



2019-2020 Student and Family Handbook



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Dear Students and Families,

Welcome to 21st Century Charter School @ Gary, a proud member of the GEO Foundation family of schools. If you are a returning student, welcome back! If you are new to our family, we are glad to have you!

Our schools are dedicated to providing the highest quality education to all students. While many schools say that, to us it means finding extraordinary teachers, equipping them with the latest technology and training them well on the techniques and curriculum that provide you with the best chances of success. We want to see you excel!

Thank you again for choosing our school to help you with your educational journey. We pledge to give you our best every day, and in return, we expect you to give us your best, too.

Have a wonderful school year!

A handwritten signature in black ink, appearing to read "KDS", is positioned below the text.

Kevin D. Teasley, Founder and President
GEO Foundation and 21st Century Charter School @ Gary



Dear 21st Century Family,

It is our great pleasure and honor to lead the GEO family at 21st Century Charter School in Gary as principals of the K – 12 grades. We will continue to support the exemplary work that has been taking place and to seek higher achievement. 21st Century Charter practices a continuous improvement model that embraces rigorous, ongoing growth for students and staff. We will all be working together with children from kindergarten through 12th grade to give them the best education possible. Our goal for every student is to be prepared for college. Not only do we work hard to ensure that our students graduate prepared for college, but also have earned enough college credits to enter as a sophomore. Many of our students are graduating from high school with credits equaling two years of college, which enables them to continue to a four year college, the military, or a technical career.

The outstanding faculty and staff members are dedicated to working with you and your children. We hope that as you bring your children to school and school events you will be making connections with your child's teacher. Your involvement in your child's education is a clear sign to them of the value you place upon their education. Parents are the first and best teachers of their children.

There are many exciting learning experiences/activities planned for you and your children this year and we hope you will be involved in these activities as much as you can. Many of these experiences/activities are on the school's website as well as Facebook and Twitter. The more you follow us on our social media platforms, the more informed you will be. If you ever have any questions about our activities, please call us so we can help you.

Educationally yours,

Ms. Nikki Dates K-3 Principal
Mr. Daniel Velasco 4-7 Principal



NONDISCRIMINATION POLICY

No school owned or operated by GEO Academies or 21st Century Charter School at Gary shall discriminate against any student, teacher, or employee on the basis of race, religion, gender, disability, or national origin. Furthermore, the school admits students of any race, religion, gender, color, national and ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, gender, color, national or ethnic origin, and disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

MISSION STATEMENT

The 21st Century Charter School at Gary will make no excuses for its student population and will dedicate itself to ensuring that all students show growth in character, academics, life skills, the arts, and wellness using teaching skills tailored to meet the needs of each student.

SCHOOL CONTACT INFORMATION

Elementary School Front Office	219-886-9339 Option 0
Elementary School Attendance	219-886-9339 Option 3
Elementary School Nurse.....	219-886-9339 Option 4
School Closing Information.....	219-886-9339 Option 5
Middle School Front Office	219-888-7130 Option 0
Middle School Attendance	219-888-7130 Option 1
Middle School Nurse.....	219-888-7130 Option 2
High School Front Office	219-806-4200 Option 0
High School Attendance	219-806-4200 Option 1
High School Nurse	219-806-4200 Option 2

SCHOOL HOURS

Elementary	Monday – Thursday.....	8:00 AM – 3:30 PM
Middle School	Monday – Thursday	8:00 AM – 3:30 PM
High School	Monday – Thursday	8:00 AM – 3:30 PM
All Campuses:	Friday	8:00 AM – 2:00 PM

Parent Drop Offs

- Students may arrive to school as early as 7:30 AM and enter through the main doors of all campuses. All students must report directly to the cafeteria and follow campus specific expectations.
- Breakfast is served from 7:30 AM-7:50 AM.
- Students will be dismissed to their classrooms at 7:50 AM. All classes begin promptly at 8:00 AM. Students are considered tardy at 8:01 AM, and must be signed in by a parent/guardian in the main office at this time.

Bus Shuttles:

- In an effort to facilitate transportation for families with students in multiple campuses, a bus shuttle service will be offered between 724 Washington Street and 1440 E. 35th Avenue. Please note that shuttles will only be available at scheduled times. **Any student that misses the last shuttle will have to be dropped off by a parent/guardian to the appropriate campus.**
- All families must sign up to ride on the bus
- All families are required to provide transportation for students to one for the following locations.
 - 556 Washington St. for drop off for grades K-3
 - 724 Washington St. for drop off or shuttle service to 1440 E 35th Ave.
 - 1440 E. 35th Ave. for drop off or shuttle service to 556 Washington &/or 724 Washington St.

Exiting the building

- Students must leave the school building immediately following dismissal unless under the direct supervision of a teacher for an after-school activity. **No students are allowed for early sign-out after 3:15 PM.**
- If students are staying for after-school activities, they must be in their designated area by 3:30 PM.
- Once students leave the school, they are not allowed to re-enter the school building.

After school pick up

- Students are expected to be picked up (if not under direct supervision of a teacher) at 3:30 PM. **Students left after 4:30 PM are subject to a call to the DCFS to report the incident.**
- IF PICKING UP AND/OR DROPPING OFF AT ANY OTHER TIME: When a student comes to school at a non-standard pick up and/or drop off time, the student must be brought/picked up at the front office by an authorized adult and signed in/out.

Insert new Calendar here

ACADEMIC HONOR CODE

21ST Century follows a strict honor code. A student is guilty of Academic Dishonesty when he/she engages in any illegal or improper activity for the purpose of improving a grade or test score, either for him/ herself or others.

Level One – Level One violation will be handled by the teacher, and students will receive a zero on the assignment. Examples include:

- Looking on another student’s test or quiz, or allowing another student to look at your test or quiz;
- Using electronic devices or other secretive methods to give answers on a test or quiz;
- Taking substantial information from another source, but not crediting the source (plagiarism).

Level Two – Level Two violations will be handled by the Academic Counselor, and students will receive no credit for the class. Examples include:

- A second Level One violation;
- Taking papers or writing from the Internet, other publications, other individuals; (plagiarism)
- Removing and/or using a prior test/exam or any part of a test/exam to use or give to others.

ATHLETICS*

Fall Season	Boys and Girls Cross Country Volleyball
Winter Season	Elementary Boys Girls Basketball Boys and Girls Basketball Cheerleading Dance
Spring Season	Boys and Girls Track and Field Baseball

21st Century Charter School @ Gary is a member of the Indiana High School Athletic Association and participates in IHSAA competitions. We require our athletes to follow IHSAA eligibility rules, including good academic standing. Contact our Athletic Director for more information.

*Grade levels will be communicated prior to the start of the athletic season. Please note that not all athletics are available for all grade levels. Practice locations will vary and may take place at either 556 Washington or 724 Washington. Transportation will not be provided beyond shuttle times. Please see shuttle schedules.

ATTENDANCE POLICY

A student's attendance is essential to learning. Every student and parent has the responsibility to ensure that the student is attending class regularly in order to take full advantage of the educational opportunities offered by 21st Century Charter School at Gary. To support academic growth, the school has put in place the following attendance policies and procedures:

Time Missed from School – A student is considered to be absent when time away from school occurs. Half Day absences include the following: arriving after 10:00 AM, or leaving prior to 1:30 PM. Any students arriving at or after 11:00 AM will not be allowed to enter without a valid doctor's note; this will count as an absence. Absences, tardies, or early release times may be considered excused or unexcused under the following conditions:

Excused: a student is considered to have an excused absence under the following conditions:

A parent calls the school's attendance line, (219) 886-9339 Ext 3113, before 9:00AM on the day of the absence to report the nature of the absence for the following reasons:

1. Death in the immediate family
2. Medical, dental, court, and/or other required appointments. Statement from the doctor, dentist, etc., required upon return to school
3. Personal illness or injury
4. Major religious holiday

Early Dismissals: Require a parent/authorized pickup person to come to the front office and sign the student out on the day of the release. A valid, state issued ID is required for all parents/authorized individuals picking up a student. Our new system, Ident-A-Kid, requires all early dismissals to be documented, which requires taking a photo for all early dismissals.

Unexcused: Any absence, lateness, or early release that does not meet the above conditions shall be considered unexcused.

Consequences:

- a. After three (3) days of cumulative absence due to an illness, a doctor's statement or other verification will be required upon the student's return to school.
- b. After five (5) days of unexcused, cumulative absences, a conference between the student, the parent, and the principal/ assistant principal will be required to assess the reasons for absences and the impact the absences are having on the student's academic work.
- c. After seven (7) days of unexcused, cumulative absences, a certified letter will be sent to the parent/guardian indicating that additional absences could jeopardize the student's enrollment at 21st Century Charter School at Gary.

- d. At ten (10) days of unexcused, cumulative absences, the student will be considered a “habitual truant”, and **will be recommended for expulsion** and referred to the Lake County Superior Court Juvenile Division Special Services Truancy Program.

A student is expected to make up work within the same amount of time for which he/she was absent. **Example:** A student was absent for one day: a student has one day to make up work. If a student is absent two days, the student has two days to make up work, etc. The student is responsible for asking for his or her make up work. Tests and quizzes are expected to be taken upon return if the student only misses one day.

TARDY POLICY

All students are expected to arrive to school on time.

A tardy log will be kept in the front office. **If a student is tardy to school, his/her parent/guardian must accompany him/her to the main office for sign-in.**

If the child is dropped off without being signed in, the parent will be called back to school to sign the student in before the student is allowed to go to class. If the parent/guardian fails to return to sign the student in, the student will be sent to ISS. No exceptions.

Frequent tardies will result in disciplinary action. **After ten (10) late arrivals/ early releases**, the parent/guardian will be required to attend a mandatory meeting within 1 week of being notified with the Principal/Assistant Principal. If the parent does not attend the mandatory meeting, the parent will be referred to an outside agency.

In the high school, tardies during transition periods will not result in the parent/guardian being sent to Lake County Superior Court Juvenile Division Special Services Truancy Program.

Mandatory Saturday School will be assigned to any student who is tardy to class five (5) or more times during one academic week.

BULLYING

We insist on a professional, safe, and respectful environment at 21st Century Charter School at Gary. Bullying of any kind, towards students, teachers, staff, or any other person, will absolutely NOT be tolerated.

What is Bullying?

"Bullying" (per IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule,

humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in, or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and creates conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity, to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)
- Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)
- Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

Bullying can take many forms, including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or any other oral, written, or physical actions that makes our school feel like an unsafe place. Bullying is prohibited within our building, on our buses, and to and from school events or field trips. **Bullying is also prohibited on all student social media sites, including, but not limited to Facebook, Twitter, Tumblr, Instagram, or any other social media site. Students who engage in bullying on social media sites outside of school are still subject to all disciplinary policies, up to and including suspension and expulsion.**

CAFETERIA

21st Century Charter School will provide quality breakfast and lunch for our students. The menus will be distributed on a monthly basis and posted in the lunch area. Students may bring their lunch to school if they choose to do so. Students will be required to scan or enter their student number when served a meal. Students may not order food from outside vendors during school time AND parents may not bring lunch to their students before or during their child's lunch time.

CELL PHONES/ELECTRONIC DEVICES

No student may use a cell phone/electronic device, unless issued by the school, on school property during the hours of 7:50 AM-3:30 PM. During school hours, cell phones/electronic devices must be turned off (not on vibrate mode) and stored out of sight. Using a cell phone/electronic device may include, but not be limited to, text messaging, taking pictures, or watching videos, playing games, and listening to music. Students using or having cell phones/electronic devices visible during the school day shall have their cell phone/electronic device confiscated. No cell phones/electronic devices may be used by students at any time, including lunch, recess, or free periods. School personnel and/or administration are not responsible for the loss or damage of any cell phone/electronic device brought onto school property. In cases where a cell phone/electronic device is lost or stolen, school personnel will not investigate. Confiscated devices will be returned only to a parent or guardian. Additional cell phone/electronic information can be found in the **DISCIPLINE PHILOSOPHY** section of this handbook.

NOTE: Classroom telephones are to be used only with teacher permission and under direct teacher supervision.

CHANGE OF PERSONAL INFORMATION

The law requires any changes in student or parent names, telephone number, or address be updated immediately. The parent must report the new information promptly to the attendance office.

For Elementary students, call 219-886-9339 Option 0.

For Middle School students, call 219-888-7130 Option 0.

For High School students, call 219-806-4200 Option 0

CHILD PROTECTION GUIDELINES

1. All adult employees and volunteers must pass a national criminal background check, including all applicable sex-offender registries, prior to beginning work.
2. Adults who have been convicted of either sexual or physical abuse of children/youth and/or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any activity and/or program involving minors at 21st Century Charter School at Gary.
3. Employees and volunteers who work with children and youth shall observe the "two-person rule" or the "open door policy" at ALL times. Any situation where one person is alone with a child or youth **must** be avoided.
4. Reporting Incidents: Reports shall be documented in writing with the date of the report, the time of the report, the telephone number and name of the recipient to whom the report was made, name of person making the report, and a brief synopsis of the report. If at all possible, oral reporting will be recorded in the presence of a witness.
5. Every person entering the school will check in at the front desk and have their ID scanned to make sure they are not on a applicable sex-offender registry, prior to entering the building. And be issued a pass that will be worn during your visit and returned before leaving the building.

COMMUNICATING WITH THE SCHOOL

We believe that parents should be actively involved in the school. It is our intention to provide timely information in the areas of programs, curriculum, special events, procedures, policies, etc. You are encouraged to contact us by:

- Emailing a teacher
- Writing a note for your child to hand to their teacher
If calling during instructional time, leave your message with the receptionist and your message will be given to the teacher to call you back or set up an appointment All calls will be returned within two school days.
- Please note that we highly value instructional time; as such, teachers will not be available during instructional time without prior appointments.

You can also find pertinent school information on our website at: www.21cchartersgary.org, on our Facebook page, "21st Century Charter School at Gary", or our Twitter account, [@21stCharterGary](https://twitter.com/@21stCharterGary).

SWIFT REACH CALL SYSTEM We believe that communication with our families is an essential component to a strong school. 21st Century Charter School at Gary has a phone service that allows us to create phone calls, text messages, and emails to reach our families concerning activities, announcements, emergencies, etc. We use this service often. Please take the opportunity to listen to the messages when they are sent. Also, please note that if there is ever

an immediate emergency, we will send a message to the primary phone number you have on file with us. Please inform the school if your phone number changes so that we are always current in the event that an emergency arises.

Please do not block the school’s number, we may have an emergency and need to contact you.

POWERSCHOOL

Our school has implemented an online database for communication between schools and families: PowerSchool. PowerSchool offers a number of features for parents, students, teachers, and staff, including:

- Access to academic calendar and athletic schedules
- Notifications of school closures
- Attendance management, tracking, and notification
- Reporting tools for teachers and staff to get in touch with parents and students
- Postings of activities and events at the school
- Access for parents to see their child’s grades at any time, as they are uploaded by teachers

Each teacher and parent is to be registered with a username to access PowerSchool’s online database. *If you are not yet registered, please contact our Registrar.*

DISCIPLINE PHILOSOPHY

Discipline is the demonstration of responsible behavior – academically, socially, physically, and ethically. Our goal is to establish a climate that is safe, secure, and conducive to learning. We believe the establishment of disciplinary parameters at school is central to a strong educational structure, and a safe and secure learning environment. Students are expected to behave in such a manner as to allow the learning process to proceed efficiently and effectively. As such, it is paramount that every student’s behavior shows proper consideration for each student and faculty member at 21CC. Behavior that inhibits the learning of others, or negatively affects the safety of any person, will not be tolerated. Our school believes in logical consequences for student actions, and has a policy for consequences and also student rewards. Potential offenses and corresponding outcomes are outlined in the following section.

Discipline Steps and Procedures

VIOLATION	PROCEDURE FOR CORRECTION
Dress Code violation: Not in complete uniform for school/classes	<ol style="list-style-type: none"> 1) Uniform infraction is reported to the Dean. 2) Parent contact made. 3) Parent must bring appropriate clothing for student during the academic day. 4) If parent does not bring appropriate uniform for student during school hours, student is subject to the following

VIOLATION	PROCEDURE FOR CORRECTION
	consequences: First offense- after school detention Further offenses – Saturday School or ISS *Failure to comply with consequence will result in a further consequence
Insubordination/classroom disruption: Failure to follow directives from staff members	<ol style="list-style-type: none"> 1) Assigned to ISS and/or after school detention; parent may also be asked to sit in on child’s class 2) Suspension for 1-2 days. 3) Continued failure to comply: mandatory parent meeting that might result in additional suspension, behavior contract, and/or alternative placement.
Vandalism: Damage of school property	<ol style="list-style-type: none"> 1) Suspension, possible recommendation for expulsion. 2) Reimbursement or repair of damages.
Technology misuse: Tampering with servers, files, pornography, adult sites	<ol style="list-style-type: none"> 1) Suspension, loss of technology use privileges, and possible recommendation for expulsion. 2) Reimbursement or repair of damages.
Electronic devices during school hours: (Including, but not limited to: cell phones, mp3 players, game systems, etc.)	<ol style="list-style-type: none"> 1) First offense - the parent must collect from the Principal on behalf of the student. 2) Additional offenses – phones will be confiscated for a period of four weeks each time and a parent must collect them from the Principal on behalf of the student
Theft of school property Removing school property from a designated location without permission from school personnel	<ol style="list-style-type: none"> 1) Suspension, possible recommendation for expulsion. 2) Reimbursement or return of undamaged Property will be required 3) Police will be contacted
Skipping class: Not in class and accounted for when class begins	<ol style="list-style-type: none"> 1) First offense - referral to Dean. Parent is called to discuss the matter. Assigned to ISS and/or after school detention. 2) Second offense - student is to attend mandatory Saturday School. 3) Third offense – suspension from school. 4) Fourth offense – Mandatory parent meeting to discuss student attendance, creation of a parent contract, and possible suspension.

VIOLATION	PROCEDURE FOR CORRECTION
Using tobacco on school grounds at any time; including school activities/functions	Suspension/expulsion after the completion of the investigation.
Gambling or possessing/using gambling paraphernalia	Suspension/expulsion after the completion of the investigation.
Sexual harassment: Unwelcome sexual advances, requests for sexual favors and/or inappropriate verbal/nonverbal conduct of a sexual nature, including such on social media	Suspension/expulsion after the completion of the investigation.
Bullying: Repeated acts or gestures including verbal, written, or physical acts committed by a student or group of students, with the intent to harass, ridicule, humiliate, intimidate, or harm another student, including such on social media	Suspension, expulsion, arrest, and/or prosecution after the completion of the investigation.
Firecrackers and other explosives devices	10 day suspension while an investigation is conducted. Suspension/expulsion after the completion of the investigation. Possible arrest.
Possessing, using or transmitting alcohol, drugs, drug paraphernalia; look-a-like drugs while on school property or attending a school function; Attending a school function while under the influence of a controlled substance, drugs or alcohol	10 day suspension while an investigation is conducted. Suspension/expulsion after the completion of the investigation. Possible arrest.
Bomb Threats	Suspension/expulsion after completion of the investigation. Arrest.
Guns on school property	Potential 1-year expulsion/arrest.

In addition (IC 20-33-8-15), a student may be suspended or expelled in unlawful activity on or off school grounds if:

- (1) The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) The student's removal is necessary to restore order or protect persons on school property; Including unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

** The Principal and/or Dean reserve the right to adjust the consequences on a case by case basis depending on the severity to which actions were committed.*

*** If a student has been suspended from school at least ten (10) days, the student and parent will participate in an expulsion meeting and could lead to expulsion through due process.*

*** Any student suspended from school is not allowed on school property until their suspension period is over. Any violation could lead to arrest for trespassing on school property.*

A mandatory parent meeting is required upon the student's return to school from a suspension.

DRIVING RULES AND REGULATIONS (HIGH SCHOOL)

Driving and parking at 21st Century Charter School at Gary is a privilege, not a right. All vehicles driven to 21CC by students and parked in the school parking lot must be registered in the main high school office. When driving and parking on 21CC property, students agree to avail access to vehicles upon request of the administration or security. 21CC is not responsible for damage to vehicles or theft of the contents of vehicles.

1. Eligibility – Students classified as seniors will have first priority for available parking permits. Because of the limited parking facilities, parking permits will be issued to seniors on a first-come-first-served basis. Students classified as juniors will be eligible to receive a parking permit strictly on a lottery basis, with first priority given to those wishing to form a carpool. Students must be in good academic standing in order to purchase and keep a parking permit. Permits may be revoked if student is no longer in good academic standing.
2. Vehicle Registration – All vehicles that are driven to school by “permitted” students and parked in the school parking lot must be registered in the school office. Parking lot vehicle permits must be purchased at a cost of \$10. Replacement permits may be purchased at a cost of \$5. Replacements may be purchased if permit was lost, stolen, or revoked due to poor academic standing. To obtain a permit for any vehicle, students must present their current student ID, a valid driver's license, vehicle registration, and proof of insurance. Students must also present a signed Parent Agreement form prior to receiving a permit. Students must park in the area designated by their permits.

Vehicles that are not properly registered or that do not display a current permit are subject to being towed at the owner's expense.

Consequences for driving without a valid parking permit:

1st offense: Parent notification that the next offense will result in the vehicle being towed at the owner's expense.

2nd and Subsequent Offenses: The vehicle will be towed at the owner's expense.

3. Driving/Parking Violations – Students who drive to school are expected to exhibit safe driving habits at all times. Speeding or reckless driving on school property will not be tolerated. All posted signs and traffic patterns must be obeyed. Students driving inappropriately, recklessly, or unsafely are subject to suspension, and loss of driving privileges. Students are responsible for the contents of their vehicle at all times.
4. Penalties for Driving Violations – Violation of the driving or parking regulations will result in a range of consequences that spans from a student's loss of driving privileges, to suspension. If a student uses a vehicle when violating a 21CC rule, his/her parking permit will be revoked. (Example: a student is truant and leaves school grounds in their vehicle.)
5. Arrival at School – Students who drive to school are to park in the designated area in the school parking lot, and exit their vehicles immediately upon arrival. All car doors must be locked. Absolutely no cruising or loitering is permitted in the parking lot at any time. No student is permitted in the parking lot at any time during the school day (8:00 AM – 3:30 PM) unless escorted by a staff member. Students observed in the school parking lot during school hours without permission may be considered truant and will be issued a consequence for skipping.
6. Departure from School – Upon dismissal from school, student drivers are to enter their vehicles and are not permitted to loiter in the parking lot.
7. Accidents – Any student who has been involved in an accident, or has sustained damage to his/her vehicle, must report the incident as soon as possible to 21CC security and/or administration.

EARLY COLLEGE PROGRAM (HIGH SCHOOL)

Our Early College program begins as early as 8th grade, with students able to take the college entrance exam, and students who pass may begin taking college credit courses at no cost to them as soon as their freshman year – or sooner! Students who remain in good academic and behavioral standing may earn as many as 60 college credits – and a full, accredited college Associates Degree before they even graduate from high school. These courses will fulfill both high school and college credits.

21st Century Charter School at Gary is committed to excellence in education. As part of that commitment, and in order to meet the State of Indiana’s requirement that students demonstrate College and Career Readiness during their high school years, effective for the graduating class of 2022 and encouraged for all classes graduating sooner, as part of the Core 40 (or higher) diploma requirements, all students must earn twenty-four (24) college credits from an accredited Indiana college or university, in accordance with established 21st Century Charter School at Gary policy for earning college credits.

This requirement may be waived only under the following reasons:

- Approved in a student’s Individual Education Plan (IEP)
- Recommended in writing by School Principal and approved by School Superintendent.

Students who participate in our Early College Program and are jointly enrolled in Ivy Tech will have their Ivy Tech grade posted on their 21st Century Charter School at Gary transcript based on the Ivy Tech grading scale. These are dual credit (high school and college) classes; therefore they are part of the permanent high school transcript. If a student fails a class at Ivy Tech, they will be responsible for the full cost of the class/textbook. Additionally, prior to being allowed to enroll in additional dual credit courses, any outstanding costs of the class/textbook must be paid in full. Outstanding balances may cause a student’s transcript, diploma, or other records to be withheld. However, the staff and administration at the school remain fully committed to every student’s success and, together with the student’s hard work and commitment will provide every resource possible to support each student’s success in the program.

EMERGENCY CLOSINGS

It may be necessary for the school to close or delay opening because of severe weather conditions or other emergency situations. If a closing seems possible, we request that you watch one of the following television stations for this information, or check the websites of the below named news outlets. www.emergencyclosingcenter.com

CBS	NBC	WGN	ABC	FOX	WGCI	Power92
Channel 2	Channel 5	Channel 9	Channel 7	Fox 32	107.5	106.3

FIELD TRIPS

Students may go on field trips within and outside the city limits of Gary as a general part of their education. Details concerning field trips will be shared with parents/guardians as the trips are planned. Permission slips will be issued for field trips away from the school when bus transportation is used. Any parent wishing to chaperone and accompany their child’s class on a field trip must have an approved background check on file at least one week prior to the field trip. Background check forms are available in the main office and are free of charge. They may be completed at any point during the year.

HEALTH, INJURY, AND ILLNESS REPORTING PROCEDURES

1. When a student becomes ill or injured at school he/she is to report to the teacher. The teacher will initiate a "Nurse Referral".
2. It is school policy to send a student home with a temperature of 100° degrees or higher. The student should remain at home until his/her temperature has been below 100° for 24 hours without fever reducing medications.
3. The parent/guardian is responsible for transporting the student home or for making arrangements for transportation. If the student is to be released to someone other than the parent/guardian, the school must be notified by the parent/guardian. Another student may not transport a student who is ill or injured. The school nurse may not transport ill or injured students.
4. If the parent/guardian cannot be reached, persons who are listed on the enrollment/emergency card as "will assume care for my child if I cannot be reached" will be contacted in the order given (#1 first and #2 if necessary). Parent/guardian permission to release the student to anyone other than the parent/guardian must be on file or verbally obtained.
5. In the event that the student's parent, guardian, or designated temporary caretaker cannot be contacted, the school nurse or designee will use his/her best judgment to determine the seriousness of the student's condition. If the student's condition is not deemed too serious, he/she will be transported home by the usual means.
6. If the school nurse or designee determines that the student's condition appears to require immediate medical attention, Emergency Medical Services will be requested, and their recommendations will be followed.
7. 21st Century Charter School at Gary does not assume financial responsibility for Emergency Medical Services, emergency transportation, or medical services rendered.

HOMEWORK HOTLINE

21st Century Charter School at Gary students seeking assistance in their math and science studies can receive assistance from the Rose-Hulman Institute of Technology Hotline. This service is available to students Sunday-Thursday from 7pm-10pm (EST). The number to call for the service is 1-877-ASK-ROSE (275-7673), or online, log on to www.AskRose.org

HOMEWORK POLICY

21st Century Charter School at Gary students can expect to be given a homework assignment every night. Each student is required to carry a planner. Homework is an essential part of the learning process and is part of the student's daily responsibility.

IMMUNIZATIONS

Indiana Code requires that the school corporation maintain a file of immunization history for each student. When a student enrolls for the first time or any subsequent time and at any level at 21st Century Charter School at Gary, his/her parents must show either that he/she has been immunized, or that a current religious or medical objection is on file. The law further states

that no child may remain in school beyond the date of his/her enrollment without minimum required immunizations.

MEDICATION POLICY

When it is necessary for a student to take medication during the school day, Indiana State Code must be followed. Both prescription and non-prescription medication must be brought to the school clinic and kept there for the school nurse or designee to dispense. Medication may be given or dispensed only by a school administrator, school nurse, teacher, or other school employee designated by the school administrator.

It is the parent/guardian's responsibility to administer all morning and late afternoon prescription medications for their student. The school will only administer medications that are medically necessary that a parent is unable to give during school hours and will only do so with written permission from both the student's doctor and parent/guardian. Forms are available in the front office.

1. The consent of the parent shall be valid only for the period specified on the consent form, and in no case longer than the current school year. The parent note should include the time schedule for administration of medication. If the medication is to be terminated prior to the date on the prescription, the written consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.
2. Medication must be in the original pharmacy container with the pharmacy label bearing: **date, student's name, name of medication and strength, directions for administering (frequency and amount).**
3. In no instance may the physician's-ordered medication dosage or frequency of administration for prescription medication be altered.
4. In no instance may the student carry inhaler(s) on him/herself without a **Student Asthma Action Card** filed in the clinic and signed by parent and physician, giving permission for the student to carry an inhaler on his or her person.

Non-Prescription Medication

1. The school must have written permission from parent and doctor including: **date, student's name, name of medication, amount to be given, frequency of administration and time schedule and date to discontinue.**
2. The medicine must be in original container bearing: **name of medication, directions for use, recommended dosage and manufacturer's expiration date (if appropriate).**
3. Medication container must be labeled with student's name in permanent marker.
4. In NO INSTANCE may the manufacturer's recommended dosage or frequency of administration for non-prescription medications be exceeded, unless a written note from the physician, stating that the medication may be given, is presented with the medication.

MONEY

It is strongly suggested that students not be allowed to carry significant amounts of money to school unless there is a specific purpose for which it is to be used. In cases where money is lost or stolen, school personnel will not investigate.

PARENT RIGHTS

Parents have the right to see all records that pertain to their individual student (under the age of 18). If you desire to view your child's records, contact the Principal. Student records may not leave the office area. You will be given a private area to view the records, and we are happy to make copies for you. By law, student records must be kept confidential and viewed only by school personnel dealing with the child directly. A student's educational record may not be shared publicly in any way without expressed written permission of the parent or guardian. If you wish to review records, please make an appointment with the front office.

1. **Non-Custodial Parent Rights** - Unless a court order is on file preventing a parent from visiting or receiving information concerning a child, non-custodial parents have the right to visit children, view records, and take part in communications regarding the child. Please contact the Principal concerning any problems with custodial and non-custodial parents that would affect our school.
2. **Special Education** - Parents of students identified with disabilities have certain legal rights. Please contact the office for a copy of those rights and educational safeguards.

PARENT-TEACHER CONFERENCES

Achieving maximum progress for your child necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are the best means of accomplishing this goal. The teacher or the parent can initiate such a conference by calling for an appointment. Conferences can be held in person or by phone. The dates for regularly scheduled conferences are noted on the school calendar. Parents are required to attend.

If, as a parent, you have a concern about something that has happened at school, or if you feel there is some kind of situation that is causing your child to perform below par, please contact the proper person at school. Please contact the child's teacher first. If the problem is not resolved, then contact the Principal. We welcome the opportunity to talk with you about any of your concerns.

PARENT-TEACHER ORGANIZATION – (PAWSS)

All parents, foster parents, guardians, and teachers are encouraged to take an active part in school activities. One way to do so is to join the Parents At Work for Student Success (PAWSS) organization and attend its meetings and special programs. Meetings will be scheduled regularly throughout the year, and programs are planned to offer entertainment, enlightenment, fundraising experiences and a chance for parents to get to know the school personnel and other parents and to provide volunteer service to the school.

PARENT VISITATION & PARTICIPATION

We welcome parents/guardians in our school. In order to prevent the disruption of classroom learning please schedule visits to your child's classroom by calling the office and scheduling the visit at least two school days in advance. Prior to scheduling, please ensure that a recent background check is on file; otherwise, your request to visit classrooms will be denied. When checking in, the front office will issue a visitor's badge through our new Ident-A-Kid system, which requires a valid, state issued ID. Visitors/Parents must sign out upon leaving the building.

Parents who would like to conference with their child's teacher should make a scheduled appointment.

Families, community organizations, businesses, and other groups are encouraged to apply to volunteer at 21st Century Charter School. Background checks must be completed for any volunteer to work with students in our school at any time. The Indiana Code requires that a limited criminal history check be on file in the school office for each volunteer, annually.

PHOTO RELEASE RIGHTS

A form indicating your decision on photo release rights for your child was included in the registration packet for 21st Century Charter School at Gary. If you have questions regarding the photo release policy, or if you wish to change your decision regarding your child's photo release rights, please contact the appropriate registrar:

- Grades K-7: Nikki Stewart- nstewart@geoacademies.org
- Grades 8-12: LaTysha Sanders- lsanders@geoacademies.org

SCHOOL BOARD

School Board meetings will be announced and parents/guardians are encouraged to attend whenever possible. You may contact our school board at any time by email at: Emailthe21CenturyBoard@geoacademies.org, or by sending a letter directly to "Board President" at the school's address.

SUSPICION OF ABUSE REPORTING POLICY

Indiana Law requires a person to immediately report suspected and reported child abuse to the authorities and in organizations such as 21st Century Charter School @ Gary, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. All employees and volunteers at 21st Century Charter School must adhere to the following procedures:

In the event of suspected, reported or discovered child abuse or violation of the Child Protection Guidelines of the 21st Century Charter School, the employee or volunteer shall immediately notify the principal. In the absence of the principal, notify Dana Johnson, Attorney for GEO 317-536-1026 ext. 4207. In the event of suspected, reported, or discovered child abuse or neglect, the principal will also immediately make a report to the local child protection service or law enforcement agency.

K-3 Contact: Miss. Nikki Dates, Elementary Principal.....219-886-9339 ext.3132
 4-7 Contact: Mr. Daniel Velasco, Middle School Principal.....219-886-9339 ext.3553
 8-12 Contact: Mr. Daniel Velasco, Interim High School Principal 219-806-4200 ext. 3553
 Secondary Contact: Dana Teasley, School Attorney.....317-713-4207
 Gary Police Department.....219-881-1214
 Child Protection Services219-886-6000

At the beginning of each school administrative year, all employees and volunteers working with minor children will receive training regarding the signs of child abuse, including child sexual abuse, and will receive instruction regarding reporting procedures for any and all suspected child abuse.

SMOKING POLICY

SMOKING IS NOT PERMITTED anywhere on school property, including around or inside all buildings, school grounds or vehicles on school property. Smoking will also not be permitted while on field trips or any athletic events while playing away or at the school.

STUDENT DELIVERIES

Balloons, flowers, lunch, cakes, cupcakes, anything associated with birthdays etc. **cannot** be delivered during the school day. Lunch money, projects, etc., may be left with the receptionist for students to retrieve.

SUMMER SCHOOL

Students who do not meet grade level proficiency as determined by: NWEA, ILEARN, and or ISTEP 10+ will be required to attend summer school, per our approved School Board Policy. Students are required to have 90% attendance to summer school. Students who do not meet summer school attendance requirements are at risk of losing their seat at 21st Century for the following academic school year.

TECHNOLOGY USE POLICY

Use of technology is essential to the curriculum and learning at 21st Century Charter School at Gary. Students will participate in a variety of lessons and activities using computers, printers, scanners, and other digital equipment. Students will receive training to use technology at school and home. Students are expected to follow and agree to the “Acceptable Use Policy” signed by all students and parents upon acceptance of enrollment. Appropriate use of technology is outlined below.

1. **Acceptable Use Policy** - Regardless of the circumstance, each student is expected to be responsible and honest, use common sense, and practice proper etiquette at all times. Millions of dollars have been invested in hardware and software in schools to prepare students for today and tomorrow’s world. It is important that students help protect the investment. In order to comply, the following rules are in effect:
 - a. It is a federal crime to unlawfully copy software; any student attempting to copy the school’s software and/or multi-media materials will be referred to the school’s

administration and law enforcement for disciplinary consequences according to the student handbook for vandalism.

- b. Tampering with or vandalizing any part of the hardware or software will result in disciplinary consequences according to the student handbook for vandalism.
- c. Using any commands on the computer that could alter the operations of any part of the computer system, including the default settings, will result in disciplinary consequences according to the student handbook for vandalism.
- d. The downloading of programs from any source is strictly prohibited. Failure to comply will be treated as vandalism.
- e. Use of computers outside of class period and after school is at the discretion of the teacher. No student is to use computers without an authorized faculty or staff member or parent (at home) present. Failure to comply will be treated as vandalism.
- f. Students are not allowed to take computers out of the school without teacher approval. Failure to comply will be treated as theft. See Technology agreement.

2. **Consequences for misuse** -

- a. First Offense: Changing computer configuration, deliberately accessing another student's account, deliberately harming any of the equipment, or surfing the web without an educational assignment will result in the parent being called and student losing all computer privileges for a specified period of time outside of the usage necessary for the basic curriculum.
- b. Repeat offenders and/or students who deliberately access pornographic materials from the Internet will lose all computer privileges and will be processed through expulsion procedures. Student will be immediately suspended out of school for any such infraction.

UNIFORM POLICY

The dress code policy at 21st Century Charter School @ Gary has been designed to provide a uniform atmosphere that encourages learning by removing unnecessary distractions. ***Each family that accepts enrollment in the school also accepts the dress code as mandatory.*** If there is a change in dress code for a field trip or special event, parents will be notified of the change prior to the day of the event. Otherwise, the dress code must be followed at all times.

We rely on our parents to help reinforce our uniform policy. The following guidelines for our uniform policy will be strictly enforced beginning **the first day of school**. Our uniform attire may be purchased from **Linda Scott at 21st Century Charter School (elementary bldg.) and/or Brady's This Is It.**

TOPS:

- Elementary grades **K-6:** **NAVY school logo** shirts-
- Middle School grades **7-8:** **GREEN school logo** shirts
- High School grades **9-12:** **RED school logo** shirts

BOTTOMS:

- All students must wear **BLACK** pants/slacks; with no embellishments/designs (No jean material will be allowed).
- Shoes must be solid **BLACK**, with no color or design allowed on the shoes.
- Males must wear a **BLACK** belt.
- Girls if they so choose must wear a **BLACK** belt.
- **Knee** length shorts may be worn in **August, September, and May Months ONLY.**
- Cardigan Sweaters in black are acceptable and must be worn with the uniform shirt.

- **NO CARGO PANTS, CAPRI PANTS, LEGGINGS, JEGGINGS, JEANS SWEATPANTS, OR HOODIES WILL BE ALLOWED.**

- Females may wear **BLACK** **pleated** knee length Skirts only if worn with black tights or leggings underneath.

THIS DRESS CODE WILL BE STRICTLY ENFORCED BEGINNING THE FIRST DAY OF SCHOOL

WORK PERMITS (HIGH SCHOOL)

Work permits are issued by the principal. This is a two-step procedure. The student must first obtain the "Intent to Employ" card from the employer. Then, the student must bring his/her completed "Intent to Employ" form signed by his/her parent/guardian and his/her prospective employer. A work permit will be generated by the principal and given to the student. These steps must be followed each time a student changes employment.

ELEMENTARY SCHOOL STUDENTS: Please detach this sheet from Handbook and turn it in directly to Mrs. Stewart (Elementary front office) or your teacher

MIDDLE SCHOOL STUDENTS: Please detach this sheet from Handbook and turn it in directly to Miss Scott (Middle School front office)

HIGH SCHOOL STUDENTS: Please detach this sheet from Handbook and turn it in directly to Mrs. Myers (High School front office)



I, _____, have read and understand the 21st Century Charter School @ Gary student handbook and agree to adhere to expectations for attendance, behavior, and academic progress. I understand that failure to comply with any expectations dictated in the handbook may result in disciplinary action, including my suspension or expulsion from the school.

I understand that I am expected to give 100% at school, and that I am expected to uphold and exhibit the character traits honored by 21st Century Charter School @ Gary: Respect, Integrity, Courage, Empathy, Responsibility, and Honesty.

Signature of Student: _____

Signature of Parent/Legal Guardian/Caretaker: _____

Date: _____



ELEMENTARY SCHOOL STUDENTS: Please detach this sheet from Handbook and turn it in directly to Mrs. Stewart (Elementary front office) or your teacher

MIDDLE SCHOOL STUDENTS: Please detach this sheet from Handbook and turn it in directly to Miss Scott (Middle School front office)

HIGH SCHOOL STUDENTS: Please detach this sheet from Handbook and turn it in directly to Mrs. Myers (High School front office)



PHOTOGRAPH and MEDIA RELEASE FORM

Student Name: _____ Date of Birth _____

I, _____, the undersigned, hereby (grant____/do not grant____) permission to have photographs or other images taken of my child. I authorize the use of these photographs for the general purposes as determined by 21st Century Charter School at Gary and the Greater Educational Opportunities Foundation without tie restriction of such pictures or any portion thereof/ I further waiver any claim for compensation, financial or otherwise, in connection with the aforementioned pictures. I understand that my child's photo may also be used on social media sites, such as – but not limited to – Facebook, Instagram, Twitter, SnapChat, or others.

Signature of Parent/Legal Guardian/Caretaker: _____

Date: _____