



2022-2023

PARENT-STUDENT HANDBOOK

HIGH SCHOOL

30 JOHNSON STREET

LACKAWANNA, NY 14218

(716) 821-1903

WWW.GLOBALCCS.ORG

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.

**Excellence in Educational Programming*

Letter to Global Community

Dear Parents and Students,

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

Our school follows and adheres to the New York State Learning Standards. We participate in New York State Regents Exams including the new Common Core Exams. We are proud of our testing results, which are one of many indicators of student achievement.

We hope that we can work together to meet the needs of our students. We welcome parents' involvement in the school; in fact, we need parental involvement. 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 and appreciate that education is part of their daily lives.

It is necessary that the school provide constructive, formative experiences that develop positive attitudes for learning, leading to self-direction, responsibility, and community concern. To enable everyone to function effectively, there is a need for clear policies that outline frameworks in which students can 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 Concepts Charter School also recognizes that our expectations for acceptable conduct, while at school and at school-related functions, must be clearly defined and communicated to the school community. Enclosed in this handbook is a plain language description of our **Code of Conduct**.

This handbook is a compilation of policies and procedures that govern the day-to-day operation of our school. Please take time to read it carefully and keep it readily available throughout the year. We hope it will be helpful in fostering a greater understanding between home and school.

Please note that the parent/guardian and the student must sign the last page of this handbook. This page is to be removed and returned to your the main office.

GCCS has a **Comprehensive Attendance Policy**, outlined in this document. Good attendance is essential to academic success and social development. We strive for 100% attendance, including tardies but anytime attendance is below 90% we consider it to be problematic, please view the attendance policy for more details.

As always, we encourage you to take an active role in your child's classes during the year and attend the various school functions offered by the school and the Parent-Teacher Organization (PTO). Please make a point to become familiar with your child's class routines and expectations for homework, and communicate with your child's teachers. 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.

Mrs. Liz Mastromatteo, Principal
Mrs. Micaela Love, Assistant Principal

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Our Mission

The mission of 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.

We will accomplish this mission through a comprehensive academic program that combines a standards-based core curriculum emphasizing global education; a focus on character education in both our academic and fine arts components; accountability in a results-based delivery of instruction; and a strong emphasis on family and community involvement. Presented in an encouraging learning environment, the charter school's mission will guide our students to develop a lifelong love for learning.

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 Curriculum

Students will take a minimum of 6 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 for Global Concepts)	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
- Family and Community Liaison

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 7:50a.m.
- Students driven to school by parents should not arrive before 7:30 a.m. unless they are participating in the breakfast program. The 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

- Full year courses – Students are not allowed to miss more than **20 classes** (including both excused and unexcused). If more than 20 classes are missed the student could lose the ability to sit for the state exam or final assessment. **Students may also lose credit for the class.** In extreme cases **Child Protection Services (CPS)** will be notified.
- Half year courses – Students are not allowed to miss more than 10 classes. If more than 10 classes are missed the student could lose the ability to sit for the state exam or final assessment. Students may also lose credit for the class. In extreme cases Child Protection Services 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. Death in Family
 - c. Required Court appearance – letter from court must accompany student upon return
 - d. Scheduled appointment with physician/dentist/etc. – original note from health care provider must be provided
 - e. College Visit(s) – 2 per year, pre-approved by the School Counseling Department, with a note from the college upon your return
 - f. Religious Observation- must have pre-approval from administration
 - g. 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

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.
3. After 6 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 20 days a student might not receive credit for the course. 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. Serve lunch detention
2. Multiple tardies within the same week will result in after-school 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, must report to the ISS room for a pass and possible consequence.

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

(Do You Have a Family Emergency Plan?)

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 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 716-939-2554.

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

It is the parent's responsibility to provide transportation home. Detention is served for up to 1 hour after school is over, (3:30-4:30 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 or 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 2022-2023 school year, and until successors are appointed by the Board of Trustees, the Dignity Act Coordinators at Global Concepts Charter School are:
 - Mrs. Katie Storey (Grades K-8)
 - Mrs. Micaela Love (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 administrator 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 modify their appearance by covering or removing the item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so will be subject to disciplinary action in accordance with this Code of Conduct.

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 uniform. 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:

- Must maintain healthy and safe hygiene and clothes must be clean
- No 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, bandannas, **hoodies**, do-rags, 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)
- All acceptable clothing must be clean, properly sized, and appropriate for the day's weather conditions.

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:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Be clean and neat
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- 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.
- Not include 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 CANNOT Wear:

- Violent language or images
- Images or language depicting drugs, alcohol, and/or gang-related (or any illegal item or activity).
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear
- Bathing suits
- Masks or headgear that obscures the face (except as a religious observance or medical purpose)
- Bandanas

School Uniform

Students are required to follow the mandatory uniform as follows:

Items requiring a school logo:

- Shirts - two options
 - Polo (with school logo)
 - Short-sleeve or long sleeve
 - Colors: white, navy or light blue
 - Oxford button down (with the school logo)
 - Short-sleeve or long sleeve
 - Colors: white or light blue
- Polo Dresses in either Navy or Light Blue (with the school logo)
- Fleece (with the school logo)

Items not requiring a school logo:

- Sweaters/Cardigans - Navy ONLY - a polo or oxford with the school logo must be worn underneath.
- Pants - can be either khaki or navy
- Pleated Skorts - can be either khaki or navy
- Abyeas must be (Black, Tan, Navy, Light Blue or White) - uniforms should be worn under Abyeas
- Scarves - must be a solid color

Gym Dress Code:

Boys and Girls Gym Dress Code will be at the discretion of their Gym Teacher. Sneakers/Tennis Shoes are required.

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 the 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 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 intervention 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. Teachers will set the expectations for use of electronics in their classroom and the norms for common areas will be taught, posted, and enforced fairly. 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.

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 electronics in the classroom is solely determined by clearly stated teacher expectations.
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

The primary responsibility for a student's use of electronics devices, resides with the student and parents or guardians. Meeting the teacher's expectations and/or the norms of set locations (office, lunchroom, etc.) will maximize the experience for both students and staff. Teachers should consider fairness when setting the expectations and use consistent language schoolwide. Refusal to comply with directives from an adult will result in a school discipline consequence.

If either of those two conditions exists, please assist us in supporting safe and sane electronics usage by conferring with the student yourself or requesting security/administrative support to do so. We want to extend a huge thank you to our whole community for your thoughtful support and guidance as we assist our scholars in negotiating our increasingly wired world.

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.

Violations will be addressed in the following manner:

- 1st Offense: Device is confiscated and returned to the student at the end of the day.
- 2nd Offense: Device is confiscated and must be picked up by a parent/guardian.
- 3rd Offense: Phone is confiscated, parent is called. The parent has the option to keep the phone in our vault for five (5) days or the student will serve ISS and the phone must be retrieved by the parent. While serving ISS, the phone must be turned in to the office daily and will be returned at the end of each day.
- Further Offenses: Phone is confiscated, parent is called, the student will serve three (3) days of ISS and the parent must retrieve the phone. The phone must be turned in to the office, daily, and will be returned at the end of each day.

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.

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.

- If the device has been used inappropriately in your classroom, politely direct the student to allow you to store it for the remainder of the period. Make every attempt to allow the student to maintain his/her dignity during the exchange.
- Violations should be treated as minor on the continuum of school rule violations.
- Consistent language, staff wide, is crucial to fair implementation of this policy. Without deviation, please become comfortable affirmatively stating, "Failure to hand over your device at this time will result in disciplinary action."

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 (Visitor's/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, 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.

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.

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:** Parent 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.

K-12 Acceptable Use Permission Form

Global Concepts Charter School

Student User: _____ Grade: _____ (Please Print)

I understand and will abide by Global Charter's Acceptable Use Policy. I realize that violation of this policy may result in losing the right to use district technology resources or be subject to disciplinary action. I understand that I will not be able to use the technology until this agreement is signed.

Student's Signature Date

Parent/Guardian:

As the parent or guardian of _____, I have read and understand the Global Concepts Charter School Acceptable Use Policy.

I give my permission for my child to use the district technology resources. I also understand that my child shall be held accountable for the Acceptable Use Policy. Any student who compromises the Acceptable Use Policy shall be subject to disciplinary action as stated in the school policy.

Parent/Guardian Signature Date

This signed form will be kept on file at the school.

**** Please tear this sheet out of the handbook, sign, and return the form to the GCCHS Main Office.**

Family/Student Signature Page

Global Concepts Charter High School

I have reviewed and discussed Global Concept Charter School's handbook with my child. I understand that the school is expected to follow this handbook and enforce the codes of conduct.

Student Name: _____ Grade: _____ (Please Print)

Student's Signature

Date

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature

Date

This signed form will be kept on file at the school.

**** Please tear this sheet out of the handbook, sign, and return the form to the GCCHS Main Office.**