



**Global Concepts Charter
High School
PARENT-STUDENT HANDBOOK
2024-2025**

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Global Concepts Charter School does not discriminate on the basis of race, religion/creed, color, national origin, gender/sex, age, disability, sexual orientation, gender identity or expression, transgender status, genetic predisposition or carrier status, veteran status, victim of domestic violence status, familial status, marital status or any other legally protected status

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Our Mission

The mission of the Global Concepts Charter School is to provide a top-quality educational program where students achieve high academic results; are geared towards higher education and career opportunities; become responsible, caring family and community members; are highly knowledgeable of the multicultural world they are part of; and possess the qualities and problem solving skills to collaborate peacefully in the community and worldwide.

Children will also gain an awareness of other cultures and basic moral values in an atmosphere of mutual respect. Global Concepts Charter School (GCCS) is committed to providing a safe and orderly educational environment, supplying each child an opportunity to grow academically, increase self-esteem, physical and mental health, and to develop an appreciation for the fine arts. This school is a community where everyone lives and learns together, where each person has individual rights and responsibilities. We are excited to have you join our school community. Welcome to Global Concepts Charter School!

Our school follows and adheres to the New York State Learning Standards and Common Core Learning Standards. We participate in statewide standardized testing of students in grades three to eight. We are proud of our testing results, which are one of many indicators of student achievement.

We hope to work together with you to meet the needs of our students. We welcome and need parents' involvement in the school. Children who see that their parents value education, take pride in their children's work, and support the school in which they attend, grow to understand that education is an important part of their lives.

The staff at Global will provide experiences to develop positive attitudes for learning, leading to self-direction, responsibility, and community concern. Our school framework for conduct includes policies to enable students to learn in an atmosphere of trust and mutual respect. These policies and procedures help to develop, within the individual, a sense of good judgment consistent with a desirable system of values. Global's Code of Conduct outlines the expectations for behavior while at school and at school-related functions and it is included as part of this booklet.

As always, we encourage you to take an active role in your child's classroom during the year and attend the various school functions offered by the school and the Parent-Teacher Association (PTA). Please make a point to become familiar with your child's classroom routines and expectations for homework and communicate with your child's teacher using a daily assignment book or agenda. Good communication and cooperation from school to home are essential to ensure the success of your child. On behalf of the teachers, Board of Trustees, and members of the Parent Teacher Association, we thank you for choosing Global Concepts Charter School and look forward to working with you and your child.

Our Vision

The Global Concepts Charter School will be a top-rated educational institution. Our students' academic progress will meet and exceed the State's standards. All students will be held to high standards, and will be highly supported to reach and surpass those standards. The Global Concepts Charter School will be known for an innovative curriculum that prepares students academically, as well as in character, for the world of their future. It clearly will not be the school of the past.

- Parents and community will be involved at Global Concepts Charter School. They will be welcomed, invited, and appreciated for their part in the success of the charter school.
- Children will be recognized for their academic achievement and admirable character. They will exhibit an excitement for learning.
- The school will be renowned for its excellent educational program.
- Parents will continue to communicate their desire to enroll their child(ren) at the Global Concepts Charter School.

Global Concepts High School Graduation Requirements

Students will take a minimum of 6.5 credits per year.

A New York State Diploma is awarded based on the following criteria:

- Students must earn 22 credits, 24 is preferred
- Students must pass 5 - 8 Regents assessments, department approved exams, or pathway exams.

Students may earn 3 different types of diplomas, a Local Diploma, a Regents Diploma, or an Advanced Regents Diploma.

Distribution of Credits:

Content Area	Credits Needed for Local Diploma, Regents Diploma, Advanced Regents Diploma
ELA	4
Social Studies: US History (1) Participation in Government (.5) Economics (.5) Global Studies (2)	4
Science Life Science (1) Physical Science (1) Other Science (2)	4
Mathematics	4
Language Other than English Spanish Arabic	1
Fine Arts Visual Music Dance Theater	1
Physical Education Must complete 4 years	2
Health	.5
Electives	3.5
Total	24

**Students with disabilities may continue to use the Safety Net Guidelines*

GCCS also offers the following services:

- English as a Second Language (ENL/ELL) – evaluation and services

- School Counseling – individual and group
- Special Education – evaluation, referral and instruction
- Academic Intervention Services (AIS) – evaluation and services
- Literacy, Math and Science Specialists – evaluation and service
- School Social Worker

Student Information

Emergency Information Forms

During the first week of school or upon registration, parents complete the School Emergency Contact Form; call the school to have a copy sent home with your child. Having this information returned promptly and correctly is very important. You should immediately contact the school office staff to update your family’s emergency information any time a change occurs during the school year.

Telephone Number and Address Changes

Parents are to notify the school immediately if there is a change in their address, telephone number, day care, or person to contact in an emergency. This information is very important in case a student becomes ill or injured during the school day. The Change of Address Form is available upon request.

High School Attendance Policy

Student attendance is both a right and a responsibility. Global Concepts Charter High School is an active partner with the students and parents in the task of ensuring that all students meet or exceed the New York State learning standards. Global Concepts recognizes that consistent school attendance, academic success and school completion have a positive correlation.

Student Arrival

- Classroom instruction begins at 7:50 a.m.
- Students driven to school by parents should not arrive before 7:15 a.m. Our breakfast program operates between 7:15 a.m. and 7:45 a.m.
- All students arriving prior to 7:45 a.m. should proceed directly to the cafeteria area for breakfast or the gym.
- No admittance to the building before 7:15 am.

Student Dismissal

- Dismissal for students picked up by a parent/guardian or those walking is 3:15 p.m.
- Dismissal for students riding the bus is between 3:15 and 3:20 p.m.
- Parents need to provide written notification in advance of any changes in their child’s dismissal schedules. While written notification is preferred, the school will honor “emergency” requests to the school office personnel from parents by telephone. Please contact the school with emergency requests before 1:30 p.m.
- The school day ends at 3:15 p.m., **students who do not ride the bus must be picked up at 3:15 p.m.** Bus dismissal starts promptly at 3:15 p.m. Any student not picked up by 3:15 p.m. will be placed on their scheduled bus.

Student Released to Adults Only

Students are only released to a person above the age of 18 on the emergency form. In order for a child to be released to a family member/friend whose name is not listed on the Emergency Contact Form, the office must receive a note

from the parent/guardian approving such release. The adult must show identification to the front desk receptionist before signing the student out.

Attendance Requirements

- **A student who fails to attend at least 85% of a particular class (not more than 14 absences for a 20 week class, 27 absences for a 40 week class) may not be allowed to take the final exam for that course, possibly resulting in course failure. In extreme cases Child Protection Services (CPS) will be notified.**

Absences

(When a Student is absent in the morning, the School Messenger system will generate a “call” home.)

Absence from school is defined as any school day where a student is not here for more than 50% of his or her classes. (New York State Education Law § 3205)

1. On the day of the absence, a parent or guardian must call the school at (716) 821-1903 to report the absence. Failure to notify the school will result in the attendance personnel calling the parent at home or at work to report the missing student.
2. Students are required to provide a note the first day they return to school for it to count as an excused absence. *Notes will not be accepted after the deadline and the absence will permanently be an unexcused absence.* Please see the list below for acceptable excused absences:
 - a. Sickness (for illness where more than 3 days is missed in a row a Doctor’s note must accompany the child upon their return to school)
 - b. Medical Appointments
 - c. Death in Family
 - d. Required Court appearance – letter from court must accompany student upon return
 - e. Scheduled appointment with physician/dentist/etc. – original note from health care provider must be provided
 - f. College Visit(s) – 2 per year, pre-approved by the School Counseling Department, with a note from the college upon your return
 - g. Religious Observance - must have pre-approval from administration
 - h. School function/Field Trip
3. The following reasons are not considered excused absences even if a note is provided:
 - a. Family vacation
 - b. Baby-sitting younger siblings/family
 - c. Permit test/Driver’s license tests
 - d. Oversleeping
 - e. Work

Truancy

Truancy is the deliberate action by a student to miss a full or partial day of school without the approval of a parent/guardian. A parent/guardian who is aware of and allowing such absence is violating school law. Any student who is deemed truant will serve a day of ISS (In School Suspension) and be given a 0 on assignments missed during that time. Students will still be required to make up the work even if no credit is received.

Disciplinary Consequences for Absence

1. Any student who is absent more than 1 half day on the day of a sporting event or school related function will not be allowed to attend that function.
2. After 3 days of missing school, parents/guardians will receive a phone call from the school nurse or school social worker.
3. After 5 unexcused absences, a student's parents will be notified in writing of the concern about absenteeism. A parent conference will be requested to discuss what can be done to encourage the student to attend school by the school social worker and family/community liaison.
4. After 10 days of missing school, there will also be a home visit, another mandatory parent meeting.
5. After 15 days of unexcused absences, students and parents will be referred back to school administration for progressive intervention.
6. After 27 days of unexcused absences, a student may not receive course credits. Parents will be notified by certified mail and phone call. They will also be referred to **Child Protection Services (CPS)** for Educational Neglect.

Tardiness

Tardiness is defined as any student not being in his or her class when the bell rings. Our school day begins at 7:45 and all students are required to be here.

1. Students who arrive late without a parental excuse are considered unexcused.
2. All notes for being tardy must be handed in within 3 days.
3. The only acceptable excuses for being tardy are as follows:
 - a. Scheduled health appointment – doctor/dental note must be provided
 - b. Required Court appearance – note from court must be provided
 - c. Bus provided from school is late – This does not include NFTA bus riders
4. The following reasons are not considered excused tardies:
 - a. Over-sleeping
 - b. Missing the school bus/NFTA Bus
 - c. Having to get younger siblings on the bus
 - d. Traffic problems unless approved by administration
 - e. Getting a ride with someone else

Consequences for Tardiness

Any student who is late for school without a valid excuse will be required to:

1. Student conversation with a school official and parent phone call.
2. Multiple tardies within the same week will result in Gator Time detention.

3. Any student who has an unexcused tardy on the day of a sporting event or school function will not be allowed to attend the event after school
4. After 5 unexcused tardies, a student will have a referral to the appropriate staff member, (i.e. school counselor, nurse, social worker) for a mandatory conference.
5. After 8 unexcused tardies, a student will be referred to administration for parent contact/conference.
6. After 10 absences of any type, school personnel may conduct a home visit.

Tardy for Class

Once students are marked present in school and are tardy for classes, they are subject to actions from their individual teachers. All students are encouraged by faculty and staff to “start on time”, an initiative through Safe and Civil Schools. Students should arrive to class on time and come prepared to work immediately. Students who are tardy for class will be marked “T” (Tardy) for attendance in PowerSchool. Multiple tardies in one week will result in further disciplinary action and a parent phone call from administration.

Early Departures

Any student who needs to leave school before dismissal, must submit a note from their parent/guardian to the main office when arriving in the morning. The time and reason must be included. Parents should report to the desk window upon arrival to sign their child out. If a written request is not possible, please notify the front office by 12:00 PM.

Class cuts or Skipping class

Teachers take attendance at the beginning of each class. Names of students are checked against those who are absent in PowerSchool. Those students who are not in class, but are not absent in PowerSchool will be reported as skipping class and will be disciplined progressively according to the frequency of skipping.

Intervention Strategies

Other than those mentioned above, a variety of strategies may be employed when a pattern of absences, tardiness, or early departures have been identified. These strategies include but are not limited to:

1. Referral to appropriate school personnel (i.e. School Counselor, Nurse, School Social Worker or Student Support Team (SST));
2. Referral to Child Protective Services (CPS) for educational neglect

Making up Assignments

Each student must make arrangements with his/her instructor to obtain make-up assignments for absences. The instructor will establish firm guidelines and timelines for each individual case.

Emergency School Closing

The CEO of Global Concepts Charter School is responsible for school closing. All school closings will be posted on television channels 2, 4, & 7 and radio station WBEN as soon as possible in relation to the emergency. If it is necessary to evacuate the building during the day, students may be moved to an alternate site (Lake Erie Italian Club - South Park Ave., Lackawanna) prior to dismissal. No students will be released until all students have arrived at the new location and are accounted for. In some cases, students may need to be dismissed before the end of the regular school day without prior notice. Families should be prepared with an emergency plan for such occasions. Contacting the school to set up last minute arrangements **should not** be part of your family plan. ***It is vital that all students know where to go in case no one is home when they arrive. All students should know their family's***

emergency plan and its alternatives.

Bus Transportation and Student Conduct Responsibilities

Student safety is the primary concern of the transportation department. Students whose conduct is not acceptable will be subject to disciplinary action by the bus driver, transportation, and/or the school. The bus driver has full authority at all times and may remove disruptive students from the bus. If parents have any questions regarding transportation, including discipline issues on the bus, please call 716-821-1903

Student Discipline/Removal from Bus

Transportation is a privilege and students may be prohibited from riding a school bus, either temporarily or permanently by the Principal/CEO or designee, when the actions, activities or behavior of the student necessitate such action. Removal from the bus will be progressive, with a verbal warning, or one, three and 5-day suspensions. After a 5 day suspension is served, the next incident may result in permanent removal from the bus. For any suspension, it shall be the parent's responsibility to transport their child to and from school. This is necessary in order to preserve the safety of all children at GCCS. Based on the nature of the incident, the Principal/CEO retains the right to remove a student from the bus immediately.

Eligibility for Transportation

Free transportation is available for all pupils in grades K-8 who live more than one-half mile from the school, and students in grades 9-12 who live more than 1 ½ miles from the school, in accordance with NYS Educational Transportation Guidelines.

Duration of Ride

GCCS will attempt to limit a student's one-way bus ride home to no more than 60 minutes as measured from the time a student gets on the bus to the time that the student gets off the bus.

Students with Exceptional Educational Needs

Special transportation provisions will be arranged based upon the Individualized Educational Plan (IEP).

After School Activities

For all after school activities, it is the parent's responsibility to provide transportation home. A child assigned detention is excluded from all activities until the detention is served. Students must be picked up on time for after school activities or they may be unable to participate.

After School Detention

After school detention may be assigned to your student as a disciplinary consequence. It is the parent's responsibility to provide transportation home. Detention is served for up to 45 minutes after school is over, (3:15-4:00 PM).

Code of Conduct

Student Expectations

Students share the responsibility for making their school a safe and secure environment for living and learning. They should take an active part in the development of the expectations and the consequences of a code of behavior.

Students are expected to:

- Treat others with courtesy, kindness, and respect
- Attend school regularly and be on time
- Come to class with appropriate materials
- Be prepared for class with the appropriate materials and homework completed.

Students are prohibited to:

- Engage in conduct that is disruptive, insubordinate or disorderly
- Participate in **cheating** or **plagiarizing** their work or the work of others
- Engage in conduct that is violent
- Engage in any conduct that endangers the safety, morals, health or welfare of others
- Engage in harassing behaviors that are physical, verbal or sexual

Anti-Bullying Procedures & Consequences

Dignity For All Students Act (DASA)

Global Concepts Charter School seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. Consistent with that goal, the School prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. Global Concepts Charter School further prohibits discrimination against students, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, by school employees or other students on school property and at school sponsored activities and events that take place at locations off school property. In addition, other acts of harassment, bullying, and/or discrimination which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.

Dignity Act Coordinator

For each level of our school (K-8 and High School) we will designate at least one (1) employee holding such licenses and/or certifications as required by the Commissioner to serve as the Dignity Act Coordinator(s). Each Dignity Act Coordinator (DAC) will be trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. Training will also be provided for DACs which addresses: the social patterns of harassment, bullying, and discrimination, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex; the identification and mitigation of harassment, bullying, and discrimination; strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. All DAC appointments will be approved by the Board of Trustees.

Global Concepts will share the name, designated school, and contact information of each Dignity Act Coordinator with all school personnel, students, and parents/persons in parental relation. This will be done by posting in highly visible places in each school building; making the information available at school offices; by placing the information on the School website; and by providing the information to parents and persons in parental relation in at least one School mailing or other method of distribution each year. Any change of appointment of a Dignity Act Coordinator will be posted on the School website and on posted notices in the buildings as soon as practicable after such appointment.

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Trustees within thirty (30) days of the date the position was vacated. If a Coordinator is unable to perform the duties of the position for an extended period

of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending the return of the previous Coordinator to the position.

Training and Awareness

Each year, employees will be provided with training to promote a supportive school environment that is free from harassment, bullying, and/or discrimination, and to discourage and respond to incidents of harassment, bullying, and/or discrimination, and to discourage and respond to incidents of harassment, bullying, or discrimination. Such training may be provided in conjunction with existing professional development, and will:

1. Raise awareness and sensitivity to potential acts of harassment, bullying, and/or discrimination;
2. Address social patterns of harassment, bullying, and/or discrimination and the effects on students
3. Inform employees on the identification and mitigation of such acts;
4. Enable employees to prevent and respond to incidents of harassment, bullying and/or discrimination;
5. Make school employees aware of the effects of harassment, bullying, cyberbullying, and/or discrimination on students;
6. Provide strategies for effectively addressing problems of exclusion, bias and aggression;
7. Include safe and supportive school climate concepts in curriculum and classroom management; and
8. Ensure effective implementation of school policy on conduct and discipline.

Rules against bullying, discrimination, and/or harassment will be included in the *Code of Conduct*, publicized School-wide, and disseminated to all staff and parents. Any amendments to the Code will be disseminated as soon as possible, following their adoption. New teachers will be provided a completed copy of the current Code upon their employment, and an age-appropriate summary will be distributed to all students at the beginning of each school year.

Reports and Investigations of Harassment, Bullying, and/or Discrimination

Students who have been subjected to harassment, bullying, and/or discrimination, persons in parental relation whose children have been subjected to such behavior, or other students who observe or are told of such behavior, are encouraged and expected to make verbal and/or written reports to the principal, CEO, Dignity Act Coordinator, and/or other school personnel. All staff who are aware of harassment, bullying, and/or discrimination, are required to orally report the incident(s) within one (1) school day to the Principal, CEO, or his/her designee and report it in writing within two (2) days after making an oral report.

The Principal, CEO, or the Principal's or Superintendent's designee will lead and/or supervise the thorough investigation of all reports of harassment, bullying, and discrimination, and ensure that such investigations are completed promptly after receipt of any such reports. All investigations will be conducted in accordance with law, the Global Concept's *Code of Conduct*, and applicable School policy and procedure. In the event allegations involve harassment, bullying, and/or discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, or disability, the School may utilize the procedures set forth in federal or New York State law and their implementing regulations, and in such protocols as may be adopted by the School. Where appropriate, the Dignity Act Coordinator or such other individual conducting the investigation, may request that the Board of Trustees authorize retaining outside assistance or expertise in investigating, responding to, and remedying complaints of harassment, bullying, and/or discrimination.

In the event any such investigation reveals harassment, bullying, and/or discrimination, the School will take prompt action reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile

environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying, and/or discrimination was directed. Such actions will be taken consistent with applicable laws and regulations, School policies and administrative regulations, and collective bargaining agreements, as well as the School's *Code of Conduct* and any and all applicable guidelines approved by the Board.

The CEO, Principal, or his/her designee may notify the appropriate local law enforcement agency when it is believed that any incident of harassment, bullying, and/or discrimination constitutes criminal conduct.

The Principal of the primary and secondary schools shall provide a regular report (at least once during each school year) on data and trends related to harassment, bullying, and/or discrimination to the Board of Trustees. Such a report shall be submitted in a manner prescribed by the Board.

Global Concepts Charter School will annually report material incidents of harassment, bullying, and/or discrimination which occurred during the school year to the State Education Department. Such a report will be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or such other date as determined by the Commissioner.

1. Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

- a. Pursuant to Section 16 of the Education Law, any person who has reasonable cause to suspect that a student has been subjected to harassment, bullying, and/or discrimination by an employee or student on school grounds or at a school function, who acts reasonable and in good faith and reports such information to school officials, the Commissioner of Education or law enforcement authorities, or otherwise initiates, testifies, participates, or assists in any formal or informal proceedings, will have immunity from any civil liability that may arise from making such report, or from initiating, testifying, participating, or assisting in such proceedings. Furthermore, the Board prohibits any retaliatory action against any person who, acting reasonably and in good faith, makes a report of harassment, bullying, and/or discrimination, or who otherwise initiates, testifies, participates, or assists in the investigation of a complaint of harassment, bullying, or discrimination.

2. Publication of Policy

- a. At least once during each school year, all school employees, students, and parents will be provided with a written or electronic copy of this policy, or a plain-language summary thereof, including notification or the process by which students, parents, and school employees may report harassment, bullying, and discrimination. Additionally, Global Concepts Charter School will strive to maintain a current version of this policy on its website at all times.

3. Application

- a. Nothing in this policy or its implementing regulations should be interpreted to preclude or limit any right or cause of action provided under any local, state, or federal ordinance, law or regulation including but not limited to any remedies or rights available under the Individuals With Disabilities Education Act, Title VII of the Civil Rights Law of 1964, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

4. Current Dignity Act Coordinator

- a. For the this school year, and until successors are appointed by the Board of Trustees, the Dignity Act Coordinators at Global Concepts Charter School are:
 - Mrs. Emily Jones (Grades K-4)
 - Mr. Mike Fessel (Grades 5-8)
 - Mr. Anthony Mackiewicz (Grades 9-12)

Links to further information regarding the formal DASA process and the DASA reporting forms can be found on the school website.

Dress Code

The building administrators will be responsible for informing the students and their parents of the student dress code at the beginning of the school year and revisions to the dress code made during the school year. Students who violate the student dress code will be required to replace it with an acceptable item. Any student who refuses to do so will be subject to disciplinary action.

Student dress codes should support equitable educational access and should not reinforce gender stereotypes. Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. GCCS has adopted a student dress code. Students and their parents have the primary responsibility to ensure acceptable student dress and appearance. Teachers and all other personnel should exemplify and reinforce acceptable student dress, and help students develop an understanding of appropriate appearance at school.

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

All Students (when on school property or at a school function), The following code refers to a student's dress, grooming and appearance, including hair style and color, jewelry, makeup and nails.

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Be clean and neat and must maintain healthy and safe hygiene. All acceptable clothing must be clean, properly sized, and appropriate for the day's weather conditions.
- Not wear clothing that promotes weapons, alcohol, drugs, racism, violence, representation of gang activity including the wearing of colors, sexual content, bullying, harassment, intimidation or profanity
- Small/discrete facial piercings are allowed at the student and parent's own risk but must be removed for gym
- No bare midriffs
- No baggy, low rise, multi-colored, or pants with excessive holes are allowed
- No hats, visors, caps, bandannas, hoodies, do-rags, outside jackets, or outerwear may be worn inside the building (exception for religious or cultural reasons)
- No visible tattoos, fake tattoos, painted, colored, or marked skin (except for medical, religious, or cultural tradition)
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not wearing outside jackets in the school building except for entering or leaving the building.
- Not include the wearing of hazardous jewelry (including but not limited to spiked jewelry, collars, bracelets and wallet chains).
- Students are not to enter school with a strong smell of alcohol or marijuana. Students arriving at school in this manner will result in disciplinary action, including being sent home.

ACCEPTABLE CLOTHING

Girls

Shirts	All shirts must be a collared button-down shirt. Any solid, striped or checked shirt may be worn. Shirts must cover the shoulders, chest and midriff area. No flannel or Hawaiian style shirts.
Pants	Any solid color slacks. No cargo pants, leggings, sweatpants, pajama bottoms, or jeans. (leggings can be worn under a skirt). All pants must be free of tears and holes. Pants must be blue, black, khaki or gray.
Skirts or Skorts	Solid color, striped or plaid skirts that are at or below the knee.
Footwear	Shoes or sneakers. No sandals, flip flops, or slippers. Crocs with socks are acceptable.
Sweaters/ Sweatshirts/ Cardigans or Blazers	Any solid color sweatshirt or sweater along with a collared shirt underneath. These can be crew or v-neck. Global Concepts ¼ zip sweatshirts will be available to students to purchase at cost.
Abayas and Hijabs	Any color or style.

Boys

Shirts and Ties	All shirts must be a collared button-down shirt. Any solid, striped or checked shirt may be worn. Shirts must be tucked in. Shirts must cover the shoulders, chest and midriff area. Ties can be of any style or color. No flannel or Hawaiian style shirts.
Pants	Any solid color slacks and belt. No cargo pants, sweatpants, pajama bottoms, or jeans. Pants must be blue, black, khaki or gray.
Footwear	Shoes or sneakers. No sandals, flip flops, or slippers. Crocs with socks are acceptable.
Sweaters/ Sweatshirts/ Cardigans or Blazers	Any solid color sweatshirt or sweater along with a collared shirt underneath. These can be crew or v-neck. Global Concepts ¼ zip sweatshirts will be available to students to purchase at cost. A tie must be worn underneath any sweater/sweatshirt/cardigan or blazer.

GCCHS V-Neck Sweatshirt - Available for Purchase:



UNACCEPTABLE CLOTHING

1. Hoodies.
2. Headwear, including hats, bandannas, bonnets, hoods, do-rags, outerwear.
3. Blankets.
4. No clothing that promotes weapons, alcohol, drugs, racism, violence, representation of gang activity including the wearing of colors, sexual content, bullying, harassment, intimidation, profanity, hate speech, or political statement. Images or language that creates a hostile or intimidating environment affecting any protected class.
5. Masks or headgear that obscures the face (except as a religious observance or medical purpose)

Gym Dress Code:

Boys and girls gym dress code will be at the discretion of their Gym Teacher. Sneakers/Tennis shoes are required.

Dress Down Days:

Occasionally there will be dress down days where students can deviate from the traditional dress code of button down shirts, ties, and slacks/skirts. On these days, students can wear jeans (not ripped) and non-button down shirts. Hoodies are not permitted on dress down days. However, Safe and Appropriate Guidelines must still be followed on dress down day.

SAFE AND APPROPRIATE GUIDELINES FOR ALL STUDENTS

1. Must maintain healthy and safe hygiene and clothes must be clean.
2. Must not wear outside jackets in the school building except for entering or leaving the building.
3. Small/discrete facial piercings are allowed at the student and parent's own risk but must be removed for gym

In addition, when on school property or at a school function, a student's dress, grooming and appearance, including hair style and color, jewelry, makeup and nails, will:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Be clean and neat
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include the wearing of headgear (including but not limited to hats, visors, caps, do-rags, bandanas, and hoods) of any kind in the classroom except for medical or religious purposes.
5. Not include wearing outside jackets in the school building except for entering or leaving the building.
6. Not include the wearing of hazardous jewelry (including but not limited to spiked jewelry, collars, bracelets and wallet chains).
7. Students are not to enter school with a strong smell of alcohol or marijuana. Students arriving at school in this manner will result in disciplinary action, including being sent home.

Scent/Air Quality Policy

Global values the health of students and staff and is committed to providing a healthy learning/working environment. While recognizing that complete elimination of scents is virtually impossible, the expectation is to minimize the risk of exposure by information, awareness and avoidance. The more that is learned about the effects of the environment on individual, physical, and emotional well-being, the more important it becomes to provide an environment that is healthy for all students and staff. Many people are sensitive or allergic to simple scents from deodorant, hairspray, cologne, soap, perfume and aftershave. Symptoms of this sensitivity or allergy range from

headaches, red eyes, itching, coughing and sneezing, to severe asthma attacks. This policy applies to all persons in schools and district vehicles, including students, staff, visitors and volunteers.

1. We request that staff and students avoid the use of fragrances and perfumed personal care products while in our school and district vehicles.
2. Students purposefully discharging scent devices without regard to this policy will be subject to school discipline.

Homework

Learning is an important continuous process and should continue after school hours. Daily homework is not punishment, but rather a way to encourage and extend learning. We are educating children to be lifelong learners, who as adults, will continue to learn new skills and information independently.

Reasons for homework:

- To provide extra practice on learned skills
- To provide further learning in areas covered in the classroom
- To provide an opportunity for students to learn good work and study habits
- To provide an opportunity to demonstrate responsibility

Parents can assist their child to improve homework habits when they:

- Cooperate with the school to make homework effective
- Review Student Agenda/Notebook
- Provide their child with suitable study conditions (desk or table, lights, books, and supplies)
- Reserve a time for homework without disruptions
- Encourage their child, but avoid undue pressure
- Show interest in what their child is doing
- Understand that the school expects homework to be completed and returned on time

Grades may be affected if a student repeatedly does not turn homework in.

Intervention Periods

Overview

Intervention period is a time to develop study skills, review for upcoming tests and quizzes, and complete schoolwork. Intervention is a scheduled period for students to receive Academic Intervention Services or to complete homework assignments, projects and review for current courses. Each student is assigned to an intervention based on need and/or scheduling requests and should use those periods constructively. Therefore, we will follow these guidelines to ensure an atmosphere of academic responsibility.

Guidelines

1. Students must enter the room with school materials.
2. Students must sit in assigned seats.
3. Interventions are silent - there is no talking to other students.
4. Students may not leave the room until attendance is recorded.

5. Students going to another room must obtain a written pass from that teacher or have verbal confirmation between the study hall teacher and the teacher they are visiting.
6. Juniors and seniors are encouraged to use this time to look for volunteer activities, internships, summer employment as well as prepare for the transition to college.
7. Students who have “no work to do” may study silently or read (classroom books, magazines, newspapers, etc.). Otherwise, students will receive review materials for the core areas (math, science, ELA, social studies) to complete during the period.

Requests for School Work During Illness

It is not necessary to request homework for a one-day absence. If a child will be out for a few days and is well enough, parents may notify the secretary before 10:00 a.m. with their request for schoolwork. Assignments may be picked up in the office after 2:30 pm but before 3:45 PM.

School Health Office

Health Services are provided to promote and maintain the health of all schoolchildren. The school nurse is available during school hours for any student who feels ill or is injured during the school day. The school is responsible for first aid measures only. The school is responsible for limited and initial first aid care for school related accidents only. Therefore, the school nurse cannot do daily dressings of wounds incurred at home or at school.

If a student requires further medical attention due to illness or injury, the school nurse contacts the parents or guardians by phone. It is the parent's responsibility to provide transportation in the event a student needs to go home or needs further medical attention. The school nurse is an important part of the link between the home and the school. It is vital that the school has several emergency numbers so we may notify parents if their child is ill or injured.

Medication

Students who need medication during school hours must have a medication permission form filled out by the doctor specifying the name of student, medication, dosage, time, route, and parental or guardian signature acknowledging the medication is to be given. Medication permission forms are available in the health office. **A parent/guardian must check the medication into the health center. All medication, even those considered “over the counter” needs doctor’s orders and parental signature.** Notify the school nurse if your child is on any medications, short or long term.

The school nurse cannot serve as a substitute for the family doctor. Therefore, an ill child should not be sent to school for the school nurse to determine if the child is well enough to be in school. Instead, consult with your family doctor.

Accidents occurring at home are the responsibility of the parents and cannot be treated by our school personnel.

School Medical Exclusions

Please do not send your child to school if the following symptoms appear:

- Any student with undiagnosed skin eruptions on head, face, or body
- Any student who has an inflamed condition of the eye or eyes
- Any student who has head or body lice — or nits
- A student with a temperature of 100 or more / who has not been fever-free for 24 hours
- Students having suspicious oral irritations. If the symptoms of nausea or vomiting have occurred during the

night, a child should remain at home until symptoms have subsided for 24 hours.

Students need up to date immunizations and a current physical examination prior to initial school entrance.

Exclusions from Physical Education Class

Parents or guardians requesting that a student be excused from Physical Education must present a written request from a physician stating the reason for the exclusion.

Parent Teacher Association

The PTA recognizes that every child deserves excellence in education and in quality of life. PTA will maintain its commitment and service to all children and to its diverse membership through increased parent and community awareness, advocacy, education, and involvement. The PTA plays an important role in the Global Concepts Charter High School community working with administrators and teachers to best serve the needs of the students. This is accomplished through advocacy, volunteerism, and fundraising to supplement school programs and events.

The PTA meets monthly and welcomes new members throughout the year. The PTA is an organization for everyone. Make the move that makes a difference-Join PTA.

Policy on Electronic Devices

Student use of electronics should be responsible and not disruptive to the learning environment. Students are to refrain from bringing to school any items that are not needed for instructional/medical purposes. This includes, but is not limited to, electronic devices including any hand held devices, etc. as well as any other items deemed by the administration to be inappropriate. Cell phones and personal electronic devices are not permitted to be used during class instruction and during hallway travel. Use of these devices during class instruction will result in the device being confiscated and further disciplinary action taken. Personal electronic devices may be used during intervention periods and lunch.

A student may not use personal electronic devices to take video recordings, audio recordings, and/or photographs of Global Concepts Charter School students, parents, visitors, staff, and/or facility. Students that are caught with recordings or photographs, or that post them to media outlets including, but not limited to any social media, are banned (students will face immediate disciplinary measures and possible prosecution). During school hours these items may be confiscated immediately and the appropriate disciplinary measures taken.

During school hours these items may be confiscated immediately and the appropriate disciplinary measures taken if students are using their phones for purposes other than education. Students will be assigned a locker with a combination to secure any personal items.

Our Shared Values

1. Owning an electronic device is commonplace in an increasingly technological society. Establishing a fair set of norms is the most effective way to increase student engagement.
2. All students and staff should understand that use of personal electronic devices in the classroom is prohibited.
3. Common language around electronics use allows teachers to focus on teaching without the additional and often uncomfortable burden of electronics policy enforcement.
4. Students should not face unnecessary barriers to school attendance.

5. Reasons for conflict and inconsistent discipline should be minimized whenever possible.

Goals of Electronics Policy

1. Maintain a fair learning environment on campus where responsible use of electronics does not interfere with the educational process.
2. Allow students to use electronics when they are where it is appropriate to do so, as determined by the teacher and/or location norms.
3. Maximize the amount of time a student is engaged in the content, inside of the classroom, with the content expert.

Cell Phones and Electronics Policy

Global Concepts Charter School will be implementing an “Away for the Day Policy,” in regards to personal electronic devices. This will include cellular phones and all other personal electronic devices including, but not limited to smart watches, Bluetooth capable and other smart devices. The “Away for the Day Policy” means students will put such devices in their lockers for the entire day. If our students need to contact their parents/guardians, they will make arrangements with an adult. All of our classrooms are equipped with telephones and can be used to make outside calls. Students can use these phones, with teacher permission, to contact parents/guardians. Conversely, parents/guardians can call the Main Office in the event of an emergency and we will communicate with your child, when necessary.

The purpose of this policy is to minimize disruptions to the educational environment for students and teachers. In order to ensure that students are still getting experience with how technology can benefit their learning, we will issue individual devices (Chromebooks, tablets, etc.), that are monitored and filtered by Global Concept’s Technology Department. Violation of this policy will result in the device being confiscated from the student, and potential detention, in school suspension or out of school suspension.

Basic Principle: Responsible use of electronics can co-exist in a learning environment with high standards and clear expectations.

Students MUST:

- Follow reasonable requests from adults.

Students are NOT allowed to:

- **Take video inside of the school without consent from school administration.**
- **Take pictures of, or record, any person without their permission.**

A school electronics policy is only as effective and fair as its enforcement.

Illegal Drugs and Alcohol

(Possession - Personal Use - Providing for Others)

Illegal drugs, alcohol, and paraphernalia are not permitted on school property or on any school excursion and may result in an expulsion. The possession or use of drugs in any form, including, but not limited to marijuana, dab pens, edibles, etc. are not allowed. If students are found to be experiencing difficulties with substance abuse; the student will receive a referral to counseling, drug and alcohol rehabilitation programs, and possibly an alternative

learning environment. Persistent disregard could result in criminal charges and possible expulsion.

Smoking/Vaping

Smoking is not permitted in the school building, on school grounds, or on any school excursion. Any vape or vaping devices will be considered as smoking for students. Students may not be in possession of any tobacco products, vaping devices, or paraphernalia. The items will be confiscated and appropriate consequences given.

Building Safety

Parking Lot Guidelines (Visitors/Students)

Visitors to the school must park in the front parking spaces. If none are available, they must park on the street in front of the school. There is no student parking program for the school year. Students driving must park on the street in front of the school. Parking is also not available at the Fine Arts Center, those spots should also be reserved for faculty and staff members. Students, staff, and visitors should follow safe driving practices including appropriate speed. Volume of car speakers should be limited in order to maintain a productive learning environment.

Visitors - Building Security

All adult and student visitors including volunteers to the school need to sign in with the receptionist upon arrival in order to receive a visitor badge. While parents are encouraged to be an active part of their child's classroom and education, we ask that you make prior arrangements, at least 1 day in advance, to visit a classroom, as it can be disruptive to students for a parent to "drop in."

Procedures for Filing Formal Complaints and Appeals

Complaints Policy

The policy details procedures for addressing and resolving complaints by any person regarding the policies, procedures, programs, or staff of the Global Concepts Charter School.

Policy Description

1. Whenever a complaint is made it shall be referred to the school CEO for study and possible solutions. Whenever a complaint of any substance is made concerning any employee, the individual shall be advised of the nature of the complaint and shall be given opportunity for explanation, comment and presentation of the facts as he or she sees them. The Global Concepts Charter School Board of Trustees recognizes that situations may arise in the operation of the school which are of concerns to parents or the public. Such concerns are best dealt with through communication with the school CEO and appropriate administrative staff members, such as the school principal and academic director or dean. The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints, beginning with an informal process, whenever appropriate (Steps a and b) and continuing with a more formal process:
 - a. Matters concerning individual students should first be addressed by the teacher.
 - b. Unsettled matters from (1) above or problems concerning Global Concepts Charter School should be directed to the CEO of School.
 - c. Matters which have not been resolved informally under steps 1 and 2 above, or problems concerning the system should be directed to the Global Concepts Charter School Board of Trustees.
2. The Global Concepts Charter School Board of Trustees shall hear complaints when they cannot be resolved by the CEO or school administrators. Matters referred to the Global Concepts Charter School Board of

Trustees *must be in writing* and should be specific in terms of complaint and the action desired. The Global Concepts Charter School Board of Trustees will accept original jurisdiction of any complaint which, by its nature, could not have been addressed informally at the staff level, but will give appropriate weight to a failure or refusal of a complaint to have given staff the opportunity to consider or act on complaints at the appropriate administrative level. The Board of Trustees will, absent special circumstances, add the complaint to the agenda of its next regularly scheduled meeting occurring more than five (5) business days after the date on which the complaint has been served. The Board of Trustees may, in its exclusive discretion, move to consider a complaint in executive session, if the subject matter falls within the topics for which executive session is authorized under the Open Meetings Law for purposes of fuller study. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues. Hearsay and rumor shall be discounted. The Board of Trustees will issue its decision, in writing, within thirty (30) business days of the date on which the complaint has been heard.

3. Appeal - If, after making your complaint to the School's Board of Trustees, you believe that the Board of Trustees has not adequately addressed your complaint, or does not respond within the time that the School provides in this policy, or if, after a reasonable period of time, the board of trustees or its designee does not respond to your complaint in writing you then have the right to bring your complaint to the New York State Commissioner of Education, who has been authorized to receive appeals by the State Board of Regents. All complaints brought to the Board of Regents/Commissioner concerning charter schools must be submitted in writing to the State Education Department's Charter School Office, either via mail at: Charter School Office, NYS Education Department, 89 Washington Avenue, Albany, NY 12234, or via email to: charterschools@nysed.gov The subject line of the email should read: Complaint: Global Concepts Charter School.
 - a. The contents of the letter/email should include:
 - i. A detailed statement of the complaint including the provision of the School's charter or law that you allege has been violated.
 - ii. What, if any, response you received from the School's board of trustees (and the School's Charter Entity in the case of schools not authorized by the Board of Regents).
 - iii. Copies of all relevant correspondence between you and the School and you and the Charter Entity if applicable. (You should maintain copies of all correspondence and materials for your own files.)
 - iv. What specific action or relief you are seeking.
 - v. Contact information for you – name, address, email address, telephone number.
 - b. Upon completion of an investigation by the Charter School Office, a decision will be issued in writing by the Commissioner of Education, which may include a remedial order, when appropriate. A copy of the decision will be provided to both the complainant and Global Concepts Charter School.
4. This policy shall be posted on the School's website and posted in the main office.

Athletics

After school athletics are open to 9th -12th grade students who are passing all classes and have a current physical on file at school. Note: final spring grades determine fall sports eligibility. Students planning to participate in sports should pay careful attention to the following requirements:

1. **Physical Examination:** Must be current (valid for two years; unless otherwise noted) and have it on file in the Health Center before you will be allowed to turn out for sports.
2. **Medical and Dental Insurance:** This is strongly recommended and can be purchased through the school if you do not have sufficient coverage.

3. **Parent Consent form:** Parents or guardians must consent to any participation.
4. **Emergency Medical Treatment and Transportation Authorization form:**
 - a. Must be turned in before the 1st day of practice.
5. **Concussion Information Form:** Parents or guardians must read and sign this form showing they understand the information provided.
6. Acknowledgment by the student and his/her parent of Global Concepts Charter School District eligibility and training requirements.
 - a. Students must be passing all classes to participate in interscholastic sports.
 - b. Students who do not meet the above grade requirements can still turn out for the sport, but will be placed on academic warning. If grades do not improve within 2 weeks, students will be placed on academic probation where students may practice with the team, but will not be permitted to participate in games/matches.
 - c. All high school students or students from other schools are allowed at Global Games but are subject to a search before entering games.

Senior Privileges

Senior Privileges and the early release programs are a special right granted to a senior class student who exhibits academic responsibility and good school citizenship.

Senior Privileges allow students the freedom to use available facilities for worthwhile purposes during unassigned time. These purposes may include: pursuit of academic assignments, community service or the ability to leave school early. Senior Privileges for an academic year may be granted at the start of the marking period or revoked at any time when not meeting the policy criteria. It is the student's responsibility to submit a completed application for approval to the Assistant Principal.

Students must be taking a minimum of 6.5 credit hours during the school year to meet Global Concepts academic standards. On a normal school day, students cannot leave before 7th period. On Gator Days, students can not leave if they have academic classes periods 3/4 or 7/8. If they have interventions they can sign out in the office.

- Seniors with privileges must attend the first ½ hour of Gator Time, but can leave for the second ½ hour Gator Time session because it is an intervention.

Students who leave the Global Concepts Campus cannot return during school hours except for sports. Students who participate or attend after school activities (Prom, theater, field trips, etc.) must be in school for at least 4 hours or ½ the day. If you do not attend school you cannot attend sports or school activities.

Senior Privileges may not be granted or will be revoked under, but not limited to, the following circumstances:

- Senior Privilege at Global Concepts Charter High School is an option for qualified 12th grade students. These students must maintain an overall grade of 80% or higher and not fail any course (including electives) in order to continue Senior Privilege once it has been granted. Prior parental approval must be given before students can participate in the program.
- Seniors in violation of school rules as identified in the Code of Conduct will be subject to loss of privileges. (For example, cell phone policy and dress code)
- Seniors who have unexcused tardies more than 3 times in a 5 week period will lose privileges for the following 5 weeks.
- Seniors who have received ISS or OSS will automatically lose their Senior Privileges for the current 5 week marking period, wherein, the Assistant Principal will determine eligibility for reinstatement.
- Seniors who fail to submit completed required school forms. These are, but not limited to: signed forms from the Parent/Student Handbook.
- Seniors who have not made restitution for their books, chromebook, or locks from the previous year.
- Seniors who disregard rules by leaving campus for lunch, work and other unauthorized travel.
- Plagiarism/turning in other students work as their own to meet deadlines.
- Students who have edgenuity classes must complete a minimum 25% of classwork each quarter to finish on time and receive credit by June 2, 2025.
- Note:
 - Senior Privileges are not a hall pass. All students must have a pass to be in the halls.
 - Students cannot leave campus unless they have approved early dismissal; students cannot go to parking lots, playing fields or any other non-supervised area.
 - Seniors only may apply for early release. Early release is only given from interventions, not classes.
 - Students who lose Senior Privileges will be expected to be in school until 3:10 p.m. Privileges may be revoked by the parent, guardian, or Assistant Principal at any time.
 - If Senior Privilege is revoked, you must meet the guidelines during the following 5 weeks to be reinstated.

Acceptable Use Policy
Computer, Network and Internet - Terms and Conditions
Faculty, Staff, and Students
Global Concepts Charter School (District)

SUBJECT: ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY

Global Concepts Charter School believes that all faculty and staff should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services available to faculty and staff offer a multitude of global resources that are intended to be used for educational and professional purposes in accordance with the mission statement of Global Concepts School. Our goal in providing these services is to enhance the educational development of our students. All those who use the information technology resources at Global Concepts School must comply with the written policies covering their use as well as the spirit and intent of those policies.

Ethical Guidelines for Acceptable Use of Computer Networks in Schools

We encourage the use of computers and technology available at the District; however, with this privilege comes responsibility. Violations of the following guidelines will result in a loss of access as well as other disciplinary or legal action. Users will be expected to:

1. **Respect the privacy of others:**
 - a. Users will keep their passwords confidential.
 - b. Users will not try to learn passwords of other users or network administrators.
 - c. Users will not attempt to gain unauthorized access to networked or stand-alone systems.
 - d. Users will not modify or read files of other individuals; however, it should be noted that system administrators have access to all files. Privacy shall not be assumed in this case.
2. **Student data is confidential information.** Employees who access student records from within or outside the District may not use, release, or share these records except as authorized by Federal and/or State law.
 - a. Users have no expectation of privacy in files, disks, or documents that have been created, entered, stored, or downloaded from District data sources; or used on District equipment. These documents, including email may be subject to legal access requests.
3. **Respect the legal protection provided by copyright and license to programs and data:**
 - a. Users will not make copies of the licensed programs, in violation of Copyright Laws.
 - b. Users will not install software on District computers without authorization.
 - c. Software licenses must be strictly respected.
 - d. The rights of copyright owners are to be respected. Copyright Laws are to be fully enforced and followed.
 - e. Works may not be plagiarized.
4. **Respect the integrity of the District networks and other networks to which we are connected:**
 - a. Users will not intentionally develop or use programs to harass others or infiltrate a computing system or damage or alter the software components or network.
 - b. Users will not intentionally send inappropriate, obscene or hateful messages/mail to others.
 - c. Users will not copy or modify server or network system files.
 - d. Users will not abuse computer or network hardware (i.e., mice, keyboards, etc.).
 - e. Users will not use encryption programs on District computers without authorization.

5. **Respect the materials and resources of the District:**

- a. Users will not play "games" on District computers that are not educationally related.
- b. Access to computer resources should be primarily for educational and professional development activities.
- c. Users will properly utilize computer time and will not waste limited resources and/or supplies that are provided by the District.
- d. Users will work in ways that will not disturb others.

6. **Respect the materials and resources of network accounts:**

- a. Users will not send offensive material over the Internet.
- b. Users will not use obscene, offensive, harassing, insulting, or otherwise abusive language over the Internet or on email.
- c. Users will not access another's folders, work or files without permission.
- d. Access to telecommunications should be primarily for educational and professional development activities.
- e. Users will not employ the network for commercial purposes.

Consequences of Violations

Suspected violations of acceptable use will be communicated to appropriate school personnel. Persons found to be in violation of acceptable use may be denied technology access on appropriate District equipment. Any determination of non-acceptable usage serious enough to require disconnection shall be promptly communicated to appropriate supervisory staff for further action.

Actions may include the following:

1. Users could be banned from access to specific technological equipment or facilities for a period of time.
2. Users could be required to make full financial restitution.
3. Users could be banned from using telecommunication facilities.
4. Users could lose INTERNET account privileges.
5. Suspension, detention or even expulsion are possible outcomes of severe violations.
6. Users could face prosecution if criminal activity is involved.

Use of the District computer equipment, Internet accounts, as well as networks and information contained on them is required to support the instructional program. While every reasonable effort will be made by District personnel to provide Internet filters to questionable materials, the student and the parent/guardian also must accept responsibility for the ethical usage of District facilities.

The District respects the right of each parent/guardian to be fully informed of all requirements of this policy and any procedures adopted to insure acceptable use of the ITS. Procedures will be established to define the process by which parents/guardians may submit a written request to deny or rescind student use of the ITS.

