



Independence
CHARTER SCHOOL
WEST

Family & Student Handbook 2018-2019

Our Mission

Independence Charter School West (ICS-West) is a community-based K-8 public charter school of academic excellence, located in Southwest Philadelphia and serving a diverse community of learners. ICS West provides an intellectually-stimulating curriculum with a global focus designed to develop independent, thoughtful global citizens. We emphasize second language acquisition and integrate arts, ideas, and histories from around the world.

Our Beliefs

We believe that all children can be successful in a safe, nurturing, and respectful environment.

We believe that all members of our school community bring unique and valuable perspectives.

We believe that students must be provided with a diverse set of learning tools to reach their fullest potential.

We believe that by learning languages and studying cultures, children gain the skills needed to be active global citizens.

We believe that we are responsible to a larger community and to one another. We strive to be active stewards of the local and global community.

We believe that to reach excellence we must continue to nurture a reflective school community whose members contribute their talents, insights, and hard work in service to our students and to the larger community.

Global Citizenship

I am a global citizen when...

Soy un ciudadano del mundo cuando...

I respect multiple points of view.

Respeto diferentes puntos de vista.

I challenge stereotypes and misinformation.

Desafío los estereotipos y la desinformación.

I make responsible decisions.

Tomo decisiones responsables.

School Norms

Be responsible | *Sé responsable*

Follow instructions | *Sigue instrucciones*

Focus on respect | *Sé respetuoso*

Student Rights & Responsibilities

Adapted from the Lake Washington School District Student Rights & Responsibilities

Rights

Students have the right to a clean, safe, and positive school environment free from discrimination, intimidation, harassment, and assault.

Students have the right to high quality, academically- and culturally-appropriate curriculum and instruction.

Students have the right to school rules that are enforced in a consistent, fair, and reasonable manner.

Students have the right to be treated with respect.

Students have the right to school staff who model appropriate behavior.

Students have the right to expect staff to provide guidance and support in solving their problems.

Students have the right to participate as partners in the problem-solving process to facilitate successful solutions and closure.

Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment and does not interfere with the rights of others.

Responsibilities

Students are responsible for making a determined effort to learn.

Students are responsible for following school rules.

Students are responsible for attending school and all classes daily and on time.

Students are responsible for completing assignments and being prepared for class.

Students are responsible for following the ICS West dress code.

Students are responsible for respecting the property of other people and of the school.

Students are responsible for treating all members of the school community with courtesy, kindness, and respect and to demonstrate a regard for the safety and welfare of others.

Students are responsible for informing school staff of behavior which may be harmful to an individual or themselves.

Community Code of Civility

Adapted from the University of Maryland University College Code of Civility

- **Respect:** Treat all students, staff, families, and community members with respect and in a professional and courteous manner at all times, whether in person or in written communication (including email and texts).
- **Kindness:** Refrain from using profanities, insults, or other disparaging remarks.
- **Truth:** Tell only the truth and do not knowingly misrepresent, mischaracterize, or misquote information received from others.
- **Responsibility:** Take responsibility for your own actions. Do not blame others.
- **Cooperation:** Work together with other students, community members, and staff in a spirit of cooperation toward our shared goal of providing a quality education and creating global citizens.
- **Privacy:** Strive to uphold the right to privacy and do not talk about others.
- **Nondiscrimination:** Respect differences in people and their ideas and reject injustice and intolerance.

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Nondiscrimination in Services

Admissions, the provisions of services, and referrals of students shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

School services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to: Equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

Independence Charter School West
5600 Chester Avenue
Philadelphia, PA 19143

Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health and Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

U.S. Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
Philadelphia Regional Office
Room 711, Philadelphia SOB
1400 Spring Garden Street
Philadelphia, PA 19130

Bureau of Equal Opportunity
Southeastern Regional Office
Room 1105-B, Philadelphia. SOB
1400 Spring Garden Street
Philadelphia, PA 19130-4088

Child Abuse and Neglect

It is policy that Independence Charter School West complies with the Child Protective Services Law of the Commonwealth of Pennsylvania. This law makes it mandatory for ICS West employees to report suspected cases of physical abuse, neglect, mental injury, sexual abuse or sexual exploitation to the school counselor or administrator, who must file a report with the Department of Human Services. Compliance with the laws of Pennsylvania and the policies of ICS West serves to protect all parties involved.

Title I Notification

As a public charter school, ICS West receives local, state and federal funding. As a school-wide Title I funded site, ICS West must remind you that you have the right, as a parent or guardian, to request and receive timely information regarding the professional qualifications of your child/ren's classroom/subject teachers. If you would like to know this information, please notify ICS West by traceyh@icswest.org or delivering a written request to the Main Office.

Family Educational Rights and Privacy Act

Student records maintained by ICS West are subject to the protections, restrictions, and potential penalties mandated by FERPA: <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

2018-2019 Board of Trustees

The Independence Charter School West Board of Trustees is the school's governing body and has the authority to make decisions regarding the operation of ICS West, including budgeting, curriculum planning, facilities management, and employment, all in the service of fulfilling the ICS West mission.

Members

Rachel M. Keene	Secretary
Tyesha Miley	
Jere Paolini	
Dyana Reid	
Pedro Rodriguez	Treasurer
Gloria Shabazz	President
Tarae Terry	Vice President
Maurice Tolliver	
CEO Julio C. Nuñez	Ex-Officio

Meetings

Families, ICS West staff, community members, and the general public are welcome to attend any board meeting. There is a public comment period scheduled at each meeting. Meetings begin promptly at 6pm. Please arrive by 5:55.

2018-2019 Schedule

August 2, 2018

September 6, 2018

October 4, 2018

November 1, 2018

December 6, 2018

February 7, 2019

March 7, 2019

April 4, 2019

May 2, 2019

June 6, 2019

Minutes

Board meeting minutes are posted to our website after they are approved. Find them under [About Us: Board of Trustees](#).

Parent-Teacher Association

Volunteer

ICS West welcomes and encourages family, community, and alumni volunteers. Volunteers who work directly with children must obtain background checks before beginning volunteer work. Please visit our website's volunteer page under [Support ICS-West: Volunteer](#) for complete information on background check requirements and guidelines.

We encourage parents to get involved with PTA. Interested families should contact the PTA at PTA@icswest.org

Requirements

According to state charter school law, all volunteers *must* submit to the school the clearances listed below prior to beginning volunteer work. This includes volunteers for one-time events, such as chaperoning field trips. You will only need to complete this process ONE TIME during your child's tenure at ICS-West, every five years.

FBI Background Check: Visit <http://www.pa.cogentid.com> and click *Pennsylvania Department of Education PDE* for complete registration & fingerprinting information. **You must register through the Department of Education.** We cannot accept background checks obtained through any other department. (The cost is \$28.75.) *When you have completed the fingerprinting process, send your PAE# to Tr. Tracey. We can then download your information from the system.*

PA Criminal History Check: Visit <http://epatch.state.pa.us> and click *Submit a new record check*. (The cost is \$10; application may also be submitted on paper.) *If you submit electronically, you will be able to view and print your results sometimes instantly and at most within 2-3 weeks.*

PA Child Abuse Clearance: Visit www.dpw.state.pa.us and click *Pennsylvania Child Abuse History Clearance Form* on the right hand side of the screen. (The cost is \$10; money order only; **volunteers must include copy of PA criminal record check results with application.**) If you bring a completed form and \$10 (cash only) to Tr. Tracey, ICS West can supply the money order and mail the application for you. *An original copy of your clearance will be mailed to you within 3-6 weeks. Bring the original to ICS West and we will make a copy for our files.*

A TB skin test or chest X-ray with a "negative" result: You can obtain this through your primary care physician or, if your insurance does not cover it, you can obtain it at low or no cost at one of Philadelphia's health clinics. Visit <http://www.phila.gov/health/AmbulatoryHealth/> to find a clinic near you.

Expectations

1. Report to the Main Office to sign in and out.
2. Wear a "Volunteer" identification badge/label while participating in volunteer activities.
3. Turn off or silence cell phones and remove Bluetooth headsets while in the building.
4. Avoid bringing younger siblings without notifying and receiving explicit permission from school administration.
5. Arrive on time and leave as scheduled to avoid confusion or disruption. Notify school staff when a scheduled commitment cannot be kept.
6. Remember that supervising and disciplining students are the responsibility of school staff.
7. Avoid interrupting ongoing instruction. Wait for an appropriate break if you have a question or need more guidance.
8. Understand that volunteer hours cannot be used to discuss spontaneously an individual student's progress or other personal matters with teachers and staff. Feel free to schedule an appointment that coincides with your volunteer schedule, however.
9. When working in your child's classroom, treat your child as you would any other child in the class. Too much interaction can be disruptive to your child as well as to his/her classmates.
10. Keep confidential all matters or information concerning students, teachers, or the school.

Volunteers MAY NOT sign children out for early dismissal when exiting unless it has been previously scheduled at the front desk and is for an approved reason (see "Dismissal" in Handbook).

2018-2019 School Calendar

This calendar is subject to change. Please refer to our web calendar for cancellations and additions.

August 20-24	Professional Development for Teachers
August 27	1 st Day of School for Grades 1, 2, 3, 4 and 5
August 29	1 st Day of School for Kindergarten (A-L) / Early Dismissal Wednesdays Begin
August 30	1 st Day of School for Kindergarten (M-Z)
Aug 31 - Sept 3	Labor Day – School Closed
September 4	All students report to school
October 8	Indigenous Peoples’ Day - No school for students
October 9	No school for students – All Day Staff professional development
November 12	Veterans Day – School Closed
November 21-23	Thanksgiving observance – School Closed
November 26	2 nd School Trimester Begins
December 20-21	No school for students – Report card conferences
Dec 24- Jan 2	Winter break—School Closed
January 21	Martin Luther King Jr. Day observance – School Closed
February 1	All Day Staff professional development – School Closed
February 18	Presidents’ Day observance – School Closed <i>In the event of excessive weather-related closures, this day will be a school day.</i>
February 22	NAEP Assessments for 4 th Grade only
March 4	3 rd School Trimester Begins
March 13	No school for students – All Day Staff professional development
March 21-22	No school for students – Report card conferences
April 15-19	Spring break—School closed <i>In the event of excessive weather-related closures, 3/21 will be a school day.</i>
April 22-26	PSSA ELA 3 rd – 5 th
April 29-30	PSSA Math 3 rd – 5 th
May 2-3	PSSA Science 4 th grade only
February 18	Presidents’ Day observance – School Closed
May 24	Half-Day 12:00 Noon Dismissal
May 27	Memorial Day observance – School closed
June 14	Last day of school for students (Noon Dismissal) and staff

Dress Code



Dress down days and/or spirit days may be announced during the school year. School administrators will use their discretion to determine whether or not the clothing is appropriate for school. If the clothing is inappropriate or does not conform to the expectations below, the student will call home for a change of clothing and may lose future dress down privileges.

Bottoms: Navy	<ul style="list-style-type: none"> ▪ Loose-fitting navy trousers, slacks, or capris - worn at the waist ▪ Solid navy jumpers, dresses, skorts, skirts and shorts – no shorter than 3 inches above the knee ▪ No jeans or jeggings, no exercise or legging-like pants ▪ No ripped or intentionally-distressed pants
Tops: Red or Gray ICSW Logo Optional	<ul style="list-style-type: none"> • Red or Gray solid polo shirt, long- or short-sleeve. (Polo shirt means collared, three-button shirt, knit-type material - cotton or polyester/cotton blend) • Shirt-tails may not extend below fingertips ▪ Solid-colored shirt may be worn underneath polo shirt for warmth ▪ ICS West logo optional
No Other Logos	<ul style="list-style-type: none"> • No non-ICS West logos permitted on any clothing
Outerwear	<ul style="list-style-type: none"> • Solid navy sweater, pullover, sweatshirt, or vest may be worn inside the building. No hoods
Socks	<ul style="list-style-type: none"> ▪ Socks, tights or leggings <i>underneath skirts or shorts</i> may be worn and may be any color or design ▪ No intentionally-distressed tights and leggings
Shoes	<ul style="list-style-type: none"> ▪ Closed-toe shoes, sneakers or boots -- toes and heels must be covered ▪ No sandals and no high heels of any kind
Dance/Mvmt Fitness	<ul style="list-style-type: none"> ▪ Solid navy sweatpants or yoga pants may be worn all day ▪ Shorts or pants must be worn under skirt/jumper ▪ Dress code polos still required ▪ Athletic shoes/sneakers only
Accessories	<ul style="list-style-type: none"> ▪ Stud earrings, not extending below or wrapping around ear lobe ▪ 1 watch or bracelet, 1 simple ring, 1 simple necklace tucked under shirt/blouse ▪ No hats
Field Trips	<ul style="list-style-type: none"> ▪ Students must remain in dress code for all trips unless otherwise indicated by the teacher due to nature of field trip
Recess	<ul style="list-style-type: none"> ▪ Students will go outside in all weather, between 15° and 95°, including light rain and snow ▪ Rain coats and ponchos, no umbrellas ▪ Under 40°: winter coat, hat, gloves and neck warmers required.

Family-Staff Communication Guidelines

The teachers and staff at Independence Charter School West strive to maintain open and positive lines of communication with families. We expect all members of the community to be courteous and respectful of each other at all times and to assume best intentions. Often, it is helpful to wait an hour or a day before hitting “send” on an email.

Informal communication is suitable for everyday situations such as:

- ✓ Your child forgets his/her lunch or book bag.
- ✓ Confirming the date of an upcoming classroom event.
- ✓ Confirming that a teacher received materials you sent in with your child.

Appropriate forms of informal communication include:

- Email message
 - Written note
 - Phone message
 - *Brief* conversation in passing
-

Formal communication is necessary when a parent or teacher needs to communicate about a more serious issue or concern. Some examples include:

- ✓ Your child is struggling in a subject area.
- ✓ Your child is not feeling challenged in class.
- ✓ You have questions or concerns about your child’s curriculum.
- ✓ Your child does not feel safe at school.
- ✓ Your child needs extra emotional support due to changing circumstances at home.

Appropriate forms of formal communication include:

- Email message
 - Written letter
 - A *prearranged* phone conversation or meeting
-

Responding to inquiries: Our staff will make every effort to respond to you promptly. Due to time constraints, however, school staff are not able to read and respond to every message during the school day. Follow the guidelines below for communication expectations.

- Teachers cannot take phone calls during the school day because they are teaching. Email is the generally preferred form of communication.
- Teachers will check email messages once daily on school days between 3:30 and 4:00pm and confirm receipt of your message by the end of the next full school day.
- If you do not receive a confirmation of receipt, try one alternate form of communication in case there is a technical problem. Your email could have gone to spam or your phone message could have been directed to an incorrect mailbox.
- If you still do not receive a confirmation of receipt, contact the Principal. Due to the volume of emails the Principal receives, any time you contact the Principal by email it could take up to one week to receive a response. If you have an urgent matter, please contact the Principal by phone in addition to sending an email.

Family Complaint Procedure

Students who have a complaint related to school operations are encouraged to talk with a teacher or counselor. If the issue cannot be resolved at that level, the student should make an appointment to discuss the situation with the Principal/CEO. Additional family members may be encouraged to join the discussion, depending on the nature of the complaint.

Parents or community members who have a complaint related to school operations are encouraged to contact a teacher, counselor, or assistant principal. If the issue cannot be resolved to the reasonable satisfaction of the parties, then a meeting can be scheduled with the Principal/CEO to address the issue in greater detail. Ultimately, if the school leadership is not able to resolve the issue to the reasonable satisfaction of the parent or community member, then the parent or community member may raise his/her concern to the Board of Trustees at a regularly scheduled Board Meeting. A Community Comment period is a standing agenda item at each meeting of the Board of Trustees.

Helpful School Contacts

Leadership Team

Julio C. Nuñez	Principal/CEO	julion@icswest.org
Jesús Urdiales	Assistant Principal	jesusu@icswest.org
Tameka Wilkins	Dean of Students	tamekaw@icswest.org
Fatimah Johnson	Special Education Supervisor	fatimahj@icswest.org
Keisha Robinson	School Counselor	keishar@icswest.org
Kathryn Thompson	Instructional Coach	kathrynt@icswest.org

Office Staff

Main Office	215-274-5600	Always use this number for urgent matters
Tracey Hill	Office Manager <ul style="list-style-type: none">○ Transportation○ Student Records	traceyh@icswest.org transportation@icswest.org
Cody Smith	IT/Enrollment Support <ul style="list-style-type: none">○ Attendance	codys@icswest.org attendance@icswest.org

Additional Student Services

Tiia Reinvald	ESL Teacher	tiar@icswest.org
	School Nurse	nurse@icswest.org

Staff Directory

This directory is subject to change. Please refer to our web directory for edits and additions.

Email addresses end with @icswest.org

School phone number is 215-724-5600

SCHOOL YEAR 2018-19		
Position	Name	Email
Principal/CEO	Julio C. Nuñez	julion
Assistant Principal	Jesús Urdiales	jesusu
Dean of Students	Tameka Wilkins	tamekaw
SPED Supervisor	Fatimah Johnson	fatimahj
Counselor	Keisha Robinson	keishar
Instructional Coach	Kathryn Thompson	kathrynt
K Teacher (English)	Whitney Lane	whitneyl
K Teacher (English)	Wynter LaTorre-Ovaska	wynterl
K Teacher (Spanish)	Adriana Lopez	adrianal
K Teacher (Spanish)	Veronica Alvarado-Frías	veronicaa
1 st Grade Teacher (English)	Jessica Walker	jessicaw
1 st Grade Teacher (English)	Ashley Moran	ashleym
1 st Grade Teacher (Spanish)	Elena Lopez	elenal
1 st Grade Teacher (Spanish)	Natalia Ibars Cedo	nataliai
2 nd Grade Teacher (Spanish)	Ivana Milic-Strkalj	ivanam
2 nd Grade Teacher (English)	Sheila Myer	sheilam
2 rd Grade Teacher (Spanish)	Lindsay Szabo	lindsays
2 rd Grade Teacher (English)	Christina Brown	christinab
3 rd Grade Teacher	Shannon Cooke	shannonc
3 rd Grade Teacher	Ashley Daniels	ashleyd
3 rd Grade Teacher	Noelle Mitchell	noellem
3 rd Grade Teacher	Kassundra Peterson	kassundrap
4 th Grade Teacher	Alexis Vincent	alexisk
4 th Grade Teacher	Lori Waxman	loriw
5 th Grade Teacher	Kuamena Entsuah	kuamenae
5 th Grade Teacher	Aquila Waller	aquilaw
Reading Specialist	Dolly Ferver	dollyf
ESL Specialist (PT)	Tiia Reinvald	tiiar
Math Interventionist	Samantha Fox	samanthaf
SPED Teacher	Kelly Johnson	kellyj
SPED Teacher	Sarah Squicciarini	sarahs
SPED Teacher	April Stein	aprils
SPED Teacher	Sophia Yonezuka	sophiay

SPED Teacher	Carolina Nguyen	carolinan
Art	Rana Sindhikara	ranas
Educación Física	Orlando Perez	orlandop
Música	Andres Cisneros	andresc
Tech / Office Support	Cody Smith	codys helpdesk
SPED Classroom Assistant	Sue McAllister	susanm
SPED Classroom Assistant	Tamika William	tamikaw
SPED Classroom Assistant	Larry Taylor	lawrencet
NTA – Recess Coach	Parrish Polen	parrishp
NTA	Sicicely Williams	sicicelyw
NTA	Janice Huger	janiceh
NTA	Sinica Williams	sinicaw
Classroom Assistant	Roxana Graulau	roxanag
Classroom Assistant	Jameica Wood	jameicaw
Classroom Assistant	Sierra Lewis	sierral
Classroom Assistant	Dietra Malik	dietram
Classroom Assistant	Rickey Mentzer	rickeym
21st Century Coordinator	Autumn Neube-Ruff	autumn
Nurse		nurse
Office Manager	Tracey Hill	traceyh
Cafeteria	Linton's	icswest647@lintons1.com
Director of Operations CC/West	Ramzy Andrawos	ramzya
Director of Technology	David Peterson	technology
Maintenance Support	José Dopwell	josed
Security	William	Walkie

Attendance

Absences

When your child is absent from school, you must submit a written note or email from the parent/guardian or doctor in order for the attendance to be marked as "excused". Notes can be enclosed in an envelope marked "Attendance" or emailed to the Attendance Coordinator at attendance@icswest.org. Email is preferred.

Notes must be submitted (preferably by email) within 3 days of the absence or the absence becomes unexcused.

All notes must contain:

- Your child's full name
- Your child's teacher/room #
- Date(s) of the absence(s)
- Reason for the absence(s)
- Doctor's or parent/guardian's signature
- Absences will be listed as "unexcused" until an excuse note is received. If no excuse is received after 3 days, the "unexcused" status for that day becomes permanent
- More than 8 "excused" absences could result in the requirement of a doctor's note to excuse future absences

Acceptable reasons for excused absences:

- Illness – A doctor's note is required upon return for illnesses resulting in 3 or more days absent from school
- Religious holiday
- Pre-approved travel – Send request to attendance@icswest.org in advance of the trip
- Death in the family
- Family emergency or other rare and unavoidable circumstances
- Professional health care or therapy services rendered by a licensed practitioner
- Out-of-school suspension

It is your responsibility to look at your child's report card each trimester to ensure that the attendance record is correct. We also recommend that you track your child's attendance record regularly in the ALMA portal.

Truancy (3+ Unexcused Absences)

Every unexcused absence will result in a documented telephone call or other contact with the student's parent or guardian. ICS West will report unexcused absences directly to the Pennsylvania Department of Education through the Pennsylvania Information Management System (PIMS) system.

After 3 unexcused absences, the student will be deemed truant and ICS West will send the parent or guardian an official notice of the student's truancy, containing a description of the potential consequences that may ensue if the student becomes habitually truant. ICS West may additionally invite the parent or guardian to attend a School Attendance Improvement Conference. If the student has an IEP, ICS West will convene an IEP meeting for revisiting the student's IEP so that goals for attendance may be established.

If a truant student accrues a 4th or 5th unexcused absence, ICS West will convene a School Attendance Improvement Conference if one has not yet been held for the student.

Habitual Truancy (6+ Unexcused Absences)

A student is deemed habitually truant upon 6 unexcused absences. Upon a student's 6th unexcused absence, ICS West either will refer the student to a school-based or community-based attendance program or will refer the student to the county children and youth agency (DHS) for services or for possible disposition as a dependent child. ICS West may additionally refer the parent or guardian to truancy court.

If a student receiving special education services is habitually truant, his or her IEP team will convene to establish goals for attendance.

Whenever a student has 10 consecutive unexcused absences, ICS West will remove the student from its active membership roll.

Late Arrivals

To be considered on time, ICS West students must arrive to the school no later than 8:20am. There are no "excused" late arrivals to school. If a child arrives on time, he/she is marked "present". If a child walks into the building after 8:20am, the child is marked "late". Parents must sign student in at the Main Office if child is arriving after 8:20am.

If a child has a doctor's appointment and is brought to school after 8:20am, the child will be marked "present" as long as a doctor's note is submitted.

If a child arrives to school late due to school bus delays, the child will not be marked late.

A child must be in the school building for a minimum of 3 hours to be marked present for the day.

Excessive late arrivals (5+), students will serve an after-school detention for every five occurrences, and parents may have to come before the ICS West Board of Trustees.

Early Dismissals

Early Dismissals are allowed for the following reasons:

- Documentable visit to a doctor's office
- Regular religious lessons - Submit a letter from your place of worship indicating times/dates of sessions.
- Family emergency or other rare and unavoidable circumstances

If you must schedule an early dismissal, please email the Attendance Coordinator at attendance@icswest.org or call 215-724-5600 by 12:00 noon on the day you are requesting the dismissal. We will call your child to the office to be dismissed when you arrive at ICS West.

If no prior arrangement for early dismissals were made, students cannot be dismissed after 2:45pm on regular school days, or after 12:45pm on Early Dismissal Wednesdays, except in case of medical or family emergencies

A child must be in the school building for a minimum of 3 hours to be marked present for the day.

Transferring

If you are transferring out of ICS West, you can request your child's records by having attending school contact the Main Office.

Food Services

ICS West offers free breakfast and lunch to all students through the National School Lunch Program. Linton's Managed Services is our meal vendor.

Breakfast - served daily between **7:45 – 8:15am**

Lunch - served daily between **10:15am – 1:30pm**

Vetri Eatiquette Lunch Program

Starting in 2018-19 school year, ICS West will partner up with Vetri Community Partnership to provide healthy school lunches prepared on premises. This program focuses on using lunch time as a learning experience, and increasing the time students and adults have to make eating a social and educational event. Eatiquette lunch is designated to build community and cooperation, increase ownership of the lunch room and strengthen relationships between children, teachers and support staff.

One of the cornerstones of the Eatiquette Program is adult participation in the meal. We encourage adults to eat with the students as much as possible. Ideally there is an adult at every table. This encourages food consumption, better behavior, and many of our participating adults report positive changes in their relationships with the students which carries over beyond the lunch room.

If you are interested in volunteering during Vetri Lunch Program, contact Tracey Hill at traceyh@icswest.org

Dietary Restrictions

If your child is participating in our meal program, it is important that you provide information regarding any special dietary needs, allergies, or restrictions per the Pennsylvania school nutrition regulations.

You must submit an updated note each year to our Nurse's office from your pediatrician indicating the specific allergy or intolerance. Please let our Food Services Coordinator know that you are submitting this information.

Lunch Food Policy

- Candy, seeds, and gum will not be allowed at any time during school hours—including in the cafeteria.
 - Drinks other than water, milk, and juice are not permitted during lunch.
 - Soda is not permitted at school at any time, including both the cafeteria and yard.
 - Glass bottles and containers are not permitted at school at any time, including both the cafeteria and yard.
-

Snack Food Policy

In order to maximize learning potential, we recommend that parents support students with providing a healthy snack. Attention and concentration will wane on an empty stomach.

Healthy snacks such as fresh fruit, granola bars, yogurt, dried fruit and nuts, and water provide extended hours of energy for learning, whereas sugary snacks provide only short-term energy with a "crash".

- Candy, seeds, and gum will not be allowed at any time during school hours.
 - Students are permitted to bring a water bottle to drink and refill throughout the day. Drinks other than water will not be permitted in the classroom, even during snack.
 - Soda is not permitted at school at any time, including both the cafeteria and yard.
 - Glass bottles and containers are not permitted at school at any time, including both the cafeteria and yard.
-

Birthday Celebrations

ICS West values students' instructional time. Birthday celebrations will occur once per month. These dates will be determined and communicated by the classroom teacher. **Never send food without communicating directly with and receiving permission and clear instructions from your child's teacher.** If you make a plan with a teacher to send in food, consider sending more nutritious alternatives to cake/cupcakes, and remember that each student only needs one small, pre-portioned serving.

Health Services

School Nurse Services

ICS West has a registered professional nurse who is responsible for handling a variety of student health concerns, promoting student health, reviewing student immunization records, and for maintaining all medical records on each student. The nurse coordinates and conducts all mandated screenings and health programs, and works directly with students to provide care and to give guidance and educational support to students in health-related matters.

Parents/guardians and students are asked to contact the school nurse regarding any special health problems. To contact the school nurse's office, call 215-724-5600 or send an email to nurse@icswest.org. Do not leave voicemail messages or send emails regarding an urgent situation; instead, if you do not get an answer the first time you call, call the Main Office again.

If a student becomes ill during the school day, he or she should ask the teacher for a pass to go to the nurse's office. The nurse will determine what care procedure will be followed.

The school nurse will:

1. Provide first aid in emergencies. The nurse will notify parents/ guardians when a student has been hurt or suddenly becomes seriously ill and needs immediate care from a doctor and/or hospital.
2. Notify parents/guardians when a student can no longer remain in class and needs to be taken home because of injury, illness or a communicable condition.

If a student has any chronic health problems, parents/guardians are strongly encouraged to update his/her health status yearly or as appropriate. There may be instances when it would be essential for the school nurse to be able to immediately contact a student's parent or guardian. It is very important that the nurse have current telephone numbers in order to contact a parent, guardian or designated person in case of an emergency.

Immunization Requirements

Unless exempted due to documented medical or religious grounds, all students must be immunized in accordance with Pennsylvania law prior to admission to school¹. A student need not be immunized if a physician or the physician's designee provides a written statement that immunization may be detrimental to the health of the child.

In addition, a student need not be immunized if a parent/guardian objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

A student whose parent/guardian fails to provide complete and accurate immunization records to the school nurse risks exclusion from school until state immunization or exemption requirements are met.

Physical and Dental Examinations

In accordance with Pennsylvania law, ICS West provides the following mandated school health services to its students:

¹ A list of all required immunizations is available at: <http://www.health.pa.gov/My%20Health/Immunizations/Documents/SIR8.pdf>

SERVICE	K	1	2	3	4	5	6	7	8	Notes
School Nurse Services	X	X	X	X	X	X	X	X	X	
Maintenance of Health Record	X	X	X	X	X	X	X	X	X	
Immunization Assessment	X	X	X	X	X	X	X	X	X	
Medical Examination	*	*					X			*Required on original entry-K or 1st grade
Dental Examination	*	*		X				X		*Required on original entry-K or 1st grade
Growth Screen	X	X	X	X	X	X	X	X	X	
Hearing Screen	X	X	X	X				X		
Scoliosis Screen							X	X		6th grade physical may be used in lieu of 6th grade screen
Tuberculin Test	*	*								*Required on original entry-K or 1st grade. Unless approved to discontinue
Vision Screen-Far Visual Acuity Test	X	X	X	X	X	X	X	X	X	
Vision Screen-Near Visual Acuity Test	X	X	X	X	X	X	X	X	X	
Vision Screen-Convex Lens Test (Plus Lens)		X								1st grade students meeting criteria & new students (any grade) not previously screened
Vision Screen-Color Vision Test		*	*							*1st or 2nd grade & new students (any grade) not previously screened
Vision Screen-Stereo/Depth Perception Test		*	*							*1st or 2nd grade & new students (any grade) not previously screened

In lieu of the medical or dental examinations listed above, any student’s parent/guardian may furnish the school nurse with a medical or dental report of examination made at the family’s own expense by the student’s family physician or family dentist on the official form designated by the Pennsylvania Secretary of Health.

ICS West recommends that you submit a copy of updated health and dental assessments every year after your child sees his or her physician and/or dentist, so that the school nurse will have current information.

Medication Administration/Allergies

- If your child needs to have medication administered during school hours, you must complete the In-School Medication Administration form that is included annually in our summer mailing. The form can also be found on our website. No medication will be administered without a completed form on file.
- If your child has allergies or dietary restrictions, you must submit an updated note from your pediatrician each year.

Asthma and Allergy Medication

In accordance with Pennsylvania law, ICS West permits students with a documented medical need to carry and self-administer their own medication via an asthma inhaler or epinephrine auto-injector (EpiPen) under the following

conditions:

1. A student's parent/guardian shall provide the nurse with a written statement from a physician, certified registered nurse practitioner or physician assistant that provides the name of the drug, the dose, the times when the medication is to be taken and the diagnosis or reason the medicine is needed (unless the reason should remain confidential). The medical provider shall indicate the potential of any serious reaction that may occur to the medication, as well as any necessary emergency response.
 2. The medical provider must state in writing that the child is qualified and able to self-administer the medication.
 3. ICS West reserves reserve the right to require a statement from the medical provider for the continued use of any medication beyond a specified time period
 4. ICS West assumes no responsibility for the benefits or consequences of the prescribed medication, and bears no responsibility for ensuring that the medication is taken.
 5. As part of responsible behavior, the student must notify a staff member as soon as his or her symptoms of asthma or allergy arise and must notify the nurse each time medication is used in the school setting.
 6. The student is prohibited from making medication or any medical equipment available to other students. Any student who does so will be subject to appropriate discipline. Violation of school policy and procedures also may result in restriction of the student's privilege to self-administer medication or equipment.
-

Self Monitoring and/or Management of Diabetes

In accordance with Pennsylvania law, ICS West permits students with diabetes to possess and self-administer diabetes medication and operate monitoring equipment under the following conditions:

1. A student's parent/guardian shall provide the nurse with a written statement from the student's health care practitioner that provides the name of the drug, the dose, the times when the medication is to be taken or the monitoring equipment to be used, the specified time period for which the medication or monitoring equipment is authorized to be used and the diagnosis or reason the medicine or monitoring equipment is needed. The medical provider shall indicate the potential of any serious reaction to the medication that may occur, as well as any necessary emergency response. The student's medical provider shall additionally state whether the student is competent to self-administer the medication or monitoring equipment and whether the student is able to practice proper safety precautions for the handling and disposal of the medication and monitoring equipment.
2. The student's parent/guardian shall submit a written request that ICS West comply with the instructions of the student's health care practitioner.
3. The nurse shall document that the student has demonstrated that he or she is capable of self-administration of the medication and use of the monitoring equipment
4. The student shall submit written acknowledgment that he or she has received instruction from his or her health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment. The written acknowledgment shall also contain a provision stating that the student will not allow other students to have access to the medication and monitoring equipment and that the student understands appropriate safeguards.
5. ICS West may revoke or restrict a student's privileges to possess and self-administer diabetes medication and operate monitoring equipment due to noncompliance with school rules and provisions of a student's service agreement, IEP or due to demonstrated unwillingness or inability of the student to safeguard the medication

and monitoring equipment from access by other students. In the event that ICS West prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, the nurse shall ensure that the diabetes medication or monitoring equipment is appropriately stored in a readily accessible place in the school building.

Illness or Infectious Condition

Pursuant to Pennsylvania law, a student may not attend school if any of the following symptoms are present or suspected by a physician or the school nurse:

- Fever: Students should remain home or be sent home if they have above-normal temperature.
- Conjunctivitis (“pink eye”): A student may return only after discharge discontinues and 24 hours of treatment is completed.
- Rashes: Unidentified rashes must be diagnosed by a health care provider.
- Impetigo: Your student must be seen by a health care provider.
- Diarrhea: The student experiences diarrhea two days in a row or three times in one day.
- Vomiting: The student experiences repeated forceful evacuation with other symptoms or the student’s inability to eat.
- Lice: A student with lice should be treated with a lice shampoo, and the school nurse must be notified of appropriate treatment.
- Ringworm: A student with ringworm of the body must be treated with an anti-fungal ointment and covered. Ringworm of the scalp requires treatment prescribed by a physician, and must be covered while at school. The school nurse must be notified of appropriate treatment.
- Any other contagious condition: measles, chickenpox, mumps, whooping cough, or streptococcal infections that are still contagious.

In addition, a student shall not attend school if he or she is experiencing any unusual discomfort.

Head Lice Policy

Due to time constraints, the Nurse will not check students for lice*/nits** unless it is indicated. It is imperative that families routinely check their children’s heads for possible lice/nit infestation and alert the school immediately if lice/nits are found. If the Nurse becomes aware of a possible lice/nit infestation, the Nurse will check that student’s head and any siblings’ heads for lice/nits on that same school day. If lice/nits are found, the nurse will notify the family. If active lice are found, the family will need to arrange to have the student(s) picked up from school as soon as possible to start treatment and to limit further transmission in school. In order for the student to return to school, the family must submit documentation indicating how the lice/nits were treated.

On the day that lice/nits are found on the head of an ICS West student, ICS West will alert all families in that grade by email. An automated phone call and hard copy of the alert will be sent to the families in that particular classroom, asking them to check their child(ren) for possible lice/nits. The identity of any students found to have lice/nits will be kept confidential.

*Lice are a human parasite.

**Nits are head lice eggs.

Arrival

The safety of 500+ students is our priority. Families and students must help ensure community safety by following our arrival procedures. Please direct all questions regarding arrival or dismissal procedures to the Principal.

Schedule

- Regular School Day runs from 8:20am – 3:15pm
 - Early Dismissal Wednesdays run from 8:20am – 1:30pm
 - Children should arrive to school between 7:45am-8:20am and enter through the Gym Entrance on 56th Street.
 - **No children may arrive before 7:45am.**
 - After 8:20am, students must enter through the Main Office. Parents must sign child in on the late arrival sheet. Students will be marked “late”.
-

Arrival Guidelines for Families

- Only ICS West students may enter the gymnasium during arrival. Family members must say goodbye at the doors.
 - If you have school business in the morning, please drop your child in the gym first and then visit the Main Office. Main entrance is accessible on 56th Street, through the school gate.
-

Arrival Procedures for Drivers

- Drivers will pull up to the school-side curb on 56th Street to drop off children. We will assist students to exit vehicles when possible.
 - **Children will use the curbside door on 56th St. to exit vehicles.**
 - Do not leave your car unattended on 56th St. Traffic must continue moving forward at all times, and to avoid being ticketed.
-

Dismissal

The safety of 500+ students is our priority. Families and students must help ensure community safety by following our dismissal procedures. Please direct all questions regarding arrival or dismissal procedures to Principal Julio.

Schedule

- Buses are called beginning at 3:00 (1:15 on Wednesdays)
 - Aftercare students (programs outside ICS West) are dismissed to Music/Community Rooms at 3:10pm
 - Kindergarteners arrive to the cafeteria by 3:10 (1:25 on Wednesdays)
 - 1st- 5th graders arrive to the schoolyard by 3:15 (1:30 on Wednesdays)
-

Dismissal Guidelines for Families

- To avoid congestion, families should exit the dismissal area immediately after picking up children.
- So that our staff can focus on the dismissal process, **please do not visit the office to take care of business or to ask questions between 2:45-3:30pm (1:00-1:45pm on Wednesdays).**

Dismissal Procedures for Drivers

To avoid traffic congestion, **we strongly recommend parking on a nearby block and walking to pick up your child** rather than driving to ICS West at dismissal. If you decide to use the pickup lane, you must follow all of our procedures at all times.

- The official end of the school day is 3:15pm, please be patient as dismissal time is between 3:15pm-3:30pm.
- Avoid double-parking on 56th Street. This creates congestion and slows down dismissal.
- If you have specific questions or concerns, and want to speak with your child's teacher, please set up an appointment. During dismissal, teacher's primary focus is on safely dismissing all of their students.
- All students dismiss on school yard. Please find your child's Room number (painted on the pavement) and wait until the class comes out and lines up.
- Students who take the school bus dismiss to the gymnasium.
- There is extensive parking on Chester and Kingsessing Avenues.

Changes to Your Child's Dismissal Plan

- Every child must have a current dismissal plan on file. If you need to make a permanent dismissal change at any time, please email transportation@icswest.org
- If your child normally rides the school bus and you do not want your child to get on the bus, you must be waiting at the Gym doors by 3:05pm in order to sign your child out of the bus line.
- If your child normally attends an aftercare or afterschool program and you want to pick up your child before they leave for their program, you must arrive by 3:05pm to sign in at the front office and then sign your child out in the Music/Community Rooms.
- **We do not accept daily changes to your child's plan, except in the case of legitimate emergencies**, which we hope and expect to be rare. One-time, emergency changes to dismissal must be made through the front office by calling 215-724-5600.

Late Pick Up Policy

Any parent whose child is picked up after 3:40pm or after 1:45pm on Early Dismissal Wednesdays, will incur late pick up fees. Parent/guardians must come to the Main Office and pay the late pick-up charge. If late pick-up becomes chronic, the Principal and/or School Counselor will be assigned to the case as necessary.

For each child picked up after 3:40pm or after 1:45pm on Wednesdays, there is a \$1 per minute late fee (up to 10 mins/\$10) and a \$5 per 10-minute fee thereafter (up to 30 mins/\$20). Please note that the fee will defray the cost of the additional staff person assigned to supervise students who are picked up late.

** Parent/Legal Guardian remain/s solely responsible for late fees incurred due to late arrival of after care provider.

School Bus Service

Students in grades 1st – 5th grades who live more than 1.5 miles from ICS West are eligible to use the school bus service provided by the School District of Philadelphia.

The District contracts Total Transportation Corp. to provide transportation to all students who sign up for bus service. For real-time information on your child's bus's status or location, you must always contact the bus company directly.

Total Transportation Bus Company: 215-383-0470

District Transportation Office: 215-400-4350

ICS West Bus Routes

GREEN – 7701

BLUE – 7702

RED – 7703

ORANGE – 7704

PURPLE – 7705

Transportation Desk

You can contact the ICS West Transportation Team for non-urgent questions or changes regarding your child's bus route or to report problems with a bus route. Emails will be checked once daily and responded to by the end of the next school day.

transportation@icswest.org or at 215-724-5600

School Bus Behavior

School bus service from the School District is a privilege. In order to be allowed to ride the school bus, students must adhere to the following behavior policies or risk losing the privilege to ride the bus for the duration of the school year.

Expected School Bus Conduct

Each year, ICS West will provide orientation, modeling, and practice of the following rules for school bus students:

- Abide by the ICS West Code of Conduct.
- Respect bus property and the property of others.
- Sit quietly in your seat and use quiet voices to talk to your seat partner.
- Follow the bus driver's directions the first time they are given.

Discipline Sanctions

- **Minor Incidents:** Warning letter or phone call to family. *Examples include but are not limited to: Not sitting in seat, kneeling or bouncing in seat, eating on bus, teasing, vulgarity, being loud.*
- **Moderate Incidents:** 1-2-week minimum suspension from the school bus and assigned seat upon reinstatement. *Examples include but are not limited to: Not following driver instructions, throwing objects, harassment, standing on seat, out of seat or assigned spot, moving around on the bus or in bus line, play-fighting*
- **Severe Incidents:** Loss of school bus privilege entirely for the rest of the school year. *Examples include but are not limited to: Destruction of property, fighting, endangering self or others, making threats to cause physical injury.*
- 2 minor incidents equal 1 moderate incident.
- 2 moderate incidents equal 1 severe incident.
- These expectations and disciplinary sanctions will apply to children on the school bus, at or around the school bus stop, and at or around the school bus line during dismissal.
- Parents could be liable for property damage or injury caused by your child on the school bus.
- Students involved in an incident will have a meeting with the Dean of Students, Assistant Principal and/or Principal to mediate and discuss solutions and strategies to avoid a reoccurrence.
- If your child has his/her bus privileges revoked, you have the right to appeal the decision to the Board of Trustees.
- Your child also has the right to be reinstated to the school bus the following school year.
- Families remain responsible for ensuring their child attends school every day and on time, whether or not their child has school bus privileges.

Suggestions for a Positive School Bus Experience

- Discuss the rules with your children frequently and help them problem-solve where they or their peers are having trouble following the rules.
 - Send your child with a supply of good books to read. Please write your child's name in the cover.
 - Remind your child that any snack or breakfast packed from home must be eaten at school, not on the bus.
 - Electronic music devices and personal electronic devices may be used when traveling on the school bus in order to help your child avoid distraction. ICS West is not responsible for lost items.
 - Stay in contact with transportation@icswest.org to address concerns early.
-

Special Education Services

Learning Support Mission Statement

The mission of the ICS West Learning Support Program is to motivate and educate all students. As educators, we are dedicated to satisfying the social, emotional, and academic needs of all of our students. We will provide students with the tools needed to help them develop into productive global citizens.

Special Education

A team of special education teachers works closely with grade-level teachers and specialists to provide identified students with specialized instruction in the classroom (push-in) or in a resource room setting (pull-out). ICS West practices full inclusion and provides support within that model to benefit the individual student. Independence Charter School West special education students participate in all classes and competitions.

Gifted Education

ICS West does not run or offer a separate, pull-out program for students identified as gifted. Students may be referred for gifted testing in the 4th and 5th grades. The administrative team at ICS West will determine if testing is warranted for the student and continue if necessary. ICS West does not test for gifted prior to 4th grade and will not test after 5th grade. If a student is identified as gifted, the identification remains with the student even after leaving ICS West for high school.

The ICS West curriculum is already an enriched one, providing arts education and second language acquisition for all students.

The most current research in education supports differentiation of instruction to meet all students' individual needs, a skill which we are constantly developing in all of our teachers. While there is no specific program or teacher dedicated exclusively to students who are identified as gifted, all teachers will receive regular professional development on meeting the enrichment needs, as well as other individual learning needs, of each student.

Parents will be asked to seek outside resources at their own expense to have gifted testing conducted for a student prior to 4th grade and after 5th, or if school-based assessments and recommendations do not warrant testing.

Annual Notice of Special Education Services

Child Find Independence Charter School West

Each school district and public education agency in the state of Pennsylvania must establish and implement procedures for identifying, locating, and evaluating children suspected of having a disability. The purpose of this notice is to: 1) describe the types of disabilities that might qualify a child for programs and services under IDEA, 2) describe the special education programs and related services that are available, and 3) describe the process by which ICS West may screen or evaluate students to determine eligibility. According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School Districts (SDs), Intermediate Units (IUs) and Charter Schools (CSs) are required to conduct child find activities for children

who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15.

Children Served in Special Education Programs

Special education services are available to children who have one or more of the following physical or mental disabilities:

- autism
 - deaf/blindness
 - emotional disturbance
 - hearing impairment including deafness
 - intellectual disability
 - multiple disabilities
 - orthopedic impairment
 - other health impairment
 - specific learning disability
 - speech or language impairment
 - traumatic brain injury
 - visual impairment, including blindness
-

Description of Special Education Programs

Independence Charter School West provides appropriate special education programs and related services that are:

- provided at no cost to the parents;
- provided under the authority of a school entity, directly; by referral or by contract;
- individualized to meet the educational needs of the child;
- reasonably calculated to yield meaningful educational benefit and progress and designed to conform to an Individual Education Program.

Related services available to students include transportation, speech pathology, physical and occupational therapy, school health services, hearing services, and vision and orientation and mobility services.

Referral of Children for Screening and Evaluation

Independence Charter School West has procedures to identify children needing special education. Those procedures are “screening” and “evaluation”. If a student is demonstrating a need for additional supports, the teachers, other school staff, or parents may refer a child for SST (Student Success Team).

Through the process of SST, a variety of interventions may be tried, including but not limited to a screening if deemed warranted. Attempted interventions and remediation may require time to determine progress or responsiveness. This process may take 30, 60 or 90 days depending on the level of remediation and other known factors. Parents who suspect that a child may have a disability and need special education can request a screening or evaluation at any time by contacting the school Principal.

ICS West screening procedure includes, but is not limited to: reviewing immediately available data sources such as health records, parent interview and history, functional visual and hearing, student’s response to attempted remediation and

interventions as part of SST process, diagnostic academic assessments, and/or speech, OT, or PT screenings as needed. If the screening indicates any suspected disability, an evaluation will be recommended and the parent must consent in writing in order for the evaluation to be conducted. No evaluations may be conducted without written parental permission. Consult the school Principal or Special Education Coordinator for more information.

Confidentiality

If a child is referred for SST and/or a screening is conducted, a written record, directly related to the child, is maintained by ICS West. These records are personally identifiable to your child. Identifiable information includes the child's name, parents or other family members, the address, a list of characteristics, attendance records, and a record of the presented concerns. ICS West protects the confidentiality of a child's identifiable information and is responsible for ensuring the confidentiality of these records.

ICS West may gather information regarding the child's physical, mental, emotional, and health functioning through testing and assessment, observation of the child, as well as through a review of records made available to ICS West through healthcare providers or service agencies. ICS West may request a release of records from the parent for additional information regarding the health, physical, and emotional health of a child in order to proceed with screening or evaluation. ICS West may require a physician to provide a consent for a child to be evaluated by ICS West or its contracted agents if a physical, mental, or other health requirement is so severe that ICS West deems it warranted to acquire such consent from a medical professional before conducting screening or evaluation.

Parents of the child have rights regarding the confidentiality of these records. The right to inspect and review the educational records related to his/her child that are collected, maintained, or used by ICS West. ICS West will comply with a request to review the records. Parental consent must be obtained before ICS West is able to disclose these records to anyone outside of ICS West, unless the records are requested via a court mandate. ICS West may disclose records without consent to another school district or school in which the child is seeking intent to enroll.

The records and documents that are part of the evaluation and screening process are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). School districts, intermediate units, and charter schools maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under FERPA. The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees who have access to personally identifiable information. For additional information related to student records, the parent can refer to FERPA. This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents.

More Information

For more information regarding a child's disability, screening or evaluation procedure, related services, educational records, or general questions, please contact Fatimah Johnson, Special Education Coordinator, at 215-724-5600.

English as a Second Language Services

English as a Second Language (ESL) Services are provided to students who both speak a second language at home and require additional language support to be academically and socially successful in school. Services are determined based on specifically designed state testing, teacher input and ongoing assessments. Students who qualify for services receive pull-out (small group) or push-in (in-class) support based on grade level and individual needs. Independence Charter School works to ensure that parents have access to all school information, regardless of English language ability. Interpreters are provided for report card conferences and translations of important documents are sent to parents in a timely manner.

Parents who are concerned about their child's English language development or who would like to request that an interpreter be present at a teacher meeting or other school function should contact Tiia Reinvald, ESL Teacher, at tiiar@icswest.org

Guidance Counseling Services

Children's mental health affects success in school. ICS West recognizes that when children are content and at ease, they are best able to concentrate and be active, effective learners. If children are feeling anxious, angry, or upset, their ability to focus on academics is compromised.

Here are some of the ways the counselor at ICS West can support and serve your child and family:

- Respond to requests from ICS West staff and parents for consultation regarding students' emotional well-being as it relates to school success
- Intervene in situations of student conflict, potential bullying, etc.
- Identify community services and supports for students and families as situations arise
- Design and execute individual and small group intervention sessions in areas of need such as bullying, divorce, death and grief, trauma, etc.
- Design and execute in-classroom sessions on various topics such as bullying, health, crisis response, etc.

We encourage you to contact Keisha Robinson, school counselor at keishar@icswest.org if you have any questions, needs, or concerns about your child at Independence Charter School West. Your concerns might include changes in your family, stress in your home, a sudden shift in your child's behavior, your child's peer relationships, or parenting support.

Student Success Team

ICS West implements school wide interventions for academics and behavior using high quality differentiated classroom instruction and management across all students. If an individual student is still struggling to meet their grade level expectations, more targeted support might be required. In order to create additional interventions to assist a particular student, the school will hold a Student Success Team (SST) meeting.

The SST members work collaboratively with classroom teachers to identify and remove barriers that might be interfering with a child's success in school. SST members include the child's teacher(s), family, school counselor, nurse, and other support specialists and administrators. The team meets to review data about the student, then develops and implements a support plan that will better assist the student. Progress monitoring often reveals that students make adequate improvement over time and eventually reach their grade level expectations.

Community Resources

Contact our ICS West counselor for additional resources in our community.

After School Programs - Child Care - Family Resources	Phone Number - Website
After School Activities Partnership Search by neighborhood to find after school programs	215-545-ASAP (2727) www.phillyasap.org
Child Care Information Services of Philadelphia Information on child care in the greater Philadelphia area	1-888-461-KIDS (5437) www.philadelphiachildcare.org
Philadelphia Department of Recreation Information on city-run recreation and after school programs	215-683-3600 www.phila.gov/recreation
Cap4Kids Website that connects families with social service agencies and resources in Philadelphia	cap4kids.org/philadelphia/
Police Athletic League of Philadelphia Free youth program featuring sports, education and trips for children age 6 to 18	215-291-9000 www.phillypal.com
Turning Points for Children Local social service agency that offers many support programs for families	215-875-8200 www.turningpointsforchildren.org
Family and Mental Health - Human Services	
Bureau of State Child Support Enforcement For information about the child support process in Pennsylvania	1-800-932-0211
ChildLine (State Child Abuse Registry)	1-800-932-0313
Children's Health Insurance Program (CHIP) Provides health insurance to uninsured children & teens who are not eligible for Medical Assistance	1-800-986-KIDS www.chipcoverspakids.com
Community Behavioral Health Services for behavioral health, counseling and other mental health services	1-800-545-2500 dbhids.org
Community Legal Services Free legal services to low-income Philadelphia residents	215-981-3700 www.clsphila.org
Department of Human Services Works to protect children from abuse, neglect and delinquency; and to strengthen families by enhancing community-based prevention services	215-683-4DHS www.phila.gov/dhs
Health Choices Hotline For information about Medicaid managed care programs	1-800-440-3989 1-800-618-4225 (TTD/TTY)
Home & Community Based Services For information about programs to help persons with disabilities	1-800-757-5042
Office of Mental Health / Mental Retardation Information on MH/MR services in Philadelphia for families in crisis	215-685-6440 dbhids.org/divisions/omh/
Parents Involvement Network of Pennsylvania (PIN) Network for families of children with emotional or behavioral disorders, receiving mental health system services, receiving special education services or are in the juvenile justice system	1-800-688-4226 215-751-1800 dbhids.us/parents-involved-network
Statewide Adoption Network	1-800-585-SWAN
Department of Public Welfare Helpline For general information about Pennsylvania's public assistance programs – cash assistance, Medicaid, Food Stamps, Liheap, etc.	1-800-692-7462 1-800-451-5996 (TDD)

Homework Guidelines

Our homework guidelines are designed to:

- Clarify homework expectations for teachers, parents, and students
 - Promote continuity and consistency of homework practices throughout the school
 - Foster positive attitudes about and experiences with homework
-

Purpose of Homework

ICS West teachers assign homework to promote strong study habits. The amount of homework given, as well as the responsibility placed on students to complete the homework, increases as students move up in grade level and begin preparing for high school.

Homework provides students with an opportunity to reinforce skills taught in school. Homework provides families with an opportunity to see what children are working on in class and whether their child has mastered grade-level skills.

Duration of Homework

Daily reading enrichment at home is a vital part of your child's long-term success in school. ICS West expects that all students at all grade levels are reading at home independently or with a family member for at least twenty minutes every day. In general, families can expect that additional homework beyond these 20 minutes of reading should take about as long as the times below:

1 st grade – 15 minutes	5 th grade – 40 minutes
2 nd grade – 20 minutes	6 th grade – 40 minutes
3 rd grade – 20 minutes	7 th grade – 70 minutes
4 th grade – 30 minutes	8 th grade – 80 minutes

These times align with recommendations by the National PTA and National Education Association. Please note that teachers are not required to assign homework every night. Rather, our teachers will strive to assign meaningful work that complements classroom learning. Sometimes a student might have more homework, for example when preparing for a test or completing a project.

Problems with Homework

Homework should be designed to meet the individual needs of students. Homework is not intended to be a burden on families, nor is it intended to be unduly difficult or stressful for students. If your child is struggling to complete homework, please contact your child's teacher so that he or she can work with you to establish homework expectations that best meets your child's needs.

Academic Integrity

As stated in our Code of Conduct, at ICS West we respect the rights, person and property of others. This framework applies to academic integrity as well as social integrity.

What is Plagiarism?

Plagiarism is claiming someone else's words and/or ideas as one's own. Examples of plagiarism include (but are not limited to):

- copying another student's work (test answers, homework assignment, classwork, computer files, etc.) and submitting as your own
 - working on an assignment with another student and then submitting the assignment as if the student completed it individually
 - quoting, paraphrasing, or summarizing another person's words (from a book, article, speech, other source) and not crediting that source
 - copying words from an Internet source and not crediting that source
 - using another's wording or phrase, paraphrasing another's argument and submitting in, in part or in its entirety, as one's own
 - falsifying documentation of a source (Bibliography/Works Cited sources falsely listed)
-

Our Responsibility

ICS West teachers are responsible for teaching the ethical foundation and skills necessary for appropriate documentation to maintain academic integrity. In turn, we are setting the expectation that all Middle School students, once taught this skill set, are responsible for appropriate documentation of the ideas and words of other people.

Consequences for Plagiarizing

Trimesters 1 & 2 of 6th Grade:

- Teacher contacts parent within one day of acknowledgement of plagiarism
- Teacher ensures student understanding of expected skills and behaviors and reteaches if necessary
- Student resubmits assignment with necessary changes within 5 calendar days of teacher acknowledgment of plagiarism for a grade not to exceed 70%. If student does not resubmit assignment within 5 calendar days, he or she receives a grade of "0" for the assignment
- Teacher notifies Principal

Trimester 3 of 6th Grade, and 7th and 8th Grades:

- Teacher contacts parent within one day of acknowledgement of plagiarism
- Teacher ensures student understanding of expected skills and behaviors
- Student resubmits assignment within 3 calendar days of teacher acknowledgment of plagiarism for a grade not to exceed 60%. If student does not resubmit assignment within 3 calendar days, he or she receives a grade of "0" for the assignment
- Teacher notifies Principal

If a student repeatedly plagiarizes, the student could be subject to more serious consequences as outlined in the ICS West Code of Conduct.

Assessment

Philosophy

Assessment at ICS West is intended to support learning. We assess in order to further educate, not simply to document strengths and weaknesses. Our approach to teaching and assessment must address learners' diversity while also promoting a high level of excellence. In practice, assessment must be continuous, diverse, and transparent. Our approach to assessment must be designed to support emotional as well as academic development. Assessments provide information about ability and current level of understanding, monitor progress toward learning goals, guide future teaching and learning and address diverse learning needs.

- **Assessment** is the gathering and reviewing of data. Teachers assess student learning on an ongoing basis.
 - **Evaluation** is the judging of that data.
 - **Reporting** is communication of the final evaluation.
-

Lower School: Grades K-5 Report Cards

The purpose of ICS West K-5 report cards is to accurately describe to parents their child's academic and social learning performance. Students in grades K-5 receive a standards-based report card. Standards describe what a student should know and be able to do at each grade level. Standards-based report cards communicate to parents and guardians the progress their child is making towards mastering ICS West standards.

Middle School: Grades 6-8 Evaluation and Reporting Guidelines

Students in grades 6-8 receive report cards which outline the letter grades assigned in every content area in which they have a class. The following guidelines explain the way these grades are determined. *Note: There could be extenuating circumstances which might require exceptions to the guidelines listed below. Those situations will be reviewed and decided on a case-by-case basis.*

Each middle school content area has its own uniform policy for the composition of grades with the following guidelines:

- Homework will not comprise more than 15% of the final grade and will be entered into MMS within one week of assignment deadline.
- Tests will not comprise more than 30% of the final grade and will be entered into MMS within one week of assessment.
- Participation will comprise exactly 10% of the final grade and will be entered into MMS within one week of assessment (at least four times per trimester).
- Parent signatures may not contribute to any points either added or subtracted from an assessment grade.

Major Assignments:

- A rubric will be distributed to parents and students when a major project is introduced that clearly outlines the project expectations and due dates.
- All major projects will include at least two check-ins and parents will be notified when a student misses two check-ins or after the first check-in if there are only two for the project.

- Project grading will use the following guidelines:
 - Timelines will account for 20% of the final grade. Late assignments can earn a maximum of 80%.
 - In 6th grade, final assignments submitted more than 5 calendar days past the due date will receive a “0” for the final project grade. In grades 7 and 8, assignments submitted 2 calendar days past the due date will receive a “0” for the final project grade.
 - Check-ins will be accepted no more than one day late. Late check-in grades will be reduced by 20%.
 - Students with special needs (IEPs, 504 plans, ELL) might have a modified timeline. These modifications will be determined in advance of the deadline.
 - Students who are absent on the day a major assignment is due are expected to hand in the assignment the day they arrive back at school. They will not be penalized due to the absence.
 - Grade will be entered into MMS within **two weeks** of assignment deadline.
- Any students (excluding students who submitted a late project) who wish to improve their final grade will have a one-week grace period during which they can work with the teacher to improve the grade. Teacher office hours will take place during the students’ lunch period. This grade will not exceed 80%. A good faith effort to complete the project to his/her best ability is expected from any student who makes use of the available supports during this grace period.

Homework Assignments:

- Homework assignments will be accepted no more than one day late. Late homework assignments will be reduced by 20%.
 - Students who are absent on the day a homework assignment is due are expected to hand in their work the day they arrive back at school. They will not be penalized due to the absence.
-

Report Card Conferences

The report card conference provides an opportunity for families and teachers to discuss the academic and social progress of students. **It is, therefore, required that all parents attend parent-teacher conferences** in order to fully participate as partners in their child’s academic and social success.

Middle School Signature Practices

Arrival Procedures

Entering the Room

- Students have three minutes to transition from one classroom to the next.
- Teachers greet each student individually and ensure that everyone is calm before entering the class.
- Teachers may use this time to take attendance, check for homework, or remind students about class procedures and expectations.

Homework Collection

- All teachers collect homework at the beginning of class.
- Students should take out work when they arrive to class and place it in the middle or front of the table.
- Teachers might check homework for completion and then return to students to use during the class period or teachers might collect the homework to grade and return later.

Warm-Up

- There will be a warm-up prompt displayed (in the same place every day).
- The prompt will be worded such that students can get started without explanation, directions or questions.
- Warm-ups can include (but are not limited to):
 - Independent Reading
 - Journaling / writing prompts
 - Writing about a topic about to be covered (accessing prior knowledge)
 - Writing about a topic recently covered (assessment)
 - Problem of the day
 - Collecting opinions from students
 - Addressing current events
 - Vocabulary work

Daily Agenda

The plan for each lesson or teaching period is posted in a consistent location. This practice allows students, visitors, support staff, and teachers to keep track of what has already happened and what is coming up next in a class period.

Study Skills

Prior to all major assessments, teachers will schedule review sessions. During these review sessions teachers will:

- Inform students about the content that will be covered on the assessment and the format of the assessment.
 - Lead students through creating a study guide. Example: Use a “cover and quiz” strategy. Answers can be covered by the students (using flash cards or folder paper) so that they can quiz themselves or each other.
 - Provide time *in class* for students to quiz themselves independently, in partners, or in groups.
 - Teach a variety of study methods and encourage students to use them at home in order to continue preparing for the assessment.
 - Have students write a study reminder in their planners. Students will have already written the test reminder on the appropriate date in their planner well ahead of time.
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Book Lending

Reading is one of the most important aspects of a child’s education. It is a skill that is constantly reinforced in school and one that requires limitless practice at home as well. To that end, teachers are sending students home with books that belong to the school. Students should be reading these books as per their assignments both to foster their reading skills and to keep up with classwork.

In order to continue allowing children to take these books home, it is imperative that students return their borrowed books to school. We can only maintain the lending system as long as we have books to lend. Therefore, if a student loses or damages a book, he or she will be responsible to pay the school the face value of the book so that we may replace it in our lending library. When your child brings a book home, please help him or her keep track of it so that it can be returned to the school when it is due. Thank you for your attention to this matter and for helping us to foster a love of reading in all our students.

Code of Conduct

Core Beliefs and Framework

We know that a child's educational experiences help to lay a foundation for future successes. We also understand that an effective instructional program requires an orderly environment in which students and faculty know and abide by reasonable standards of socially acceptable behavior while respecting the rights, person and property of others. This framework also helps parents and guardians support their child's success. Therefore, Independence Charter School will focus on building communities within each classroom, each grade level and schoolwide through the use of both Responsive Classroom and Developmental Designs.

Responsive Classroom, used in grades K-5, is an educational approach that emphasizes social, emotional, and academic growth in a strong and safe school community. It consists of practical strategies and daily routines for helping children build academic and social-emotional competencies. Similarly, Developmental Designs, used in grades 6-8, supports high academic achievement for middle-level students through the integration of social and academic learning and an emphasis on good relationships, social skills, and engagement with learning. Independence Charter School West believes that students learn best in a positive social environment.

Independence Charter School West will heed best practices for addressing behavioral challenges and ensure a cordial and professional environment for all children and staff members. These include Restorative Practices and Positive Behavior Intervention and Supports (PBIS). Additionally, in lieu of suspensions, ICS West will favor a policy of *Parental Engagement and Support*, where the parent is required to remain with student throughout the course of an entire school day, to help encourage appropriate behavior.

CARES

ICS West aims to create an environment that will foster **C**ooperation, **A**ssertion, **R**esponsibility, **E**mpathy and **S**elf-Control (**CARES**). Students begin each day with a Morning Meeting (grades K-5) or a Circle of Power and Respect (CPR, grades 6-8). Morning Meeting and CPR help to foster **CARES** through a greeting, activity, sharing and daily message. These community routines build and maintain community within each classroom.

Teachers focus on fostering classroom organization and creating clear expectations about daily routines. Teachers model and practice all expectations with students. The entire ICS West staff focuses on consistent follow-through. Teaching and enforcing clear and consistent daily routines makes students feel safe and prevents disciplinary problems.

Child development is taken into account when choosing effective and appropriate consequences for students. This means that because developmental levels vary greatly in the earlier grades, discretion is used when working with our early childhood students (K-2). Sometimes, students in this age group will receive modified or more gradual consequences as we work with them to build the skills needed for self-control and responsibility.

Community Guidelines

Students begin each year by brainstorming and creating their hopes & dreams (HDs, grades K-5) or goals & declarations (GDs, grades 6-8) for the year. Students then share their HDs/GDs with classmates and teachers. Students discuss the connection between these HDs/GDs and classroom guidelines. As a group, each class then creates classroom guidelines that help them achieve the HDs/GDs they have shared. Classes connect how their classroom guidelines align with ICS's global citizenship statements and school rules.

Once every classroom has developed a list of 3-5 guidelines for a classroom social contract, all students are responsible for upholding these guidelines. If a student does not comply with guidelines he/she will be expected to discuss and solve the situation with the help of a supervising adult. Depending on the severity of the infraction, the student may also serve a logical consequence. Please see *Minor & Major Infractions* section of *Code of Conduct*.

Family Involvement

The Independence Charter School West community consists of teachers, non-teaching staff, administrators, students and families. Families are an integral part of a child's education. We welcome your participation in the classroom and the school community. Students take pride in a school when they see their families and teachers working side by side to create an optimal learning environment. We look forward to working with you at community service events, parent-teacher conferences, field trips and PTA meetings.

Because ICS West is a school of choice, we know that families have made the important decision to send their children to a school with the highest standards for student behavior and achievement. It is thus expected that families will attend all scheduled parent/teacher conferences and school-requested meetings (academic or behavioral).

Positive Recognition, Redirection, and Reinforcement

Independence Charter School West believes that students learn best in a positive and supportive environment. ICS West staff will use language that is clear, simple and direct in recognition, redirection and reinforcement. The language will be genuine and respectful to all members of the ICS West community, showing faith in an individual's abilities and potential. At ICS West, students celebrate their academic and social achievements throughout the year. Celebrations occur frequently and in various settings. These celebrations may be as a school, grade, class, or individuals, or with a bus cohort. All students will have the privilege of participating in these celebrations by upholding their responsibilities as outlined in the ICS West Community Guidelines.

Acceptable Use of Technology for Students, Faculty, Staff and Subcontractors

The use of technology by students, employees, or subcontractors of Independence Charter School is a privilege, not a right. Technology users are expected and required to avoid actions that are dishonest, unkind (such as personal attacks and invasion of privacy), invasive, illegal (such as libel, slander, vandalism, sexual harassment, theft, unauthorized access) or in other ways inappropriate. The guidelines and prohibited actions described in this policy apply to any use of the Independence Charter network to interact with any other websites, including all social networking platforms. In addition, use of technology in negative or derogatory ways may be in violation of other school policies and rules of conduct including but not limited to harassment, off-campus behavior, and/or alcohol and other drug policies.

Rules for Technology Use

- The use of the school's technology resources is for academic and school-related purposes only. Personal electronic devices may not be used while on school grounds. Students maintain the responsibility for properly securing their property. Electronic devices, including earbuds/earphones, which are used on school property will be confiscated. For the first offense, the student may retrieve items from the Assistant Principal at the end of the day. For the subsequent offenses, a parent or guardian must pick it up.
- Student cell phones may not be seen or heard in the building at any time. This includes texting in any form at any time. Cell phones which are seen or heard will be confiscated and may be retrieved at the end of the day for the first offense. For the second offense, a parent or guardian must pick it up. If the problem continues or if the student refuses to hand in the device, the situation will be handled by the Principal.

- Students in grades 6-8 are issued email accounts at the beginning of the school year. No student may reveal over the Internet, in any form, the personal information or picture/image of a current or former student, administrator, faculty or staff member, or parent. Network and email passwords may not be shared with classmates in school, nor outside of school in any form. If a parent/guardian does NOT wish for their child to have an email account, please sign in the designated area on the Parent and Student Handbook Signature Page.
- Students may not access network files other than their own unless given permission by either the teacher or administrator.
- Students may not create or share videos or images of other students or staff unless given permission by a supervising adult.
- Every message sent represents the individual and the school, and thus must follow our code of civility. Personal issues or interpersonal conflicts may not be handled via email. Assume that email is not confidential, since email you send can be sent to others. School staff has access to all student email accounts.
- Students must receive permission from a staff member or administrator before sending unsolicited email to a group of more than 20 people.

Consequences for Improper Technology Use

Minor technology offenses include:

- Visiting a website or using an application not related to the work assigned
- Carrying or moving computer equipment improperly or unsafely

Consequences for minor technology offenses include:

- First offense - Loss of computer equipment for remainder of class, possible impact on participation grade
- Subsequent offenses - Loss of computer equipment for that class, family contacted, and discussion with Principal about additional consequences

Major technology offenses include:

- Attempting to damage or intentionally damaging computer equipment
- Visiting an inappropriate website
- Inappropriate comments made electronically in the classroom
- Cyber-bullying conducted in the classroom

Consequences for major offenses include:

- Loss of computer equipment for that class, possible impact on participation grade, family contacted
- Student and Principal plan a presentation for class regarding proper use of electronic equipment
- Other consequences as outlined in **Major Incidents and Consequences** may apply.

Disciplinary Guidelines and Consequences

Independence Charter School West has developed the following guidelines to guide the conduct of students, school employees/volunteers, and families. These guidelines expand upon the ICS West School Rules and will apply at all times that school is in session, during any school program or function, either in the building or at any other location, as well as during arrival and dismissal, and traveling to and from school. This includes travel on school district vehicles, private transportation and public transit systems.

Schoolwide Discipline Policy

ICS West may discipline students for:

- Conduct during school
- Conduct going to and from school
- Conduct outside of school that disrupts school programs

Minor Incidents and Consequences

The table below outlines the possible consequences for various student behaviors. Examples of minor inappropriate behavior include, but are not limited to, those listed in the left-hand column. The right-hand column lists the possible consequences, all of which may apply to any of the listed behaviors.

Behavior*	Possible Consequences* (More than one consequence may be assigned)
Refusing to Follow Directions Talking Back Disruption of Class Profanity/Offensive Language Dress Code Violation Destruction of Property (minor) Play-fighting/Roughhousing Student Arguments Taunting/Instigating Misuse of Technology Stealing (minor) Tantrums (K-1) Inappropriate Display of Affection Chewing Gum Late to Class Plagiarism/Cheating	<p>The following may apply to all behaviors listed in the column to the left:</p> <p>Student may <i>Take a Break</i>.</p> <p>Student may go to <i>Buddy Room</i> or <i>Take A Break Out and Back (TAB out and back)</i> and complete a <i>Fix-it Plan</i>.</p> <p>Student will practice expected behavior with teacher and/or peers.</p> <p>Mediation may occur between all participants. This will include a chance to “fix” relationships or objects.</p> <p>Teacher may contact parent by phone (parent may be asked to speak with the student), note in take home folder or by email.</p> <p>Student may lose a privilege (such as loss of dress down day/free time, recess detention, etc.)</p> <p>Student may be given a behavior assignment to be completed at home.</p> <p>Parent meeting may be requested.</p> <p>Student may be given in-school community service to “fix” relationships or objects.</p> <p>Student may be assigned an After-School Detention or Delayed Dismissal.</p> <p><u>Repeated violations may result in a Discipline Referral.</u></p>

*3rd - 8th grade students must arrive to class on time. After 3 late arrivals, a parent will be notified and a detention will be assigned. For every 3rd late arrival after that, a Wednesday School will be assigned. If late arrivals continue, a parent meeting will be scheduled.

If a minor behavior continues, it will be considered a **Major Incident** (see below) and one or more of the following may happen:

- A parent conference may be requested by the classroom teacher and the Principal may be present.
- A behavior chart/plan may be put into place. This is a temporary plan and will include frequent guardian meetings and daily teacher/guardian contact.
- Parent conference may be requested, and other ICS West team members (teachers, counselor, administration) may be present.

Major Incidents and Consequences

The table below outlines the possible consequences for various major student behaviors. Examples of major inappropriate behavior include, but are not limited to, those listed in the left-hand column. The right-hand column lists the possible consequences, all of which may apply to any of the listed behaviors.

Behavior	Possible Consequences (More than one consequence may be assigned)
Repeated Minor Violations	<p>The following may apply to all behaviors listed in the column to the left:</p> <p>The student may be immediately removed from the classroom and sent to the Principal’s office.</p> <p>Student may discuss and practice expected behavior with the Principal and/or teacher.</p> <p>Mediation may be held for all participants. This will include a chance to “fix” relationships or objects.</p> <p>Parent may be called by the Principal. Parent may be asked to speak with the student at the time of the call to discuss the behavior and expectations.</p> <p>A letter, documenting the incident, may be given to the parent. Parent is expected to sign and return the letter on the next school day.</p> <p>Student may lose a privilege.</p> <p>Student may be given an assignment to be done at home.</p> <p>Student may be given after-school community service.</p> <p>Student may be assigned an After-School Detention.</p> <p>Student may be assigned a Wednesday School.</p> <p>Student may be assigned an In-School Suspension.</p> <p>Student may be sent home. Parent will be asked to come to school and take the student home within one and-a-half hours.</p> <p>Student may be suspended out of school between 1 and 3 days, not including the day of the incident*.</p> <p>Student may be assigned Reverse Suspension.</p> <p>Parent meeting may be required.</p> <p>Student may be placed on Behavioral Probation.</p>
Severe/Intentional Disruption of Class	
Leaving Classroom/School Grounds without Permission	
Bullying/Harassment/Intimidation	
Racial Harassment	
Sexual Harassment	
Serious Threats	
Endangering Self or Others	
Destruction or Theft of Property (major)	
Indecent Exposure/ Inappropriate Touching	
Profanity Directed at Adult	
Assault on Student	
Assault on Staff	
Fighting	
Possession of a Weapon	
Possession of Illegal Substance	

* Repeated Minor Violations are not subject to out-of-school suspension. Kindergarten students shall not be suspended unless their actions result in serious bodily injury or unless suspension is required by law. 1st and 2nd grade students shall not be suspended unless their conduct was violent and/or materially disrupted the health, safety, welfare, or education of another student or the school community.

Incidents Qualifying for Expulsion

Expulsion may be considered when a student displays any of the following behaviors:

Behavior	Consequences
<p>Any criminal conduct as defined by Pennsylvania Law.</p> <p>Assaulting any person, as an individual or as a group</p> <p>Attempting to engage or engaging in any conduct that threatens the health, welfare or safety of any member of the school community</p> <p>Student is under the influence of drugs or alcohol</p> <p>Possession of tobacco or alcohol product Possession of over the counter medication, look alike drugs and/or drug paraphernalia</p> <p>Possession of any weapon (as defined on following pages)</p>	<p>Student will be escorted to the Principal’s office.</p> <p>Parent/Guardian will be notified immediately.</p> <p>Parent/Guardian will be asked to pick their child up immediately.</p> <p>Student will be suspended from Independence Charter School West</p> <p>If expulsion is sought, a full evidentiary hearing will be held.</p> <p>Independence Charter School West may call the Department of Human Services.</p>

ICS West will consider the facts of each case in determining whether expulsion should be an option.

Restraints

The use of restraints is a last resort by professionally trained staff only and when all other protocol and interventions have been maximized.

Weapons

Possession of weapons in the school setting is a threat to the safety of students and staff and is legally prohibited.

The term “weapon” shall mean any object, device, or instrument designed as a weapon or capable of threatening or inflicting serious bodily harm or which may be used to inflict self-injury. This definition includes, but is not limited to: any firearm, bb gun, shotgun, or rifle, whether loaded or unloaded; any knife, cutting instrument, or cutting tool; any nunchaku; any chemical agent such as pepper spray or mace; laser pointer; stun gun; incendiary device; any other tool, instrument or object used or intended to be used to inflict serious bodily harm to another. The term “weapon” shall also include any simulated, replica, toy, or look-alike weapon.

Students are prohibited from possessing any weapon at ICS West or within the school setting. A student is regarded as in possession of a weapon when the weapon is found on the person of the student; in a student's designated storage space; or under the student's control while on school property or within the school setting. Being in possession of a weapon is not limited to using it or intending to use it. Merely carrying the weapon, keeping it in one's designated storage space, locker, backpack or purse, or even holding it for a friend, is sufficient to be charged with this offense.

Pennsylvania law which requires the expulsion hearing of any student who possesses a weapon at school or within the school setting. Pennsylvania law additionally requires ICS West to notify the police upon discovery of any incident involving student possession of a weapon.

Bullying and Cyberbullying

ICS West is committed to providing a safe, positive learning environment for students. ICS West recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, ICS West prohibits bullying in any form by students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or member of the school community, which occurs in a school setting and/or outside the school that is severe, persistent or pervasive and has the effect of disrupting the educational process or creating a reasonable apprehension or such disruption by:

1. Interfering with a student's education by creating an intimidating or hostile environment;
2. Physically, emotionally or mentally harming a student;
3. Damaging, extorting or taking a student's personal property;
4. Placing a student in reasonable fear of physical, emotional or mental harm;
5. Substantial disruption of the orderly operation of the school.

All forms of bullying are prohibited. Bullying, as defined in this policy, therefore encompasses cyberbullying.

Cyberbullying includes the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, employee, or other member of the ICS West community by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web site posting (including blogs and other forms of social media). The terms "bullying" and "cyberbullying" shall not be interpreted to infringe upon a student's rights to engage in legally protected speech or conduct.

ICS West encourages students who have been bullied to promptly report such incidents to a school employee. It is ICS West policy that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, to the extent possible and consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Any reprisals or retaliations associated with a report of bullying or cyberbullying will be defined as bullying.

Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying. Each student shall be responsible to respect the rights of other students and to ensure an atmosphere free from all forms of bullying. This policy shall be reviewed annually with students.

Complaint Procedures

1. A student shall report a complaint of bullying or cyberbullying, orally or in writing, to any ICS West employee.
 2. ICS West will investigate the alleged bullying or cyberbullying. If the behavior is found to meet the definition of bullying or cyberbullying, the ICS West employee(s) performing the investigation will notify the CEO and ICS West will determine appropriate corrective action.
 3. The CEO or a designated ICS West staff member will inform parents/guardians of the victim and person accused regarding the results of the investigation.
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Student Due Process Rights

Out-of-School Suspension: Out-of-school suspension is exclusion from school for a period of from 1 to 10 consecutive school days. Out-of-school suspensions may be given by the CEO/Principal, Assistant Principal, or Dean of Students. A student may not be issued an out-of-school suspension until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. The parents or guardians shall be notified immediately in writing when the student is suspended. Out-of-school suspensions may not be made to run consecutively beyond the 10-school day period. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments.

Informal Hearing: Any student who is suspended for three or more consecutive school days shall be invited, along with their parent(s) or guardian(s), to attend an informal hearing. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

The following due process requirements shall be observed in regard to the informal hearing:

1. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
2. Sufficient notice of the time and place of the informal hearing shall be given.
3. A student has the right to question any witnesses present at the hearing.
4. A student has the right to speak and produce witnesses on his own behalf.
5. The informal hearing shall be offered to be held within the first 5 days of the suspension.

Expulsion and Formal Hearing: Expulsion is exclusion from school for longer than 10 consecutive school days and may include permanent removal from the school rolls. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

1. Notification of the charges shall be sent to the student's parent(s) or guardian(s) by certified mail.
2. At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the

- hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
3. The hearing shall be held in private unless the student or parent requests a public hearing.
 4. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
 5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 6. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 7. The student has the right to testify and present witnesses on his own behalf.
 8. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 9. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - a. Laboratory reports are needed from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. § § 1400—1482).
 - c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
 10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his or her normal class. However, if it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 consecutive school days. A student may not be excluded from school for longer than 15 consecutive school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Disciplinary Procedures for Students with Disabilities

There are special rules in Pennsylvania for excluding students with disabilities for disciplinary reasons. When a student with a disability is excluded for more than 10 consecutive school days or subjected to a series of removals that constitute a pattern, including where the removals cumulate to more than 10 school days in any one school year, a change in placement has occurred and prior written notice is required.

Where a disciplinary change in placement has occurred or is proposed, a "manifestation determination review" must be conducted by the IEP team (including the student's parent or guardian) to decide if the student's behavior was caused by the student's disability or is a "manifestation" of the disability. In order to determine that a behavior was not a manifestation of the disability, the team must decide that the current IEP and placement are appropriate and have been put into place; that the student was able to understand the consequences of the behavior; and that the student could have controlled the behavior. Students with disabilities cannot be punished for behaviors that are related to, or are manifestations of, their disabilities. If the IEP team decides that the student's behavior was not related to the disability, the student's placement may be changed for disciplinary reasons and the student may be subject to the appropriate disciplinary consequences for his or her actions.

Recording and Reporting of Behaviors

Independence Charter School West records behavioral incidents and the resulting outcomes. These records are then kept in a locked filing cabinet. At any time, a parent or guardian may request their child's behavioral record. The request must be written and may be addressed to the Principal. The request will take between 24 and 48 hours to process. The parent or guardian must then come to the school to pick-up the records, as records will not be mailed or delivered via student backpacks.

The parent/guardian does have the right to appeal any information in the student behavioral record. To appeal the factual information (this is different from disagreeing with the decision), please write a letter addressed to: The Disciplinary Committee of the Board of Trustees. Mail or deliver the letter to the Principal. This letter will then be forwarded to the ICS West disciplinary committee. Parents will be contacted by the committee within 48 hours regarding their appeal.

All records will be altered to protect the privacy of other students involved.

Definitions of Code of Conduct Terms

Term	Definition
Assault	An attempt or threat to do physical harm to another. Assault is one sided. The victim does not or is not able to defend themselves with enough force to prevent harm.
Behavioral Probation	<p>When a student is placed on behavioral probation the following will take place immediately:</p> <p>The student will be placed on a behavior plan/contract which will require weekly check-in meetings with parents and student daily check ins with the Assistant Principal. The behavioral plan will be revisited monthly during the time a student is on Behavioral Probation. It is expected that student behavior will improve significantly and with consistency. If there are additional behavioral incidents during this period, the student may be brought to the Board of Trustees for expulsion.</p> <p><i>During this time, students will not be able to attend class field trips without their parents or guardians present.</i></p> <p>Student behavior will be tracked and monitored on a daily basis. Each student will be required to have a behavioral form completed and signed by each of his/her teachers daily.</p>
Buddy Room (K-4) or Take-A-Break Out and Back (5-8)	If a student continues to be disruptive or is agitated in a classroom <i>Take a Break</i> they will go to the <i>Buddy Room (K-4)</i> or <i>Take A Break Out and Back (TAB-Out and Back, 5-8)</i> . This is a classroom where the student will <i>Take a Break</i> without the distraction of their classroom peers. This will be a silent <i>Take a Break</i> . The student will be expected to quietly sit in the <i>Take a Break</i> spot without disrupting the class. If the student continues to be disruptive, they will immediately come to the Principal's office and may be sent home depending on the severity of the infraction.
Cheating	To violate rules dishonestly. The consequence may include one or more of the following: loss of grade for the academic activity, loss of grade for the semester (grades 5 th - 8 th), mandatory summer school, or suspension.
Detention	Consequence that may be assigned by the Principal or a teacher for repeated minor incidents and/or a major incident. The Principal will contact parents 24 hours in advance to inform them about the detention. Parents must arrange transportation for the student.
Discipline Referral Form	Form used by staff to record major or repeated minor behavioral incidents (see major incidents table). When a student is sent to the Principal's office, they will be accompanied by a Discipline Referral Form. Parent or guardian will be contacted within 48 hours of the incident. A copy of the discipline referral form is available from the Principal.

<p>Dress Code Violation</p>	<p>Any student in grades 3-8 who does not arrive to school in the approved ICS West Dress Code, and/or does not comply with the Dress Code throughout the length of the school day will receive a logical consequence, such as losing future dress down day privileges. If the student continues to dress out of code, a parent meeting will be required and the student may be sent home. <i>Please note that this consequence will not apply to students whose parents/guardians contact the school about special circumstances regarding the reason for the dress code violation.</i></p> <p>Certain clothing items worn in school in violation of the dress code will be confiscated. This item will be returned at a later time. These items include, but are not limited to: hoop earrings, hats, and jeans (worn under skirts). Sandals will also be confiscated (assuming alternate dress code compliant shoes are available).</p>
<p>Expulsion</p>	<p>Student is dismissed from the school permanently, unless otherwise stated, due to severe or repeated behaviors. <i>The student and parent have the right to be informed of the reasons for the movement toward expulsion and to respond to these reasons prior to the suspension taking effect.</i></p>
<p>Extortion</p>	<p>To obtain something by using threat or intimidation.</p>
<p>Fight</p>	<p>Taking part in a physical struggle. Both parties involved will receive consequences. Independence Charter School West does not allow “hitting back”. All students are taught that walking away and “telling a teacher” is the appropriate response to being hit.</p>
<p>Inappropriate Public Displays of Affection</p>	<p>An inappropriate public display of affection is defined as romantic physical contact such as, but not limited to hand holding, hugging, and kissing. Because inappropriate public displays of affection distract from the learning environment, students who engage in them may be subject to disciplinary measures. This policy will apply to students in grades 3-8. Age and circumstances will be taken into consideration when applying discipline measures for inappropriate public displays of affection.</p>
<p>In-School Suspension</p>	<p>Student will remain in the Counselor’s office for the duration of their suspension. During this time the student will complete all classroom work, work on additional behavioral assignments given by the Counselor and receive all homework.</p> <p>Please Note: The LEA shall decide suspension for Special Education students as stated in IDEA laws and regulations, on a case-by-case basis.</p>
<p>Logical Consequence</p>	<p>Defined (by Ruth Charney, <i>Teaching Children to Care</i>) as: reasonable and respectful, neither punishment nor permission. The consequence will help students assume responsibility through structured learning opportunities and the opportunity to try again.</p>
<p>Out of Bounds</p>	<p>To be away from the school, teacher or classroom without direct permission. All students must have a pass at all times to travel through the hallways during non-transitional periods. Consequences will be assigned on an individual basis and will depend on the reason for a student being out of bounds.</p>

<p>Out-of-School Suspension</p>	<p>Student will remain in the Counselor’s office on the day of the incident until the parent or guardian is able to pick them up. ICS West expects that the parent or guardian will arrive to the school within one and a half hours of the original phone call. The day of pick up does NOT count as a day of suspension. The student is responsible for completing all in class and all homework for the day(s) missed due to suspension. The student may also be responsible for completing any assignments given by the Principal.</p> <p><i>ALL PARENTS OR GUARDIANS ARE REQUIRED TO ATTEND REINSTATEMENT MEETING AS SCHEDULED, WITHOUT WHICH THE STUDENT WILL NOT BE ALLOWED TO REENTER THE CLASSROOM.</i> The student must arrive to school with the parent or guardian and will not be allowed into the classroom until the reinstatement meeting is finished.</p> <p>The student and parent have the right to be informed of the reasons for the suspension and to respond to them prior to the suspension taking effect. The parent has the right to immediate written notice of the suspension and when it exceeds three (3) school days, the school must offer to hold an informal hearing within the first five school days.</p> <p>Please note: The LEA shall decide suspension for Special Education students as stated in IDEA laws and regulations, on a case by case basis.</p>
<p>Play Fighting / Rough-housing</p>	<p>Taking part in aggressive physical play that simulates a fight. Play fighting is considered to be dangerous as students often become injured or the play fighting turns to a real fight. It is important to understand that for the safety of all students play fighting is not allowed under any circumstances.</p> <p>This would also include “Birthday Punches” and “Two-for-Flinching” type games.</p>
<p>Reinstatement</p>	<p>A meeting held to restore the student to active standing. If the reinstatement meeting is not held, the student may not return to school. Any student who returns to school without their parent or guardian will be sent to the Principal’s office and the parent or guardian will be contacted.</p>
<p>Self Defense</p>	<p>Self Defense applies only to those situations where a student could not walk away and/or get help from a teacher.</p> <p><i>Self Defense is NOT reacting to being hit or kicked. ICS West does NOT condone “hitting back.” Students are taught to walk away and get help from a teacher.</i></p>
<p>Take a Break</p>	<p>Every classroom has a designated <i>Take a Break</i> spot. All students are made aware of this spot at the beginning of the school year. Students know that they may ask to go to this spot in order to calm down or think about a situation. In some cases a teacher may instruct the student to go to the <i>Take a Break</i> spot. The student is expected to comply.</p>
<p>Teasing</p>	<p>To upset or annoy by taunting or making fun of another student. Teasing is a “one time” occurrence. Teasing that occurs on more than one occasion and/or becomes a patterned behavior is considered <i>bullying</i>.</p>
<p>Under the Influence</p>	<p>Having any detectible amount of alcohol or a controlled substance in your system and/or showing physical manifestations of being under the influence.</p>



Family Agreement Signature Page
Family & Student Handbook 2018-2019
Code of Conduct 2018-2019

Each family is required to return this sheet to classroom teacher.

By signing below, I acknowledge that I have received the Independence Charter School West Family & Student Handbook and will read it thoroughly and keep it close at hand for future reference. By signing below, I am indicating that I agree to uphold the policies and codes listed within.

Parent/Guardian's Name PRINTED	Parent/Guardian's Signature	Date
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Student's Name PRINTED	Student's Signature	Grade
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If you have more than one child at ICS West, please list the names of all children and have each child sign.

Student's Name PRINTED	Student's Signature	Grade
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Student's Name PRINTED	Student's Signature	Grade
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Student's Name PRINTED	Student's Signature	Grade
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Student's Name PRINTED	Student's Signature	Grade
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School-Parent Compact

Dear Families:

We value your role in working to help your child achieve high academic standards through the Title I Program. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School Responsibilities:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards, employing ICS West's mission and values:
 - Global citizenship
 - Bilingual education
 - Instructional practices aligned to PA Core Standards and 21st Century Skills
 - Instructional practices to nurture the social and emotional needs of our students
 - Responsive classroom
- Strive to address the individual needs of each child
- Provide parents reasonable access to staff
- Provide opportunities for ongoing communication between parents and staff through:
 - Annual Title I Parent/Staff Meeting
 - Program updates regarding your child's progress
 - Various opportunities to communicate with staff
- Provide parents with Title I program resources
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities

Parent Responsibilities:

- Support the philosophy and mission of ICS West
- Make every effort to work with the school staff to encourage the development of responsible, respectful, and knowledgeable students
- Create a home environment that supports learning
- Ensure my child is provided a full night's rest
- Send my child to school regularly and on-time with all school supplies
- Monitor school assignments, giving help and support when needed
- Monitor media usage and encourage positive use of my child's time; this includes supporting the school's policy on cellular phone usage during school hours
- Review all school communication and respond promptly
- Actively participate in decisions relating to the education of my child
- Review the school uniform policy with my child and ensure that my child follows it
- Review, support, and reinforce ICS West's Code of Conduct; work with the school on disciplinary matters in the best interest of my child and the school as a whole
- Notify the school promptly of any change in address or emergency contact information

Student Responsibilities:

- Students strive to be global citizens by:
 - Respecting multiple points of view

- Challenging stereotypes and misinformation
- Making responsible decisions
- Students are responsible for attending school and all classes daily and on time.
- Students are responsible for making a determined effort to learn.
- Students are responsible for completing assignments and being prepared for class.
- Students are responsible for following school rules.
- Students are responsible for following the ICS West dress code.
- Students are responsible for respecting the property of other people and of the school.
- Students are responsible for treating all members of the school community with courtesy, kindness, and respect and to demonstrate a regard for the safety and welfare of others.
- Students are responsible for informing school staff of behavior which may be harmful to an individual or themselves.
- Students are responsible for ensuring parents receive prompt information sent home from school.

Please review this Parent-School Compact with your child, then sign and date below to acknowledge that you have read and received this information. Return the entire form to your child’s teacher, along with the other Title I paperwork.

Thank you for your support and involvement in your child’s education.

Parent/Guardian Signature: _____ Date: _____

CEO/Principal Signature: _____ Date: _____