

Independence High School  
Student Handbook  
2018/2019



## Administration and Support Staff

| <b>Administration</b>                |                                    |   |
|--------------------------------------|------------------------------------|---|
| David Legrand                        | Principal                          | Everything  |
| Stephanie Hood                       | Assistant Principal of Instruction | 11th and 12th grade discipline  |
| Kristen Hoyt                         | Assistant Principal                | Discipline 9 <sup>th</sup> grade names A-N  |
| Quincy Simmons                       | Assistant Principal                | 11th and 12th grade discipline  |
| Michael Stallsworth                  | Assistant Principal                | Discipline 10 <sup>th</sup> grade names H-Z                                       |
| Derek Shoup                          | Dean of Students                   | Discipline<br>9 <sup>th</sup> grade names O-Z<br>10 <sup>th</sup> grade names A-G |
| <b>Facilitators and Coordinators</b> |                                    |   |
| Ashley Matson                        | Instructional Facilitator          | Instructional Support   |
| Joshua Kranish                       | Technology Facilitator             | Technology Support  |
| Lauren Schultz                       | Media Coordinator                  | Instructional Support   |
| Katie Willett                        | Director: Academy of Int. Studies  | AIS Instructional Support   |
| Felisha Davis                        | CTE Pathway Dev. Coordinator       | CTE Pathways  |
| Tetnika Williamson                   | Career Technical Facilitator       | Instructional Support   |
| Patrice Wright                       | Career Development Coordinator     | Instructional Support   |
| Elijah Ashley                        | Athletic Director                  | Athletics   |

### Secretaries and Security

|                  |                              |                            |
|------------------|------------------------------|----------------------------|
| Risa Kudeviz     | Sr. Administrative Secretary | Assistant to the Principal |
| Erika Rodriguez  | Treasurer                    | Financial Support          |
| Vanessa Howard   | Front Office Secretary       | Total School Support       |
|                  | Attendance Secretary         | Check-in/Check-out         |
| Jose Rivera      | School Resource Officer      | School Security            |
| Theresa Blanding | Security Associate           | School Security            |
| Kevin Kiker      | Security Associate           | School Security            |
| David Scott      | Security Associate           | School Security            |

### Student Services

|                   |               |                            |
|-------------------|---------------|----------------------------|
| Allison Walle     | Secretary     | Administrative Support     |
| Bridgette McSwain | Registrar     | Registration + PowerSchool |
| Carrie Cleveland  | Counselor     | Last names: Go - K         |
| Carita Del Valle  | Counselor     | Last names: Si - Z         |
| Elizabeth Miller  | Counselor     | Last names: L - N          |
| Melissa Moore     | Counselor     | Last names: Ce - Gl        |
| Taletha Reyes     | Counselor     | Last names: O - Sh         |
| Brenda Williamson | Counselor     | Last names: A - Ca         |
| Cora Bennett      | Social Worker | Student Support            |

## **Graduation requirements for students entering 9th grade in 2012 and beyond**

- English I, II, III, IV
- NC Math I, II, III, and a 4th Math aligned with your post-secondary plans
- Earth/Environmental Science, Biology, a Physical Sci (Chemistry, Physics, or Physical Science)
- World History, Civics & Economics, American History I and American History II or AP US History and an extra Social Studies elective
- Health/PE
- Eight electives; two must be either Foreign Language, Career and Technical Education, or Art courses
- Total Credits: **24**

## **Promotion Requirements**

- 9th to 10th grade - must earn 6 credits
- 10th to 11th grade - must earn 12 credits and pass Eng I, Eng II, and Math I
- 11th to 12th grade - must earn 18 credits

## **CMS High School grading scale**

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59-Below

## **Positive Behavior Interventions and Supports (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is a school-wide framework of prevention and intervention practices along a multi-tiered continuum of supports of academic, social, emotional, and behavioral development of all students.

Schools that have been successful in implementing school-wide positive behavioral interventions and supports describe the following benefits:

- Increases in attendance.
- Student self-reports of a more positive and calm environment.
- Teacher reports of a more positive and calm environment.
- Reduction in the proportion of students who engage in behavioral disruptions.
- Reduction in the number of behavioral disruptions.

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at Independence High School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar.

Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Independence High School PBIS Goal & Behavior Curriculum: Our ultimate goal is to improve overall school climate and lay foundations for building relationships that will pay dividends in the future. Together through consistency and positive relationships, we will improve the behavior of all students. PBIS aims to decrease behavioral infractions showing year over-year improvement. PBIS assists towards this end as it is based upon the concept of preventing behaviors that negatively impact our school community.

By concentrating on positive behaviors, we hope to create and maintain a positive and safe learning environment. Being consistent with addressing students when they do and do not meet our behavior expectations will increase compliance, provide them with greater structure, and clarify expected behavior.

**A small number of clearly defined behavioral expectations are defined in positive, simple rules and through the CMS Code of Student Conduct. The behavioral expectations are taught to all students in the building.**

| Big Ideas   |
|---|
| <p><b>P</b>ositive<br/>The practice of being or tendency to be open minded, flexible and optimistic in attitude.</p>  |
| <p><b>A</b>ccountable<br/>Accepting personal responsibility for actions, assignments and behavior. Know that your actions impact the school culture and climate.</p>                            |
| <p><b>T</b>rustworthy<br/>Quality of being honest, authentic and reliable. Know that your words and actions reflect your character.</p>   |
| <p><b>S</b>afe<br/>Freedom from danger, risk, or threat of harm whether caused deliberately or by accident. Know that we are all able to make INDY a welcoming and safe place for everyone.</p> |

**Behavioral expectations are taught using the same teaching formats applied to other subjects.**

- The general rule is presented
- The rationale for the rule is discussed
- Positive examples (“right way”) are described and rehearsed
- Negative examples (“wrong way”) are described and modeled.

**After appropriate behaviors have been defined and taught:**

- Positive behaviors need to be acknowledged on a regular basis (monthly, quarterly, semester).
- When students violate behavioral expectations, clear procedures are applied for providing information to them that their behavior was unacceptable
- Students, teachers, and administrators all should be able to predict what will occur when inappropriate behavior is identified.

## Behavioral Expectations Matrix

|                    | All Areas   | Classrooms  | Cafeteria/Mall  | Hallways   | Bathrooms   |
|--------------------|---|---|---|--|---|
| <b>Positive</b>    | <ul style="list-style-type: none"> <li>*Be positive and courteous when communicating.</li> <li>*Respond to directions in a positive manner.</li> <li>*Know that you can succeed and will receive the support you need.</li> </ul>   | <ul style="list-style-type: none"> <li>*Be an active participant in class activities.</li> <li>*Ask for assistance in a positive manner.</li> <li>*Be courteous and helpful.</li> <li>*Know that you can be successful in all classes.</li> </ul> | <ul style="list-style-type: none"> <li>*Maintain orderly lines; no cutting in line.</li> <li>*Be courteous to cafeteria and school staff and peers.</li> <li>*Use appropriate language.</li> </ul>                                      | <ul style="list-style-type: none"> <li>*Use appropriate language and volume.</li> <li>*Respect other people's space and feelings.</li> </ul>   | <ul style="list-style-type: none"> <li>*Be private and respect others' privacy.</li> <li>*Maintain a clean and sanitary environment.</li> </ul>                               |
| <b>Accountable</b> | <ul style="list-style-type: none"> <li>*Keep our campus clean.</li> <li>*Place all trash in trash cans.</li> <li>*Pick up trash left in the halls, even if it is not yours.</li> <li>*Wear clothing that meets dress code guidelines.</li> <li>*Know that we are all responsible for the way INDY looks and feels.</li> </ul> | <ul style="list-style-type: none"> <li>*Bring required materials to class.</li> <li>*Be on time.</li> <li>*Use appropriate language.</li> <li>*Follow teacher rules/expectations.</li> </ul>  | <ul style="list-style-type: none"> <li>*Place all leftover food, condiments, paper products, and drinks in the trash cans.</li> <li>*Get breakfast before 7:05 bell.</li> <li>*Remain in the cafe/mall area until dismissed.</li> </ul> | <ul style="list-style-type: none"> <li>*Keep displays of affection appropriate to the school setting.</li> <li>*Keep hallways clean by disposing trash in the trash cans.</li> <li>*Move purposefully during class change transitions.</li> <li>*No food in the hallways.</li> </ul> | <ul style="list-style-type: none"> <li>*Place all trash in trash cans.</li> <li>*Respect school property and equipment.</li> <li>*Flush toilets.</li> </ul>                   |
| <b>Trustworthy</b> | <ul style="list-style-type: none"> <li>*Be a good citizen.</li> <li>*Follow all laws and school rules.</li> <li>*Be supportive of other people.</li> </ul>  | <ul style="list-style-type: none"> <li>*Take care of classroom supplies.</li> <li>*Use classroom materials for their intended purpose.</li> <li>*Do your own work.</li> </ul>   | <ul style="list-style-type: none"> <li>*Pay for all items.</li> <li>*Stay seated inside the cafeteria and mall area during lunch periods.</li> </ul>  | <ul style="list-style-type: none"> <li>*Use school-approved e hall pass when moving through the hallways during class time.</li> <li>*Be where you are supposed to be at all times.</li> </ul>   | <ul style="list-style-type: none"> <li>*Leave class to use the bathroom only when truly necessary.</li> <li>*Be where you are supposed to be at all times.</li> </ul>         |
| <b>Safe</b>        | <ul style="list-style-type: none"> <li>*Be where you are supposed to be at all times.</li> <li>*Keep all exterior doors closed.</li> <li>*Report unsafe/inappropriate behavior or situations.</li> <li>*Know that we are all able to make INDY a welcoming and safe place for everyone.</li> </ul>                            | <ul style="list-style-type: none"> <li>*Refrain from horseplay or yelling.</li> <li>*Follow teacher's safety plan and directions.</li> <li>*Report unsafe/inappropriate behavior or situations.</li> </ul>  | <ul style="list-style-type: none"> <li>*No throwing food or other items.</li> <li>*Refrain from horseplay or yelling.</li> <li>*All sports equipment should be placed with coaches upon arrival.</li> </ul>                             | <ul style="list-style-type: none"> <li>*Move directly from one place to another.</li> <li>*Move at a pace that is consistent with the flow of traffic.</li> <li>*Report unsafe behavior or situations.</li> </ul>  | <ul style="list-style-type: none"> <li>*Use the bathroom that is located closest to the class you are in.</li> <li>*Use bathrooms only for their intended purpose.</li> </ul> |

## TARDY POLICY

|                                    |   |
|------------------------------------|---|
| 1st - 2nd Tardy                    | Parent Contact (Teacher will contact parent and document in Educator's Handbook as a minor incident)                          |
| 3rd Tardy<br>(Discipline Referral) | 1 day ASD<br>*Student drivers parking pass will be suspended for 1 week<br>* Student will receive a Tardy Notification Letter |
| 4th Tardy<br>(Discipline Referral) | 1 day ISS for the 1st block of the tardy<br>*Student drivers parking pass will be suspended for 1 month                       |
| 5th Tardy                          | 1 days ISS<br>*Student drivers will have a mandatory parent meeting and parking pass suspended for 3 months                   |
| 6th Tardy                          | 2 days ISS or Parent Meeting with Admin (Student will be allowed to stay in school with parent meeting)                       |
| 7th Tardy                          | 1 days OSS  |
| 8th Tardy                          | 3 days OSS  |

## Late Arrivals

**After 7:15am**, a parent must accompany a student into the Attendance Office to be signed in.

Excused sign-ins will include only the following:

- late school bus
- court documentation
- doctor's note
- students accompanied by their parent, guardian, or emergency contact person as designated
  - (limit of five parental sign-ins per semester)

All other late sign-ins will be coded as unexcused and students will be required to sign-in slip.

**After 10:15am**, no student will be allowed to sign in the building unless accompanied by a parent or guardian.

## Early Dismissal

Students are not authorized to leave campus after arrival without strictly adhering to Independence High School's checkout procedures. In order to leave campus during the school day, students must have written permission from a parent/guardian. The note must be brought into the Main office prior to first block. There will be NO early dismissals after 1:45 PM. For the protection of the students, no phone calls or emails for early release will be accepted.

All notes must include:

- Student's first and last names
- Reason for early dismissal.
- Telephone number where the parent/guardian may be reached.
- Date and Dismissal time
- Parent Signature

Failure to sign out will result in disciplinary action. Leaving campus without permission will result in disciplinary action. Please try to have early dismissal times for the end of class periods to eliminate classroom disruptions. Classroom teachers cannot grant permission for a student to leave campus. Only the main office personnel or an administrator can authorize this action.

## 15 Minute Rule

No student is permitted out of class during the first fifteen minutes or the last fifteen minutes of each class period. The fifteen minute rule will begin at the conclusion of the morning announcements.

## Hall Pass

Every student who has permission to leave class needs to have a hall pass. We will be using an electronic hall pass that students and teachers will fill out online.

## Cell Phone Policy

Personal electronic devices include, but are *not* limited to: cell phones, smart phones, music and media players, gaming devices, tablets, laptop computers, earphones, headphones, and speakers. CMS recommends that students do not bring personal electronic devices to school. Students who bring an electronic device must understand and follow these guidelines:

- Per CMS policy, Independence High School will not be responsible or liable for the theft, loss, damage, or destruction of any student's personal electronic device brought onto school property. School personnel **will not** be held responsible for these items if they are confiscated due to rule violation.
- Student use of an electronic device will be permitted from 6:45am. through 7:05am. (breakfast), and during the student's assigned lunch ONLY. Headphones and earbuds are NOT permitted during school hours except during breakfast, assigned lunch and at teacher request.
- Use of a personal device is prohibited in classrooms, hallways, media center, gymnasium, restrooms, locker rooms, or school grounds (other than during breakfast and designated lunch.) Personal electronic devices must be out of sight and powered off.
- Devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited uses include, but are *not* limited to: cheating on assignments and/or tests, harassing or bullying others, and taking or distributing unauthorized photographs or recordings of other people. Students are not permitted to record school activities held during school hours without explicit permission from a teacher or staff member. **Students caught filming/recording disruptive or prohibited behavior on campus will be subject to discipline.**
- Students will not be able to answer phone calls or video chat during breakfast or lunch. Students must use the main office phone or teacher office phones. Parents/Guardians are to call the front office if an important message must be relayed to the student.

## Cell Phone Policy Violation Consequences

|                 |   |
|-----------------|---|
| First Offense   | <ul style="list-style-type: none"><li>● Device confiscated and secured in the main office</li><li>● Written warning issued to student</li><li>● Parent communication from grade level administrator</li><li>● Device is returned to student at the end of the school day</li></ul>  |
| Second Offense  | <ul style="list-style-type: none"><li>● Device confiscated and secured in the main office</li><li>● Student will be placed in ISS for the remainder of the day</li><li>● Parent communication from grade level administrator</li><li>● Parent/Guardian will be required to pick device up in the Main Office</li></ul>  |
| Third Offense   | <ul style="list-style-type: none"><li>● Device confiscated and secured in the main office</li><li>● Student will receive 1-2 days in ISS</li><li>● Parent communication from grade level administrator</li><li>● Parent or Guardian will need to attend a disciplinary conference</li><li>● Parent/Guardian will be required to pick device up in the Main Office</li></ul> |
| Future Offenses | <ul style="list-style-type: none"><li>● will be considered insubordination and consequences assigned accordingly</li></ul>  |

**\*\*\*All student consequences are subject to administrative review.**

## INDEPENDENCE HIGH SCHOOL DRESS CODE

Independence High School expects that all students will dress in a way that is appropriate for the school day or any sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

1. **Basic Principle:** Certain body parts must be covered for all students at all times. Clothes must be worn in a way that buttocks, breasts, and stomachs are fully covered with opaque (non-see-through) fabric. **All items listed in the "must wear" and "may wear" categories below must meet this basic principle.**

2. **Students Must Wear\***, while following the basic principle of Section 1 above:

- A shirt with opaque fabric in the front, back, and on the sides under the arms, and
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), and
- Shoes.

3. **Students May Wear, as long as these items do not violate Section 1 above:**

- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tight fitting skirts, shorts and pants (including opaque leggings and yoga pants), as long as the shirt covers the buttocks.
- Skirts and dresses that are no more than fingertip length or 3 inches above the knee
- Athletic shorts
- Tank tops, including spaghetti straps; halter tops that cover the back.
- Religious headwear, headwraps
- Electronic monitoring devices but cannot be visible (Electronic monitoring devices must be covered at all times while on school grounds)

4. **Students Cannot Wear:**

- Violent language or images
- Hats, sweatbands, hoods, doo-rags, bonnets, nightcaps, bandanas, and stocking caps
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals undergarments
- Accessories that could be considered dangerous or could be used as a weapon (examples: long pocket chains, spikes, fish hooks, dog collars)
- ALL ITEMS WILL BE CONFISCATED
- Any item that obscures the face or ears, except as a religious observances (examples: sweatshirt hoods, t-shirt hoods, and jacket hoods)
- Blankets
- Pajamas/Slippers/Bedroom shoes

### **Dress Code Enforcement**

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code.
- Students will be provided with temporary school clothing to be dressed more to code. (All items must be returned to the Main office the next morning)
- If necessary, students' parents will be called to bring alternative clothing for the student to wear for the remainder of the day
- Failure to comply with dress code will result in appropriate disciplinary action

# Independence High School Dress Code Examples

| Acceptable   | Not Acceptable  |
|--|---|
|     |    |
|    |    |
|    |    |
|   |   |
|  |  |

## Independence High School Honor Code

Independence High School requires that students adhere to standards of academic integrity and honesty. To that end, the following behaviors are unacceptable and violate the IHS Honor Code and the traits of positive character development:

- 1) **Cheating:** Cheating is defined as the act of misleading others through deception, lies, or trickery (Merriam- Webster Dictionary).

Examples include but are not limited to:

- Falsifying information: either written or oral.
- Copying or partially copying someone else’s work or allowing someone to copy your work. This includes classwork, homework, tests, quizzes, projects, labs, etc.
- The unauthorized use of academic enhancement materials including “cliff notes,” study aids, books, formulas, calculators, electronic devices, cell phones, or other sources without the permission of the specific teacher.

- 2) **Plagiarism:** Plagiarism is defined as “uncredited use (both intentional and unintentional) of somebody else’s words or ideas.”

Examples include but are not limited to:

- Cutting and pasting information from a website or online source into a paper, presentation, project, etc. without proper citation.
- Intentionally or unintentionally leaving out quotation marks, citations, works cited page, etc., thus misrepresenting the work as the original work of the student.

## Honor Code Violation Consequences

|                  |  |
|------------------|--|
| First Offense    | <ul style="list-style-type: none"> <li>● Parent communication from classroom teacher</li> <li>● Academic consequences as determined by the teacher</li> <li>● Documentation in Educator’s Handbook as a Teacher-managed Offense</li> </ul>   |
| Second Offense   | <ul style="list-style-type: none"> <li>● Parent communication from grade level administrator</li> <li>● Academic consequences as determined by the teacher and administrator</li> <li>● Discipline referral completed in Educator’s Handbook</li> <li>● 1-2 days of ISS</li> </ul>                   |
| Further Offenses | <ul style="list-style-type: none"> <li>● Parent conference with grade level administrator, teacher and student</li> <li>● Academic consequences as determined by the teacher and administrator</li> <li>● Discipline referral completed in Educator’s Handbook</li> <li>● 1-2 days of ISS</li> </ul> |

# Independence High School

## Regular Bell Schedule

### 2018-2019

#### 1<sup>st</sup> Period

6:55 Bell Staff on Duty Posts or Classroom Doors  
7:05 Bell Block 1 Class  
7:09 Warning bell  
7:10 Bell Begin Block 1 (Announcements 5-7 minutes)  
8:42 Bell End Block 1

#### 2<sup>nd</sup> Period

8:46 Warning bell  
8:47 Bell Begin Block 2  
10:25 Bell End Block 2

#### 3<sup>rd</sup> Period

|       |                           |       |                           |
|-------|---------------------------|-------|---------------------------|
| 10:29 | Warning bell              | 11:26 | <b>Buzz Begin C Lunch</b> |
| 10:30 | Bell Begin Block 3        | 11:46 | <b>Bell End C Lunch</b>   |
| 10:32 | <b>Buzz Begin A Lunch</b> | 11:50 | Warning Bell              |
| 10:52 | <b>Bell End A lunch</b>   | 11:51 | Tardy Bell C Lunch        |
| 10:56 | Warning bell              |       |                           |
| 10:57 | Tardy Bell A Lunch        | 11:53 | <b>Buzz Begin D Lunch</b> |
|       |                           | 12:13 | <b>Bell End D Lunch</b>   |
| 10:59 | <b>Buzz Begin B Lunch</b> | 12:17 | Warning Bell              |
| 11:19 | <b>Bell End B Lunch</b>   | 12:18 | Tardy Bell D Lunch        |
| 11:23 | Warning Bell              |       |                           |
| 11:24 | Tardy Bell B Lunch        | 12:19 | <b>Buzz Begin E Lunch</b> |
|       |                           | 12:39 | <b>Bell End E Lunch</b>   |

#### 4<sup>th</sup> Period

12:43 Warning bell  
12:44 Bell Begin Block 4  
2:12 PM Announcements  
2:15 Bell to Dismiss