

INDEPENDENCE HIGH SCHOOL  
STUDENT HANDBOOK



# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

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# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK



## INDEPENDENCE HIGH SCHOOL

Dr. Donis E. Toler Jr.

Principal

5175 Refugee Road

Columbus, Ohio 43232

Phone 614-365-5372

Fax 614-365-8286

dtolerjr@columbus.k12.oh.us

*Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

Dear students, family members and friends of Independence high school. We are writing to inform you of some rules that we'll be implementing for the 2022-2023 school year. This will give some clarity of what we expect for our students for this coming school year.

1. There will be no cell phones, ~~AirPods~~, headphones, or any other Bluetooth devices used during classroom instruction. These devices may be used once the teacher has given permission. These devices can still be used in between classes and during lunch.
2. At no time will a student be allowed to wear a ski mask into the building. This is for safety reasons. ~~Covid~~ masks are the only masks allowed to be worn inside of the building or on school grounds.
3. No ~~Durags~~, Bonnets, Hats, Crop Tops, Tank Tops or Halter Tops, Shorts/Skirts that are too short or Sagging pants that show your underwear. Hijabs and head wraps are allowed to be worn in the building. Wearing inappropriate attire like "Backwoods/Cookies" shirts or any shirts that advertise drugs and alcohol or offensive language will result in the student being placed in ISS, phone calls home and possible suspension if the student continues to not follow the rules.
4. Fighting in school or on school grounds is an automatic 10-day suspension. A second offense will result in another 10-day suspension with a recommendation for expulsion.
5. Smoking of any kind, vaping, drinking, vandalism or sexual misconduct will result in a 10-day suspension. A second offense will result in another 10-day suspension and a recommendation for expulsion.
6. Bringing weapons or selling drugs on school grounds may result in an automatic expulsion. CPD will be notified.
7. Constant and consistent tardiness will not be tolerated. Three ~~tardies~~ may result in an In-School Suspension (ISS) or a 1-day suspension.

These rules have been set in place to not only give the students a list of our expectations but to also help keep everyone in our building safe. Please discuss these rules with your student. Grades 9-12 will be having a meeting with the Administrators and the Safety and Security Officers on the first day of school to ensure everyone knows our expectations.

Thank you!

Dr. Donis E. Toler Jr., Principal

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## Independence High School Vision: We are 76er's Pride in the "I"

To accomplish the Independence Mission, the staff and students will focus on **Keeping the Pride in the "I"**. We believe that when these characteristics are demonstrated throughout the school it creates a positive learning environment for all and builds a strong sense of community.

## INTEGRITY, INTELLIGENCE, INVOLVEMENT

### Keeping The Pride in the "I" During an Assembly

**INTEGRITY** – We show **Integrity** by entering the assembly in an orderly and quiet manner, moving with our class to our assigned area.

**INTELLIGENCE** – We show **Intelligence** by considering how the information being presented can apply to our own lives and help us grow.

**INVOLVEMENT** – We show **Involvement** by listening attentively to the presenter, not talking during the presentation, and engaging in appropriate responses.

### Keeping The Pride in the "I" In the Hallways

**INTEGRITY** – We show **Integrity** by following school rules even when no one is looking (i.e. headphones).

**INTELLIGENCE** – We show **Intelligence** by responding positively to interactions with others and using positive language (not using profanity or insulting people).

**INVOLVEMENT** – We show **Involvement** by staying to the right of the hallway/stairwells, helping each other get to class on time, and being friendly to people even if we don't know them.

### Keeping The Pride in the "I" in the Classroom

**INTEGRITY** – We show **Integrity** by honoring a reasonable teacher request in a reasonable amount of time and respecting people's personal space and items.

**INTELLIGENCE** – We show **Intelligence** by learning from our mistakes, never giving up when the work gets hard, and accepting other people's ideas without judgment.

**INVOLVEMENT** – We show **Involvement** by working collaboratively with peers and teachers.

### Keeping The Pride in the "I" in the Cafeteria

**INTEGRITY** – We show **Integrity** by lining up in the lunch line in an orderly manner, remaining calm throughout the entire lunchtime, and respecting people's personal space and items.

**INTELLIGENCE** – We show **Intelligence** by appreciating food that is different from what we typically eat.

**INVOLVEMENT** – We show **Involvement** by cleaning up after ourselves, meeting new people and welcoming others to our table.

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## Keeping The Pride in the “I” for your Chromebook

**INTEGRITY** – We show **Integrity** by respecting the value of and by the care you give for Your Chromebook.

- No food or liquids by your Chromebook.
- Don’t throw or slam your Chromebook closed.
- Don’t sit anything on top of your Chromebook.

Each Chromebook is assigned to an individual student by the asset tag and serial number. You are responsible for the Chromebook that was **assigned to you** regardless of which one you may have in your possession. Chromebooks are designed for school use purposes only and should not be used for any other activities. Please report to the main office if your Chromebook is not working or if it is missing. **Disciplinary actions** are given for the wrongful use of the Chromebooks:

- Theft
- Inappropriate pictures
- Inappropriate language
- Inappropriate websites

**INTELLIGENCE** – We show **Intelligence** by caring and keeping your Chromebook for your usage of your education.

**INVOLVEMENT** – We show **Involvement** by the usage in your classroom regarding any assignments that your teacher may give you.

## DRILLS

All students should know where to go during a fire, tornado or emergency crisis drill. Each teacher will discuss these procedures with you the first week of school. A yellow card and map placed on the wall near the door will also tell students of these procedures. When a drill is in progress, no talking is permitted. You are to leave the room and proceed to your station in an orderly manner. Listen to your teacher or administrator and follow directions. These drills are serious business and your cooperation could save your life in an emergency.

### FIRE DRILLS “Fire! Fire!”

When the alarm sounds, students should evacuate the building in an orderly, quiet manner and follow the direction of those in charge. Everyone is to stand 300 foot away from the building, driveway or sidewalks, line up and remain quiet.

### TORNADO DRILLS “Be prepared!”

When a special announcement is made to identify the threat of a tornado, students should move quickly and quietly to an interior hallway (away from any glass) to be seated facing the walls in a row, double rows if necessary.

## HALLPASSES

Each student is required to have a pass if he/she is in the halls when classes are in session. Hall passes must have the name, time, date and destination. Students are expected to use the restroom facilities between classes and at lunch. Appointments with administrative, counselors or teaching personnel must take place during lunch. If a medical condition necessitates frequent restroom use, a note from a doctor must be on file with the nurse, do that staff can be appropriately notified and prepared. **No hall passes will be issued the first and last 10 minutes of class as well as 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> period. Hall pass privileges can be revoked by the administration if a student abuses the privilege.**

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## NON-CLASSROOM BASED SCHOOL SUPPORT STAFF

Principal – Dr. Donis E. Toler Jr.	Counselor – A-F Ms. Sara Bibbee
Assistant Principal – Freshmen & Sophomores-Mr. Hayward	Counselor – G-M Ms. Darlene Johnson
Assistant Principal – Juniors & Seniors – Ms. J. Allen	Counselor – N-Z Ms. Cassie Harper
Nurse – Holly Lonczak	Safety & Security – Mr. Nicholson
I KNOW I CAN Advisor – Mr. Ebbrecht	Safety & Security – Mr. Bohannon
Athletic Director – Mr. Reginald Williamson	Safety & Security – Ms. Jackson
Internship Coordinator – Mr. John Young	School Treasurer – Ms. Foley
Social Worker – Ms. Rashandra Collier	Students Records – Mr. Woodard III
Cafeteria Manager – Ms. DeHart	Librarian – Mr. James
Head Secretary – Ms. McElroy	Attendance – Ms. Drew
Transition Coordinator – Mrs. Chavers	Head Custodian – Mr. Wilson
	Children’s Hospital – Ms. Howard

## INDEPENDENCE HIGH SCHOOL CONTACT INFORMATION

**Independence High School**  
**5175 E. Refugee Road**  
**Columbus, Ohio 43232**  
**Office: (614) 365-5372**  
**Fax: (614) 365-8286**

**Website: <https://www.ccsbh.us/IndependenceHS>**



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# Home of the 76ers

INDEPENDENCE HIGH SCHOOL  
STUDENT HANDBOOK

# BACK-TO-SCHOOL HEALTH CHECKLIST



- Schedule an annual check-up with your child's pediatrician.
- Make sure your kids are up-to-date on all required vaccinations.
- Get a copy of your child's updated immunization record from your family physician and give to your child's school nurse at the start of school.
- The COVID-19 vaccine is now approved for all ages! Get your family vaccinated for COVID-19.
- Schedule a vision screening.
- Schedule a dental appointment and cleaning.
- Set up sports physicals for student athletes.
- Masks are optional at CCS. If you choose to have your child wear one, buy well fitting, comfortable masks.
- Familiarize yourself with school protocols on masking, testing, and quarantining in case of COVID-19 symptoms or recent travel to a different state.
- Pack hand sanitizer and remind your children to keep practicing good hand hygiene.

WOODCREST ELEMENTARY SCHOOL RETURNS ON JULY 27, 2022.  
ALL OTHER CCS SCHOOLS BEGIN CLASS ON AUGUST 24, 2022.



# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK



JULY 2022							AUGUST 2022							SEPTEMBER 2022							OCTOBER 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	1	2	3	4	5	6					1	2	3							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24/31	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23/30	24/31	25	26	27	28	29	

NOVEMBER 2022							DECEMBER 2022							JANUARY 2023							FEBRUARY 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28				

MARCH 2023							APRIL 2023							MAY 2023							JUNE 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23/30	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	

- All Schools Closed
- Professional Development Day (No School for Students)
- Records Day (No School for Students)
- First and Last Day of School
- End of Quarters
- 30-Minute Early Dismissal

Aug. 22 - 23	Professional Development Days Students Not in Attendance	Feb. 1	Professional Development Day Students Not in Attendance
Aug. 24	First Day of School for Students	Feb. 17	Professional Development Day Students Not in Attendance
Sept. 5	All Schools Closed - Labor Day	Feb. 20	All Schools Closed - Compensatory Day for Parent Conferences
Oct. 14	Professional Development Day Students Not in Attendance	Mar. 8	Professional Development Day Students Not in Attendance
Oct. 25	End of Quarter 1	Mar. 24	End of Quarter 3
Oct. 26	Records Day Students Not in Attendance	Mar. 29	Records Day Students Not in Attendance
Nov. 8	Professional Development Day Students Not in Attendance	Apr. 6	30-Minute Early Dismissal
Nov. 21 - 25	All Schools Closed - Autumn Break	Apr. 7 - 14	All Schools Closed - Spring Break
Nov. 23	Compensatory Day for Parent Conferences	May 29	All Schools Closed - Memorial Day
Dec. 20	30-Minute Early Dismissal	June 1	Last Day of School for Students
Dec. 21 - Jan. 3	All Schools Closed - Winter Break	June 2	Records Day Students Not in Attendance
Jan. 13	End of Quarter 2	June 19	All Schools Closed - Juneteenth
Jan. 16	All Schools Closed - Dr. Martin Luther King, Jr. Day		
Jan. 17	Professional Development Day Students Not in Attendance		
Jan. 18	Records Day Students Not in Attendance		

The 2022-2023 Columbus City Schools Academic Calendar is subject to revision due to emergencies created by severe weather, energy problems, or other public calamities that force the cancellation of classes.



# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK



## INDEPENDENCE HIGH SCHOOL

Dr. Donis E. Toler Jr.

Principal

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Phone 614-365-5372

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*Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

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## School Supply List

- **3 – Boxes of tissues**
- **3 10 oz. Hand Sanitizer**
- **Spiral notebook**
- **Folders for each subject**
- **Binder**
- **Ink pens**
- **Highlighters**
- **Pencils**
- **Bookbag**
- **College ruled composition book for 9<sup>th</sup> grade Science**
- **Flash drive**
- **Calculator**

○ **At Walmart:**

<https://www.walmart.com/ip/Texas-Instruments-TI-30X-IIS-Scientific-Calculator-10-Digit-LCD/1535939>

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# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK



## IMPORTANT INFORMATION FOR PARENTS/GUARDIANS TO KEEP YOU INFORMED

**Is Your Parent Portal Account Activated?** Stay engaged in your child's education by setting up and signing into the Columbus City Schools Parent Portal. Through the Parent Portal, you'll be able to securely access valuable information on your student(s):

- Teacher Contact
- Grades and Course Schedules
- Daily Attendance
- Missed Assignments
- Paperless Applications for: School Choice, Summer School, and Career Tech
- Update Contact Information\*\*
- Pay Fees

\*\*The most updated contact information for your child is needed for the District and its schools to communicate with your family via phone, text, and email. It's very important to update your child's contact information every year, and now it's much easier through the Parent Portal.

**Need to update your contact information?** It can all be updated online through the Annual Update in the Portal. This includes emergency contacts, phone numbers, and email addresses. Columbus City Schools communicates information about School Choice Lottery, Career Tech, Summer School, and other pertinent announcements via auto-dialers and email contacts.

**Do you have an address change?** Parents and Guardians can now update their home address and make a request to change their students' school of enrollment through the Annual Update.

**Important Annual Forms** are also completed online through the Annual Update in the Portal. This includes acknowledgements such as Emergency Contact Information, Consent for Release of Student Information, Internet Acceptable Use, FERPA Rights, and the Compact Form.

Annual Updates will be processed promptly, and parents will receive a confirmation email when their update is completed.

**NEED HELP GETTING CONNECTED?** Each parent/guardian has their own personalized Activation Code.

### ACTIVATING THE PARENT PORTAL IS EASY.

1. Go to our website at [www.ccsdh.us](http://www.ccsdh.us) and click on the Students & Families tab.
2. Click on the PARENT PORTAL box at the bottom of the page.
3. Click on the button that says NEW USER ACTIVATION.
4. Enter your ACTIVATION CODE (contact your school to obtain one if needed). *We know it's long - that helps keep the data secure - so type carefully.* Once the code has been activated, it can't be used again.
5. Follow the prompts to set up your username/password and to add a recovery email address.
6. If you've forgotten your username/password, click on EXISTING USER in the Portal, then click FORGOT USERNAME/PASSWORD, and the information will be sent to the email used to set up the account. If you no longer have access to the email you used when setting up the account, please send a picture ID and your student's name and date of birth to [parentportalaccess@columbus.k12.oh.us](mailto:parentportalaccess@columbus.k12.oh.us).

The Parent Portal login will also allow you to have personalized alerts sent directly to your smartphone through the Columbus City Schools Mobile App. You can download the free Columbus City Schools Mobile App now by searching "Columbus City Schools" in the app store on your mobile device.

### STILL HAVE QUESTIONS?

Call the District FACTLine at 614-221-FACT (3228) or the Parent Portal Assistance Line at 380-997-7245.

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## Student Access to Infinite Campus

### Computer Access

1. Go to the Columbus City Schools' homepage @ [www.ccsdh.us](http://www.ccsdh.us)
2. Click on "Students"
3. Click on "Student Portal"
4. This will take students to a login screen.
  - a. Username: Student ID #
  - b. Password: 00-00-0000 (Birthdate: Use two digits for month, use two digits for day, & use four digits for year. Students **MUST** place hyphens in between month, day, and year)

### Mobile App Access

1. Infinite Campus is available in the following app stores: Apple, Google Play, & the Amazon App Store (for Android)
  - a. In the Apple App Store, it is titled "Infinite Campus Mobile Portal"
2. Once the mobile app is downloaded, students will use the same username and password that is used on a computer. However, they will also need to know the district id number.
  - a. The district id number is: LDKXQK

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK



## **ADAPTABILITY**

Our students will be agile in thoughts and actions, responding productively to positive and negative feedback while balancing diverse views to reach workable solutions.



## **COMMUNICATION**

Our students will effectively express thoughts and ideas using oral, written, and nonverbal skills while being active listeners able to decipher meaning and intention.



## **CREATIVITY**

Our students will be imaginative and explore original ideas and innovative solutions by transcending traditional thoughts, patterns, and relationships.



## **CRITICAL THINKING**

Our students will analyze and apply evidence-based reasoning to understand "big picture" challenges and how solutions affect other parts of a system.



## **GLOBAL EMPATHY**

Our students will value and engage diverse cultures and unique perspectives through mutual respect and open dialogue while taking action to make the world more equitable and inclusive.

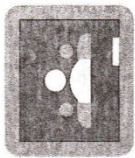


## **TECHNOLOGY**

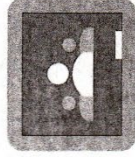
Our students will leverage traditional and emerging technology to consume, create, communicate, and connect while practicing responsible citizenship in an increasingly digital world.







## How To Log On To Google Classroom



1. Open Chrome/Internet Explorer.
2. Type: Google Classroom in the address bar:



3. Sign in to Google Classroom using your student number:

Email or phone

999999@columbus.k12.oh.us

4. Enter your password.



# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## Independence High School WiFi

**ccs-wireless** is designated for clients using CCS-provided devices (laptops, iPads, iPods, etc). The device wireless mac address must be registered in Radius prior to authentication. With this setup, the user does nothing except enable wifi on the client.

**ccs-wifi** is designated for use with personal devices. The user is presented with a login page and the client is authenticated by CCS account username and password against Active Directory (AD).

We decided to introduce users to the new SSID's while rolling out the new wireless networks. The new SSID are ccs-private and ccs-personal.

**ccs-private** uses a signed certificate to recognize and allow a device on the network. The first time a user attempts to connect a client to ccs-private, the user is presented a screen with the option of installing the certificate. If the user agrees, they are then required to login with their CCS user account. Once the certificate is installed, it is good for the life of the certificate and the user is no longer required to login or register the device's mac address. In this way, it is much like ccs-wireless. But with ccs-private, the wireless connection is encrypted. For now though, it is only in production with Chromebooks. We are working with the server team to deploy a certificate authority (CA) server in our environment. This will allow ccs-private to work with CCS devices running Microsoft. Other devcies such as district iPads will connect to ccs-private and may include being managed through the mobile device management (MDM). We are currently managing 300 iPads at Northland HS.

**ccs-personal** will be for the use of personal devices. The user will connect the client to the wireless network after logging in using their CCS student or staff account. We are also looking for a way to encrypt these connections without the use of manual secret keys.


**ccs-guest** is currently available as an open, unencrypted connection to the Internet. The bandwidth is restricted.



# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## THE POWER OF **ONE**

### STUDENTS LEADING THE WAY

 Greatness doesn't just happen. It is created one step at a time. A skyscraper starts with one plan. A masterpiece starts with one simple brushstroke. And a student fully prepared to lead and serve begins with one community pulling together for the benefit of all. One teacher can inspire. One caring adult can support. One idea can change everything. And when we come together as one with students leading the way, we can accomplish the incredible.

### MISSION

Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

### VISION

A world-class model of public education that prepares all students to be Portrait-ready graduates and reach their full potential.

### PORTRAIT OF A GRADUATE

Our North Star -- the hopes, dreams, and aspirations we have for all students.



## STRATEGIC PRIORITIES

Through a year-long community engagement process, Columbus City Schools identified four strategic priorities that will guide the organization over the next five years. These priorities are aligned with specific goals adopted by the Board of Education and support the district's mission, vision, and Portrait of a Graduate.

As part of the Strategic Plan work, Columbus City Schools will also identify strategic objectives within its business and operations teams to provide a foundation of support that enables the organization to produce its targeted student outcomes.



### WHOLE-CHILD FOCUSED

Columbus City Schools will design and implement curriculum with a holistic approach, so that students find their education more relevant, rewarding, and rigorous.



### EQUITABLE OPPORTUNITIES FOR ALL

Columbus City Schools will ensure equitable outcomes for all students and employees, in order to create communities that promote excellence, personal and professional growth, and a culture of belonging.



### STRONG LEARNING COMMUNITIES IN EVERY REGION

Columbus City Schools will strengthen a high-quality, interdependent set of learning communities so that within and among these centers of growth are reliable sources of support, identity, and hope.



### AUTHENTIC ENGAGEMENT

Columbus City Schools will actively engage all stakeholders to ensure that every experience with the district engenders mutual trust, develops quality relationships, and strengthens collective support for the benefit of our students.

→ Learn more at [ccsoh.us/PowerOfOne](https://ccsoh.us/PowerOfOne)



INDEPENDENCE HIGH SCHOOL  
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**PAPER**

**I ~~Don't~~ Get It!**

**Feeling stuck?**

**We've got you!**



**Homework help**

- Chat with a tutor 24/7
- Unlimited sessions
- Every academic subject



**Writing feedback**

- Grammar, structure & style review
- Submit any written work
- Unlimited submissions



**Study support**

- Understand tough concepts
- Prepare for exams
- Get study tips and skills

Students can log in through Clever by clicking on the Paper icon

INDEPENDENCE HIGH SCHOOL  
STUDENT HANDBOOK

# Wear a Mask to Protect You and Your Friends

## PUT ON



WASH YOUR HANDS



PLACE OVER NOSE AND MOUTH



MAKE SURE YOU CAN  
BREATHE EASILY

## TAKE OFF



TAKE OFF YOUR MASK



FOLD OUTSIDE CORNERS TOGETHER



PUT ASIDE FOR WASHING



WASH YOUR HANDS

WASH YOUR HANDS OFTEN, WEAR A MASK, AND  
STAY 6 FEET FROM OTHERS.



CLIMATE MATTERS

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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INDEPENDENCE HIGH SCHOOL

# ArbiterLive

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<http://www.arbiterlive.com/School/10808>

Schedules & Roster.

Independence High School, Athletic Department  
5175 Refugee Road Columbus, Ohio 43232

Athletic Director: Reginald D. Williamson

Phone: (614) 365-6671

Fax: (614) 365-8286

Email: [rwilliamson@columbus.k12.oh.us](mailto:rwilliamson@columbus.k12.oh.us)

INDEPENDENCE HIGH SCHOOL  
STUDENT HANDBOOK



## STUDENT FEE PAYMENTS



### **PAY ONLINE:** WITH CREDIT/DEBIT CARD

Student fee payments can be conveniently made online with a credit or debit card.

Log on to **Columbus City Schools Parent Portal** to view fees assessed to your student(s) name and pay online. If you don't currently have access to the **Parent Portal**, please visit your student's school and the secretary can provide the activation code.



### **OTHER PAYMENT METHODS MUST BE MADE AT THE COLUMBUS EDUCATION CENTER – 3<sup>RD</sup> FLOOR**

Payment forms accepted at the Columbus Education Center are: **Credit/Debit Cards, Cash, Check & Money Order**. The address and hours of operation are as follows:



**COLUMBUS  
CITY SCHOOLS**

#### **COLUMBUS EDUCATION CENTER**

270 East State Street – 3<sup>rd</sup> Floor  
Columbus, Ohio 43215

**Hours:** Monday- Friday 7:30 a.m. – 4:30 p.m.

**Phone:** (614) 365-8144

You may also mail a check or money order to the above address with the **Student Name**, **Student ID#**, **School Name**, and **Type of Fee**. Please address your envelop with attention to Accounts Receivable.

You can also make a credit card payment over the phone by calling:  
**(614) 365-8144**

**SPIRIT OF SUCCESS**



# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## Columbus City Schools Emergency Drill Guide

### Evacuation

Evacuate students by primary routes unless instructed to use alternate routes

Minimum initial distance is 300 ft. (If other than fire, evacuate to a minimum distance of 900 ft.)

- ALL persons must leave the facility.
- Close, but DO NOT lock doors behind you.
- DO NOT return to building using a bell signal (bells can malfunction). Return to building when instructed by incident commander or follow further instructions.

*This response is used for fire, unsafe building (after explosion or severe weather damage), and bomb threat.*

### Reverse Evacuation

- Move indoors quickly.
- Close doors behind you.
- Close windows once you are inside.
- Follow instructions based on incident.

*This response is used for severe weather, hazardous material release, or outside threats (e.g., gunfire or trespassers). May be rapidly followed by lock-down or shelter-in-place.*

### Duck, Cover, and Hold

For tornado event, move to pre-designated areas and assume protective position. If you are unable to report to pre-designated area:

- Take cover under tables or desks. Hold onto table/desk leg or position desk as shield.
- Keep as much of body shielded as possible.
- Bury face in arms, close eyes, cover ears.
- If outside, lie on stomach with face away from event, cover head, face, and as much skin surface as possible. Close eyes, cover ears.

If special needs/handicapped, do not remove from wheelchair. Those standing should sit.

*This response is usually used for earthquake, explosion, and severe weather. May be followed by evacuation when safe to move.*

### Hit the Deck

- Anyone recognizing immediate danger shouts, "Hit the Deck."
- Everyone immediately drops to the ground and lies flat.
- Remain on the ground until given further direction.

*This response is usually used in the event of gunfire. Usually followed by lock down or evacuation when safe to do so.*

### Lock Down: Level 1 Monitor: possible threat

- Exterior doors and windows are locked and secured.
- Free movement within the school building.
- May release by PA announcement.

*This response is usually used for an outside threat.*

### Lock Down: Level 2 Standby: probable threat

- Students in halls and restrooms move to the nearest classroom.
- Classroom doors and all exterior doors/windows are immediately locked.
- Students may move about the locked classroom.

*May only be released from lock down by police, administrator, or designated staff.*

### Lock Down: Level 3 Emergency: Full crisis, activate Command Post

- Students in halls and restrooms move to the nearest classroom.
- Classroom doors and all exterior doors/windows are immediately locked.
- Cover windows and door window panels, if can be accomplished safely.
- Sit on floor out of sight of windows.
- Take attendance, include the names of people who have entered and are not usually in your class.

Do not open doors or windows. Do not follow PA announcement directions.

*May only be released from lock down by police, administrator, or designated staff*

### Shelter in Place

- Move everyone inside. If possible, move to interior rooms on upper level floors.
- Close and lock all windows and doors. Assign personnel to doors to control late entries.
- Custodian should immediately shut down all HVAC units (heating, air conditioning, ventilation). Call 5188 for immediate shut down even in drills.
- Seal off all openings with tape and plastic (windows, doors, heat/air units, electrical outlets, etc.)

Await instructions from public officials before exiting shelter.

*This response is used for hazardous materials in the environment.*

# INDEPENDENCE HIGH SCHOOL

**NO HALL**

**PASSES**

**PERIODS**

**4 & 6 & 8**

**INDEPENDENCE HIGH SCHOOL  
STUDENT HANDBOOK**

**COLUMBUS CITY SCHOOLS**

**Mission Statement**

**Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.**

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**District Goals**

**Columbus City School has established District-wide goals that are focused on three key principles:**

- 1. Each and every child reaches her/his full potential: Prepared to go to college, secure a job, serve in the military, or start a business.**
  - 2. Learning environments are student-centered, efficient, and stable.**
  - 3. The District is accountable to the community; the community's confidence in the District is restored.**
-

**INDEPENDENCE HIGH SCHOOL  
STUDENT HANDBOOK**

**INDEPENDENCE HIGH SCHOOL**

**MISSION STATEMENT**

We, the Independence High School Community, believe all students can learn and schools do make a difference. We shall strive to create and maintain an atmosphere of high expectation and a nurturing and caring environment. All students will have an equal opportunity to develop socially and academically.

We will work to instill a strong sense of citizenship and awareness as well as an appreciation of cultural diversity. The success of our students is dependent on the ability of the school's community to give direction, provide leadership, and address the needs of individual students.

We accept the challenge to achieve the highest possible level of academic and social excellence.

**ALMA MATER**

**All hail to Independence High**

**We honor**

**Our dear**

**Alma Mater**

**With loyalty we pledge our oath**

**Our courage will**

**Never falter**

**United in our pride**

**We stand**

**With dignity**

**We salute you,**

**Under the red,**

**And white,**

**And blue,**

**We will cherish you,**

**Independence High**



INDEPENDENCE HIGH SCHOOL  
STUDENT HANDBOOK

# Home of the 76ERS



## CLASSROOM NORMS

- ✓ AGENDA POSTED
  - ✓ "I CAN STATEMENT" POSTED
  - ✓ MULTI-CURRICULAR CONNECTION
  - ✓ STUDENT CENTERED FOCUS
  - ✓ STANDARDS FOR ENTIRE YEAR POSTED
    - ✓ CLASS GAINS POSTED
  - ✓ CLASSROOM AWARDS POSTED
  - ✓ STUDENT WORK POSTED
  - ✓ 100% STUDENT ENGAGEMENT
    - ✓ NO SLEEPING
  - ✓ NO CELL PHONES (academic purposes only)
-

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK



**Columbus City Schools**  
270 East State Street  
Columbus, OH 43215  
614.365.8888  
www.ccssoh.us

## **In Columbus City Schools, we are SAFER TOGETHER.**

**We are safer when we work together to prioritize safety, when we act together to protect each other, and when we speak out together about the need to end gun violence.**

The Columbus Board of Education and the leaders of this District are committed to doing all we can to keep students and staff safe. No one should be afraid to come to school to learn or work or check on their child. Still, in every classroom and building - and likely in your own household - the recent tragic events in Florida have heightened all our concerns about school safety.

For us to be **SAFER TOGETHER**, we are enlisting the help of all students, families, staff, caring adults, and community partners. We want you to know that:

- **Columbus City Schools has a Zero Tolerance policy on possession of a weapon.** Students will face disciplinary actions, including the potential of suspension or expulsion, if found to be in possession of any item deemed potentially dangerous to themselves or others in a school environment.
- The consequences of having a weapon outside of school can be even more extreme. Whether in the neighborhood or at home, young people need to understand the dangers of having a gun, taser, or other type of weapon. **We need families to have thoughtful conversations about gun violence.** That includes warnings about posting comments or pictures about guns or violence on social media accounts.
- **Safety is a very serious matter.** All threats to school safety are taken seriously, whether they are made on social media, in a crowd, by phone or note, or even as a joke. Columbus Police and our Safety & Security teams are immediately investigating every threat we are made aware of and swiftly addressing those who make the threats. Students need to know they will be held accountable, even if the threat they made wasn't real.
- **Safety awareness has been heightened in every CCS building as a precaution.** Teachers and principals in all schools are taking time to talk with students about the importance of safety. A greater security presence has also been added to many of our buildings. Visitors are likely to experience additional scrutiny before being allowed to enter buildings.
- **If you See Something, Say Something.** One of this District's greatest safety resources is the trusting relationships that have been built between our students, families, staff, and safety teams. This is more than reporting weapons or fights; it's encouraging students to speak up anytime they see another student who is out-of-sorts or chronically alone.
- We encourage anyone connected to Columbus City Schools to "See Something, Say Something" by calling or texting our anonymous hotline **844-SAFER-OH** if you are aware of a potential danger to one of our students or our schools.

**Safety is a fundamental priority in all that we do in Columbus City Schools.** Our principals and safety teams will continue to provide updates whenever safety concerns might impact the learning environment in our buildings. We thank you for continuing to support their work and our school community. We are truly Safer Together!

	TEXT or CALL: <b>844-SAFEROH</b> 844-723-3464	 <b>#SAFERTOGETHER</b>
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# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## ATTENDANCE POLICY AND PROCEDURES

### DISTRICT POLICY STATEMENT

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Students with regular school attendance are more successful academically and have more opportunities for important communications with their teachers. They feel a stronger sense of connection with both their peers and the school community at large. Consistent school attendance is directly related to establishing regular habits of dependability important to the future of the student.

Regular school attendance is a joint responsibility shared by the student, parent/guardian, teacher, administrators and other school personnel. We appreciate you and your student's willingness to work with us towards a common goal of graduation. Schools keep records of every excused and unexcused absence of each student. Parents and guardians must call the school to report a student's absence by 9:30 am and call if a student will be late for each day the student is absent or late. The parent or guardian must supply the school a written excuse signed by the parent within two school days of the student's return.

If no report of absence or written excuse is received, the absence is considered an unexcused absence. Unexcused absences may result in a referral to juvenile court for educational neglect or truancy.

The following excuses shall be accepted for student absence:

Personal illness or quarantine.

Illness in the immediate household.

Quarantine of the home.

Death of a relative.

Religious holiday.

Emergencies or exceptional situations which, in the judgment of individual principal, assistant principal, or superintendent may necessitate absence from school as a last resort.

NOTE: Students in grade 12 may be excused from attendance for a maximum of three days to visit colleges and universities.

#### ABSENCES FROM SCHOOL

Report Daily Absences to: **365-5372** by **9:30 a.m.**

The following information is necessary for all absence excuses:

The note must be **written** and **signed** by a parent or **guardian**:

The note should be brought to school by the student **on the first day after returning from an absence or within 2 days of the return at the maximum**;

The note must have the student's full name (**many parents have a different last name than their student**);

The note should include a **parent home number as well as a work number**;

The note must state **the date(s) of absence(s) and must include the reason(s) for the absence(s)**. Report absence to email: [attendance.indep@columbus.k12.oh.us](mailto:attendance.indep@columbus.k12.oh.us)

Please call the Attendance Office regarding extended absences.

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# INDEPENDENCE HIGH SCHOOL

## STUDENT HANDBOOK

**NOTE:** Please continue to call the attendance office to report school absences so that school personnel will know why your student is absent. The absence will be marked excused when the attendance office receives your note.

### HOMEROOM ATTENDANCE

#### Policies and Procedures

The homeroom teacher is responsible for completing accurately the following attendance records:

Record of initial enrollment on homeroom printout sheet should be indicated by placing a "E"

In the proper box for **date of entry**

Meaning pupil is present

Use of computerized homeroom attendance form will begin on the **first day of classes. Forms are to be marked in pencil by the teacher only as follows:**

Mark an "A" in the appropriate space to indicate absence. The **attendance office** will make adjustments in its records in case of half-day absence or tardiness.

At 7:30 a.m. students should report directly to homeroom and should be marked tardy to school after 7:31 a.m. Attendance folders will be collected by an attendance office helper. The sheets will be placed in the teacher's folder located in the attendance office (blue Rubbermaid box) by the end of the day.

The attendance office has the responsibility for checking with parents or guardians of the absentees to determine why the student is not in school.

Questions / concerns regarding a student's attendance should be directed to Ms. Allen, **Assistant Principal at 365-5372.**

All attendance sheets will be available in the main office filed by teacher name. Teachers must pick up their file each day before 7:30 a.m. from counter in main office. **PLEASE DO NOT SEND STUDENTS TO PICK UP ATTENDANCE SHEETS.**

When completing attendance for your class, place the attendance sheet in the manila folder and the attendance office worker will pick it up. The folder will be in your file the next morning. If no one picks it up, please send it down to the attendance office before the end of homeroom.

If a student in your class is not listed on the class sheet, write the student's full name and student on the bottom of the sheet. Check the student's schedule to verify that they are actually enrolled in your class.

All notes from parents should be submitted to the homeroom teacher at the beginning of the homeroom period.

# INDEPENDENCE HIGH SCHOOL

## STUDENT HANDBOOK

Excessive tardies (4) are referred to the grade level administrator. Tardies are a behavioral problem so they should be treated in accordance with progressive disciplinary procedures.

Teachers assigned to "Attendance" will report to Attendance Office and make phone calls.

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### STUDENT LEAVES OF ABSENCE

If a student is to accompany his parents on a trip or vacation during the school year, s/he should request a "Leave of Absence" form from the Attendance Office. The form should be signed by the student and parent or guardian and approved by each of the student's classroom teachers at least 2 days prior to leaving. It is the student's responsibility to see that all of his assignments are completed and tests made up at the convenience of the teacher. An absence because of a trip or vacation for which prior arrangements were not made may be considered an unexcused absence.

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### TARDINESS TO SCHOOL

A student tardy to school must immediately sign-in. (In the event the student arrives in the building and does not check in with the attendance office, the tardiness will be documented as an unexcused absence.) The student will receive an excused or unexcused slip. If a student is on the absence list and is in class, that student should have a tardy slip.

Excused tardies to school will be in accordance to the district attendance policy. Excusal of the tardy. is dependent upon a reason conforming to state law. Any emergency or exceptional situation must be approved by a school administrator. Lack of transportation & oversleeping are not excused tardies.

Unexcused tardies to school after the first three weeks of school result in a Wednesday detention. Tardies are a behavioral problem and will be treated in accordance with progressive disciplinary procedures.

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### TARDINESS TO CLASS

Class tardiness is defined as a student's failure to arrive in the classroom prior to the ringing of the tardy bell indicating the start of class. Only students arriving tardy to class with an admit slip from a staff member, will be considered excused.

It is requested that teachers review with students at the beginning of the year and periodically throughout the year the expectation of arriving to class on time.

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### SCHOOL TRUANCY

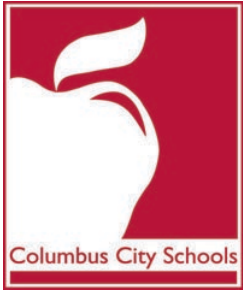
School truancy is defined as a student's absence from school without parental knowledge and/or approval. Or, truancy is a student's absence by way of parental neglect and/or contributing to the student's truancy.

The attendance office will notify parents the first time the school is aware of a truancy situation.

**INDEPENDENCE HIGH SCHOOL  
STUDENT HANDBOOK**

Parents may be requested to attend a hearing at school with an administrator, the student and a representative from Pupil Personnel regarding school truancy.

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# INDEPENDENCE HIGH SCHOOL

Dr. Donis E. Toler Jr.

Principal

5175 Refugee Road

Columbus, Ohio 43232

Phone 614-365-5372

Fax 614-365-8286

dtolerjr@columbus.k12.oh.us

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*Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

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## Tardy to School

Dear Parent/Guardian:

Our goal at Independence High School is for your student to achieve academic success. In order to achieve this goal it is important that your student arrives to school on time.

What this means for you and your child:

- The first two times your student is late to school they will receive a warning.
- Students who are late to school three or more times will be assigned to In-School Suspension.
- You are responsible for ensuring that your student attends school. Chronic or habitual, truancy will result in a referral to the Franklin County Court

Students are expected to be in class at 7:30 am each day. Breakfast is available from 7:00 am until 7:25 am. You can verify your student's attendance on Infinite Campus through the Parent Portal. Please contact our main office if you have any questions about how to access your child's records. Thank you for your help and support.

Independence High School Administration

Parents \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## Behavior Plan and Consequences

### CLOSED CAMPUS POLICY

The Columbus Board of Education, pursuant to Policy 5131.5, adopted July 3, 1990 concerning Closed Lunch Periods states: **STUDENTS IN GRADES 9, 10, 11 & 12 SHALL NOT BE PERMITTED TO LEAVE SCHOOL GROUND DURING THE LUNCH PERIODS.**

- No student is permitted to leave school grounds to go to lunch or any other place without being signed out by a parent
- Drive-up visitors are not permitted
- Students are not permitted to sit on the concrete ledges and steps in front of the building while waiting on parents/guardians to leave school
- At no time are students allowed in the parking lot, in the back of the building, in the neighborhoods, or in academic hallways during lunch
- Students are also required to stay in the cafeteria/commons and in the immediate front of the building in the morning before school. Students are not permitted in the academic hallways until 7:25 a.m.

### **STUDENTS FOUND IN VIOLATION OF THIS POLICY ARE SUBJECT TO DISCIPLINARY ACTION**

### **STUDENTS CAUGHT OFF SCHOOL GROUNDS**

Students must be in the building at ALL times during the day from 7:30 am to 2:30 pm unless they have a scheduled early release or have signed out through the attendance office. Students who are seen outside of the building or re-entering the building without proper documentation:

- 1st occurrence — The student will be issued a removal letter and will be reinstated to school after a parent conference is held.
- 2nd occurrence — The student will be issued an In-School Suspension (ISS) assignment after an in-school parent conference with a school administrator
- 3rd occurrence — The student will be issued a removal letter; a parent conference will be held; 2 days out-of-school suspension will be given.
- 3rd occurrence — The student will be issued a removal letter; a parent conference will be held; 3 days out-of-school suspension will be given.
- 4th and subsequent occurrence — The student will be issued a removal letter; a parent conference will be held; progressive measures of discipline will be assigned at the discretion of the school administration.

Columbus City Schools' has a closed lunch policy. No student is permitted to leave the building to purchase lunch.

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# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## **TARDINESS TO SCHOOL/CLASS**

Students are expected to be at school on time every day. Classes start promptly at 7:30 a.m.

Academic success is dependent on students being engaged in daily classroom instruction. Students that are tardy to school not only miss out on important classroom instruction, but they are a disruption to the educational process when interrupting for admission into that class.

## **TEACHERS ARE EXPECTED TO COMPLETE THEIR PERIOD BY PERIOD**

**ATTENDANCE ON IC.** Attendance needs to be done within the first 10 minutes of each period. If there is an attendance problem with any student, you must report it immediately. Call over the PA or send written documentation to the office; i.e. a student shows up as absent in IC, but shows up to your class; you see a student during the day, but there is not a sign-in time or sign-out time on IC; etc.

Students who arrive after 7:30 to your class will need to be documented on the attendance sheet; i.e. only mark 'A' for absent or insert a time for students who arrive tardy. Make sure you write 'P' for present. **DO NOT LEAVE ANY CHILD BLANK and DO NOT USE DOTS!**

Independence High School cannot be responsible for the well-being of students if they are not where they are supposed to be. Teachers need to emphasize to their students that they are missing essential instruction when they are not in class. It is at the teacher's discretion to give make-up work, quizzes/tests, or extra instruction if students are tardy or have unexcused absences. The intent is to get students to class as soon as possible and to make sure they are signing in since in the past many students deliberately would not sign in to avoid being assigned disciplinary dispositions.

## **HALL SWEEPS**

Administration will conduct random hall sweeps as deemed necessary to improve the culture and climate of the school. Administration will keep a log of students caught in the hall sweeps. Students caught in hall sweeps will be given a pass to re-enter the class. Swept students will be dealt with by their grade-level administrator with progressive discipline.

- Students caught in hall sweeps should be marked tardy and in the notes section document that they returned to class with a pass from the hall sweep.

## **CLASS TRUANCY (CUTTING CLASS)**

Each teacher is responsible for checking daily attendance summaries for student absences, early releases, excuses, etc. On the 1<sup>st</sup> and 2<sup>nd</sup> incidences of class truancy, the expectation is that teachers will contact the parents/guardians. On the 3<sup>rd</sup> incidence, the teacher will submit a discipline referral form (190) to the student's administrator for intervention and disposition. All referral forms must include parental contact dates and phone numbers.

**Students who are less than 15 minutes late to class should be disciplined according to the policies of each individual teacher.** Classroom tardiness **BEYOND 15 MINUTES** will be disciplined in the following manner:

# INDEPENDENCE HIGH SCHOOL

## STUDENT HANDBOOK

- 1<sup>st</sup> step: Warning and a call home or a note from the classroom teacher.
- 2<sup>nd</sup> step: Teacher issues an after school detention (ASD)
- 3<sup>rd</sup> step: Teacher will write a referral with the before mentioned steps identified and student will be issued ISS
- 4<sup>th</sup> step: Teacher will write a referral and student will be removed for insubordination

Students that have frequent incidences of school tardiness (arriving to school after 7:45 AM) will be subject to the following consequences:

- 3rd school tardy Warning and a call home or a note from the classroom teacher.
- 5th school tardy Attendance Secretary issues an after school detention (ASD)
- 7th school tardy Attendance Secretary will a referral with the before mentioned steps identified and student will be issued ISS
- 9th school tardy Attendance Secretary will refer the student to the school Social Worker

If tardiness or school absences are frequent, the student will be referred to building administration in addition to the school social worker, psychologist, PALS, SAIL, IAT, TIC, or FCCS for intervention as appropriate.

Specific notes:

- Students are not to be denied entry to any class for any reason, no matter what time they arrive.
- If the student arrives to your class for any amount of time they are to be marked **PRESENT/TARDY** in IC. Utilize the notes section to document issues; i.e. if a student was 30 minutes late without a note, 4th tardy, had a note from another teacher, etc.

### ELECTRONICS POLICY

In keeping up with the current technology in our society, we have not "banned" electronics. Independence is, however, a wireless school. At no time in classes, hallways, cafeteria, etc. during the hours of 7:30AM -2:30PM should students have their electronics plugged into walls, or headphones neither on their ears nor around their necks. The only exception is if classroom teachers are conducting a reading, voice, or other educational exercise where the plugging in or use of headphones for an electronic device is necessary.

Students who refuse to surrender an electronic device due to violation of the policies must be referred to the grade level administrator and are subject to the appropriate disciplinary measures.

When students surrender devices without incident, the device is returned to the student at the end of the period. If this becomes a continuous distraction, teachers may keep the item and request that a parent / guardian arrive at the school to sign for the device. They must turn in the device to an administrator to facilitate the meeting.

Students needing to use a cell phone during the school day must have the permission of and be supervised by a teacher or administrator. These calls must be on an emergency basis only.

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## DISTRICT DRUG POLICY

Students who appear to be under the influence, smell like, or are in possession of any type of drug or narcotic should be reported to administration immediately. Appropriate consequences will be leveled in accordance to district policies.

Students, who are under the influence, smell like or are in possession of any type of drug or narcotic are subject to:

- 10-day suspension: This suspension can be reduced immediately to three days pending parent and student attendance and participation in the High School Family Workshop sponsored by the Franklin County Educational Council. Given an appropriate time frame, students must submit the participation certificate to the issuing administrator. If the workshop agreement is not met, the remaining seven days will be levied.

Students who are in possession of or caught smoking any tobacco product are subject to:

- 3-day suspension: This suspension can be reduced immediately to one-day pending parent and student attendance and participation in HABIT Workshop sponsored by the Franklin County Educational Council. Given an appropriate time frame, students must submit the participation certificate to the issuing administrator. If the workshop agreement is not met, the remaining seven days will be levied.

Due to societal changes students are connecting with various other drugs, too many to address in this document. In an effort to keep incidences to a minimum the following classroom rules must be adhered to:

- There are no drinks allowed in the classroom; i.e. coffee cups, water bottles, juice jugs, etc. The only exception would be due to a medical condition, or a school-wide allowance from the Principal. Any allowable drinking **CAN ONLY BE DONE** through a clear bottle, so that the consumable liquid can be observed.
- Any medication that is consumed; i.e. pain pills, allergy medicine, etc. must be taken in the presence of the nurse or an administrator. Pills or medication found on a students or observed being consumed without supervision is subject to confiscation. At no time should any medication be shared from student to student.

# INDEPENDENCE HIGH SCHOOL

## STUDENT HANDBOOK

### **FORMS OF PROGRESSIVE DISCIPLINE**

Lunch detentions — Teachers and/or staff may issue lunch detentions for tardies to school or class. If a student exhibits inappropriate behavior, discipline should be recorded through the 190 process.

Tuesday/Thursday school — Teachers and/or staff may issue Tuesday/Thursday schools as a form of progressive discipline for excessive tardies to school or class and minor classroom disruptions. Teacher supervised Tuesday/Thursday school will be held in the library from 2:45-3:45 pm each Tuesday/Thursday.

In-School Suspension (ISS) - Only members of the administrative team can issue ISS as a form of progressive discipline. Students who receive discipline infractions that warrant ISS will be given two days either on Monday/Tuesday or on Wednesday/Thursday dependent upon slots available. It is the teacher's responsibility to check the ISS lists daily on IC and ensure that all ISS students have assignments for two days.

School Removal - Administrators issue school removals, pending parental conferences as a form of progressive discipline.

OSS (Out of School Suspension) - Administrators issue OSS as a form of progressive discipline.

### **LUNCH DETENTION PROTOCOLS**

Lunch Detention will be held in the AUDITORIUM during both lunch periods.

Teacher/Administrator supervised lunch detentions can only be issued for class tardies.

Teachers and/or staff members may issue discipline style lunch detentions that they plan to supervise personally. These detentions must be served at the start of the lunch period as students may not get their lunch first and then return to rooms for detentions.

Please complete the pink detention forms as attached and place it in the corresponding mail boxes for lunch detentions, found on the bottom row in the main office. Please have a policy for reminding the student of their detention, i.e. a copy of the form, a reminder slip, name on the board, etc. If you have multiple students with the same lunch period for a detention, feel free to use the same sheet and note it as it looks attached. Be sure to inform student of detention. Confirmation can be obtained through their signature on the form.

Once the detention has been conducted, the form will be returned to the assigning teacher's or staff member's mailbox. If the student has not shown for the detention it will be the assigner's responsibility to then issue:

- A makeup date
- Or write a 190

\*\* These choices demonstrate progressive discipline.

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## TUESDAY/THURSDAY SCHOOL DETENTIONS PROTOCOLS

Tuesday/Thursday School Detentions will be held in the **Library** from 2:45-3:45.

Please complete the form as attached and place it in the corresponding administrator's mailbox. Please have a policy for reminding the student of their detention, i.e. a copy of the form, a reminder slip, name on the board, etc. **Be sure to inform student of detention. Confirmation can be obtained through their signature on the form.**

Steps:

- Complete the form
- Have student sign and ensure that each assigned student is given 24-hour notice
- An attempt must be made to contact parents to inform them of students ASD
- Place form in corresponding administrator mailbox
- Administrator will sign-off and hand over to Discipline Secretary.

Once the detention has been conducted (or not), the list of students will be given back to respective administrators to handle accordingly.

To improve the rigor in our classrooms; teachers, administrators, counselors and coaches need to respect class/teaching time by limiting the amount of disruptions during class periods. Let's all work together to create a positive school climate, positive school culture, and positive student behavior!!

## DRESS CODE VIOLATIONS

The details of the Columbus City Schools' dress code are outlined in the student handbook and the district's Guide to Positive Student Behavior. The Discipline Committee has chosen to specifically outline the following as they directly affect our school:

- No hats, no beanie's, no scarves for both boys and girls.
- **1st occurrence** - Upon referral to the office by staff, parent/guardian contact will be made. At the discretion of the administrator a student may be sent home to change into appropriate clothing. The student will be required to sign a dress code intervention behavioral contract.
- **2nd occurrence** - Upon referral to the office by staff, parent/guardian contact will be made and a Tues/Thursday School will be assigned.
- **3rd occurrence** — Upon referral to the office by staff, an In-School Suspension (OSS) assignment will be issued and an in-school parent conference must be held with the student and their parent/guardian at the school a school administrator.
- **4th and subsequent occurrence(s)** — Upon referral to the office by staff, a removal letter will be issued, a parent conference will be held with the student and their parent/guardian, the infraction will be classified as insubordination and an out of school suspension will be issued. The duration of the suspension will be determined on a case by case basis.

# INDEPENDENCE HIGH SCHOOL

## STUDENT HANDBOOK

### STUDENT DRESS CODE

- All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing shall be sufficient to conceal undergarments at all
  - Dresses, skirts, or shorts shall be within the bounds of decency and good taste and not shorter than mid-thigh.
  - No sleep wear.
  - No bare midriffs. As a test for appropriate length, no bare midsection shall be exposed when arms are raised above the head.
  - Tops may not be low cut, off the shoulder or otherwise revealing.
  - Tube tops, spaghetti strap tops, halter tops and/or any strapless top or dress which reveals the midriff or breasts are neither acceptable or permitted.
  - No undershirts shall be worn as outerwear.
  - Clothing may not be "see through."
  - Shirts must be worn at all times and must be sized appropriately so that they do not interfere with normal school activities.
  - Shorts, pants, and skirts shall have no writing across the seat area.
  - Clothes may not be tight or form fitting.
- Appropriate attire is important for student safety.

Shoes must be worn at all times. Flip-flops, slippers/ bedroom shoes and beach shoes are not permitted.
- Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire.
  - Clothing and jewelry shall be free of writing, pictures or any other insignia which are cruder vulgar, profane, sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, or use or glorification of drugs, tobacco, alcohol or violence.
  - Metal studded collars and chains hanging from clothing are not allowed.
- Hats, caps and other types of head covering (other than for religious/cultural purposes) shall not be worn inside school buildings.
- Sunglasses are approved for wear outside, but not for inside the school building.
- Students may wear Bermuda shorts, walking shorts or other shorts within the following guidelines:
  - The length of shorts must be within the bounds of decency and in good taste as appropriate for school.
  - Sagging shorts are not allowed.
  - Short shorts or gym shorts are not to be worn other than for physical education courses.
- The fullness of pants must not interfere with normal school activities and must be neat and clean at all times. All long pants must be proper waist size, length and leg size (no sagging; no oversized clothing).
  - Students wearing overalls or other bib type attire must have the straps buttoned appropriately and wear an acceptable shirt or blouse underneath.
  - The waist of the pants must not be more than one inch bigger than the correctly measured student waist size.
  - Pants cannot be gathered or drawn together at the waist and must not hang below the waist.
  - Pant inseams must be appropriately sized for the student. Pant length should not touch or drag on the ground.
  - Belts must not be more than three (3) inches longer than the student's measured waist size.

### GANG SYMBOLS AND GANG-RELATED APPAREL

The Board of Education desires to keep District schools and students free from the threats or harmful influences of any groups or gangs which advocate drug use or disruptive behavior. For purpose of these guidelines, "gang related apparel" is defined as apparel that, if worn or displayed on campus, could be determined to threaten the health and safety of the school environment.

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## GRADING POLICY:

### Grading Measures

The following grading measures will be considered to calculate final grades for middle and high school students:

- Classroom engagement;
- Projects, research papers, performance assessments;
- Homework;
- Classwork/labs;
- Quizzes;
- Tests

### GRADE QUALITY POINT SCALE AP/WEIGHTED SCALE

<b>98 - 100 =</b>	<b>4.000</b>	<b>5.000</b>
<b>92-97.99 = A</b>	<b>4.000</b>	<b>5.000</b>
<b>90 - 91.99 = A-</b>	<b>3.700</b>	<b>4.625</b>
<b>88 - 89.99 = B+</b>	<b>3.300</b>	<b>4.125</b>
<b>82 - 87.99 = B</b>	<b>3.000</b>	<b>3.750</b>
<b>80 - 81.99 = B-</b>	<b>2.700</b>	<b>3.375</b>
<b>78 — 79.99 = C+</b>	<b>2.300</b>	<b>2.875</b>
<b>72 - 77.99 = c</b>	<b>2.000</b>	<b>2.500</b>
<b>70 - 71.99 = c-</b>	<b>1.700</b>	<b>2.120</b>
<b>68 - 69.99 = D+</b>	<b>1.300</b>	<b>1.625</b>
<b>62 _ 67.99 = D</b>	<b>1.000</b>	<b>1.250</b>
<b>60-61.99 = D-</b>	<b>0.650</b>	<b>0.875</b>
<b>O — 59.99 = F</b>	<b>0.000</b>	<b>0.000</b>

### Calculating Final Grade

Beginning in the 2014-15 school year and thereafter, final grades will be given based on the Final Grade Calculation Table below:

<u>Grade</u>	<u>Quality Point Scale</u>	<u>Grade AP/Weighted</u>	<u>AP/Weighted Scale</u>
3.85 - 4.00 = A	<b>4.000</b>	4.812 - 5.000 = A	<b>5.000</b>
3.50 - 3.84 = A-	<b>3.700</b>	4.375 - 4.811 = A	<b>4.625</b>
3.15 - 3.49 = B+	<b>3.300</b>	3.937 - 4.374 =	<b>4.125</b>
2.85 - 3.14 = B	<b>3.000</b>	3.562 - 3.936 = B	<b>3.750</b>
2.50- 2.84 = B	<b>2.700</b>	3.125 - 3.561 = B	<b>3.375</b>
2.15 - 2.49 C+	<b>2.300</b>	2.687 - 3.124 C+	<b>2.875</b>
1.85 - 2.14 = c	<b>2.000</b>	2.312 - 2.686 = c	<b>2.500</b>
1.50 - 1.84 = c	<b>1.700</b>	1.875 - 2.311 = c	<b>2.120</b>
1.15 - 1.49 = D+	<b>1.300</b>	1.437 - 1.874 = D+	<b>1.625</b>
0.85 – 1.14=D	<b>1.000</b>	1.062 - 1.436 = D	<b>1.250</b>

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## CURRENT HIGH SCHOOL GRADUATION REQUIREMENTS:

Beginning with the class of 2014, all CCS students must successfully earn the following credits (at a minimum):

English- 4 credits  
Math- 4 credits  
Social Studies- 3 credits  
Science- 3 credits  
Required Academic Elective- 1 credit (social studies or science)  
General Electives- 3 credits  
Physical Education- .5 credits  
Health-.5 credits  
Fine Arts- 1 credit  
Internship- 1 credit  
Technology- 1 credit

Grade 12 — at least 15 credits and eligible for June graduation A student must earn at least fifteen 15 credits, (12 of which must be in the required curriculum courses and be eligible for June graduation)

Grade 11 — at least 10 credits

A student must earn at least ten 10 credits

(8 of which must be in the required curriculum courses)

Grade 10 — at least 5 credits

A student must earn at least five 5 credits

(4 of which must be in the required curriculum courses)

Grade 9 - fewer than 4 credits

### Graduation Diploma.

A student shall be issued one of the following diplomas, upon certification by the principal that high school graduation requirements have been met:

1. Diploma Of Graduation (i.e., basic state requirements).
2. Diploma Of Graduation With Distinction (i.e., exceeds basic state requirements and recognizes outstanding achievement in specified areas).
3. Diploma of Specialization (College Prep/Certificate of Specialization)

### COLLEGE CREDIT PLUS

The College Credit Plus (CCP) program exists for those students wishing to take college classes along with their traditional high school classes. Previously referred to as PSEO, this new program will be available to students from grade 7-12.



# INDEPENDENCE HIGH SCHOOL

## STUDENT HANDBOOK

Students wishing to take courses from Columbus State Community College must first take the COMPASS placement test and receive an ID# from CSCC.

There will be two programs available: A STEM-based program and a Liberal Arts program. Students will have a choice of a 15 or 30 credit hour track for each program. The Office of Teaching and Learning is currently creating a recommended course of study for each pathway.

Please visit soon for more information on the program as it becomes available.

### VCAP (VIRTUAL CREDIT ADVANCEMENT PROGRAM)

Students who have failed one or more core courses will be required to re-take those courses in the VCAP. VCAP is a computer-based curriculum designed by CPS teachers and aligned with courses that are taught in the traditional classroom. VCAP classes will be offered during the school day and students can work on these classes after school with permission from administration. If any students have to take VCAP classes, this credit can not be applied toward NCAA college eligibility. VCAP classes are not accepted for NCAA eligibility.

### CLASSES OFFERED

PRE-CALCULUS	PHYSICAL EDUCATION I	ESL MATH LAB
AP CALCULUS AB	PHYSICAL EDUCATION II	ESL SCIENCE LAB
INTEGRATED MATHEMATICS I	ADAPTED PHYSICAL EDUC 9 ADAPTED	ESL SOCIAL STUDIES LAB
INTEGRATED MATHEMATICS II	PHYSICAL EDUC 10	GLOBALIZATION
INTEGRATED MATHEMATICS III	ADAPTED PHYSICAL EDUC 11	AFRICAN AMERICAN STUDIES
ADV QUANTITATIVE REASONING	ADAPTED PHYSICAL EDUC 12	PHYS. EDUC. SPORT EDUC. 1.2
BIOLOGY	MUSIC SU ELEMENTS & SKILLS	THEATRE SURVEY
PHYSICAL SCIENCE	MUSIC SU HISTORY CULTURE	ACTING I
CHEMISTRY	ORCHESTRA	SPANISH V
AP CHEMISTRY	MARCHING/CONCERT BAND	ELEC ESL 9 X
PHYSICS	MIXED CHORUS I	ELEC ESL 9 Y
EXPLORATION LIT & COMP 9	MIXED CHORUS II	ELEC ESL 10 X
INTRO WORLD LIT & COMP 10	MIXED ENS:SHOW CHOIR THEATRE	ELEC ESL 10 Y
AMERICAN LIT & COMP 1 1	SURVEY BLUE	ELEC ESL 1 1 X
ISSUES IN WORLD LIT 12	THEATRE SURVEY WHITE	ELEC ESL 1 1 Y
SPEECH COMMUNICATION WY	ACTINGII	ELEC ESL 12 Y
COLLEGE/CAREER READY	STAGECRAFT I	ELEC ESL 12 X
LITERACY	VISART SURVEY:STUDIO & SKL	ESL MATH CORE 9
HUMANITIES:ENGLISH 10	VIS ART SURVEY:HIST & APPRE	ESL MATH CORE 10
AMERICAN HUMANITIES-ENG	ART II MINOR	ESL SCIENCE CORE 10
AP ENGLISH LIT & COMP	ART III MINOR	PERSONAL FINANCE
ESL ENGLISH LAB	ART SPEC CERAMICS SCULPTU	FRANKLIN INTRO WEB CREAT
ESL MATH LAB	SPANISH I SPANISH II	N92030 DOWNTOWN HS AM N92040
AP US GOVN & POLITICS	SPANISH III	DOWNTOWN HS PM
WORLD ST. HUMANITIES-ENG	SPANISH IV	COLLEGE CREDIT PLUS AM
AMERICAN GOVERNMENT	AMERICAN SIGN LANGAUGE I	COLLEGE CREDIT PLUS PM
MODERN WORLD HISTOY 9	AMERICAN SIGN LANGUAGE II	COLLEGE CREDIT PLUS
SOCIOLOGY PSYCHOLOGY	AMERICAN SIGN LANGUAGE III	SENIORS TO SOPHOMORES
AMERICAN HISTORY 10	AMERICAN SIGN LANGUAGE IV	DEVRY ADV ACADEMY FULL
HUMANITIES: AMERI HIST 10	KAP BIOLOGY	
HUMANITI: MOD WORLD HIST 9	KAP AFR-AMERICAN HISTORY	
WEB PUBLISHING	KAP POLITICAL SCIENCE	
MICROSOFT WORD I	FT HAYES AM	
MICROSOFT WORD II	FT HAYES PM	
MS EXCEWACCESS BASICS	FT HAYES FULL DAY	
MICROSOFT POWERPOINT	DOWNTOWN HS FULL DAY	
HEALTH	VCAP	
	AP STATISTICS	
	ANATOMY - PHYSIOLOGY	

**INDEPENDENCE HIGH SCHOOL  
STUDENT HANDBOOK**

**Internship Hours**

I would like to submit the following hours for internship approval. If approved, these hours will count toward the 120 hours needed to complete the internship requirement.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Name of High School

In order to receive internship hours, you must complete the information below regarding your internship or community service experience. Submit this form to your Career and Community Resource Coordinator at your high school.

Circle One:    Community Service    Paid Internship    Job Shadow    Career Exploration

\_\_\_\_\_  
Name of Company/Organization

\_\_\_\_\_  
Print Mentor's Name

\_\_\_\_\_  
Address, City, State

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Beginning Date of Internship

\_\_\_\_\_  
Ending Date of Internship

Total Number of Hours Served  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Mentor's Signature

Career and Community Resource Coordinator will complete this section

Date \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

\_\_\_\_\_  
Total Hours Awarded

\_\_\_\_\_  
CCRC Signature



# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## INTERVENTION ASSISTANCE TEAM

### CARE TEAM

Independence High School has established a program facilitated by teachers to help students who are experiencing difficulties in academics and / or behavioral responsibilities.

The purpose of the CARE TEAM is to be a channel for informal referrals of students who need our help. We would like to:

- Get to know the needs of our Independence High School Students
- Assist them in getting the help they need.
- Gather and share information on resources available both in school and in the community.
- Act to refer students whose problems can best be helped by outside agencies or groups.
- Act as a service provider to students having instructional difficulties or exhibiting other problems affecting classroom performance.

**Referrals should be made to:**

**Ms. Holly Lonczak  
School Nurse  
Room 200**

## FIELD TRIP POLICY

### General Statement

Trips requiring prior approval of the Board of Education:

- Out-of-state trips during the regular school year regardless of whether on school time or not.
- Trips within the state on school time.

**Schools that plan field trips out-of-state or out-of-country should make sure that:**

- All necessary funds are available without involving their school in extensive fund-raising activities to support the project.
- That no student in the class or grade involved in the trip is eliminated because of lack of funds
- That all plans have been approved by the Executive Director of Student Activities

### Fund Raising

In order to conduct a fund-raiser, the respective budget paperwork must reflect that the group intends to engage in fund-raising activities.

At the conclusion of the project, a financial report must be filed with Dr. Toler. Forms should be secured from the school treasurer. See the school treasurer for appropriate forms.

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## INDEPENDENCE HIGH SCHOOL FIELD TRIPS

FIELD TRIPS COST \$150.00 PER BUS / PER TRIP

Field trips will only be taken between 9:30 a.m. — 12:30 p.m. Sack lunches must be provided to each student for those field trips not returning at least 30 minutes before the lunch hour ends. This is the responsibility of the sponsoring teacher to make prior arrangements with the cafeteria staff.

All field trips must go through the proper transportation channels and must be scheduled one month in advance of the day of the field trip.

For the sake of fairness, teachers may only take one (1) trip per school year and no two (2) trips may be taken on the same day. One trip allowed per day.

Dr. Toler will post the approved field trips on the school day calendar three (4) weeks prior to departure. Dr. Toler must also have the list of approved students to attend at least one week before the scheduled date of the field trip. Upon return from the field trip, Dr. Toler will need the list of those students who actually attended the field trip.

Columbus City School buses will accommodate 40-45 high school students and these field trips may only be supervised by CCS employees. The system's insurance policies do not cover for liabilities to persons not employed by the school system.

Students must have a signed parental / guardian permission form on file. The permission slip must also be signed by the sponsoring teacher. Any admission fees incurred must be collected by the sponsoring teacher. Any admission fees incurred must be collected by the teacher before the day of the trip.

There will be no exceptions to the above state permission / pre-payment rule.

Field trips will not be scheduled during the STATE TESTING dates nor during the make-up testing dates.

# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## REGULAR BELL SCHEDULE

ENTER	7:15	<b>4<sup>TH</sup> PERIOD</b>	10:10 – 10:58
WARNING	7:25	5 <sup>TH</sup> PERIOD	11:02 – 11:50
1 <sup>ST</sup> PERIOD	7:30 – 8:22	<b>6<sup>TH</sup> PERIOD</b>	11:54 – 12:42
2 <sup>ND</sup> PERIOD	8:26 – 9:14	7 <sup>TH</sup> PERIOD	12:46 – 1:34
3 <sup>RD</sup> PERIOD	9:18 – 10:06	8 <sup>TH</sup> PERIOD	1:38 – 2:30

## PM ASSEMBLY SCHEDULE

1 <sup>ST</sup> PERIOD	7:30 – 8:08	<b>6<sup>TH</sup> PERIOD</b>	11:00 – 11:38
2 <sup>ND</sup> PERIOD	8:12 – 8:50	7 <sup>TH</sup> PERIOD	11:42 – 12:20
3 <sup>RD</sup> PERIOD	8:54 – 9:32	8 <sup>TH</sup> PERIOD	12:24 – 1:02
5 <sup>TH</sup> PERIOD	9:36 – 10:14	ASSEMBLY	1:06 – 2:30
<b>4<sup>TH</sup> PERIOD</b>	10:18 – 10:56		

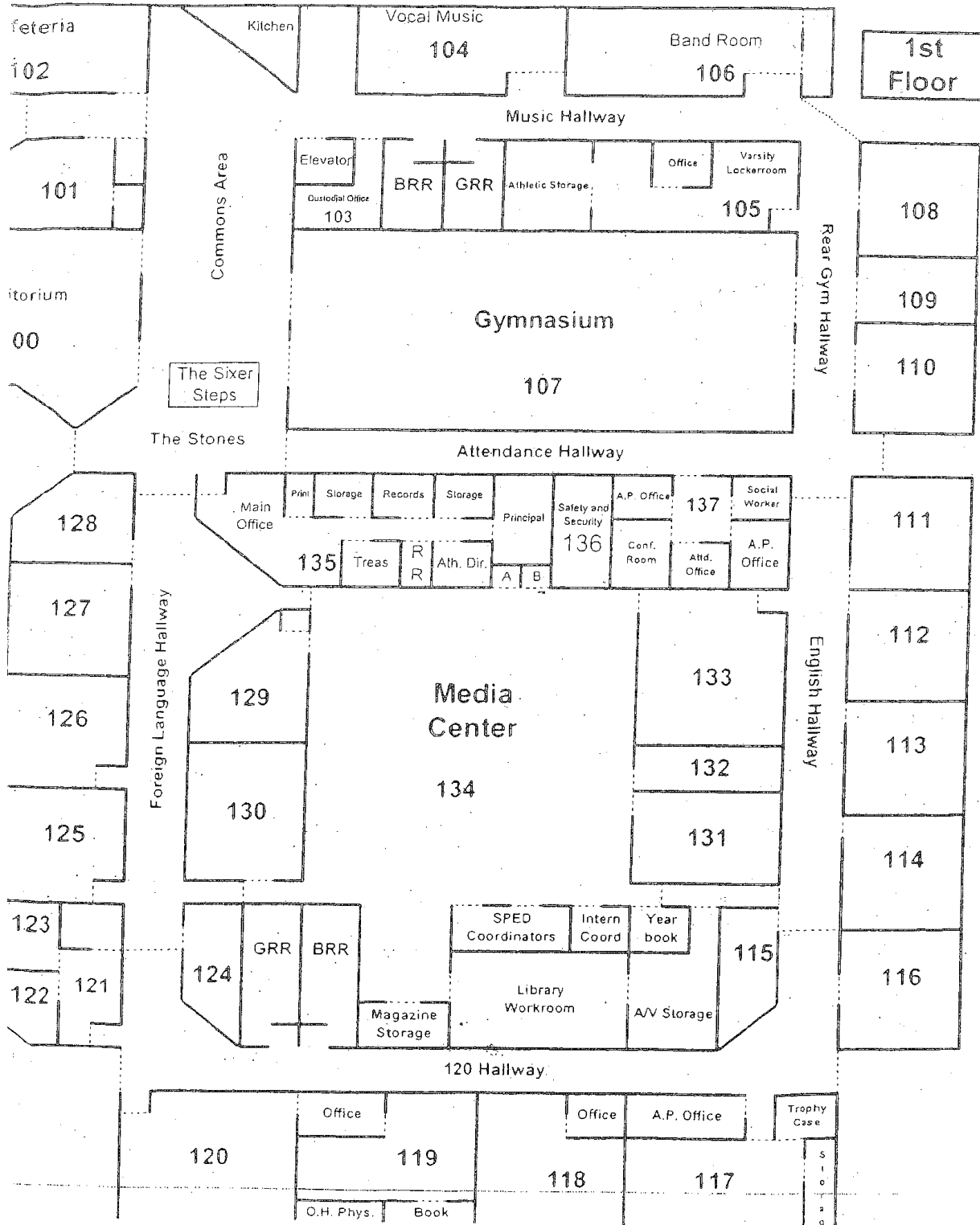
## EARLY RELEASE SCHEDULE

ENTER	7:15	<b>4<sup>TH</sup> PERIOD</b>	9:39 – 10:18
WARNING	7:25	5 <sup>TH</sup> PERIOD	10:22 – 11:01
1 <sup>ST</sup> PERIOD	7:30 – 8:09	<b>6<sup>TH</sup> PERIOD</b>	11:05 – 11:44
2 <sup>ND</sup> PERIOD	8:13 – 8:52	7 <sup>TH</sup> PERIOD	11:48 – 12:27
3 <sup>RD</sup> PERIOD	8:56 – 9:35	8 <sup>TH</sup> PERIOD	12:31 – 1:00



# INDEPENDENCE HIGH SCHOOL STUDENT HANDBOOK

## Floor Plan





INDEPENDENCE HIGH SCHOOL  
STUDENT HANDBOOK

**76er Pride**

In the

**I**

**Integrity**

**Intelligence**

**Involvement**