



2020-2021 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 written in a cursive style.

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



Dear 21st Century Family,

It is my great pleasure and honor to lead the GEO family at 21st Century Charter School in Gary as principal of the K – 12 grades. I 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, Twitter and DOJO. 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,

Mrs. McIntosh	K-3 Principal
Ms. Nikki Dates	4-7 Principal
Mr. Daniel Velasco	8-12 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.

PANDEMIC STATEMENT

21st Century Charter School is dedicated to the safety of students, staff, and visitors on our campuses. As new guidelines develop from either local, state or federal agencies regarding COVID-19 (or any other public health emergency), our policies and expectations may also need to be adjusted. If this occurs, we will be sure to inform the parents and students. Please make sure your contact information remains current in Powerschool (our student management system) so you receive important information from the school. Parents are asked to contact their child's school immediately within 24 hours if your child is positive for COVID-19 so that a contact trace can be conducted.

EXPECTATION OF CIVILITY - CIVILITY POLICY

The staff, faculty and administrators of this school operate under the umbrella of a civility policy at 21st Century Charter School. There is an expectation of common civility in all interactions with members of the community. If that civility is breached, the employee is authorized to inform the violator that the interaction must be terminated for the time being. This includes, but is not limited to, phone calls, appointments (in-person/virtual), drop-ins, chance meetings, etc. The interaction may be initiated again once the violator has calmed down. The CAO, or other district/building administrator has the authority to prohibit the entry of any person to the school or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If the individual refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request removal by the local law enforcement agency.

MISSION STATEMENT

The 21st Century Charter School @ 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
K- 7th School Attendance	219-886-9339 ext 3113
Elementary School Nurse	219-886-9339 ext 3137
School Closing Information	219-886-9339 Option 5
Middle School Front Office	219-888-7130 Option 0
Middle School Nurse	219-888-7130 ext 3505
High School Front Office	219-806-4200 Option 0
High School Attendance	219-806-4200 ext 3513
High School Nurse	219-806-4200 Ext 3522

SCHOOL HOURS

ELEMENTARY (K-3)

Monday – Thursday (KG - 1st): 8:00 AM – 3:00PM

Monday - Thursday (2nd & 3rd): 8:00 AM - 3:30 PM

Friday (K-3rd): - 8:00 AM - 2:00 PM

MIDDLE & HIGH SCHOOL (4-12)

Monday-Thursday (4-12): 8:00 am - 3:30 pm

Friday (4th - 12th): 8:00 am - 2:00

Before-school

- Students may arrive at school at 7:30 AM and enter through the main doors of the school. All students must report directly to the cafeteria and remain there until dismissed to their respective classes.
- Breakfast is served from 7:30 AM-8:00 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.

Exiting the building

- Students must leave the school building immediately following our 3:30 PM 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 Monday thru Thursday and 1:00 pm on Friday.**
- If students are staying for after-school activities, they must be in their designated area by 3:40 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 (Monday-Thursday) and 3:00 PM on Friday, 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.

21st Century Charter School at Gary
Academic Calendar for Indiana
 2020-2021 School Calendar

A GEO Academies School

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Important School Dates	
Kindergarten Boot Camp	July 6-17, 2020
Teacher Institute	July 27-August 7, 2020
Back to School Night K-3	August 27, 2020
Back to School Night 4-7	August 28, 2020
First Day of School (K, 1, 4, 7, 8, 9)	August 10, 2020
First Day of School (2, 3, 5, 6, 10, 11, 12)	August 12, 2020
Last Day of School	May 28, 2021
Graduation	May 25, 2021

School not in session for students	
Professional Development	July 27 - Aug 7
Labor Day	September 7, 2020
Fall Break	October 19, 2020
Thanksgiving	November 23-27
Winter Break	December 23-January 5
Dr. Martin Luther King Day	January 18, 2021
Professional Development (Teachers only)	January 4 - 5, 2021
President's Day	February 15, 2021
Spring Break	March 15-19, 2021
Good Friday	April 2, 2021
Professional Development	June 1-4

Grading Periods and Conferences	
Quarter 1 (45 days)	8/10-10/12
Quarterly Assessments	10/8-10/9
Quarter 1 Conferences	10/15-10/16
Quarter 2 (44 days)	10/13-12/22
Finals	12/18/2020-12/22/2020
Quarter 2 Conferences	1/7/-1/8/2021
Quarter 3 (47 days)	/6/2021-3/12/2021
Quarterly Assessments	3/9/2021-3/12/2021
Quarter 3 Conferences	03/26/2021
Quarter 4 (49 days)	3/22-5/28
Finals	5/25-5/28

State Assessment Calendar	
Summer ISTEP Retest	July 20-August 14/2020
Winter ISTEP	November 9-December 11/2020
Spring Retest	February 2-February 26/2021
iLearn Grades 3-8	April 19-May 14/2021
IREAD Grade 3 only	May 10-21/2021
IREAD Grade 3 only Summer	May 25-July 16/2021

Summer School	
First Session	6/7-6/30/2021
Second Session	7/5-23/2021

Instructional Days	
Instructional Days	
Teacher Days	

School not in session
Parent - Teacher Conferences
Professional Development Days
First Day / Last Day

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
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21	22	23	24	25	26	27
28						

March 2021						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

subject to change based on state guidance to be released after July 4

Chronic Absenteeism

IDOE

Updated: Wed, 09/30/2020

Chronic absenteeism and habitual truancy are important predictors of school performance, including high school graduation. Average daily attendance rates often mask the number of students who are chronically absent – which equate to missing ten percent of the school year or approximately 18 school days for any reason. Research completed by the Center for Evaluation and Education Policy at Indiana University indicate that students in Indiana's public school corporations who are chronically absent from school perform at lower levels on Indiana's student learning assessments. Further, students who are routinely absent are also more likely to drop out of high school prior to earning their high school diploma (Spradlin, Stephanie, Chen, Shi, Chen, Han, & Cierniak, 2012; Spradlin, Shi, Ciernack, Chen, & Han, 2012). Several factors appear to influence student attendance in schools across the state; however, socioeconomic status appears the most significant (Spradlin, et al., 2012).

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 violations 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 (HIGH SCHOOL)

Fall Season Boys and Girls Cross Country: Grades 7-12
 Volleyball: Grades 7-12

Winter Season Elementary Boys Girls Basketball: Grades 3-6
 Boys and Girls Basketball: Grades 7-12
 Cheerleading: Grades 7-12
 Dance: Grades 7-12

Spring Season

Boys and Girls Track and Field: Grades 7-12

Baseball: Grades 9-12

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.

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 @ 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 – either for a full day, for being late to school (past 8:00 a.m.), or for leaving early – when time away from school occurs. Such 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
5. **Early releases also require a parent to come to the front office and sign the student out on the day of the release. See Page 7 for additional early release information.**

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 @ 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 for 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 at school on time. **Students are tardy at 8:01 AM.**

A tardy log will be kept in the front office. **If a student is tardy to school, his/her parent/guardian must accompany them to the main office and sign him/her 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 at school with the principal/assistant principal.

In the middle/ 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 make 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 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 7:30 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 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 @ 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.

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
- Messaging on Class Dojo
- Writing a note for your child to hand to their teacher
- Calling the school to leave a message for the teacher. All calls will be returned within a 24 hour period. (Please communicate with your child's teacher before or after school, and are asked not to call the classroom during instructional time).

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

CONNECT ED/BLACKBOARD CONNECT

We believe that communication with our families is an essential component to a strong school. 21st Century Charter School @ Gary has a phone service that allows us to create phone calls, emails and text messages 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 phone number you have on file with us. Please inform the school if your phone number changes so that we are always current case an emergency arises.

POWERSCHOOL

Our school has implemented a new 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

- Student Gradebooks

Each teacher and parent is to be registered with a username to access PowerSchool’s online database. It is the expectation that all parents register in Powerschool to have immediate access to the child’s gradebook and report cards. *If you are not yet registered, please contact the 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. Such behavior will result in correlative consequences to the committed offenses. 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	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 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	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	1) Suspension, possible recommendation for expulsion. 2) Reimbursement or repair of damages.

<p>Technology misuse: Tampering with servers, files, pornography, adult sites</p>	<p>1) Suspension, loss of technology use privileges, and possible recommendation for expulsion. 2) Reimbursement or repair of damages.</p>
<p>Electronic devices during school hours: (Including, but not limited to: cell phones, mp3 players, game systems, etc.)</p>	<p>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</p>
<p>Theft of school property Removing school property from a designated location without permission from school personnel</p>	<p>1) Suspension, possible recommendation for expulsion. 2) Reimbursement or return of undamaged Property will be required 3) Police will be contacted</p>
<p>Skipping class: Not in class and accounted for when class begins</p>	<p>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.</p>
<p>Obscenity/ profanity: Using language that is offensive and profane in conversation</p>	<p>1) First offense – referral to Dean. Parent is notified and student is assigned an after school detention. 2) Additional offenses will be handled based on severity: <ul style="list-style-type: none"> ● Level 1: after school detention ● Level 2: Saturday school ● Level 3: Parent meeting and possible suspension 4) Continued offenses will result in mandatory parent meeting and behavior contract. *Profanity directed towards any staff member will result in a 1 Day suspension.</p>
<p>Fighting: Any confrontation in which both parties have contributed in a conflict by words, actions, or deeds</p>	<p>1) First offense – suspension for 1-5 days, possible recommendation for expulsion. 2) Second offense – suspension for 1-10 days, pending expulsion. <i>Each incident could result in a possible arrest.</i></p>

Leaving school grounds without permission	<ol style="list-style-type: none"> 1) First offense – contact is made to parents. Assign to ISS. 2) Second offense – student is to attend mandatory Saturday School. 3) Third offense – suspension for 1 4) Additional offenses will have more severe consequences
Horseplay: Running, hitting another student, “playing” outside of recess time, or “play-fighting”	<ol style="list-style-type: none"> 1) First offense – referral to Dean. Assigned to ISS or after school detention. 2) Second offense – student is to attend an after school detention/ ISS / Saturday School 3) Third offense – suspension for 1-3 days.
<i>SEVERE Violation, not limited to:</i>	<i>DISCIPLINARY ACTIONS TO BE FOLLOWED</i>
Use of or threat with a weapon, or any item that can be construed as a weapon: An act or action where the use of a weapon is implied, or the verbal threat of the use of a weapon, including but not limited to such on social media	<p>10 day suspension while an investigation is conducted.</p> <p>Suspension/expulsion after the completion of the investigation.</p> <p>Possible arrest.</p>
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-alike 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.*

DRIVING RULES AND REGULATIONS (HIGH SCHOOL)

Driving and parking at 21st Century Charter School @ 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 the 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 – 3:00 PM) without permission from the Academic Coach. Students observed in the school parking lot during school hours without permission may be considered truant.
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.

At a very minimum, the 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 2017-2018, and encouraged for all classes graduating sooner, as part of the Core 40 (or higher) diploma requirements, all students must earn three (3) 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 @ 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 or Class Dojo

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.

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 @ Gary does not assume financial responsibility for Emergency Medical Services, emergency transportation, or medical services rendered.

HOMEWORK HOTLINE

21st Century Charter School @ 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 @ 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 @ 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.

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 school 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. No information can be shared publicly in any way without expressed written permission of the parent or guardian.

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 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.

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 each of the four scheduled parent conferences throughout the year.

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 well ahead of time. Please check in at the front office to be issued a visitor badge and to sign in. Visitors/Parents will be issued a visitors badge upon presentation of a valid picture 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, each year.

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 Nikki Stewart at nstewart@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: Mrs. Nicole McIntosh , Principal

219-886-9339 ext. 3142

4-7 Contact: Ms. Nikki Dates, Principal

219-888-7130 ext. 3132

8-12 Contact: Mr Daniel Velasco Principal

219-806-4200 ext. 3310

Secondary Contact: Dana Teasley, School Attorney
Gary Police Department
Child Protection Services

317-713-4207
219-881-1214
219-886-6000

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, 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 fail one or both parts of ISTEP+ (grades 3-8), NWEA, ILEARN, DIBELS or any subject of the ECA testing (high school), as well as students who are formally retained will be required to attend summer school, per our approved School Board Policy. Students should anticipate no less than 30 days of summer school (5 weeks), and students should expect to attend in their full uniform for the entire day. Attendance in summer school does not guarantee promotion to the next grade.

TECHNOLOGY USE POLICY

Use of technology is essential to the curriculum and learning at GEO Academy Schools. What follows are expectations for staff regarding staff and Scholar technology use.

Staff members shall instruct for their Scholars regarding the appropriate use of technology and online safety and security.

Staff members will monitor the online activities of Scholars. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Scholars are expected to follow the “Acceptable Use Policy” signed by all scholars and parents upon enrollment. Appropriate Scholar use of technology is outlined below.

Acceptable Use Policy - Each student is expected to be responsible and honest, use common sense, and practice proper etiquette. GEO Academy Schools have invested significantly in hardware and software to prepare Scholars for today and tomorrow’s world. Because its Technology Resources are not unlimited, the School also has instituted restrictions to preserve these resources, such as placing limits on use of bandwidth, storage space, and printers. Scholars must protect this investment. In order to comply, the following rules are in effect:

Scholars are prohibited from engaging in actions that are **illegal** (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or **unkind** (such as personal attacks, invasion of privacy, injurious comment, and the like) when using School issued Technology Resources. It is a **federal crime** to unlawfully copy software; any Scholar 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.

a. Scholars shall not use any technology (including social media) to **bully, demean, or injure** others.

b. Scholars have no right or expectation of privacy when using School issued Technology Resources (including but not limited to privacy in the content of their personal files, e-mails and records of their online activity when using the School's hardware, software, computer network and/or Internet connection).

c. **Tampering** with or **vandalizing** any part of the hardware or software will result in disciplinary consequences. Families will be **financially responsible** for any damages caused to the equipment.

d. Using any commands on any computer or other device that could alter the operations of any part of the computer system, including the default settings, will result in disciplinary consequences.

e. The downloading of programs from any source is strictly prohibited.

f. GEO Academy Schools have initiated a one-to-one program to allow learning beyond the traditional school day. As such, each student will be given a School owned device to use. When given the device there will be detailed guidance on the safe and appropriate use of the device as well as possible financial penalties if the device is damaged.

g. For more information about the School's Code of Discipline, including the discipline required for acts of vandalism of School property, please refer to the Parent and Scholar Handbook.

1. **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 the 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 shirts may be purchased from **Linda Scott at the elementary building, Tameka Myers-Jones at the high school and/or Brady's This Is It on 25th in Gary.**

TOPS:

- Grade **K-6:** **NAVY** school logo shirts-
- Grades **7-8:** **GREEN** school logo shirts
- 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, 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

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

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: _____

