuals designated by the parents/guardians. These individuals were listed during the enrollment period and changes can be made by contacting the office. Any absences without permission are considered unexcused. Students leaving campus without prior approval from the office **WILL NOT BE EXCUSED AFTER THE FACT.** Students who leave and return to school the same day must report and sign in at the office upon returning.

Tardy Policy

Independence Charter Middle School values the learning experiences that take place in the classroom environment and considers them to be a meaningful and essential part of its educational system. Tardiness tends to disrupt the continuity of the instructional process and time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas among students and between teachers and students. Therefore, classroom punctuality is considered to be an integral part of the students' course of study.

A tardy, defined as not being in the classroom, becomes an absence after five (5) minutes of class time has elapsed. **Tardiness for only administrative reasons will be excused.**

Three tardies to any class will result in the student being charged with an unexcused absence. All tardies accumulate for each semester in each class.

Students displaying excessive tardy behavior each semester may be disciplined as follows:

1. *Three (3) tardies in a class.....*
Parent contact made by the administrator.
2. *Six (6) tardies in a class*
Parent contact made by the administrator.
1 session of administrative detention.
3. *Nine (9) tardies in a class.....*
Conference with parents and Principal/Asst. Principal
2 sessions of administrative detention.
4. *Twelve (12) tardies in a class.....*
Conference with parents and Principal/Asst. Principal
2 days of suspension.

GENERAL EXPECTATIONS

ICMS General Expectations

Independence Charter Middle School recognizes that students do not surrender any rights of citizenship while in attendance. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for obedience to school rules.

The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for obedience to school rules.

General School Rules

Students will be expected to follow the rules set forth in this handbook as well as those, which might be established by the administration and individual teachers throughout the year.

Articles Prohibited in School

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere some way with the school instructional program. Such items include radios, cassette/CD players, Smartwatches, iPods, headphones, skateboards, chains, cards, or any other item deemed as inappropriate. These items will be taken from the student and released (upon request) to an adult. Cell phones are guided under the Cell Phone & Electronic Device Policy.

Hall Signs

Posting or distributing written or photographic materials on campus is prohibited without prior approval from the principal.

Assemblies

During the school year, a number of planned assemblies have been scheduled. Some of these assemblies will be for the purpose of fostering school spirit (these are usually in the form of pep assemblies). Others will focus on the many and varied talents of the student. All assemblies will be the result of the hard work and efforts of the participants. Behavior should reflect how you would like to be treated if you were one of the participants.

Follow these guidelines for attending assemblies:

1. Always report to class first.
2. Wait until the announcement for dismissal.
3. Go quickly and quietly with the class and teacher to the gym or auditorium.
4. Reserve cheering and whistling for pep assemblies.

Students who choose not to behave in accordance with the above list of guidelines will not be permitted to attend future assemblies. If a large group is rude, it will result in the cancellation of the assembly.

Travel Conduct

All students who ride school transportation, including approved carpooling, to a school event or function are subject to regulations. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone. Students will be cited for the following:

1. Failure to remain seated.

2. Refusing to obey the driver
3. Fighting or Spitting
4. Throwing objects
5. Hanging out the window
6. Use of tobacco products
7. Profanity
8. Lighting matches
9. Vandalism
10. Disruptive or unruly conduct

All violations to this policy will follow Student Handbook policies and procedures.

Uniform Dress Code

Pants

- Pants may be plain or pleated front with belt loops.
- Pants must be in khaki or navy blue.
- Pants must fit properly and may not have tears, splits, rips, or frayed hems.
- Pants such as hip huggers, stretch pants, leggings, or denim material are not permitted.
- Belts are required to be worn with pants at all times.

Shorts & Skirts

- Shorts & skirts must be in khaki, navy blue.
- Shorts & skirts must fit properly and may not have tears, splits, rips, or frayed hems.
- Skirts must be an appropriate length, no more than 3 inches above the knee.
- Belts are required to be worn with shorts at all times.

Shirts

- Students must wear navy, white, or red polo style shirts.
- NO logos or insignias with exception of official ICMS logo.
- Shirts may not be rolled, tied, and the collar cannot be tucked in the neck or altered in any way.

Undershirts

- Must be white, navy, or red if wearing one.

ALL SHIRTS ARE TO BE TUCKED IN AT ALL TIMES.

Sweaters, Sweatshirts, & Pullovers

- Students may only wear plain navy, white, or red Sweaters, Sweatshirts, and Pullovers - Official IMCS logo items are allowed as well.
- If removed, the shirt underneath MUST meet dress code policy. (This includes when outside the building.)

Shoes

- Tennis shoes and leather style shoes are acceptable.
- No shoes with open toes, open heels, and/or visible holes are permitted.
- No house shoes.

Hats and other headwear

- No headgear is to be worn in the building at any time.
- Headgear for religious reasons is exempted out of the policy provided individual notifies administration.
- Headbands must not exceed two inches in width and cannot be bandana print.

Face Masks

- Facemasks are allowed
- Facemasks must be school appropriate and cannot be bandana print.

Out of Uniform Days

- Will be determined by the administration.
- Clothing must be acceptable and appropriate.
- The fundamentals of the ICMS Dress Code Policy apply to Out of Uniform Days. The fundamentals of ICMS Policy include:
 - Length of shorts and/or skirts
 - ICMS Shoe policy
 - Head Gear policy
- Any sleeveless shirt under four fingers width must have a sleeved shirt as an undershirt.
- No hoodies.
- No pants with holes or frays.
- No exposed midriffs.
- No plunging necklines.
- Tights and/or leggings may not be worn as pants. They can only be worn under bottoms that abide by the ICMS length of shorts and/or skirt policy.

The final decision will be based on the judgment of the administration. If the administration deems the clothing of a student inappropriate or a distraction to the educational environment at any time, the student must make arrangements to change into appropriate clothing or be placed in the office for the remainder of the day.

Public Display of Affection

The school will insist that all couples conduct themselves in such a fashion that attention of others is not attracted to their behavior. No public display of affection should occur while on campus, at school activities, or at any school related function. Offending students will have their attention called to the matter and, should it recur, appropriate disciplinary action will be taken.

Inappropriate Language

It is expected that language used at school be polite and appropriate. Foul language (profanity, obscenity, and vulgarity) have no place at school or during a school-sponsored activity. Offensive wording or offensive pictures on the internet, T-shirts or other clothing are considered inappropriate use of language. This also includes any student(s) who used foul language based on sex, sexual orientation, race, color, national origin, disability of age or other referenced bases. (It shall not be a defense to this prohibition that the slur(s) or word(s) were spoken at, between or to members of the same racial or ethnic group.)

A student using foul or offensive language or pictures may be disciplined with any of the following:

Inappropriate Language

1. In class, on school grounds, or at school activity and was not directed to a staff member or student - 1 session administrative detention.
2. On any electronic device that disrupts the normal operation of the school – 2 sessions of administrative detention.
3. Directed at a staff member - 2 days of out-of-school suspension.

Inappropriate Language (sex, sexual orientation, race, color, national origin, disability of age or other referenced bases)

1. In class, on school grounds, or at school activity and was not directed to a staff member - 2 days of suspension.
2. On any electronic device that disrupts the normal operation of the school - 2 days of suspension.
3. Directed at a staff member or student - 2 days of out-of-school suspension.

Cafeteria Behavior

In order to keep the cafeteria clean and attractive, the following rules must be observed:

- a. Always use a tray. Trays cannot be taken from the cafeteria.
- b. Keep milk cartons, food and wastepaper on the tray.
- c. Empty all debris from trays into trash containers.
- d. Keep tables and floors clean.
- e. Talk in a normal voice.
- f. Students must remain seated.
- g. Keep the cafeteria lines orderly.
- h. Never push or run.
- i. Pick and clean up food you drop or spill.

Failure to follow these rules may result in the following:

- | | |
|-----------------|------------------------------------------------------------------------------------------------------|
| First offense: | Warning and possibly further action |
| Second offense: | Cleaning tables |
| Third offense: | Sent to Principal's office. Parents contacted.
Removed from cafeteria for 2 days |
| Fourth offense: | Removed from cafeteria for 5 days and possible suspension. |
| Fifth offense: | Removed from the cafeteria for the remainder of the semester. Conference with parents and principal. |

Hall Passes

Students are not permitted in the halls during the class period without an agenda signed by an authorized staff member or with an official ICMS hall pass. Furthermore, running is not permitted in the halls.

Cheating/Plagiarism Policy

Plagiarism is defined as the act of appropriating the literary composition of another, or parts or passages of their writings or the ideas or language of the same and passing them off as the product of one's own mind. It does not require the exact duplication of one's work. Cheating will be considered the act or intent of gaining, receiving or giving knowledge for an assignment or test answers without teacher approval.

The penalty, for either offense, will be a zero for the assignment or test. Students shall not be allowed to “make up” or otherwise receive credit when cheating or plagiarism is involved. Parents of repeated offenders will have conference with administration.

Cell Phone & Electronic Device Policy

For ICMS to provide the education students deserve, electronic devices (electronic paging device, cellular phones, I-Phones, Smart Watches, I-Pods, tablets, etc.) cannot be a distraction in the classroom. Only a laptop that abides by the Computer Usage Policy in the Student Handbook may be permitted. We do understand that many of our students ride the city buses, carpool or walk home. If you, as a parent, feel it is necessary for your child to bring a cell phone to school, please follow the rules listed below:

- Complete cell phone permission form below and return to the front office.
- Cell phones *must be* checked into the office each morning *upon arrival* and left until the student leaves school grounds.
- Keep your current cell phone number on file in the front office.
- Abuse of this policy will result in the following discipline action.

FIRST OFFENSE: Electronic device will be confiscated, taken to the office, and returned to the student at the end of the school day.

SECOND OFFENSE: Electronic device will be confiscated, taken to the office, and parent or guardian must come to retrieve it.

THIRD OFFENSE: Electronic device will be confiscated and must be picked up by the parent or guardian. Additionally, the student will not be allowed to bring it back to school, until allowed by the administration. Student will receive one session of administrative detention.

FOURTH OFFENSE: Electronic device will be confiscated, taken to the office, and the student will automatically be suspended for two days. The device will only be returned to a parent or guardian.

*****ICMS is not responsible for lost or stolen devices that are brought on to school property, whether they are left in in lockers, or confiscated and taken to the office. *****

Lockers

Lockers are provided for the student’s convenience. If for any reason the locker is not in good working order, report it to the office. Slamming and kicking locker doors often causes latches to break and is not permitted. **Decorating lockers is prohibited only with administration.** Stickers and tape will damage the surface of the lockers and is not permitted. Students writing on lockers or defacing them in any way will be expected to pay for the damages and will lose the privilege of using one.

State law provides that “Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk or other property. School personnel shall have access to school property in order to properly supervise the welfare of students. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.”

The school does not assume responsibility for property removed or stolen from lockers. No student should ever give his or her lock combination to another student. Periodic locker checks and clean-outs will be made throughout the year.

Search and Seizure

State law provides that “Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk or other property. School personnel shall have access to school property in order to properly supervise the welfare of students. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.”

Fighting

It is the student’s and/or parents’ responsibility to notify, immediately, a counselor or administrator of any pending conflict that may result in a fight. Seldom will a fight occur without prior reason. Once a fight occurs, the students involved in fighting may be disciplined as follows:

FIRST OFFENSE:	3 to 5 day out-of-school suspension depending of severity
SECOND OFFENSE:	Out-of-school suspension for 15 days.

***Note: Fighting offenses are inclusive of the student’s entire academic career at ICMS. This policy is limited to fighting that occurs on school grounds/property or at school-related and/or sponsored events/activities.**

Destruction of School Property

All students are responsible for proper use of Independence Charter Middle School facilities and property. Any student who causes damage to or destroys any property or facility will be required to make financial restitution in the amount of the damage or destruction and/or be required to provide an appropriate amount and type of school service time. Students may also be subject to discipline.

Fraternities, Sororities, Gangs

Independence Charter Middle School does not approve of fraternities, sororities, gangs, or secret societies within the school, at school activities, or on school property. Such organizations shall in no way exert directly or indirectly influence upon the school or any of its programs.

Bullying Prevention

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

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

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

1. If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the school Principal.
2. The Principal will gather information deemed necessary to evaluate the incident to determine the severity of the incident and the potential for future violence.
3. After completing any necessary investigation, the Principal shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.
4. Parents and guardians of both victims and perpetrator of verified bullying will be notified by site administration regarding the situation and steps taken to rectify the actions of students involved.
5. During the pendency of the investigation, the Principal may take appropriate action to ensure the safety of all students or school personnel involved.
6. If warranted, the Principal shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
 7. If the student's actions are determined to constitute harassing, intimidating, threatening, hazing, or bullying behavior or communications, the Principal may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
8. The Principal may further require the student (if 18 or over) or the parent or guardian of the student to allow the mental health care provider to disclose any information concerning the student who has received mental health care for conduct which indicates an explicit threat to the safety of students or school personnel as a condition of being allowed to return to school.
9. The Principal may also require that the student and the student's parent or guardian meet with the administrator, a school counselor, and/or other appropriate school personnel before being allowed to return to school.
10. If a student is found to have falsely accused another student of harassment, intimidation, bullying, or threatening behavior as a means of retaliation, reprisal or as a means of bullying then they may be assigned disciplinary consequences as deemed appropriate by the Principal.

Definitions/Terms of this regulation:

- “At school” means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.
- “Electronic communication” means the communication of any written, verbal, pictorial or video content by means of an electronic device, including, but not limited to, a telephone, or mobile or cellular telephone or other wireless telecommunication device or a computer.

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

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

The Principal will conduct an annual training of preventing, identifying, responding and reporting incidents of bullying with their faculty and staff. The Principal will also provide for an educational program for students and parents in preventing, identifying, responding to and reporting incidents of bullying.

Smoking, Vaping, and Dipping Policy

The use or possession of tobacco in any form by students is prohibited by Federal Law. This policy applies to students while on campus (parking lot included), at after school activities, or any school related function. **This policy includes vaping or any form thereof.** Students violating this policy will be subject to the following per semester:

- First offense: Two (2) days out-of-school suspension, parents contacted.
- Second offense: Five (5) days out-of-school suspension and conference with parents and principal.
- Third offense: Out-of-school suspension for nine-weeks.

Soliciting

Students may not display, distribute, solicit contributions, collect funds, offer to sell, or sell any item to students unless the principal has granted permission, or through approved student activities or organizations.

Disciplinary Policies & Procedures

Types of Discipline

The administration, faculty, and staff at Independence Charter Middle School are committed to protecting the right of all students to an education without interference. Students are expected to share this responsibility by helping to maintain an atmosphere conducive to a good education. Therefore, any student who disrupts the educational process will be disciplined accordingly. The types of discipline which can be imposed will include detention, in-school suspension, restricted privileges, behavioral consultation, shadowing, behavior and attendance contracts, out-of-school suspension, expulsion or other reasonable measures commensurate with the offense.

Teacher Detention

A teacher may assign detention to a student as a disciplinary measure. Detention days and times are held at the discretion of each individual teacher.

Administrative Conference

The administration may choose to conference with the student on how to better handle the situation in the event it occurs again.

Administrative Detention

Either the Principal or the Assistant Principal may assign detention as a discipline measure. Administrative detentions are held on M-TH from 3-4PM in the office. Failure to serve assigned detention will result in the doubling of the detention. The second offense will be in-school suspension. Students must be present in detention before 3:00PM. Failure to do so will result in an additional detention as well as the current one being served.

Restricted Privileges

Restricted privileges are the denial of privileges such as student activities and/or extracurricular events, including sports.

In-School Suspension

Either the Principal and/or the Assistant Principal may assign in-school suspension as a disciplinary measure. In-school suspension dates and times are held at their discretion. In-school suspension also includes the discipline of “**Restricted Privileges.**” Failure to serve or attend an assigned in-school suspension will result in doubling the discipline. The second offense will require a parent conference. Student may not leave school premises until an approved ride arrives and/or parent gives permission for student to leave in own vehicle.

Attendance and Behavioral Contract

An attendance or behavioral contract is the calling together of a panel consisting of a student, his/her parents, teachers, and principal to consider attendance or behavior of a student and make recommendations concerning the situation.

Shadowing

If a student has difficulty following the rules and regulations set forth by the school administration, a requirement may be made whereby the parent attends class(es) with the student. Failure to comply could result in suspension or expulsion from school. Imposition of this discipline will be on a case by case basis taking into consideration a particular parent's circumstances. Any such consideration shall be consistent and be applied equally.

Suspension from Classroom

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to that teacher's classroom without the teacher's prior written approval. A violent offense shall be as defined in Oklahoma school and criminal law.

Out-of-School Suspension

Out of school suspension is the removal of a student from the school for a period of time not to exceed one calendar year. The length of the suspension will depend on the severity of the offense and the history of prior offenses or discipline.

Expulsion

Expulsion is the permanent removal of the student from the school and banishment from all extracurricular activities.

Behaviors/Acts Subject To Discipline

The following behaviors at school, on school property, while in school vehicles or going to or from or attending school events will result in disciplinary action. This list, though extensive, is not to be considered an exhaustive listing, due to the evolving nature of society.

1. Arson
2. Possession of guns, knives, weapons, facsimile of a weapon (See Dangerous Weapons Policy)
3. Gang related activities
4. Extortion
5. False reports or false calls
6. Fighting
7. Forgery
8. Gambling
9. Hazing (initiations) in connection with any school activity
10. Immorality
11. Inappropriate public behavior
12. Indecent exposure
13. Possession of a caustic substance
14. Possession of obscene materials
15. Possession, threats or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, knife, etc.)
16. Possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled dangerous substances (as defined by Oklahoma law)

17. Sexual or other harassment of individuals, but not limited to, students, school employees, volunteers
18. Theft
19. Use or possession of tobacco in any form
20. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school.
21. Vandalism
22. Threatening or actually harming a school official verbally, physically, or in writing text.
23. Willful disobedience of a directive of any school official.
24. Bullying in any form.
25. Acts of violence against person or property.
26. Disruptive or other inappropriate behavior/acts.
27. Adjudication as a delinquent for a non-violent offense.
28. Violent Offense (See Title 57 O.S. section 571)
29. Assault
30. Assault & Battery
31. Possession of stolen property.
32. Failure to comply with parental or student volunteer hours
33. Violation of school regulation(s)

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, may also result in disciplinary action, which may include in school placement options or out-of-school suspension.

Disciplinary Procedures

HICD recognizes and emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of HICD must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students.

The principal will keep records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options.

Any student, parent or guardian who is aggrieved by any decision of a teacher or the principal, with regard to the imposition of discipline, other than that not available for appeal, may appeal such to the Governance Board. The decision of the Governance Board shall be final.

Detention and similar disciplinary options or correctional measures are not considered by law to require or involve the due process procedures set forth herein.

Reference to “parent” in this section of the policy refers to a student’s parent or legal guardian.

Reference to “principal” means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

Pre-Out-of-School Suspension Conferences

1. When a student may be subjected to out-of-school suspension the principal will conduct an informal conference with the student.
2. At a conference with the student the principal shall read the policy, rule, or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent, if the student is under 18 years of age, by phone or monitor the student calling the parent advising the parent of the suspension notice and in writing that the student is being suspended out of school and that other available options have been considered and rejected. The written notice should state which available options were considered and why they were rejected.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference

1. A student may be suspended out-of-school without the above pre out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, school employees, or visitors or harm to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled, either in person or by phone, as soon as possible after the student has been removed from the building.

Conference with Parents

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible, or the conference may be held by phone or video conference.
 - a. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
 - b. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review.

Out-of-School Suspension Requirements

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm or dangerous weapon in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspension should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student be suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Imposition of Out-of-school suspensions until the student performs some remedial act are not permitted

Out-of-School Suspensions, in excess of five (5) days, shall include an Individualized Plan for Out-of-School Suspension

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension which shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension. The plan shall be available to the parents of the student suspended out of school and shall be complied with by the parent.

- a. The Plan shall provide for the core units which the student is enrolled. Core units shall consist of the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion for high school graduation in grades nine through twelve.
- b. A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school or in-school suspension, the student immediately forfeits the privilege of participating in and/or attending-all extracurricular activities of the school during the suspension time. In addition, when a principal - decides to impose other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. "Extracurricular activities" include, but is not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band and all other school sponsored activities and organizations.

Dangerous Weapons Policy

It is the policy of Independence Charter Middle School to absolutely prohibit the use and/or possession of dangerous weapons on school premises or at school events or activities. The policy on dangerous weapons is applicable to all students without regard to grade or age.

1. “Gun or Device Capable of Discharging or Throwing Projectiles;”

The term as defined in this policy shall include but not be limited to (a) rifles, pistols or shotguns of any caliber and/or (b) B-B guns or air pistols and/or (c) potato throwers, dart guns or blow guns and/or (d) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells. Shooting and throwing (including any derivative of each) are to be considered synonymous.

- Any student who uses, displays or possesses any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on campus, parking lots, premises or property of Independence Charter Middle School or during school sponsored activities, functions or events shall result in the immediate suspension of all students involved for a period of time which shall be not less than one calendar year.
- Any student who knowingly aids, accompanies, assists, or participates with another student who uses, displays or possesses a gun, weapon or device capable of discharging or throwing projectiles in violation of this policy, shall also be subject to suspension for not less than one calendar year.

Facsimile of a Gun

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

- Parent/guardian will be notified.
- The student may be suspended.
- If harm or threat should occur, the student will be dealt with as stated in #1 above.

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

Knives, Weapons, or other Dangerous Devices

The term “knife, weapon or device” shall include but not be limited to (1) knives of all sizes and types (2) brass knuckles, chains, clubs, num-chuks and sharp instruments (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.

- The use, display or possession of any kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property; on the campus, parking lots, premises or property of Independence Charter Middle School or during school sponsored activities, functions or events, will be subject to disciplinary actions.
- Any student who knowingly aids, accompanies, assists, or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.
- The following disciplinary actions are to result for all students involved:

1. Warning: A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury, destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.
2. Suspension: Suspension for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflects that such possession posed a danger to persons or property.
3. Long-term Suspension: Suspension for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (c) when the student involved has threatened any other person with harm or physical injury with a knife, weapon or device, or (d) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats

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

Drug and Alcohol-Free School Policy

It is the policy of Independence Charter Middle School that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as any narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverages or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (K2), drug paraphernalia and chemicals which provide a mood-altering effect are included in controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletic competitions, during lunch, or while under the supervision of school personnel.

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

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

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

Discipline for Student Violations of Drug/Alcohol Policy

Students violating this policy as to Conspiracy to sell drugs or alcohol/sale of drugs or alcohol / distribution of drugs or alcohol /delivery of drugs or alcohol (for personal gain, monetary gain or otherwise) shall be suspended for the remainder of the current semester and all of the following semester, regardless of whether the following semester is in a new school year.

Students violating this policy as to Possession of /use of /sharing of /being under the influence of any drug or alcohol shall be subject to the following discipline:

First Offense: Six-Week Suspension

1. A two-week reduction may be granted if the student and the parents/guardians agree to the following:
 - b. To meet with the School Counseling representative.
 - c. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing.
The cost of any assessment or recommended counseling, education, treatment, testing, etc... will be the sole responsibility of the student's parent or guardian.
2. A second one-week reduction may be granted if compliance with the assessment recommendations is verified with documentation.
3. If the student complies with both A and B, as stated above, the suspension may be reduced at the discretion of the principal.

Second Offense: Suspension for the Remainder of the Current Semester and all of the Succeeding Semester.

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

Possible suspension of future busing privileges- suspension based on the seriousness of the infraction and a report to the parents.

Student Drug Testing Policy

In an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, the Board adopts the following policy for drug testing of students who participate in all extra-curricular activities ('Activity Students') as well as any other student who voluntarily wishes to be tested. This policy supplements and complements all other policies, rules, and regulations of the District regarding possession or use of illegal and/or performance enhancing drugs. The District believes that accountability is a powerful tool to help students avoid using illegal and/or performance-enhancing drugs and that early detection and intervention can save students' lives.

Although the Board, administration, and staff desire that every student in the District refrain from using or possessing illegal drugs, District officials realize that their power to restrict the possession or use of illegal and/or performance-enhancing drugs is limited. Therefore, this policy governs performance-enhancing and/or illegal drug use by students participating in extracurricular activities and those who voluntarily participate in the drug-testing program. The sanctions imposed for violations of this policy by an Activity Students will be limited to the opportunity of such student to exercise the privilege of participating in extra-curricular activities. No suspension from school or academic sanctions will be imposed for violations of this policy unless found in possession or use on school grounds.

The purposes of this policy are five-fold:

- 1) To educate students as to the serious physical, mental, and emotional harm cause by illegal and/or performance enhancing drug use.
- 2) To alert students with possible substance-abuse problems to the potential harm that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
- 3) To ensure families are aware of their student using or possessing such substances.
- 4) To prevent injury, illness, and harm for students that may arise from illegal and/or performance-enhancing drug use.
- 5) To offer students practices, competition, and school activities free of the effects of illegal and/or performance enhancing drug use.

Procedures:

1. Consent Form: Activity Students:

Each Activity Student shall be provided with a copy of the form “Student Drug Testing Consent: Activity Student”, which shall be read, signed, and dated by the student and parent or guardian before such student shall be eligible to participate in any extra-curricular activities. The consent requires Activity Students to possibly be randomly selected to provide a urine sample and submit to drug testing.

2. Consent Form: Non-Activity Students

Each Non-Activity Student shall be provided with a copy of the form “Student Drug Testing Consent: Activity Student”, which may be read, signed, and dated by the student and parent or guardian at their choice. The consent requires Non-Activity Students to possibly be randomly selected to provide a urine sample and submit to drug testing.

3. Orientation

Prior to the commencement of drug testing each year, an orientation session will be held to educate Participating Students of the sample collection process, privacy arrangements, drug testing procedures, and other areas that may help to reassure the students and help avoid embarrassment or uncomfortable feelings about the process.

4. Testing

Drug use testing for Participating Students will be chosen on a random selection basis from the list of all Participating Students. The District will determine a number of Participating Student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs and performance-enhancing drugs.

5. Appeal

An Activity Student who has been determined by the athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent/Principal. Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of positive test.

Consequences:

First Offense: Within 5 school days of receipt of a positive test result, the District will contact and schedule a private conference with the parent/guardian to present the test results to the parent/guardian. A student with a positive drug test will be suspended from participating in any extra-curricular activities for 10 days. After the 10-day suspension, in order to continue participating in the activity, the student and parent/guardian must provide proof to the Superintendent/Principal that the student has received drug counseling from a qualified drug treatment program or counseling entity.

Second Offense: A student with a second positive drug test will be suspended from participating in any extra-curricular activities for the remainder of the semester. After the semester suspension, in order to continue participating in the activity, the student and parent/guardian must provide proof to the Superintendent/Principal that the student has received drug counseling from a qualified drug treatment program or counseling entity.

Third Offense: A student with a third positive drug test will be suspended from participating in any extra-curricular activities for the remainder of their time at ICMS. Parents should strongly consider additional assistance from outside sources, including, but not to be limited to, the possibility of drug treatment centers.

Refusal to Submit to Drug Use Test:

A Participating Student who refuses to submit to a drug test authorized under this policy shall not be eligible to participate in any extra-curricular activities. Additionally, such students shall not be considered for any interscholastic activity honors or awards given by the District.

Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Requires the inspection of all buildings for asbestos. The school has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the principal's office. Independence Charter Middle School annually notifies all parents, teachers and other employees posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, we will notify the appropriate people as described by law.

Effective Date/Retroactivity of Student Handbook

This Student Handbook shall be effective beginning with the 2021-2022 school year and continue until such time as it is amended or revised.