

# Independence High School

PARENT/STUDENT HANDBOOK 2023 – 2024



## School Address and Contact Information

Principal: Amy Mims  
1967 Patriot Drive  
Charlotte, NC 28227  
Phone: 980-343-6900  
Fax: 980-343-6907



**Cambridge Assessment  
International Education**

Cambridge International School

## General Information

### School Hours

School begins at 7:15 AM and students must be in their classrooms when the bell rings. Students who arrive after 7:15 AM must report directly to class and will be marked tardy by the classroom teacher. If a student misses half of any class period (over 45 minutes), then students will be marked absent for that class period. School ends at 2:15 PM. Students who are not involved in an after-school activity or sport should be picked up from school no later than 2:45 PM. Students are not permitted to leave campus during the school day and come back on campus before 2:30pm.

Seniors who have abbreviated schedules (early dismissal) must leave campus immediately after their last class. Failure to leave campus immediately will result in the student being scheduled for a full schedule of classes.

<b>GRADE LEVEL ADMINISTRATOR</b>	
<b>Administrator</b>	<b>Grade Level</b>
Mrs. Mitchell-Chaney	12 <sup>th</sup> Grade
Mrs. Moore (A - K) & Mr. Simmons (L - Z)	11 <sup>th</sup> Grade
Mr. Simmons	10 <sup>th</sup> Grade
Mr. Stallworth (A- K) & Mrs. Barber (L - Z)	9 <sup>th</sup> Grade

<b>2022- 2023 COUNSELOR ASSIGNMENTS</b>	
<b>Student Last Name</b>	<b>Counselor</b>
A – Ca	Mr. Canupp Brian.canupp@cms.k12.nc.us
Ce – Gl	Mr. Osborne Thomasm.osborne@cms.k12.nc.us
Go – K	Ms. Ellison Brittanye.ellison@cms.k12.nc.us
L – N	Ms. Howie Elizabetha.howie@cms.k12.nc.us
O – Sh	Ms. Stephens Jennifer.stephens@cms.k12.nc.us
Si – Z	Ms. Harris hally1.harrison@cms.k12.nc.us

## **Student Responsibilities**

As a student at Independence High School, you are expected to:

- Come to class prepared with the necessary learning materials, ready to work hard in all classes. Learning is the most important thing you do.
- Attend school and classes regularly and arrive for class on time. Failure to do so may result in loss of privileges related to participation including, but not limited to: extracurricular and athletic events, parking on campus, prom and homecoming festivities and pep rallies.
- Be aware of and abide by system-wide policies, regulations, and guidelines and expectations regarding student behavior during school hours and extra- curricular events/programs as outlined in the CMS Code of Conduct.
- Be responsible for your own behavior.
- Conduct yourself in a manner that is conducive to learning and does not interfere with the teacher's right to teach or a classmate's right to learn.
- Respect the personal, civil, and property rights of all members of the school community.
- Seek clarification from school personnel if you have questions about any action or behavior.
- Pay school-based fees, fines and obligations promptly to the appropriate individual. Failure to do so may result in loss of privileges related to participation including, but not limited to: extracurricular and athletic events, parking on campus, prom and homecoming festivities and pep rallies.
- All sports equipment should be placed in lockers or holding arrangements made with a teacher or coach, including but not limited to lacrosse sticks, baseball bats, large sports bags, etc.
- Balloons given to celebrate a birthday or other event are not allowed in class or common areas. These items will be held in the main office for the student to pick up at the end of the day.
- Students are prohibited from bringing **Portable Bluetooth Speakers**
- Students are prohibited from ordering Door Dash, UberEats, or any food delivery service.

## Attendance Information

### Absence Procedures

The CMS Board of Education policy expects every student to attend school each day. High School students absent from eleven class periods will receive a grade of F for that particular course. This rule applies to all absences, whether excused or unexcused. There may be times that a student must be absent. In the event of an absence, a student must bring a note signed by a parent/guardian stating the reason for the absence(s), the date(s) of the absence(s), and a current phone number for the parent along with any other pertinent information or documentation. This note must be given to Ms. Lisa Starnes, our Attendance Secretary. When dealing with absences:

- Students who miss multiple days of school due to illness or administrative actions should contact teachers through the school website:  
**<https://schools.cms.k12.nc.us/independenceHS/Pages/Default.aspx>**
- Communication with teachers is the most effective method to keep students current with class assignments and on track academically.
- Students arriving after 10:31 am or leaving before 10:39 am will be considered officially absent for the entire day.
- A student who misses more than 45 minutes of a class period is considered absent for that class.
- All absence notes should be given to the front office to assure proper coding is entered into PowerSchool. (excused/not excused)

It is the student's responsibility to contact individual teachers within five days of returning from an absence to make up any work missed. Together with the teacher, a schedule for completion of that work will be made based upon the amount of work missed and the difficulty of the work.

- Excused Absences: Illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings or principal approved absences.
- Unexcused Absences: Including but not limited to car trouble, oversleeping, inclement weather, lack of electricity, missing the bus, traffic, or truancy.

### Absence Exceptions

Field trips initiated by the school, verified late or early bus, pre-approved educational/community activities, religious observance (following the CMS approved religious calendar) with parent note, internships, junior achievement, homebound students approved by CMS, students receiving medical care while receiving CMS services, in-school suspension.

**It should be strongly noted that poor attendance and/or excessive tardiness may result in the loss of extra-curricular activities including but not limited to prom, parking on campus, attending athletic events, homecoming, participation in athletics/clubs/etc.**

### Attendance Rules for Sports and Any Extra-Curricular Activities

Students must be in attendance for at least one-half of the instructional day in order to participate in any sport or activity. Students must have an 85% attendance record for the previous semester and have no more than 13 absences to participate in a sport.

## **Early Dismissal**

Students leaving campus during the day must have **written** permission (phone calls will not be accepted) from their parents or guardian. Notes must be submitted to the Attendance office by 7:15 AM on the day of the early dismissal. Notes must include:

- The student's name and ID number,
- A legitimate reason for the early dismissal,
- A telephone number where a parent or guardian can be reached to verify the request,
- A time for dismissal
- Who will be picking up the student or if the student is a driver
- The signature of a parent or guardian.

Ms. Lisa Starnes will give the student a pass to leave class at the time requested by the parent's note. The attendance office will verify all notes that require the student to drive or be picked up by someone other than the parent. The student shows the pass to the classroom teacher at the time of dismissal. The student must come back to the attendance office, meet their parents, and sign out before leaving campus.

# INDEPENDENCE HS

## BELL SCHEDULE

### 2023 - 2024

#### 1<sup>st</sup> Block

6:55 Bell Staff on Duty Posts or Classroom Doors  
7:05 Bell Block 1 Class  
7:09 Warning bell  
7:10 Final Bell  
7:15 Bell Begin Block 1(4/5 min. AM announcements)  
8:50 Bell End Block 1

#### 2<sup>nd</sup> Block

8:54 Warning bell  
8:55 Bell Begin Block 2  
10:25 Bell End Block 2

#### 3<sup>rd</sup> Block

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

#### 4<sup>th</sup> Block

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

### **Code of Conduct:**

All students deserve a caring and supportive environment to help them grow socially, emotionally, and academically. At Independence High School, we strive to create an environment that is student-centered, celebrates diversity, and prepares students for future endeavors.

### **CMS Code of Student Conduct:**

During the first week of school, the [CMS Code of Student Conduct](#) and the **Independence High School Parent/Student Handbook** will be reviewed with you by your homeroom teacher. Upon completion of this review, students will sign an acknowledgement indicating they understand both the CMS and Independence High School rules and procedures.

- Teachers will explain the contents of the handbook and answer student questions.
- Grade level student assemblies will be held the first or second week of school to better explain and clarify the handbooks.

**Independence High School, in conjunction with the CMS Code of Student Conduct, prohibits the following items from our campus:**

- Illegal drugs and associated paraphernalia
- Alcohol
- Tobacco products, e-cigarettes, vaping products of any kind, and associated paraphernalia
- Weapons of any kind
- Any substance or object that can be harmful to others and has no educational value

***In addition, the following guidelines must be followed with respect to the following items:***

- Skateboards are prohibited on campus at any time – do not bring them to school. If they are brought to school, they will be stored in the main office until after school.
- Balloons given to celebrate a birthday or other event are not allowed in class or common areas. These items will be held in the main office for the student to pick up at the end of the day.
- Take-out food/orders should not be placed and cannot and should not be delivered to students.

### **Disruptive Behavior**

Minor behaviors that result in disruption of class shall be addressed by the classroom teacher with appropriate interventions. If teacher interventions have failed and student removal becomes necessary, the student will be referred to the administrative team. In this instance, along with major and more serious disruptions of the school environment, disciplinary action can be imposed as dictated by Rule 9 of the CMS Code of Student Conduct.

## **Non-Compliance**

Non-compliance is defined as the willful failure to comply with the reasonable request by a staff member, the willful failure to complete an assigned consequence, or the willful failure to comply with the rules and procedures as indicated in the CMS Code of Student Conduct and Independence High School Student Rights and Responsibilities Handbook.

Minor behaviors that are non-compliant within the classroom will be addressed by the classroom teacher with appropriate interventions. If teacher interventions have failed and student removal becomes necessary, the student will be referred to administrative team for more stringent consequences aligned with the CMS Code of Student Conduct

## **Use of Vulgar/Profane/Obscene Language**

The use of vulgar/profane/obscene language may result in disciplinary action as dictated by the CMS Code of Student Conduct.

## **Verbal and Physical Confrontations**

Verbal and physical confrontations will result in appropriate consequences as outlined by Rule 26 of CMS Code of Student Conduct. *Students who incite/encourage a confrontation or refuse to disperse at the request of a staff member, will be subject to the same consequences as the students who engage in confrontational behavior.*

## **Hazing/Bullying/Cyberbullying**

Students may at no time be involved in hazing or bullying of other students; the use of electronic media to threaten, bully, or intimidate another student is prohibited and subject to consequences as outlined below. Threatening messages received by the student should be saved or printed in their entirety and brought to an administrator. **Students should NOT respond to the received message or share it with anyone other than their parents, police (when appropriate), and administrators.** Incidents of hazing, bullying, and/or cyberbullying will result in disciplinary action as outlined by Rule 8 of the CMS Code of Student Conduct.

## **Say Something App [LINK](#)**

This program, which fulfills the mandate requirement under 115C-105.51 of NC Law, teaches students, teachers, and administrators how to recognize warning signs and signals, especially within social media, of individuals who may be a threat to themselves or others, and *Say Something* to a trusted adult OR use the anonymous reporting system. Specifically, the program educates participants to:

- Recognize the signs and signals of at-risk behaviors, especially within social media
- Take every sign and signal seriously; act quickly to get help by talking to a trusted adult OR
- Report it anonymously through the SS-ARS 24/7 Crisis Center, mobile app, or website
- Respond to and manage the submitted tip via multi-disciplinary educator and administrator teams
- Sustain the curriculum and awareness via student clubs, in-school activities, and call-to-action weeks

Students often are aware of the problems their peers are facing, so we must empower them to know the danger signs and give them the tools to help each other with the assistance of trained and caring adults. As you know, most conversations take place on social media, therefore it is critical that we teach our students to look out for one another as these digital conversations take place. SS-ARS teaches them what to look for in text, video and photos while empowering them to act quickly to help a fellow student.



### **Alcohol**

Students found to be in possession of, or under the influence of, alcohol will be subject to the following consequences as outlined by Rule 28A of the CMS Code of Student Conduct.

### **Tobacco/Tobacco Products**

Students found with tobacco products, vapes or e-cigarettes will be subject to consequences outlined by Rule 28C of the CMS Code of Student Conduct.

### **Marijuana**

Students found to be in possession of marijuana, under the influence of marijuana, or possessing associated marijuana paraphernalia will be subject to consequences outlined by 28B of the CMS Code of Student Conduct.

### **Drugs Other than Marijuana**

Students found to be in possession of or under the influence of any controlled substance other than marijuana and/or associated paraphernalia, including prescription drugs without a doctor's order filed with the school, will be subject to consequences outlined by Rule 28E1 and 28E2 of the CMS Code of Student Conduct. Students who need to take prescription and/or over-the-counter medication while at school must have the appropriate documentation completed and on file with the school nurse and the medications (except for inhalers and epi-pens) must be stored in the nurse's office.

### **Skipping Class/Leaving Campus without Permission**

Students are expected to be in class and in the appropriate location(s) at the appropriate time(s) of the school day and may not leave campus at any time prior to the 2:15 dismissal, including going to the parking lot, without administrative permission. Students who leave campus prior to dismissal and return are subject to search by Campus Security and administration. In this situation, at the discretion of the administrator, the student's vehicle may also be subject to search. Students found to be in violation of this rule will be immediately referred to administration due to the security risks associated with this type of behavior and will be subject to appropriate disciplinary action. Students found to be skipping class and/or not in the appropriate area(s) at the appropriate time(s), will be subject to disciplinary action as dictated CMS Code of Student Conduct. Repetitive instances of skipping class and/or leaving campus without permission and/or refusal to follow a staff member's attempt to gain compliance under this rule may be viewed as a violation of the CMS Code of Student Conduct and disciplinary action may be imposed in accordance with the Code.

It should be strongly noted that a student who is a continuous disruption and has excessive office referrals may result in the loss of the opportunity to participate in extra-curricular activities including but not limited to prom, parking on campus, attending athletic events, homecoming, participation in athletics/clubs/graduation ceremonies etc.

## Cellphone & Electronic Devices Guidelines and Consequences

To enhance the learning experience and protect valuable instructional time, we want to remind all students to limit personal cell phone usage during school hours, in accordance with Rule 5 of the Code of Student Conduct.

Students at Independence High School must turn off Cell phones and **at the beginning of each instructional block, students must give their cellphone to the teacher when entering the classroom. Students will get cell phones back at the end of each class.** Students who bring an electronic devices and Cell phones must understand and follow these guidelines:

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

## Student Consequences

**First offense:** The device will be confiscated and secured in the office. A written warning will be issued to the student. A parent or legal guardian may pick it up during after school hours between 2:15 and 3:15 pm or 6:30-7:15 am. If a student refuses to surrender the device, 3 days of OSS (Out of School Suspension) will be issued.

**Second offense:** The device will be confiscated and secured in the office. The student will receive a full day of ISS. If a student refuses to surrender their phone, they will be given 3 days OSS (Out of School Suspension). A parent or legal guardian may pick it up during after school hours between 2:15 and 3:15pm or 6:30-7:15 am.

**Third offense:** The device will be confiscated and secured in the office. The student will receive 1-3 days of OSS. If a student refuses to surrender their phone, they will be given 3 days OSS. A parent or legal guardian will be scheduled for a conference. The parent and student will be informed that the student is not allowed to bring a cell phone to school for the rest of the year.

Administrators may, at their discretion, create a behavior contract giving the students an opportunity to reestablish cell phone privileges.

**Future offenses:** will be considered insubordination and consequences assigned accordingly.

**\*\*\*All student consequences are subject to administrative review.** An individual student consequence may be increased or decreased. These changes will be made at the discretion of the student's administrator.

I have read and understand the expectations and consequences concerning personal electronic devices on school grounds. I understand Independence High School will not be responsible, or liable for, the theft, loss, data loss, damage to any personal electronic device brought to school, and this includes confiscated devices.

### Tardies and Tardy Sweeps

For student safety, buildings are locked after the tardy bell rings. This is to ensure safety of all students and staff. This occurs each period of the day. If a student is not in his/her classroom when the tardy bell rings the student will be marked tardy. Chronically late students will be subject to disciplinary action as well as parents being contacted. **It is imperative students are in their classroom when the tardy bell rings.**

# INDEPENDENCE HIGH SCHOOL DRESS CODE

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

## 1. **Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way that buttocks, breasts, and stomachs are fully covered with opaque fabric. **All items listed in the "must wear" and "may wear" categories below must meet this basic principle.**

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

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

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

- Ripped jeans, as long as underwear and buttocks are not exposed.
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Tank tops, including spaghetti straps; halter tops that cover the back.
  - Religious headwear
  - Electronic monitoring devices but cannot be visible (Electronic monitoring devices must be covered at all times while on school grounds)

## 4. **Students Cannot Wear or Bring on school campus:**

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

## 5. **Dress Code Enforcement:**

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day (All items must be returned to the Main office at the end-of-the-day)
- If necessary, students' parents will be called during the school day to bring alternative clothing for the student to wear for the remainder of the day or be placed in ISS for the remainder of the day.

## **Evolv Scanners**

All students are expected to go through the Evolv Scanners when arriving at Independence High School. Students can only enter the building through the Bus Lot and Main Office entrances. Students must remove computers and/or Chromebooks from bookbags and hold them out in front of their body and bookbag.

A student must cooperate with and may not obstruct or interfere with a reasonable and authorized search of the student and/or his/her possessions as part of safety screening or based on reasonable suspicion that the student may be in possession of a weapon, illegal substance or other items prohibited by or used in violation of law or the Code of Student Conduct.

## **Hall Passes**

Students leaving class must have a proper Green Hall Pass. Passes are only to be used for movement to and from the approved location. Failure to produce/display a Green Hall Pass is skipping and will be reported to administration for disciplinary consequences. **Students may not be out of class the first and last 15 minutes of the block.**

## **Designated Student Areas**

Students are not allowed to go to the **woods** behind or on the side of the school, **Baseball Field**, and/or **Tennis Courts**.

## **Loss of Parking Privileges**

The use of a motor vehicle on campus is a privilege that may be limited or revoked at any time. Any school administrator may revoke or suspend a student's driving/parking privilege as a result of but not limited to the following:

- Tardiness to class or school
- Repeated parking violations
- Moving violations
- Reckless driving
- Leaving school without permission
- Any other disciplinary issues, ISS or OSS (Admin. discretion)

## **Lunch and Cafeteria Procedures**

- During lunch, all students must sit down at a table inside the cafeteria or inside of the mall area after purchasing/receiving lunch or snacks
- Students are prohibited from eating lunch or sitting upstairs in the mall area
- All students must report to the cafeteria during their assigned lunch period
- Students are prohibited from eating inside a classroom or walking around the halls of Independence High School during their assigned lunch period
- Students must place trash in the trash cans
- Students are prohibited from taking any food out of the cafeteria
- Students should use the restroom before the end of lunch
- Students can use their earbuds to listen to music, but can not make phone calls on cell phones

**Graduation Requirements:**

- English I, English II, English III, English IV
- NC Math I, NC Math II, NC Math III, 4th Math
- World History, Civics & Economics, American History I, American History II
  - Or for Students entering 2021: World History, Civics & Economics, US History, Economics & Personal Finance
- Earth/Environmental Science, Biology, Physical Science/Chemistry/Physics
- 8 Elective Choices
  - 2 electives must be CTE, Art, or Foreign Language
  - Must be foreign language if you are going to college

**Promotion Requirements:**

- In order to promote to a Sophomore, you must earn 6 credits
- In order to promote to a Junior, you must earn at least a total of 12 credits
  - Your 12 credits must include: English I, English II, and Math I
- In order to promote from a Junior to a Senior, you need 18 credits including: English I, English II, and Math I

# Independence High School Honor Code

At Independence, we recognize that enduring excellence is attained only through honor and strong character traits. Honesty, respect, and responsibility are essential traits of good character and are important to the learning process. The purpose of the Independence High School Honor Code is to establish and uphold high expectations for student success both in academic work and in character development.

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

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

Examples include but are not limited to:

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

- 2) **Plagiarism:** Plagiarism is defined as "uncredited use (both intentional and unintentional) of somebody else's words or ideas." from Purdue OWL (Online Writing Lab). <http://owl.english.purdue.edu/owl/resource/589/01/>.

Examples include but are not limited to:

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

## Academic Consequences:

Students at Independence recognize that any kind of academic dishonesty compromises their self-respect and their honor.

Independence HS students are expected to take responsibility for any action which might violate school standards and compromise his/her own integrity. It is the student's responsibility to clarify with the instructor any ambiguities about violations of the Honor Code. Students who cheat, plagiarize, or are involved in academic dishonesty will experience the following consequences (cumulative for the duration of enrollment at Independence HS):

**1<sup>st</sup> Offense:** Grade of zero on the assignment without opportunity to make up the assignment. Extra credit opportunities are no longer available to the student for the remainder of the quarter. Teacher should contact the parent and inform them of the offense. Offenses will be documented in the student's record by the teacher submitting a referral to an administrator. There will be no additional administrative consequence just recording of the incident.

**2<sup>nd</sup> Offense:** Grade of zero on the assignment without opportunity to make up the assignment. Referral submitted to the Honor Council. Teacher should contact the parent and inform them of the offense. The Honor Council will consist of teachers, an administrator, and a counselor. Offenses will be documented in the student's record by the teacher submitting a referral to an administrator.

Consequences imposed by the Honor Council may include detention, In-School Suspension, and/or up to 10 days of Out of School Suspension (in accordance with the CMS [Rights and Responsibilities Handbook](#)).

## Other Violations of the Honor Code:

Violations of the Honor Code are not limited to academic dishonesty. Vandalism, stealing, lying, bullying, or otherwise unacceptable, undesirable behavior is not permitted. Independence strictly follows the [CMS Rights and Responsibilities Handbook](#) in determining consequences for such violations.

**National Association for College Admission Counseling:** Independence is a member of the National Association for College Admission Counseling (NACAC) and adheres to the "Statements of Principles and Good Practice." The policy on reporting discipline incidents and consequences (academic or behavioral) is that if a college asks on its application, the student must answer honestly, reporting any incidents beginning with 9<sup>th</sup> grade. The counselor also provides a statement confirming the student's answer is an honest one. In accordance with NACAC principles, Independence counselors will notify all colleges that inquired on their applications, of discipline incidents and consequences incurred by seniors after acceptance.

## Works Cited

"Cheating" Merriam-Webster Dictionary. National Association for College Admission Counseling  
<http://www.nacacnet.org/AboutNACAC/Pages/default.aspx>.

**Expectations:**

In the event of Inclement Weather, students should check their current Canvas courses for required activities. There will be places to submit assignments in Canvas for each class on each day that the Inclement Weather Plan is enacted. It is the expectation that any student who is able will be active in their courses on inclement weather days. If for any reason it is not possible to be active, communicate with your teacher and counselor regarding the reason. Below is the district guidance on inclement weather.

**CMS Inclement Weather Plan**

- Assignments
  - Will not reflect new learning
  - Will be standards aligned
  - Will be meaningful
  - Submissions must be a student's original work and follow the honor code
  
- Attendance
  - Once submitted, the student will be counted present (1R).