



21ST CENTURY CHARTER SCHOOL

AT GARY

Through these doors walk college graduates

**556 WASHINGTON STREET
GARY, INDIANA 46402
Tel: 219-886-9339 Fax: 219-886-9333
[HTTP://21CCHARTERGARY.ORG](http://21cchartergary.org)**

Family & Student Handbook 2011-2012

**Mrs. Angela D. West
Principal**

Nondiscrimination Policy

No school owned or operated by 21st Century Charter School, Inc. shall discriminate against any student, teacher, or employee on the basis of race, religion, gender, or national origin. Furthermore, in regards to students, 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 program.

Mission Statement

The 21st Century Charter School will make “no excuses” for its student population and will dedicate itself to ensure 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.

Slogan

Empower through Education

School Mascot

Cougar

Values

Respect

To show regard, consideration, and courtesy for the rights and feelings of others; proper regard for one's community and one's self

Responsibility

To be able to distinguish between right and wrong and to be held accountable for one's actions

Honesty

To neither lie, steal, nor cheat

Courage

To have the inner strength to do the right thing even when it is most difficult; to have the courage of one's convictions even when those convictions are unpopular or inconvenient

Empathy

The ability to sense and understand someone else's feeling as if they were one's own

Caring

Compassionate or showing concern for others

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Every student is expected to use his/her agenda book to write down homework and keep track of project due dates. Each classroom teacher will further explain how students will write down their assignments. The agenda books are a great way for parents to communicate with teachers and be able to track assignment/homework completion for their children. If this agenda book is lost or destroyed at any time of the year, the student is responsible for replacing it at a cost of \$5.00.

Athletics

Fall Season Boys and Girls Cross Country: Grades 6-12
Volleyball: Grades 6-12

Winter Season Boys and Girls Basketball: Grades 6-12
Cheerleading: Grades 6-12
Dance: Grades K-12

Spring Season Boys and Girls Track and Field: Grades 6-12

21st Century Charter School @ Gary is an IHSAA school and participates in High School Athletic competitions and requires our athletes (grades 9-12) to follow IHSAA eligibility rules. Student academic progress is the first priority here at 21st Century Charter School @ Gary. Students are only allowed one incomplete grade on each quarter's report card to be eligible for our athletic program. The previous school year's 2nd semester grades and 1st quarter grades affect fall sport eligibility (cross country/volleyball). 1st quarter and 1st semester grades affect winter sport eligibility (basketball/cheerleading/dance), and 1st semester and 3rd quarter grades affect spring sport eligibility (track and field).

It is strongly recommended that students participating in 21st Century Charter School @ Gary Athletic Programs meet personal academic goals and those students continue to display academic development in and out of season. Meeting academic goals demonstrates a student's ability to meet academic requirements and participate in extracurricular activities successfully.

More information is available for students and parents who are interested in our sports program through the Athletic Department, Director Mr. Haskins.

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:

A. Excused Absences – 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. 3100, before 9:00 a.m. on the day of the absence to report the nature of the absence.

An excused absence may be granted for the following reasons:

- Death in the immediate family
- Medical, dental, court, and/or other required appointments. Statement from the doctor, dentist, etc., required upon return to school
- Personal illness or injury
- Serving as a Paige in the Indiana General Assembly
- Major religious holiday

Failure to do so will result in an unexcused absence for the day the student is absent.

- After three (3) days of cumulative absence due to an illness (excused or unexcused), a doctor's statement or other verification will be required upon the student's return to school.
- After five (5) days of cumulative absences (excused or unexcused), a conference between the student, the parent, and the principal will be required to assess the reasons for absences and the impact the absences are having on the student's academic work.
- After seven (7) days of cumulative absences (excused or unexcused), 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.
- At ten (10) days of cumulative absence (excused or unexcused), the student will be in violation of our attendance policy and will be referred to the Lake County Superior Court Juvenile Division Special Services Truancy Program. If tardiness continues the family will be asked to participate in an expulsion hearing that could lead to the student's expulsion from 21st Century Charter School @ Gary.

A student is expected to make up work within the same amount of time for which they were 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.

B. Early Release – A parent or guardian must report to the front office to sign the student out before the early release. After three (3) early release days other than for a DOCUMENTED medical, dental, or legal appointment the early release day will be considered an unexcused absence on your child's record for that third day and each UNDOCUMENTED early release thereafter. This can put your child at risk of repeating the same grade.

C. Tardiness – *School starts at 8:00 a.m.* A student late for school may be excused only for a documented medical, dental, or other required appointment. Otherwise the student will be considered to have an unexcused tardy.

Any student who is late to school must report to the front office for an unexcused tardy pass.

- After five (5) days of cumulative tardiness (excused or unexcused), a conference between the student, the parent, and the principal will be required to assess the reasons for the tardiness and the impact the tardies are having on the student's academic work.
- After seven (7) days of cumulative tardiness (excused or unexcused), a certified letter will be sent to the parent/guardian indicating that additional tardies could jeopardize the student's enrollment at 21st Century Charter School @ Gary.
- At ten (10) days of cumulative tardiness (excused or unexcused) the student will be in violation of our attendance policy and will be referred to the Lake County Superior Court Juvenile Division Special Services Truancy Program. If tardiness continues the family will be asked to participate in an expulsion hearing that could lead to the student's expulsion from 21st Century Charter School @ Gary.

D. Truancy – Any unexcused absence is considered a truancy. If a student is truant more than (5) times during the year, he/she will be considered "habitually truant" under Indiana law and school policy. Habitual truants and their parents/guardians will be reported to the Lake County Prosecutor's Office. Habitual truants may be dismissed from the school.

Before-school

- Students may arrive to school as early as 7:00 AM and enter through the middle doors of the school. All students must report directly to the gym and remain there until dismissed to their respective classes.
- 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.

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.
- 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

- From 3:45-6:00 PM, students still on school premises will go to the after school study hall room until a parent comes to the designated after school door to pick the student up.
- Parents/Guardians picking up students must follow the school's dismissal plan for student pick-up. All students will be dismissed at 3:30 PM.

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.

Cafeteria

Food Professional Services 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 are asked to prepay for their meal plans with the front office. 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 Phone/ Electronic Devices

No student may use a cell phone/electronic device on school property during the hours of 7:00 AM-3:30 PM. During school hours cell phones/electronic devices must be turned off (not on vibrate mode) and stored out of sight in the students locker. 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. 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. Additional cell phone/electronic device policy is found under Discipline Philosophy.

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

Change of Personal Information

If a student changes his/her name, telephone number, or address, the parent must report the new information promptly to the attendance office. The telephone number is 219-886-9339 ext 3100.

Child Protection Guidelines

1. All adult and youth employees and volunteers must be screened 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. A situation where one person is alone with a child or youth should be avoided.
4. All employees and volunteers working with children and youth are required to be members or active constituents of the 21st Century Charter School @ Gary. An active constituent is a person who volunteers, substitute teaches, or visits 21st Century Charter School on at least a monthly basis. Those who have relocated into the community may become employees and volunteers if they have a current background criminal check form less than one year old on file.
5. When the 21st Century Charter School building and/or facilities are being used with permission by another group or organization that works with children under the age of 18, the leaders of that group or organization must have a "primary screening form" on file in the school office. The leaders will be expected to comply with the child protection guidelines of 21st Century Charter School.
6. 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 program, curriculum, special events, procedures, policies, etc. A school newsletter and communications with individual teachers will be the primary sources of school news.

You are encouraged to contact us by:

- Emailing the teacher
- Writing a note on a separate sheet of paper. It is the student's responsibility to share all parent notes with the teacher.
- Calling the school to leave a message for the teacher. All calls will be returned within a 48 hour period.

You can also find pertinent school information on our website at: <http://21cchartergary.org>.

Computers

All students in grades K – 12 will use a desktop or laptop computer. All students will use the computers during some portion of the school day. User agreements must be signed by the student and parent and returned to the school to be kept on file.

STUDENTS, PARENTS, AND FAMILIES ARE TO ABIDE BY THE SCHOOL'S TECHNOLOGY POLICY. ANY ABUSE OF THE COMPUTERS OF ANY KIND COULD LEAD TO REIMBURSEMENT, SUSPENSION, AND/OR POSSIBLE EXPULSION FROM THE SCHOOL.

CONNECT ED/ Blackboard connect

We believe that communicating with our families is one of the most essential pieces to a strong school. 21st Century Charter School @ Gary has a phone service that allows us to create phone calls 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 in the case of emergencies.

Curriculum

The primary goal of 21st Century Charter School @ Gary is to equip students with multiple forms of literacy necessary in the 21st century - the ability to read, write, speak, problem solve, and calculate clearly and precisely as well as the ability to participate passionately and responsibly in life as fully cooperating members of the community. In addition, students are to become literate, self-motivated, lifelong learners. The school will provide a multi-cultural, student-centered environment in which all students will be held to high academic and behavioral standards, work in collaborative relationships, both within and outside the school site/calendar, and perform service to the greater community, both within and outside the school site/calendar.

The Indiana Academic Standards are the core of all instruction in all academic components. Each student will be given the opportunity to master the standards in all content areas. Constant emphasis on basic standards will be interwoven throughout the components of instruction. The standards descriptions will be used as lesson plan guides.

Students will advance on a continuous progress and mastery-learning basis. A student will be considered as having completed a traditional grade level when they have reached 80% mastery of the Indiana Academic Standards in math, language, science, and social studies.

Teachers will use additional materials to provide teacher directed lessons. A balanced literacy approach will be used to assure that children experience various types of literature and are reading at their instructional level. Special education students' goals will be based on abilities, but we are committed to maintaining high expectations for all students in regards to mastering their grade level standards with proper accommodations as provided for by law.

The classroom teacher will work with each student to develop yearly growth goals based upon grade level standards. However, *exceeding the standards is always the goal*. Growth, content mastery, and performance level will be determined through multiple assessments, including the ISTEP+, NWEA, Acuity and Dibels testing. Special education students will be expected to reach for grade level mastery at a level determined by case conference and individual considerations.

A FULL LIST OF STATE STANDARDS CAN BE FOUND AT www.doe.in.gov.

DISCIPLINE Philosophy

Discipline is the demonstration of responsible behavior academically, socially, physically and ethically. Our goal is to establish an educational climate that is safe, secure and orderly. Discipline appears as a subject because it is the foundation of the educational structure. Students are expected to behave in a manner consistent with allowing the learning process to proceed efficiently. This means that students' behaviors must show consideration for other students, faculty and staff. Behavior which inhibits the learning of others or negatively affects their safety will not be tolerated and will result in consequences appropriate to the offenses committed.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School faculty and staff members will make every effort, individually and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community.

Discipline Steps and Procedures

VIOLATION	PROCEDURE FOR CORRECTION
Dress Code violation: Not in complete uniform for school/classes	1) Student is sent to the Academic Coach 2) Student calls home 3) Parent must bring appropriate clothing for student in order for student to return to class <i>* 5 dress code violations (and each occurrence thereafter) will result in suspension from school</i> <i>If parent can not bring clothing, then student remains in ISS with the Academic Coach</i>
Insubordination: Failure to follow directives from staff members	1) Assign to ISS. If warranted, suspension could be for 1 st offense 2) Suspension- 1-3 days 3) Continued failure to comply- recommend expulsion
Continued classroom disruption:	1) Assign to ISS for the day and Saturday School 2) Suspension- 1-3 days 3) Continued failure to comply- recommend expulsion
Vandalism: Damage of school property	1) Suspension, possible recommendation for expulsion 2) Reimbursement or repair of damages
Technology misuse: Tampering with servers, files, pornography, adult sites)	1) Suspension, 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)	1) 1x The parent must collect from the Principal on behalf of the student 2) 2x Held until the end of the semester-any item not collected within 2 weeks after semester will be donated to charity 3) 3x Held until the end of the year-any item not collected within 2 weeks of the end of the school will be donated to charity
Skipping class: Not in class and accounted for when class time begins	1) 1x Referral to Academic Coach and parent is called to discuss the matter 2) 2x Student is to attend mandatory Saturday School 3) 3x Suspension from school 4) 4x Attendance contract, pending possible expulsion

<p>Cafeteria disruption: Causing a disturbance in the cafeteria and not following the directives of staff members</p>	<p>1) 1x Contact is made to parents 2) 2x Loss of privilege to eat in the cafeteria and will eat with Academic Coach 3) 3x Parent must eat lunch with student from 1-5 days</p>
<p>Obscenity/ profanity: Using language that is offensive and profane in conversation</p>	<p>1) 1x Referral to Academic Coach and parent is notified 2) 2x Assigned ISS 3) 3x Suspension from 1-5 days</p>
<p>Fighting: Any confrontation in which both parties have contributed in a conflict by words, actions, or deeds</p>	<p>1) 1x Suspension 1-5 days, possible recommendation for expulsion 2) 2x Suspension 1-10 days, pending expulsion <i>Each incident could result in a possible arrest</i></p>
<p>Leaving school grounds, without permission</p>	<p>1) 1x Contact is made to parents 2) 2x Assigned Saturday School 3) 3x Suspension from 1-5 days</p>
<p>Horseplaying: Running, hitting another student, “playing” outside of recess time</p>	<p>1) 1x Referral to Academic Coach 2) 2x Assigned Saturday School 3) 3x Suspended for 1-5 days</p>
<p><i>SEVERE Violation, not limited to:</i></p>	<p><i>DISCIPLINARY ACTIONS TO BE FOLLOWED</i></p>
<p>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</p>	<p>10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation Possible arrest</p>
<p>Using tobacco on school grounds at anytime; including school activities/functions</p>	<p>Possible suspension/expulsion after the completion of the investigation</p>
<p>Gambling or possessing/using gambling paraphernalia</p>	<p>Possible suspension/expulsion after the completion of the investigation</p>
<p>Possession of smoking materials</p>	<p>Possible suspension/expulsion after the completion of the investigation</p>
<p>Sexual harassment: Unwelcome sexual advances, requests for sexual favors and/or inappropriate verbal/non verbal conduct of a sexual nature</p>	<p>Possible suspension/expulsion after the completion of the investigation</p>
<p>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</p>	<p>Possible suspension, expulsion, arrest, and/or prosecution after the completion of the investigation</p>

Firecrackers and other explosives devices	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation Possible arrest
Possessing, using or transmitting alcohol, drugs, look-a-like drugs while on school property or attending a school function	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation Possible arrest
Attending a school function while under the influence of a controlled substance, drugs or alcohol	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation Possible arrest
Possession of drug paraphernalia	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation Possible arrest
Physical attack of a staff member	10 day suspension while an investigation is conducted. Possible suspension/expulsion after the completion of the investigation Possible arrest
Bomb Threats	Possible suspension/expulsion after completion of the investigation Possible arrest
Guns on school property	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 Academic Coach 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.

Educational Philosophy

The educational philosophy of 21st Century Charter School @ Gary is to teach according to the needs of the individual while maintaining a commitment to standards achievement. Using technology as a management and delivery tool, as well as non-technological activities emphasizing hands-on learning, students will proceed through the standards instruction in an ordered scope and sequence. All students will be given a variety of quality continuous assessments to make sure that skills are mastered. The school will use the Indiana Academic Standards as the basis for instruction.

Core Academic Skills:

- **Mathematics:** Students will develop abilities to reason logically and to understand and apply mathematical processes and concepts, including those within arithmetic, algebra, geometry, and other mathematical subjects, as approved by the Indiana Department of Education.
- **Language Arts:** Students will demonstrate strong reading, writing, listening, speaking, and presentation skills, in multiple forms of expression (e.g., written, oral, multimedia), with communication skills appropriate to the setting and audience. They will comprehend and critically interpret multiple forms of expression, including literature from various time periods, cultures and languages.
- **Science:** Students will successfully utilize scientific research and inquiry methods to understand and apply the major concepts underlying various branches of science, which includes physics, chemistry, biology, ecology, astronomy, and earth sciences.
- **History/Social Studies:** Students will understand and apply civic, historical, and geographical knowledge in order to serve as citizens in today's world of diverse cultures.
- **World Language:** Students will gain knowledge in speaking, reading, writing, and listening comprehension. Students will understand key aspects of the culture, both past and present, of the second language.
- **Critical Thinking:** Underlying and utilized throughout each of the above subject areas will be other core skills such as problem-solving, analyzing, applying knowledge, and the ability to effectively apply skills to real world experiences.
- **Arts:** Students will engage in creative expression through various forms of the arts (e.g., music, visual/studio arts, drama, and dance).
- **Physical Education/Health:** Students will demonstrate knowledge of pertinent issues related to personal health and physical fitness.

Social / Interpersonal Skills:

Students will demonstrate:

- Ability to engage in responsible, compassionate peer relationships;
- Ability to collaborate and work effectively with others in **cooperative groups**;
- Strong **citizenship** and **leadership** skills.

Career Preparation Skills:

In high school, students will develop skills necessary for a healthy adult life, including:

- **Job readiness and career development** skills (e.g., developing resumes, job internship skills);
- **Higher education continuance** skills (e.g., completing college applications, financial aid forms, Armed Services process);
- **Personal financial management** skills (e.g., budget development, balancing check books).
- **Productive citizenship** (e.g., actively pursuing a career path, preparing for higher education, and understanding rights and responsibilities in the local and global community).

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, you are requested to watch one of the following television stations for this information or check their websites.

CBS Channel 2	NBC Channel 5	WGN Channel 9	ABC Channel 7	FOX Fox 32	WGCI 107.5	Power92 92.3	WSRB 106.3
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Enrollment Policy

Enrollment Process

The charter school enrollment guidelines prohibit discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or need for special education services. As it is anticipated that the enrollment interest will exceed the enrollment capacity, 21st Century Charter School has adopted a non-discriminatory enrollment policy. (Please see the title page for the statement.) Applications will be accepted beginning February 1 of each year. A student orientation process will be implemented to ensure that both the parents and students understand the school mission and culture.

Enrollment Assurances

21st Century Charter School will implement a student recruitment strategy that includes, but is not limited to, the following elements or strategies to ensure a racial and ethnic balance among students reflective of the community:

- An enrollment process that is scheduled and adopted to include a timeline that allows for a broad-based recruiting and application process;
- The development of promotional and informational material that appeals to all of the various racial and ethnic groups represented in the community;
- The appropriate development of promotional and informational materials in languages other than English to appeal to limited English proficient populations;
- The distribution of promotional and informational materials to a broad variety of community groups and agencies that serve the various racial, ethnic, and interest groups represented in the community;
- Outreach meetings throughout the community to reach prospective students and parents.

Field Trips

Students will go on field experiences 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 and Nursing Services

A nurse or nurse-delegate will be available for assessing the health needs of our students. There will be first aid certified and CPR trained staff on site at all times. Light-duty first aid (i.e. band-aids) will be taken care of by school staff.

Medication Policy

When it is necessary for a child 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 nurse or nurse-delegate 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. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger

prick, shall receive proper training from the school nurse and such training shall be documented in writing by the school nurse and kept in the employee's file.

Prescription Medication

1. The school must have written permission from both the doctor and parent or legal guardian to give the student prescription medication. 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.

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 child home with a temperature of 100° degrees or higher. The child 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 parent/guardian or the designated temporary caretakers cannot be reached the student will remain in the clinic. At the end of the school day, if attempts to contact the parent/guardian or the temporary caretaker are unsuccessful, in the best

- judgment of the school nurse or the designee, and if the student's condition is not deemed to be serious, he/she will be transported home by the usual means.
6. If the student's condition appears to be or appears to become such that immediate medical attention is required, Emergency Medical Services will be requested, and their recommendations will be followed.
 7. 21st Century Charter School does not assume financial responsibility for Emergency Medical Services, emergency transportation, or medical services rendered.

Immunizations

Indiana Code requires that the school corporation maintain a file of immunization history for each child. When a child enrolls for the first time or any subsequent time and at any level, 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 enrollment without minimum required immunizations.*

Homework Policy

We believe that most work can be completed at school. However, there will be times that work will need to be completed at home. We encourage you to stay in dialogue with your child's teacher(s) regarding homework.

Lockers

Students are assigned a locker at the start of the school year to be used for the duration of the academic year for grades 6-12. Each student shall use the lockers for storing school materials and personal items necessary for attendance at school. These lockers are the responsibility of the student to whom they are assigned. It is the student's responsibility to purchase a lock and give the locker combination to the classroom teacher. The school is not responsible for lost or stolen items that are properly secured in the student locker. Lockers should be kept clean and free from food, inappropriate signs, pictures, slogans, and anything that would damage them. Although the purpose of the locker is for the student's personal storage, these lockers are the property of the school and may be searched at any time. At the end of the year, or upon withdrawal from school, the locker must be emptied. Any remaining items will be discarded at the discretion of the school.

Students in grades K-5 are issued "cubbies" and the same rules apply as stated above, with the exception of locks and combinations.

Lost and found

All lost articles are turned in at the front office and students who have lost items of clothing, books, money, etc. should claim them there. Unclaimed items (including money) will be given to charitable organizations at the end of each semester. Parents are strongly urged to label all items of clothing, etc.

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 child. 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. 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.

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.

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 each of the four scheduled parent conferences throughout the year.

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 Association or Organization (PTA/PTO)

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 PTO 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 will maintain an open-door policy for parents, who may come into the school at any time-after gaining office clearance- and enter any classroom for observation as long as there is no disruption. 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 children on an ongoing and continuous basis. The Indiana Code requires that a limited criminal history check be on file in the school office for each volunteer, each year.

Parties at school

There will be no parties allowed at 21st Century Charter School @ Gary.

Promotion and Retention

It shall be the goal of the school to help students grow at their fastest rate to achieve the highest level of learning possible. Teachers will accept students assigned to them at their stage of development and help them progress according to their capabilities.

A student will not progress to the next grade level until a minimum of 80% mastery of the skills are obtained in the four (4) core subjects of Math, English, Science and Social Studies.

Credits in high school will not be granted for students who fall under 80% mastery in any subject.

School Board

School Board meetings will be announced and parents are encouraged to attend whenever possible.

Sexual Abuse / Harassment 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.

Primary Contact: Mrs. Angela D. West, Principal	219-886-9339 ext. 3130
Secondary Contact: Dana Johnson, GEO Attorney	317-536-1026 ext. 4207
Gary Police Department	219-881-1214
Child Protection Services	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.

Summer School

Students who fail one or both parts of ISTEP+ (grades 3-8) 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 School Board Policy.

Technology Use Policy

Use of technology is essential to the curriculum and learning at 21st Century Charter School @ 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.

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:

- 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 insubordination.
- Tampering with or vandalizing any part of the hardware or software will result in disciplinary consequences according to the student handbook for vandalism.
- 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.
- The downloading of programs from any source is strictly prohibited. Failure to comply will be treated as insubordination.
- Technology is to be used for educational purposes only.
- Games or inappropriate files including pornography are never to be used in the school. Failure to comply will be treated as insubordination.
- 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 insubordination.
- Students are not allowed to take computers out of the school without teacher approval. Failure to comply will be treated as insubordination and/or stealing.

The consequences for misusing computers and technology at 21st Century Charter School is as follows:

- 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.
- 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 "**Brady's, This Is It**".

TOPS:

- Elementary grades, K-5: **NAVY school logo** shirts
- Middle grades, 6th, 7th & 8th grades: **GREEN school logo** shirts
- High School grades, 9-12: **RED school logo** shirts

BOTTOMS:

- All students must wear **BLACK** pants/slacks (no jean material), with no embellishments/designs
- Shoes must be solid **BLACK**
- Socks must be solid **BLACK** or **WHITE**
- Males must wear a black belt
- Girls are not required to wear a belt, but if they choose to wear a belt, it must be black
- Sweaters or sweatshirt jackets must be purchased through “**Brady’s, This Is It**” in black with our logo and must be worn with the uniform shirt
- **NO shorts, cargo pants, capri pants or hoodies will be allowed**
- Females can wear **BLACK** pleated knee length skirts *for religious reasons only*

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