CIRCLE CITY PREP

AMBITIOUS LEARNERS | RESPONSIBLE LEADERS





Scholar & Family Handbook

2023-2024

Board Approved August 28, 2023

Dear Circle City Prep Families,

We are honored to welcome you to the Circle City Prep Charter School! We know that our Scholars success depends on the support of our parents/guardians along with the hard work of our team. We look forward to forming positive partnerships with each of you. We expect a lot from members of the Circle City Prep community, and in turn, you can expect a lot from us.

The following pages will help you become familiar with school procedures, policies, and practices, and should serve as a resource for families from the first day of school through the last. While we cannot say this handbook will answer all of your questions, it contains valuable information, so please take the time to read it carefully.

In this handbook, you'll learn a lot of different things about Circle City Prep Charter School. You'll learn about the structure of the school, the policies that we have in place, and our expectations of members of our school community. If a policy is changed at any point throughout the year, you will receive written notification in your child's Lifework Folder.

If you ever have any questions, please feel free to ask any teacher or staff member. Let's have a great year!



Megan Murphy
Head of School



Alise Dalstrom
Asst. School Leader,
Student Supports



Samantha Hyde
Asst. School Leader,
Academics

TABLE OF CONTENTS

Circle City Prep Mission

Responsibility and Accountability
- Our Philosophy
- Our Core Values and Expectations

Important Contact Information

School Policies and Procedures
- Hours of School Operation
- Dismissal Policy
- Late Pick-up Policy
- Early Dismissal Policy
- Early Release Fridays
- Arrival Policy
- Tardy Policy
- Attendance Policy
- Notification Policy
- Inclement Weather Closings & Make-Up Snow Days
- Lifework
- Make-Up Work
- Uniform Policy
- School Supplies
- Toys, Cell Phones, and Electronic Devices
- Annual Calendar
- Assessments
- Grading Periods, Progress Reports, Report Cards, and School-Parent Meetings
- Promotion Policy / Retention
- Graduation Policy
- Special Education
- Multilingual Learners
- Withdrawal from School
- Building Safety and Security
- Closed Campus
- Visitor Policy
- Fire Safety Procedures
- Parent Involvement
- Title IX Policy
- Lost and Stolen Property
- Transportation
- Scholar Records
- Nondiscrimination
- Chromebook Use
- Internet Policy
- Bathroom Breaks and Accidents
- School Fees

Nutrition
- School Breakfast & Lunch

In-School Snack Policy
Food Allergies
Birthday Celebrations
Wellness Policy

Discipline Policy
DRIVE Core Values
Behavior Management
Logical Consequences
Behavior Intervention and Remediation
Loss of Privileges
Field Trips (Excursions)
Harassment and Bullying Policy
Seclusion & Restraint
Suspension and Expulsion
Interim Alternative Educational Setting
Due Process and Appeals
Suspension

School-Family Agreement

CIRCLE CITY PREP CHARTER SCHOOL MISSION

Our Mission

Through excellence in academic instruction and character development, Circle City Preparatory Charter School ensures all K-8 scholars are ambitious, powerful learners and responsible, positive leaders on the path to college and a life of opportunity.

RESPONSIBILITY AND ACCOUNTABILITY

Our Philosophy

Circle City Prep Charter School holds members of the Circle City Prep community – scholars, families, and staff – to the highest standards. We know that you have selected Circle City Prep because you hold these same high standards for your child, and are eager to work with us to maximize your child's success.

To provide the best education for Circle City Prep scholars, we must all work together to create an atmosphere of excellence. Our Code of Conduct is based on responsibility and accountability.

The Circle City Prep Agreement on the last page outlines the responsibilities of the school, the family, and the scholar over the course of the coming year. The Agreement is not an exhaustive list of what must be done, but it does represent essential elements of our academic program.

This handbook is not a contract. Any of the policies detailed in this handbook may be modified at the sole discretion of the school at any time.

Our Core Values and Expectations

- **Determination**: We try our hardest and are not afraid of failure.
- **Resourcefulness**. We never give up. We ask for help and use our resources to solve problems.
- **Integrity**: We take responsibility for our learning and our actions. We follow directions the first time. We act appropriately if and when we make a mistake and receive a correction or a consequence.
- **Voice**: We respectfully and appropriately speak up for what we believe in. We work to make positive change.
- **Enthusiasm**: We give our full joy and positive energy to everything that we do.

IMPORTANT CONTACT INFORMATION

Telephone

Parents/guardians may leave messages for teachers and staff at the school office. Parents/guardians can expect a return call from all staff within one school day of leaving a message. The telephone number is: (317) 643-4209 for phone calls, to text please use (317) 970-4225.

Email

In addition to the general voice mailbox, administrators and teachers may be contacted via email. In most cases, a staff member's address is their first initial and last name @circlecityprep.org. For example, if a teacher's name is Devon Adams, he could be reached at dadams@circlecityprep.org. To confirm you have the correct email address, please contact the school office.

Contacting School Leadership

Role	Name	Phone	Email
Asst. School Leaders	Sami Hyde Alise Dalstrom	(317) 643-4209 (317) 998-5543	shyde@circlecityprep.org adalstrom@circlecityprep.org
Family Supports	Bri Williams	(317) 384-0081	bwilliams@circlecityprep.org
Special Ed. Coordinator	Mackenzie Purvis	(317) 739-1366	mpurvis@circlecityprep.org
Director of After School	Rebah Ginn	(317) 659-1189	rginn@circlecityprep.org
Head of School	Megan Murphy	(317) 270-7228	mmurphy@circlecityprep.org
Director of Operations	Stephanie Rendon-Silva	(317) 643-4209 ext:123	srendons@circlecityprep.org

Mail

You may also write to the school administration and Board of Directors/Trustees if you have concerns or issues you wish to discuss. Please send your correspondence in care of the school office: 4002 N Franklin Road, Indianapolis, IN 46226.

Website

The school posts documents on the Circle City Prep website: www.circlecityprep.org.

SCHOOL POLICIES AND PROCEDURES

HOURS OF SCHOOL OPERATION

To maximize learning time, Circle City Prep has an extended day and school year, from August to late May.

- Monday through Thursday, our day begins at 7:25 am and lasts until 3:30pm (K-5) 4:00 pm (6-7).
- On Fridays, our day begins at 7:25 a.m. and lasts until 1:00 pm (full school).
- Scholars arriving in the building after 7:45 am will be marked tardy. Breakfast is not served to Scholars arriving after 7:46 am. Scholars will be offered a granola bar.
- Circle City Prep building will open daily at 7:25 am. For safety reasons, scholars should not be dropped off any earlier.

DISMISSAL POLICY

In order to create an efficient and safe dismissal process, all guardians/parents should remain in cars during dismissal, unless the Scholar is a walker. If the parent/guardian has a scheduled meeting with a staff member, they should enter the school no sooner than 3:40 (K-5th) or 4:10 (6th-7th).

Circle City Prep only releases our scholars to authorized adults as indicated on a scholar's Emergency Contact form. If you would like someone new to be added to pick up your child, you must authorize that individual in writing via a written and signed note by the parent/guardian, either in your child's Lifework binder or email. We also require ID upon pick-up. *Sorry, phone calls to the office will not be able to authorize adding someone to your child's pick-up list.*

Any changes to regular pick-up routines (such as not staying for clubs) must be communicated to Circle City Prep via the front office by 3 pm or the pick-up will not be changed.

Families will NOT be able to pick-up Scholars early unless communicated to the front office in advance. Parents and guardians who arrive before dismissal time must wait outside the school building until Scholars are dismissed. If parents or guardians need to speak to a teacher or conduct any other classroom business, this should occur after dismissal when teachers and staff are available.

LATE PICK-UP POLICY

Monday – Thursday: Scholars are expected to be picked up by 3:40 (K-5) and 4:10pm (6-7)every afternoon.

Fridays: Scholars are expected to be picked up by 1:10 pm (full school).

Families will be charged $1 a minute for each minute their Scholar is at school starting at 3:45pm (K-5) and 4:15 (6-7) Monday – Thursday and 1:15 Friday. All fees are expected to be paid promptly and will remain outstanding until paid. Please note that any money submitted to the school must first be applied to any outstanding balances before it can be applied to other fee-based activities.

- In the instance a scholar is not picked up by 4:40 p.m. (or 1:40 p.m. on Fridays) after there has been an attempt to contact the parent/guardian and emergency contacts, Circle City Prep reserves the right to contact the Indiana Department of Child Services (DCS).

EARLY DISMISSAL POLICY

Parents and guardians who pick up students early except for pre-planned extenuating circumstances, should understand that this disrupts the school day and the child's education. Parents should provide a signed note in their scholar's Lifework folder NO LATER THAN the morning of early dismissal. In addition, the parent or guardian must sign the student out with the Front Desk before the student will be allowed to be dismissed from school grounds.

Doctor and dentist appointments should be limited to non-school hours to avoid students missing class time. Parents and guardians should inform the classroom teachers of early dismissals in written form by sending a note in the Scholar's Lifework folder. Teachers will then be responsible for having the Scholar prepared with materials at the requested time in order to minimize disruption to the class time. Failure to submit advance written notification will result in your Scholar's Lifework folder not being updated and ready for early dismissal. However, if a family does not submit prior notification and the Scholar leaves without their Lifework folder, they have the option to return after dismissal to receive the folder.

EARLY RELEASE FRIDAYS

- Circle City Prep scholars end instruction at 1:00 p.m. every Friday in order to provide teachers with regular times to meet and conduct professional development.
- *Please note that all teachers and staff participate in Professional Development on Friday afternoons. If a scholar is not picked up by 1:40 p.m. and not enrolled in an after school program, after there has been an attempt to contact the parent/guardian, Circle City Prep reserves the right to contact the Indiana Department of Child Services (DCS).*

ARRIVAL POLICY

All guardian(s) /parent(s) are asked to remain in their car during arrival, unless the Scholar is a walker. Walking Scholars to the door disrupts the traffic pattern and can be unsafe.

TARDY POLICY

Circle City Prep values punctuality. It is an important life skill and a show of respect to others. Just as we expect staff to be punctual for their Scholars, families need to ensure that students arrive to school on time. This is even more important because Circle City Prep Scholars begin their learning from the moment they enter the building. Scholars are provided morning duties and work immediately following breakfast. If a Scholar is late to school, they miss Bright Work morning assignments, disrupt the learning of other Scholars, and risk falling behind.

Circle City Prep's doors open at 7:25 a.m. Scholars must arrive to school between 7:25 a.m.-7:45 a.m., which is also when breakfast is served. Students arriving at 7:46 a.m. or later are considered tardy and will NOT receive breakfast.

Late arrival will begin at 7:46 a.m. For the safety of all scholars, a parent or guardian is asked to walk scholars to the front desk to sign in. Scholars who are not escorted in by a guardian will remain in the front office until a parent or guardian returns to sign them in.

If a scholar arrives after 11:30 a.m. without prior notification, the day will be counted as an absence. Additionally, if a scholar arrives after 10:00 a.m., we will not be able to guarantee a hot lunch that day

CONSEQUENCES FOR TARDINESS

Five Tardies in a Month: If a scholar is late (arriving after 8:00 a.m.) five times in a month, it is considered a serious issue. At this point, the family will be sent a tardy concern notification.

Eight Tardies in a Month: If a scholar is late eight times in a month, it is considered a very serious issue. Families will be required to meet with our Manager of Operations and Student Recruitment to create an "On Time" plan.

Twelve Tardies in a Month: If a scholar is late twelve times in a month, it is considered a gravely serious issue that has a significant effect on scholar learning. Upon the twelfth tardy, parents must meet with the Assistant School Leader of Student Supports to refine the "On Time" plan before the scholar is allowed full access to school activities, including but not limited to after school events, quarterly parties, and dress down days.

SCHOLAR ATTENDANCE POLICY

At Circle City Prep, we are committed to making every minute of learning time count. In order for scholars to learn and to reach their academic potential, they must be in school every minute of every day. Given our fast pace and high rigor, missing even one hour of instruction can result in scholars falling behind. Families should take advantage of 1:00 p.m. dismissal on Friday, as well as vacation days, to schedule appointments and travel.

Because all learning time is sacred, scholar absences, including illness, suspensions, appointments, vacations, incomplete days, etc. count as absences. Scholars will be excused for situations that fall under Indiana Code 20-33-2. Scholars who are ill with a fever or severe illness should stay home, but runny noses do not slow us, or our scholars, down! If your scholar has a fever or throwing up, they must be fever free for 24 hours without fever reducing medication and/or not have thrown up for 24 hours before returning to school.

A scholar who exceeds 15 absences over the course of the year, may be retained and will be reported as habitually truant to juvenile court.

Circle City Prep reserves the right to make exceptions to this policy in the instance of an extended absence due to extreme medical conditions.

The following support policy will be followed to help ensure that scholars do not exceed 15 absences:

- At 3 absences, the parent/guardian will be contacted by a member of the front office.
- At 5 absences in the first semester or a total of 10 absences, the parent/guardian will be required to attend a meeting with the Assistant School Leader of Student Supports during which an Attendance Plan will be established aimed at improving attendance patterns.
- At 10 absences, a second meeting will be held with our Head of School to discuss the violation of the Attendance Plan.
- Excessive absences (15 days or more) for truancy will result in the reporting of a family to relevant authorities, including, but not limited to Juvenile Court and/or the Indiana Department of Child Services

SCHOOL NOTIFICATION

In the event of an absence, we ask that parents/guardians notify Circle City Prep by 8:00 a.m. by emailing Circle City Prep at absent@circlecityprep.org or by calling 317-643-4209 ext. 1. Circle City Prep will call the parent/guardian of all absent scholars by noon everyday if there has been no contact.

INCLEMENT WEATHER CLOSINGS

In the event of poor weather conditions such as heavy snow or ice, please check your local television station, radio stations, contact the school at 317-643-4209 or visit our Facebook page.

Circle City Prep generally follows the same delay and cancellation policies as Indianapolis Public Schools (IPS). If Indianapolis Public Schools are closed due to inclement weather, generally then so is Circle City Prep. If Indianapolis Public Schools are delayed by two hours, so too is Circle City Prep. If there is a 2-hour delay, Circle City Prep will open our doors at 9:25am and students will be considered tardy on or after 9:45 am.

Make-Up Snow Days

In the event Circle City Prep needs to make-up instructional days due to school closures because of snow, families will be notified within a timely manner via a written note home, newsletter, social media announcement and a call. Make up days may be February 16 or added to the end of the calendar year.

LIFEWORK (HOMEWORK) - 3rd - 7th Grade Only

Lifework is an essential component to your child's academic success. Our teachers carefully create nightly Lifework that provides scholars the opportunity to practice and master their academic skills. Scholars receive nightly Lifework beginning in 3rd Grade, with the amount increasing as scholars are promoted. The opportunity to practice the skills learned throughout the day is critical to scholars' academic success.

Accordingly, scholars will not be excused from completing Lifework for any reason. If your child is absent, Lifework should be complete and updated upon their return.

Students are expected to complete all of their Lifework assignments each day. If Lifework is missing, incomplete, or of poor quality, the parent or guardian will be notified. They may sit out of a non-core subject and complete their Lifework with the assistance of a staff member. Additionally, failure to complete Lifework may result in the loss of privileges or participation in extracurricular activities. Lifework completion percentages will be reported as a grade and reflected on report cards. Extracurricular activities are incentivized with Lifework completion as part of the criteria. Continuous or excessive Lifework incompletion will result in follow up with the Dean of Students.

We encourage families to designate a time and place for scholars to complete Lifework. We do not consider parental support on Lifework cheating—parental support is a key component to scholar success. Scholars should be able to complete Lifework independently, but we encourage parents to check over work, and answer any questions. Additionally, we may assign Lifework to be done jointly - for example, flashcards for learning sight words, or having scholars read a book out loud to a parent/guardian.

MAKE-UP WORK

Scholars are responsible for all missed work while absent. Lifework is put in Lifework Folders daily. Scholars who have been absent can move ahead on their Lifework folder on evenings they are sick. If absent on a Monday, scholars should pick up their Lifework folder when they return to school, and make-up any missed work.

SCHOLAR UNIFORM POLICY

Our uniform policy is designed to minimize distractions and to stay consistent. Violations impact not just your child but other children. If you have any concerns, we will do our best to work with you.

Scholars are expected to wear their complete school uniforms to school every day, including field trips (aka Excursions) and Field days. Scholars are expected to wear the following:

	UNIFORM POLICY
Shirts	Grey (Kindergarten – 2nd grade), red (3rd – 5th grade), black (6th - 7th grade) polo shirt with school logo with short or long sleeves. Circle City Prep t-shirts or University shirts are able to be worn on Fridays or otherwise determined by staff.
Sweaters or Sweatshirts	Black school logo sweaters and school logo fleeces and sweatshirts are allowed. Circle City Prep polo shirts must be seen when a sweater or sweatshirt is worn. *Non-logo'd sweaters and fleeces are not allowed.* *If the Scholar is wearing an article of clothing with a hood, the hood should remain off while in the building.*
Pants	Khaki pants Khaki shorts, **no cargo pants** Khaki skirts, skorts or jumpers below the knee. ** Pants without proper closure are not allowed.*
Shoes	Closed toed, flat, rubber-soled shoes. Shoes should be tied at all times. If your Scholar is not able to tie his/her shoes, he/she should wear Velcro shoes. Sandals, heels, boots are NOT part of the CCP uniform.. Snow or Rain boots can be worn to and from school, with a change of shoes brought in a backpack. Flashing shoes, shoes with heels, any type of boots or otherwise distracting shoes are not allowed.
Belts	Belts are **not** encouraged unless a scholar can independently unbuckle and re-buckle.
Jewelry	Scholars are not allowed to wear disruptive jewelry. (e.g. jewelry that distracts from learning) Talking or beeping watches are disruptive and are not allowed.
Headwear	Scholars are not allowed to wear hats unless for religious purposes or with approval from an administrator.

Uniform Violations

- Scholars who are out of uniform will receive a note home in their Lifework folder and/or a phone call home.
- After ten uniform violations, a parent/guardian conference may be required.
- Whenever possible, Scholars will be given loaner clothes when out of uniform.

Additional Guidelines

Students are permitted to bring backpacks for their school supplies. Backpacks are kept in the student's designated storage area. Students will have access to their backpack at the teacher's discretion, and they can be searched by the school admin upon a reasonable suspicion that the student violated the law or a school rule.

Any clothing or grooming (including hair, make-up, or nail polish) that, in the administrators judgment, may reasonably be expected to cause disruption or interfere with normal school operations will not be allowed. However, administrators will make reasonable accommodations for religious beliefs.

Uniform Violations that CCP Staff Will Address Directly

Uniform violation	Response
Scholar is wearing wrong color undershirt (not white, gray, black)	Scholar asked to change in the bathroom. Shirt placed in backpack.
Scholar is wearing large earrings, any facial piercings, excessive or disruptive jewelry	Scholar puts items in their backpack.
Scholar wearing a hat in the building *(Religious headwear is always allowed)	Scholar asked to remove hat and put in backpack
Scholar is wearing a sweater or hoodie without a logo.	Scholar is asked to remove and put in their backpack.

SCHOOL SUPPLIES

The easiest way to manage supplies in primary classrooms without disrupting classroom time or having unprepared Scholars is to have shared supplies within the classrooms. While Circle City Prep will always provide Scholars with the materials necessary to complete their work, families are asked to purchase school supplies requested by the school. Circle City Prep will provide a school supplies list to all families at the beginning of the year and have it available upon request at the front office.

Given the community use of supplies, please note that all supplies received cannot be returned under any circumstances, therefore please avoid writing scholars' names on materials unless specified below.

TOYS, CELL PHONES, MONEY, AND ELECTRONIC DEVICES

To limit distraction, we ask that scholars leave all toys, cell phones, money, and electronic devices at home. If toys, cell phones, money or other electronic devices are brought to school, they must be left in scholar backpacks and turned off. Given that Circle City Prep does not have lockers, scholar property will not be locked up. **Circle City Prep is not responsible for lost, stolen, or damaged property. Scholars who violate this policy will have the item confiscated. 1st time will be a warning and a phone call to parent, 2nd time parent will have to pick up item and the 3rd time the parent will have to pick up item and the student may be disciplined.**

2023-2024 ANNUAL CALENDAR

Circle City Preparatory School 2023-2024 Academic Calendar

July 2023

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

Instructional Days 1

August 2023

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

Instructional Days 22

September 2023

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

Instructional Days 19

October 2023

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

Instructional Days 16

November 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	39		

Instructional Days 17

December 2023

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

Instructional Days 14

January 2024

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

Instructional Days 17

February 2024

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

Instructional Days 19

March 2024

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

Instructional Days 15

April 2024

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

Instructional Days 20

May 2024

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

Instructional Days 20

June 2024

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

Important Dates

July
- July 13-14: New Staff Orientation
- July 17-28: Summer Professional Development
- July 31: 1st Day of School (1pm dismissal)

August
- August 1: 2nd Day of School (1pm dismissal)
- August 18: Virtual Learning (Staff professional development)
- Augsut: 31: Meet the Teacher Night

September
- September 1: Staff Mental Health Day (No School)
- September 4: Labor Day (No School)

October
- October6: Last Day of Quarter 1
- October 9-13: Fall Break
- October 16: Professional Development (No School)

November
- November 20-21: Professional Development (No School)
- November 22-24: Thanksgiving Break (No School)

December
- December 20: Last Day of Quarter 2
- Decembrer 21 - January 5: Winter break

January
- Decembrer 21 - January 5: Winter break
- January 4: Professional Development (no school)
- January 5: Conferences (no school)
- January 15: Martin Luther King Jr. Day (no school)

February
- February 16: No School (Snow Make-Up Day)
- February 19: President's Day (no school)

March
- March 8: Staff Mental Health Day (no school)
- March 22: Last Day of Quarter 3
- March 25-29: Spring Break (no school)

April
- April 1: Professional Development (no school)
- April 26: Staff Mental Health Day (no school)

May
- May 27: Memorial Day (no school)
- May 29: Last Day of School
- May 30-31: Professional Development (no school)

Observed Holidays
- Jul 4: Independence Day
- Sep 4: Labor Day
- Oct 9-13: Fall Break
- Nov 23-25: Thanksgiving Break
- Dec 22-Jan 6: Winter Break
- Jan 15: Martin Luther King Jr. Day
- Feb 19: President's Day
- March 25-29: Spring Break
- May 27: Memorial Day
- Jun 19: Juneteenth

Calendar Key

= No School	= PD Days
= Parent Conference	= E-Learning Day
= Last Day of the Quarter	= Special Days

Days of Instruction: 180 / Days of Professional Development: 17
Quarter I = 47
Quarter II = 42
Quarter III = 51
Quarter IV = 40
Friday Dismissal at 1pm

ASSESSMENTS

- Circle City Prep uses a variety of tests to assess student progress throughout the year. These include curricular assessments, as well as norm referenced standardized tests and assessments required by the state to assess student knowledge and skills. These assessments will be explained in more detail to parents/guardians and students at conferences and throughout the school year.

GRADING PERIODS, PROGRESS REPORTS, REPORT CARDS, AND SCHOOL-PARENT MEETINGS

There are two semesters per school year. Each semester will be divided into two quarters with formal report cards sent home at their conclusion. Parents/Guardians can access grades and real-time information through Alma. Please reach out to Courtney Eckerle, ceckerle@circlecityprep.org to get access. Additionally, we send home bi-weekly progress reports in your Scholar's lifework folder. Report cards will be distributed four times during the school year on the following dates:

- October 20
- January 5
- April 5
- May 29

Semester 1 (January 5) Report Cards must be picked up in person at Circle City Prep during a Parent-Teacher conference at the end of every semester (quarterly for Scholars performing below grade-level). **We require a 15 minute conference each semester between guardians and their child's teacher to discuss report cards. Report cards will not be sent home without a conference.**

PROMOTION POLICY / RETENTION

Circle City Prep's promotion policy is rooted in a balance of understanding that while scholars learn at different rates, and may experience plateaus at different times as they grow, mastery of grade-level academic standards is the best measure for promotion to the next grade-level. It ensures that a scholar can be successful in the academic challenges of the next grade-level.

Circle City Prep takes into account the full picture of a child's academic progress when determining whether or not to retain, including grades, assessment scores, attendance, age, and socio-emotional development. ***Promotion recommendations are made by classroom teachers, and final promotion decisions will be made by the Asst. School Leader of Academics and Head of School in consultation with the grade-level Instructional Coach***. Circle City Prep reserves the right to make exceptions to this policy given special circumstances.

In compliance with the *Individuals with Disabilities Education Improvement Act ("*IDEA"), all scholars with Individualized Education Programs ("IEPs") or Section 504 Plans will need to meet all promotion criteria for Circle City Prep unless their IEP indicates separate goals in particular content areas. If this is the case, satisfactorily meeting those goals will satisfy that component of the promotion criteria of Circle City Prep.

Parents will be notified of a final retention decision from the Head of School in an in-person meeting and will provide written documents concerning retention. If an in-person meeting is not able to be scheduled, families will receive written communication via mail.

GRADUATION POLICY

For graduation from 8th grade, scholars need to have passing grades in all of their courses.

SPECIAL EDUCATION

Circle City Prep believes in providing a free and appropriate public education (FAPE) to all scholars. FAPE mandates that the school provides access to general education and specialized educational services. It also requires that scholars with disabilities receive support free of charge as is provided to non-disabled scholars. It also provides

access to general education services for children with disabilities by encouraging that support and related services be provided to children in their general education settings as much as possible. Circle City Prep provides a variety of special education programs for scholars identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEA). A scholar may receive special education services only through the proper evaluation and placement procedure. Parent/Guardian involvement in this procedure is required. More importantly, Circle City Prep encourages the parent to be an active participant. A parent or guardian who believes his/her scholar may have a disability that interferes substantially with the scholar's ability to function properly in school should contact the Head of School.

- **Response to Intervention / Multi-Tiered Support System**
    - If a determination is made that a scholar needs additional supports, Circle City Prep will utilize its Response to Intervention Process (RTI)/ Multi-Tiered Support System (MTSS) to determine the specific interventions needed by the scholar. In the RTI process, a struggling scholar is provided with increasingly intensive instruction in his/her area of academic weakness. The scholar's progress is monitored, and if there is no positive response or improvement, the scholar will be referred for testing to determine eligibility for special education services and what services the scholar needs to succeed.
- **Educational Evaluations**
    - Circle City Prep staff members are charged with monitoring scholar academics and behavior to identify scholars who may need additional supports or interventions to academic success. If a staff member notices a lack of improvement, the staff member may request an educational evaluation by a school psychologist with consent from a parent/legal guardian. In that instance, a Case Conference Committee is formed and consists of the Head of School, the teacher, Coordinator of Students Supports and/or special education teacher, parents/guardians, and other involved professionals. The case conference committee will make recommendations determine whether the Student is eligible for special education and what, if any, services are appropriate given the scholar's needs.
- **Services Provided**
    - Scholars who are determined to be eligible for special education services by the Case Conference Committee will be provided services deemed appropriate as determined and recommended by the scholar's Case Conference Committee. The recommendations may include a general interventional plan, a screening, or an educational evaluation that will be conducted according to IDEA/Article 7 regulations. Scholars who do not qualify for services under IDEA/Article 7 may be considered for Section 504 services under the Rehabilitation Act.

MULTILINGUAL LEARNERS (MLL, ENGLISH LANGUAGE LEARNERS)

At Circle City Prep, English Language Learners will be identified through a Home Language Survey that is completed during enrollment. The previous year's WIDA assessment will be used to identify a scholar's level of English Language Proficiency. Scholars new to Indiana will be screened to determine their given level of English Language Proficiency. Once a level is determined, our MLL teachers will develop and execute appropriate Individualized Learning Plans with the assistance of parents/guardians to meet the scholar's needs. Circle City Prep will have an onsite or virtual interpreter who assists in communication both verbally and in writing with MLL families. These plans list strategies, appropriate expectations, and testing accommodations. The MLL teachers will determine supports that can be inclusively provided within the general classroom and which high need supports require a pull-out setting.

WITHDRAWAL FROM SCHOOL

If, for any reason, a scholar must withdraw from school, the scholar's family should inform the front office at least two days before the last day of attendance. Families will be required to fill out a withdrawal form indicating their reason for leaving and the name of the new school. If moving out of state, families will have one week to provide the name of the new school before Circle City Prep unenrolls the scholar. School records will be forwarded when the new school requests them.

BUILDING SAFETY AND SECURITY

There are a number of basic procedures Circle City Prep has in order to ensure the safety and security of its scholars and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of Circle City Prep – teaching and learning – can take place. Circle City Prep may take reasonable action against a scholar and/or parent/guardian for failure to follow school policies and procedures that may risk the safety and security of scholars, staff and school community, including dismissal from Circle City Prep.

CLOSED CAMPUS

Under no circumstances are scholars to leave Circle City Prep building without permission. A scholar with permission to leave may only leave under the escort and supervision of an authorized adult. Families should be aware that Circle City Prep has several neighbors and should be respectful and courteous of their needs.

VISITOR POLICY

All visitors are required to report to the Front Desk upon entering the building and check in with an official identification card (ex. driver's license, etc.). Visitors must wear a visitor badge. Any visitor, including a parent/guardian, who does not report to the office or is found in the building without authorization will be asked to check-in at the front desk. Parents are encouraged to visit Circle City Prep; parent involvement is discussed in more detail later in this handbook. We ask that parents give Circle City Prep 24 hour notice of a visit so that we can be sure to accommodate them, and to ensure that we have an accurate list of all daily visitors to Circle City Prep.

Please note, we do not allow parent visits for the first month of school, as scholars are acclimating to Circle City Prep.

FIRE SAFETY PROCEDURES

In case of an emergency – if a staff member sees fire or smells smoke – he or she will close the door and pull the fire alarm. Upon hearing the alarm, school staff will assemble scholars in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Scholars should follow the direction of the staff, who will lead scholars outside the building to the designated locations, where school staff will line up scholars by class and take attendance.

During the first month of school and frequently throughout Circle City Prep year, scholars and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency.

PARENT INVOLVEMENT

Parental involvement in a child's educational life is critical to a child's success. We encourage parents to develop strong positive partnerships with Circle City Prep.

Visiting Classes

Our school has an open-door policy that allows parents to sit in on class during any time after the first month of school given 24-hour notice. During the beginning of school, it is critical for scholars to transition into their new setting, and parental presence in the classroom can slow this process. After our open house, we encourage parents to come into the classroom and see our amazing teachers and scholars at work. When observing in the classroom, parents are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Parents who are disruptive to the educational process will be asked to leave. Parents need to sign in at the Front Desk before visiting a classroom and wear a visitor badge while at Circle City Prep.

Circle City Prep Circular

The Circular will be sent out weekly with updates that include upcoming events, important dates, and other important information are sent home weekly on Fridays. The newsletters will have critical information about upcoming school events, and parents are asked to read the newsletter carefully.

Parent Conferences

Parent-teacher conferences are a crucial component of our educational program. Parents are required to attend conferences at the end of each semester and at other times as requested by the classroom teacher, Instructional Coach or Asst. School Leader of Academics. Parents should plan on attending a 15-minute conference during that school day or that evening. Parents may bring children with them, but are expected to supervise them while at school.

Panther Parents

The Panther Parents is an organization of parents who are committed to working together for the good of the school. The Panther Parents meet monthly to discuss initiatives in the school and work toward common goals.

TITLE IX POLICY

If any of parents/guardians believes that he or she, or their scholar has been subjected to harassment, he/she should file a complaint with the Asst. School Leader of Student Supports (our Title IX Coordinator) at 317-643-4209 or adalstrom@circlecityprep.org. This may be done in writing or orally.

All parents/guardians should take special note that, as stated above, retaliating against an individual who has complained about harassment, and retaliating against individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated by this organization.

LOST AND STOLEN PROPERTY

We strongly encourage families to ensure that scholars do not bring valuable objects to school. Any items that scholars bring to school that may cause disruption will be confiscated at Circle City Prep. We make every reasonable effort to return all personal property to the appropriate parent; however, Circle City Prep is not responsible for replacing lost, damaged or stolen property or compensating the family for the value of that property.

TRANSPORTATION

Circle City Prep does not provide outside transportation. We highly encourage families to coordinate to carpool with one another.

Transportation Accommodations

Special transportation service for scholars with disabilities is stated in their Individualized Education Plan (IEP) or Section 504 Plan.

SCHOLAR RECORDS

Access and Request for Copies: A parent has the right to request access to his or her child's scholar record file. All requests to inspect or copy the scholar's record must be in writing. Upon the review of the scholar's record, if a parent or scholar finds that his or her scholar record includes inaccurate, misleading, unnecessary or irrelevant information, the family should bring any such information to the attention of the Head of School. All requests to access and copy records should be directed to the Front Office Manager.

Confidentiality: The Family Educational Rights and Privacy Act (FERPA) requires consent of a parent, legal guardian, or eligible scholar in order to release scholar education records. An eligible scholar is a scholar who has reached the age of eighteen (18). Circle City Prep will not release a scholar's school record to anyone who is not authorized to receive the record, without receipt of a valid, signed school record release form or valid court order.

FERPA permits Circle City Prep to disclose education records without consent under certain conditions, including the following:

- School officials with legitimate educational interest
- Other schools to which a scholar is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a scholar
- Organizations conducting certain studies for or on behalf of Circle City Prep
- Accrediting organizations
- To comply with judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within juvenile justice system, pursuant to specific State law

Photographs, Video, Audio, Recorded Comments: For the purpose of publicizing scholar and school accomplishments, and/or documenting and studying teacher practice, Circle City Prep Charter School has a practice of recording scholar life through photography, video, audio, or otherwise recorded comments. In the event a parent or eligible scholar objects to the release or publication of any of the above, the parent/eligible scholar may state that objection in writing via the media release form to the Head of School. Parents have already signed consent forms in their enrollment packets**.** Absent receipt of a written objection, any of the above may be released without further notice or consent.

NONDISCRIMINATION

Circle City Preparatory Charter School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color, religion, sex or national origin, in accordance with Title VI and Title VII of the Civil Rights Act of 1964 (Title VI and Title VII); on the basis of sex, gender identity and/or expression, sexual orientation or marital status in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA); or on the basis of any other protected category pursuant state and federal law.

CHROMEBOOK USE

Circle City Prep provides Chromebooks for scholars to use in their classroom on a daily basis. The use of these computers is to enhance daily reading and math objectives. Any *intentional damage or damage due to negligence* to a computer (i.e. picking off keys, hitting computer, breaking headphones, spilling liquid on the computer, etc.) will result in a fee charged on the student's account to cover the cost of repair/replacement, not to exceed the initial cost of the unit minus depreciation. Circle City Prep may begin collection efforts against parents or guardians who fail to pay outstanding fees .

Damaged Part	**Cost**
Missing/broken charger	$20
Missing key	$5
Scratched mouse/camera lens	$10
Computer damage- minor	$20

Computer damage- medium	$50
Computer damage- major	$100
Missing/not returned computer	$200
Broken Headphones	$12

INTERNET USE POLICY

I. Acceptable Use

The Internet is a global network linking computers around the world. Circle City Prep offers Internet access to scholars and staff. The primary purpose of providing access to the Internet is to support the educational mission of Circle City Prep. Circle City Prep expects that scholars and staff will use this access in a manner consistent with this purpose. While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Circle City Prep makes no warranties of any kind, whether implied or expressed, for the service it is providing. Circle City Prep shall be held harmless from and against any responsibility, liability, damages or suit that may arise as a result of or related to a scholar's or staff's use of Circle City Prep's Internet, school network, and/or computers. Circle City Prep makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of Circle City Prep's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet.

II. Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of Circle City Prep's Internet Service:

- Disclosing, using or disseminating personal identification information about self or others including, but not limited to, Internet account numbers, passwords, etc.;
- Accessing, sending or forwarding materials or communications that are defamatory, abusive, pornographic, obscene, profane, sexually explicit, threatening, harassing, racially or sexually offensive, or illegal;
- Using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- Vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- Copying or downloading copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research as determined by school staff. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Head of School, nor shall users violate any software license agreements, or any applicable federal, state or local laws concerning copyright;
- Using the network or Internet while privileges are revoked or suspended; and
- Plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited to sources.

Any violation of the above policy may result in the loss of computer, Internet and network privileges, and possible disciplinary action and/or appropriate legal action (*See* Violations below).

III. Safety Issues

The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal *any* identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell a teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify a teacher.

Internet Safety Policy
It is the policy of the School to : (a) prevent user access over the computer network to, or transmission of, inappropriate material via internet, electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material
To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research and other lawful purposes.

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring
It shall be the responsibility of all members of the School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Head of School or designated representatives.

The Head of School or designated representatives will provide age-appropriate training for students who use the School's internet facilities. The training provided will be designed to promote the School's commitment to:

a) The standards and acceptable use of the Internet services as set forth in the School's Internet Safety Policy;
b) Student safety with regard to:
    i. Safety on the internet;
    ii. Appropriate behavior while on online, on social networking web sites, and in chat rooms; and
    iii. Cyberbullying awareness and response.
c) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the Circle City Prep computer network or stored in the user's directory or on a disk drive. Circle City Prep reserves the right to examine all data involved in the user's use of Circle City Prep's Internet service. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

Violations

Access to Circle City Prep's Internet service is a privilege not a right. Circle City Prep reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (scholars), or dismissal (staff) for violations of this policy. Circle City Prep will advise appropriate law enforcement agencies of illegal activities conducted through Circle City Prep's Internet service. Circle City Prep also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

SCHOLAR BATHROOM BREAKS AND ACCIDENTS

Circle City Prep provides 3-4 full classroom restroom breaks daily and Scholars are encouraged to use the facilities at those times. Individual bathroom breaks disrupt learning and are unmonitored by staff. As such, they are strongly discouraged. If a Scholar requires increased opportunities to use the restroom, parent(s)/guardian(s) should provide the front office with a doctor's note prior to this accommodation being provided.

Parents of Kindergarten scholars and of older scholars with a history of bathroom accidents are required to send an extra pair of pants, underwear, and socks to school. Your child can quickly and easily change clothes if parents have provided a change of clothes. If a child has an accident and does not have a change of clothes, we will provide loaner pants and underwear (when possible) for your child and require it to be washed and returned to school. Parents may be charged for clothing that is not returned within 7 days.

SCHOOL FEES

Circle City Prep provides all materials needed by individual scholars at the start of the academic year. If a scholar loses or destroys any of the following items, a fee will be charged to families. These fees must be paid within 24 hours. Circle City Prep may begin collection efforts against parents or guardians. If a family needs support paying a fee and/or requires any assistance, they can reach out to Asst. School Leader of Student Supports, Alise Dalstrom at adalstrom@circlecityprep.org. Circle City Prep will not deny any student access to the student's education because of any outstanding fee.

Note:

- If a scholar returns to school without their Lifework Folder two (2) consecutive days without a written note, they will receive a new folder and the family will be charged.

- If a Scholar breaks their school headphones, the family has a week (5 school days) to replace. After 5 days, CCP will replace and families will be charged.

Item	**Fee**
Red Lifework Folder	$5
Lanyards & IDs (MS only)	$5
Headphones	$12
Curriculum Textbook	$10
Chromebook Fees	
Missing/broken charger	$20
Missing key	$5
Scratched mouse/camera lens	$10
Computer damage- minor	$20
Computer damage- medium	$50
Computer damage- major	$100
Missing/not returned	$200

NUTRITION

SCHOOL BREAKFAST & LUNCH

Circle City Prep participates in the Community Eligibility Program, which provides free meals and free milk to all scholars. This includes breakfast, lunch, and a daily snack.

This year, Circle City Prep will offer lunch choices to scholars via the Offer vs. Serve program for all scholars, and breakfast for 3rd-7th grade. This means that for breakfast and lunch, scholars will be allowed to choose among multiple meal components. For breakfast, scholars must take three of the offered items and one of the items must be a 1/2 cup portion of fruit or vegetable. For lunch, scholars must take at least three components and one of the items must be a 1/2 cup serving of fruit or vegetable.

Breakfast is served from 7:25 until 7:45 a.m. Scholars who arrive after 7:46 a.m. will not be served breakfast. Scholars may either receive breakfast and lunch from Circle City Prep or bring their own lunches from home.

Scholars are welcome to bring lunch from home, but they will not have access to a microwave to heat any lunches. Please make sure the lunch you send with your scholar is complete: a protein, a carb, a fruit or vegetable. If a scholar is sent with an incomplete lunch, they will be served a school lunch. Diet or regular soda, sugary drinks (such as sports drinks), unhealthy chips and candy are strongly discouraged at school, even in lunches brought from home. Scholars will be asked to save these items to be eaten at home. Fast food is not considered a healthy lunch and we ask that parents do not send or bring these items for their scholars.

IN-SCHOOL SNACK POLICY

Because we want to ensure that our scholars are nourished with the fuel they need to do their best at school, we have a policy about the types of snacks allowed in the building. Scholars have afternoon snack and we always offer a fruit or other energizing snack (such as pretzels, whole wheat goldfish, yogurt, or string cheese). Scholars do not need to bring a snack from home. If they do bring a snack from home, ensure that it has a positive nutrition profile. Consider snacks like fruit bars, granola bars, celery, carrots, strawberries, grapes, apples, and dried fruit snacks. If a snack is distracting or goes against the wellness policy of the school, the classroom teacher will ask the scholar to take the snack home and eat one of Circle City Prep snacks instead.

FOOD ALLERGIES

Circle City Prep will make all reasonable efforts to accommodate scholars with food allergies. Parents are required to inform Circle City Prep and fill out necessary health forms. Once parents have informed Circle City Prep, school officials will meet with the family in order to develop an Individual Health Care Plan. Sharing or trading of food is prohibited for all scholars.

Circle City Prep maintains a nut-free environment due to multiple scholar allergies. Accordingly, please do not pack any nut containing products in your child's lunch.

BIRTHDAY CELEBRATIONS

Scholars are permitted to bring store-bought goodies to be shared with classmates if the teacher is notified in advance. You can notify the teacher by writing a note or leaving a message. The treats must already be prepared in individual servings and not include any nuts. Treats can be shared with the Scholar's classroom from 3:05-3:20 K-2 and 3:30-3:45 6-7 Monday – Thursday and 12:00-12:20 Friday. Parents are asked to arrive five minutes early to check-in at the front desk. Birthday celebrations shall not occur during lunch to avoid interference with our food service program.

Note, if your child does not celebrate birthdays, or if they are not permitted to celebrate birthdays, please send a note in writing informing us that your child is not to participate in birthday celebrations. This note will be held in their file.

WELLNESS POLICY

Circle City Prep has a robust wellness policy available on the website. The school is partnering with a local community organization to actively seek input and revise the wellness policy to be an actionable statement that reflects the value of what all members of our community commit to doing in order to improve our school's overall wellness. This includes policies about school meals, snacks, physical activity, and mental health. If you are interested in being a part of the process, email Alise Dalstrom, adalstrom@circlecityprep.org.

DISCIPLINE POLICY

Self-discipline is a skill that develops over time and requires intentional, consistent support and accountability. Every Scholar receives social and emotional development from their classroom teachers/advisors, support team members, and administrators. While assuming the best, adults provide feedback and consistent expectations to all Scholars and clear, objective communication to parents and guardians. We look to accentuate the positive with intrinsic and extrinsic rewards/awards/opportunities AND provide additional wrap-around supports when possible to build skill. These supports include but are not limited to: mentorship, social groups, restorative conversations, peer working groups. We always encourage our Scholars to use their VOICE to advocate for themselves and address challenges peer to peer.

We deeply believe an important component to our school culture is a predictable structure and consistent, named expectations. Structure provides a clear framework for learning to take place and a safe place where scholars can focus on their learning and growth.

We have 5 key behavior expectations that we teach and reinforce with scholars. In some school environments you might hear these referred to as "rules." We choose to use the word "values" because we know these are bigger than rules. They are a code for our scholars to follow that will benefit them everywhere they go in life. Our school wide values create order and predictability in the classroom, reduce misbehavior, and support our scholars' growth as learners and leaders in life.

SCHOOL WIDE EXPECTATION	EXAMPLES
Show DETERMINATION and always try your hardest	Put forth strong effort on every single assignment; Try new things; Face challenges with leadership.
Be RESOURCEFUL and a constant problem solver	Call your teacher when you need homework help; Use the posters on the walls to remember what we're working on; Ask your friends for help.
Show INTEGRITY at all times	Treat hallways, cafeteria, and bathrooms like the classroom; Leave things better than you found them; Be honest.
Use your VOICE to grow your brain and change the world	Ask and answer questions; Build off of your classmate's and teacher's ideas; Advocate for yourself and others.
Approach each day with ENTHUSIASM and energy	Greet adults and classmates in the building with a bright face every morning; Participate in cheers and chants; Recognize when other scholars are doing well during community circles.

BEHAVIOR MANAGEMENT

Circle City Prep will use a multi-tiered process for behavior. School wide behavior expectations will be modeled and enforced throughout Circle City Prep day. All scholars are expected to follow school and classroom

expectations. Scholars will be supported in social behavior, motivation, internal and emotional issues through our character education program, the color chart system, student supports team, and continuous written and verbal communication with parents and guardians.

Management System Definitions

- DRIVE Points and Check Marks: Scholars earn DRIVE points when they are seen showing our DRIVE core values of Determination, Resourcefulness, Integrity, Voice, and Enthusiasm. Each day, teachers review specific behaviors with scholars that can earn them DRIVE pointsExamples include, but are not limited to, engaging in respectful, evidence-based discourse, taking a risk to share an idea, or taking responsibility for space cleanliness and organization. Teachers record "Check" marks after Scholars do not meet expectations and have been given clear directions. Checks should serve as small reminders for Scholars to adjust their behavior to meet expectations.
    - In Kindergarten – 2nd Grade: Scholars can earn up to two Check marks in a 40-minute class block, however on a third Check a Scholar will earn a color change. A Scholar can also earn a Star for exceptional behavior during a 40-minute class block. For every three DRIVE points that a scholar earns during a school day they will receive a behavior progression up to the next level (see Behavior ProgressionSystem below).
    - In 3rd – 5th Grade: Anytime a Scholar receives a third Check (even outside a 40 minute class period), they will earn a progression down.For every three DRIVE points that a scholar earns during a school day they will receive a progression up to the next level (see Behavior Progression System below).
- Dean's List: Circle City Prep uses an online platform called Dean's List to record DRIVE points and discipline marks, attendance, and uniform expectations.
- DRIVE Report: This report is sent home daily in the Scholar's Lifework Folder and includes the Scholar's behavior for the day as well as a note from the teacher. Teachers work to include a personal note at least once a week concerning Scholar academic and behavioral growth. We ask that parents sign these reports daily.

In-Class Process

Color	Behavior	Example Consequences/Rewards
Exceptional Day	Scholar had an exceptional day and exceeded classroom expectations.	- Positive note sent home - On track for weekly rewards
Ready to Learn	Scholar has had a good behavior all day and met classroom expectations	- Positive note sent home - On track for weekly rewards
Needed some Reminders	Scholar did not adjust behavior after 3 or more reminders about their behavior	- Classroom teachers will contact parents to conference when possible. - Loss of privilege (time out of recess, choice activity, etc.) - Receives logical consequence for behaviors

Removed from class	Scholar was unable to adjust their behavior after multiple reminders about expectations. Further, scholar may have engaged in behavior that is not in line with our school community operating norms Scholar commits serious infraction.	- Referral to Dean of Culture – Scholar transitions to Dean's office, conferences with member of culture team, completes all in class assignments, and speaks to parent - Loss of privileges (recess, choice activity, classroom or full school celebration)

Circle City Prep will send home DRIVE reports nightly indicating the behavior your child showed that day.

LOGICAL CONSEQUENCES

We believe that consequences should be logical and appropriate to the age of the student and the situation. For example, a student who damages a bulletin board might be asked to repair it. Likewise, a student who makes fun of a classmate might be asked to fix that relationship by apologizing and showing kindness to the classmate in concrete ways. This system keeps the school calm and safe for all of us, and it takes your help to make it happen. (Please see the section below regarding due process for all students.)

Some behavior is simply unacceptable. In addition to following the principles described above, students are expected to avoid all *unacceptable and unlawful* actions.

Students are prohibited from engaging in actions that will endanger or threaten to endanger the safety of others or oneself, that will damage property, or that will impede the orderly conduct of the school program.

The following actions are violations of the code of conduct whenever they occur:

- On school grounds immediately before, during, and immediately after school hours, and at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

Students who violate this code will make restitution and repair the community whether the violation is directed against school staff, students or any other persons.

Unacceptable Actions include, but are not limited to, the refusal to respond to or carry out reasonable directions of teachers and other staff; verbal abuse, such as name-calling, racial or ethnic slurs, or derogatory statements. Other actions, such as lying or hitting, as well as pushing (even if accidental) are unacceptable actions. Students engaging in unacceptable actions will engage in restorative practices, which may include apologizing, giving restitution, spending time in In-school school, out of school suspension or expulsion.

Examples of Unacceptable Actions	
▪ Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct.	▪ Verbal harassment of a teacher (e.g., cursing, name calling, or mocking) ▪ Use of profanity ▪ Tantrum at a volume that inhibits the flow of the class

- Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- Physical touching of another person with or without the intent to cause injury
- Bullying (including cyberbullying)
- Causing or attempting to cause physical injury, or behaving in a way as could reasonably cause physical injury to a person, including posing a physical threat to oneself or others (*e.g.*, banging head, making a threat)
- Possession or use of weapon, drugs, tobacco or vaping supplies, alcohol, or lookalike
- Coming to school or to any school activity under the influence of alcohol, drugs, or other foreign substance
- Refusal to stay within the teacher's sight or not following any staff members' directions
- Causing or attempting to cause damage to school or private property
- Theft
- Sexual touching, language, gestures or actions which cause injury, fear, and/or emotional harm to another person, with or without the use of force
- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- Threatening or intimidating any person for any purpose
- Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

No student shall possess, handle, or bring any firearm, destructive device, or deadly weapon to school or on school property.

A firearm, as defined in Ind. Code 35-47-1-5 is any weapon that is capable of expelling, or is designed to expel, or may readily be converted to expel, a projectile by an explosion.

A destructive device as defined in Ind. Code 35-47.5-2-4 is:

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above,
- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A deadly weapon as defined in Ind Code 35-31.5-2-86 is:

- a loaded or unloaded firearm
- a destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- a biological disease, virus, or organism that is capable of causing serious bodily injury

If the school confiscates a firearm or other dangerous weapon, it will be given to the local police. The School will use its discretion with regards to other items, such as small knives or look-alike toys.

We strongly suggest that nothing be brought to school which might be considered a weapon, to increase safety for all and to avoid any misunderstandings.

Unlawful actions are prohibited by state, federal or local statutes. This includes, but is not limited to, acts of violence, intentionally causing any type of harm to another, possession of weapons, drugs or alcohol, theft and activating the school's fire alarm system in the absence of an emergency. All unlawful actions will be reported to local law enforcement.

BEHAVIOR INTERVENTION AND REMEDIATION

When deemed appropriate by the Asst. School Leader of Student Supports, a scholar may be placed on a behavior intervention plan to support behavior improvements and closely monitor progress toward specific behavior goals. When necessary, students with disabilities will be provided with behavior plans as per specifications outlined in their IEP or 504 plans. Supportive intervention and referral devices are available with demonstrated need.

LOSS OF PRIVILEGES

Circle City Prep offers scholars many privileges that can be taken away as a consequence for poor behavior. Privileges that can be lost include: enrichment, choice time, participation in birthday celebrations, participation in field trips, participating in after school activities, and socializing with classmates during snack time, breakfast or lunch.

FIELD TRIPS (EXCURSIONS)

Field trips (Excursions) are used as an incentive to compliment the Circle City Prep program. Attending these field trips is a privilege and not a right. If a scholar does not uphold Circle City Prep core values or meet the expectations for the field trip, he/she may not be permitted to attend or may be required to be accompanied by an adult. If a field trip is scheduled while school is in session, the scholar will still be required to be in school. Failure to come to school will result in loss of privilege to attend the next field trip.

HARASSMENT AND BULLYING POLICY

The Board of Circle City Prep prohibits acts of harassment, intimidation, or bullying by or toward any students or school community members. A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying is defined as any gesture or written, verbal or physical act, or any use of electronic or wireless communication (including telephone, cell phone, computer, or pager) that takes place on school grounds/property, at any school-sponsored function or on a school bus and that:

1) Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
2) By any other distinguishing characteristic; and
3) A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, damaging the student's property; or

4) Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Circle City Prep expects scholars to conduct themselves in keeping with the Core Values of Determination, Resourcefulness, Integrity, Voice, Enthusiasm, and Care. In addition, Circle City Prep strongly believes that passive action can be as significant as active action – witnessing wrongdoing can implicate the observer. Students are expected to do what they reasonably and safely can do to divert a situation and must also inform a Circle City Prep staff member.

Consequences and/or remedial action for a scholar who commits an act of harassment, intimidation, or bullying shall be varied and graded based on a variety of factors, including developmental age and maturity levels of the parties involved, the levels of harm, and the nature of the behaviors, past incidences or past or continuing patterns of behavior and performance, and the relationships between the parties involved. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on the facts and surrounding circumstances. Consequences for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension and expulsion. Remedial actions for individual students who commit such acts may include a behavioral assessment or evaluation and/or supportive interventions and referral services. Consequences and/or remedial actions for a staff member who commits an act of harassment, intimidation, or bullying shall be disciplined in accordance with school policies, procedures, and agreements.

School leadership is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to school leadership. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to report. Oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. School leadership, including the Head of School or the Head of School's designee, is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, school leadership shall conduct a prompt, thorough and complete investigation of the alleged incident for any report of policy violations and complaints.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern or systematic problem of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials. Parents shall be promptly notified in situations where students are to be or have been interviewed by law enforcement officials.

Remedial measures of both the individual and institutional level shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for document systemic problems related to harassment, intimidation, and bullying. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to social skills training for students, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the

consequences of such actions and to involve of law enforcement officers, including school resource officers. In addition, resources (e.g., counseling) will be made available to support individual victims of harassment, intimidation and bullying and such support will be provided in a manner that does not stigmatize victim(s).

Circle City Prep prohibits reprisal or retaliation against any person who, in good faith, reports an act believed to constitute harassment, intimidation or bullying. This prohibition against retaliation protects all persons, including students, school employees, volunteers, or visitors. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by school leadership after consideration of the nature and circumstances of the act. Scholars, school employees, volunteers, and visitors may not accuse another in bad faith as a means of retaliation or as a means of harassment, intimidation or bullying.

Consequences and appropriate remedial action for a student found to have accused another, in bad faith, of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have accused another, in bad faith, as a means of harassment, intimidation, or bullying shall be disciplined in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have accused another, in bad faith, as a means of harassment, intimidation or bullying shall be determined by school leadership after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

This policy, as a part of the Circle City Prep Code of Student Conduct, applies to all school grounds including school-sponsored functions and school buses. It is publicized on the Circle City Prep website and is distributed annually to all school staff, students, parents and guardians.

SECLUSION AND RESTRAINT

Seclusion and restraint shall be used only as a last resort, as a means to maintain a safe and orderly environment for learning. Seclusion and restraint should only be used to the extent necessary to preserve the safety of students and staff. Use of seclusion and restraint may also be a component of a Behavioral Intervention Plan (BIP) and/or IEP which must address the use of seclusion and restraint and will control the guidelines of using these measures.

As soon as possible after any such use of time out, restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of timeout, restraint and/or seclusion.

SUSPENSION AND EXPULSION

INTERIM ALTERNATIVE EDUCATIONAL SETTING

We hope there will be **very rare** occasions when out-of-school suspensions or expulsions may be necessary to safeguard the learning environment for all students and staff. CCP makes every effort to impose these consequences only when necessary.

Per the Individuals with Disabilities Education Act and 511 I.A.C. 7-44-6, the Head of School or Head of School's designee may remove a student with disabilities to an interim alternative educational setting for not more than 45 instructional days without regard to whether the student's behavior is determined to be a manifestation of their disability, if the student:

- Carries a weapon to school or possesses a weapon;
- knowingly possesses or uses or sells or solicits the sale of a controlled substance; or
- inflicts serious bodily injury on another person while at school, on school premises, or at a school function under the jurisdiction of the department of education or a public agency.

DUE PROCESS AND APPEALS

Logical and appropriate consequences include progressive discipline. In addition to the consequences discussed above, we may determine it necessary to suspend or expel a student. **Suspension refers to a disciplinary action whereby the student is separated from school attendance for not more than ten (10) school days. Expulsion is a disciplinary action whereby the student is separated from school attendance for a period exceeding ten (10) school days; is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or is separated from school attendance for the period prescribed under Ind. Code 20-33-8-16, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.**

Lesser Grievances: This applies to restorative consequences other than suspension or expulsion. When a student, parent, or guardian disagrees with the consequences imposed by a school employee, they may request an informal conference with the Asst. School Leader of Student Supports (or other designated person).

Due Process for Suspensions: The Asst. School Leader of Student Supports (or other designated person) will have a conference with the student to explain either orally or in writing, the charges against the student, i.e. the alleged violation of the rules, a summary of the evidence supporting the allegations, and the proposed consequences. The student must be given an opportunity to present their explanation. The parent/guardian will be notified in writing of the reason for the suspension and the duration of the suspension.

Due Process for Expulsions: Due process for expulsions is a more formal process. The student and parent/guardian will be provided a written notice of an opportunity for an expulsion meeting. The notice will be delivered in person or by certified mail to the student and the student's parent/guardian and will include the reasons for the expulsion and procedure for requesting an expulsion meeting. The student or parent/guardian must request a meeting within three (3) school days of receiving the notice. In the event the student or parent/guardian fails to timely request the meeting or fails to appear at the meeting, the student or parent/guardian forfeits all rights to contest and appeal the expulsion. A student may remain suspended pending an expulsion hearing if the School determines continued suspension is necessary to prevent or substantially reduce the risk of an interference with an educational function or school purpose; or a physical injury to the student, other students, school employees, or visitors to the school.

Meeting Process and Requirements for Expulsion:

- If a request for a hearing is received within three (3) school days, the School must schedule a meeting to begin within ten (10) school days of when the request was received.

- The school shall appoint an expulsion examiner consistent with Ind. Code 20-33-8-19.
- The student and the parent/guardian have the right to be represented by an attorney provided at their own expense, but attorneys (for other the student/parent/guardian or the school) are not permitted in the expulsion hearing. The School may allow a representative other than an attorney.
- The student and the parent/guardian have the right to question and cross-examine witnesses of the School, unless there is evidence of good reason that the School should not produce a witness (generally for safety concerns).
- The student and the parent/guardian have the right to present an explanation of the alleged misconduct and support their explanation through witnesses, introduction of documents, or through other physical evidence.
- The School employee assigned to present the School's case has the right, before the hearing, to inspect any evidence the student or parent/guardian plans to introduce. Likewise, the student or parent/guardian has the right, before the hearing, to inspect any evidence the School plans to introduce, before the hearing.
- The expulsion examiner may not be a witness, and the consequences to be imposed, if any, must be determined entirely on the evidence presented in the hearing.
- The hearing must be either electronically recorded or a verbatim record of the hearing must be made.
- The expulsion examiner must prepare a written summary of the evidence presented at the expulsion meeting, including the disciplinary action determined to be appropriate.
- A written decision of the expulsion examiner must be provided to the student and parent/guardian. The decision may either uphold the expulsion or may impose lesser consequences or no consequences at all. An expulsion upheld by a hearing will commence immediately.

Appeals: If a student or parent/guardian disagrees with the decision of the expulsion examiner, they may file a written request for appeal within ten (10) days of receiving the decision. An appeal will be heard by the Board of Directors. The Board must schedule a hearing within 20 school days. In most cases, the expulsion may be continued while an appeal is made to the Board of Directors.

<u>The principal reserves the right to respond appropriately to misbehavior</u>. Many parents/guardians chose this school for their students because it is a safe and orderly place for all students, so let's work together to keep it that way. Students with disabilities will be provided procedural safeguards as defined in Article 7 or Section 504.

According to Indiana Code 20-33-8-14 grounds for suspension or expulsion apply when a student is:

- On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school being used by a school group
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school activity, function, or event.

In addition to these grounds, pursuant to Ind. Code 20-33-8-15, a scholar may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore order or protect persons on school property. This includes an unlawful activity during the weekend, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

If a scholar is suspended from school for any reason, participation in extracurricular activities and events is suspended until the suspension period has ended. Activity fees will not be reimbursed for the session.

SUSPENSION

The following behaviors may result in a suspension out of school:

- Harassment/Bullying others (including cyber-bullying)
- Disrupting the educational environment or otherwise willfully defying the valid authority of staff, teachers, or other school officials
- Causing, attempting to cause, or threatening to cause physical harm to another
- Causing or attempting to cause damage to school property or private property.
- Stealing or attempting to steal school property or private property
- Possessing or using tobacco, alcohol, or controlled substance
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Sexual advances, request of sexual favors, or other verbal, or physical conduct of a sexual nature
- Causing or attempting to bring harm to another through hate language or threats of violence
- Habitual tier 4 misbehaviors
- Excessive tardiness or absenteeism

CIRCLE CITY PREP PARENT/GUARDIAN AGREEMENT

As a Circle City Prep Charter School Parent, and in consideration for my scholar's attendance at Circle City Prep, I agree to:

1. Make Circle City Prep a safe, joyful and achievement oriented environment by working in partnership with Circle City Prep's Staff and Teachers.

2. Ensure that my child arrives at school before **7:45 a.m.** and attends school daily. I have read the attendance policy in the scholar handbook and understand Circle City Prep's policy regarding lateness, excused and unexcused absences, and annual absences in excess of 15 days. I understand that my scholar will not receive breakfast if he/she arrives after 7:45 a.m. and there are no early dismissals unless approval is communicated 24 hours in advance.

3. Ensure that my child wears the appropriate school uniform daily, including CCP polo and gym shoes, daily.

4. Communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend the following events at Circle City Prep: summer orientation, back-to-school nights, parent-teacher conferences, and any specifically requested conferences.

5. Uphold a positive and constructive working relationship with my child's teacher, school staff and administrators.

6. Ensure my child is picked up at 1:00 p.m. on Fridays, and at 3:30pm (K-5) and 4:00 p.m (6-7). on Monday-Thursday. I understand we will be charged a $1 per minute for late pick-up.

7. Check and sign my child's Lifework assignments and DRIVE report nightly.

8. Follow and abide by all of the policies contained in this Circle City Prep Family Handbook, and uphold the mission, values and philosophies of Circle City Prep.

By signing below, I acknowledge that I have read the Family Handbook and agree to all school policies outlined, including those listed above, as well as the Code of Conduct.

_____
Parent/Guardian name

_____ _____
Parent/Guardian Date

_____
Scholar's name