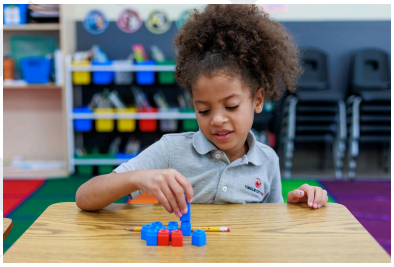
CIRCLE CITY PREP

AMBITIOUS LEARNERS | RESPONSIBLE LEADERS





Scholar & Family Handbook

2025-2026

DRAFT

Board Approved

Dear Circle City Schools' Families,

We are honored to welcome you to Circle City Schools, Circle City Prep and ACE Prep! 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 Schools 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 Schools. 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 or through our family communication platform, Parent Square.

Quick Note: This past year Circle City Prep and ACE Prep merged in a unique, exciting partnership to serve scholars on the Far Eastside and Broad Ripple under the Circle City Schools umbrella. You will see policies for Circle City Prep Elementary (CCP ES) serving K-5 on the Far Eastside, Circle City Prep Middle School (CCP MS) serving 6th - 8th, and ACE Prep (ACE) serving K-6 in Broad Ripple. As we are uniting these two schools, you may notice a few shifts and language and policies. Please reach out if you have any questions as you review this handbook. We're here to help!



Megan Murphy
Founder & Executive Director



Samantha Hyde
CCP Head of School-Academics



Alise Dalstrom
CCP Head of School-Scholar Experience



Amanda Liles
CCP @ ACE Prep Head of School

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MISSION

Circle City Prep 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.

ACE Mission

Through rigorous academics, positive character development, and excellence in everything we do, ACE Preparatory Academy Charter School educates all Kindergarten through Grade 6 students for school success and lives of opportunity.

RESPONSIBILITY AND ACCOUNTABILITY

Our Philosophy

Circle City Schools (Circle City Prep and ACE Prep)hold members of our community – scholars, families, and staff – to the highest standards. We know that you have selected schools 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 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 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.

Circle City Prep 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.

ACE Prep Core Values

- **Bravery:** We do the right thing because it is the right thing to do.
- **Enthusiasm:** We come to school eager to learn.
- **Growth:** We set ambitious goals and work toward them.
- **Responsibility:** We answer for our own actions.
- **Endurance:** We work longest when the work is hardest.
- **Achievement:** We think it is cool to be smart.
- **Team:** We believe working together makes our ideas stronger.

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IMPORTANT CONTACT INFORMATION

Front Office
Parents/guardians may leave messages for teachers and staff at the school office. We strive to return callsf within one school day of a parent/guardian leaving a message.

	Circle City Prep	ACE Prep
Phone	(317) 643-4209	(317) 744-9847
Text	(317) 970-4225	
Email	receptionist@circlecityprep.org	receptionist@aceprepacademy.org

Contacting School Leadership

School	Role	Name	Email
Circle City Schools District	Founder & Executive Director	Megan Murphy	mmurphy@circlecityprep.org
Circle City Schools District	Director of Culture & After School Programs	Rebah Ginn	rginn@circlecityprep.org
Circle City Schools District	Director of Scholar Recruitment & Enrollment	Dymon Barrett	dbarrett@circlecityprep.org
Circle City Prep	Head of School - Academics	Sami Hyde	shyde@circlecityprep.org
Circle City Prep	Head of School - Scholar Experience	Alise Dalstrom	adalstrom@circlecityprep.org
Circle City Prep	Manager Multilingual Learners	Holly Thompson	hthompson@circlecityprep.org
Circle City Prep	Manager of Special Education	Mackenzie Purvis	mpurvis@circlecityprep.org
CCP at ACE Prep	Head of School	Amanda Liles	aliles@aceprepacademy.org
CCP at ACE Prep	Coordinator of Special Education and Student Supports	Lo Sloat	lmcallen@aceprepacademy.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

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

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SCHOOL POLICIES AND PROCEDURES

HOURS OF SCHOOL OPERATION

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

- Monday through Thursday, our day begins at 7:30 am and lasts until 3:30pm (CCP ES and ACE Prep) 4:00 pm (CCP MS).
- On Fridays, our day begins at 7:30 a.m. and lasts until 1:00 pm (full school).
- Scholars arriving in the building after 7:46 am will be marked tardy. A full breakfast is served to Scholars arriving after 7:46 am and before 8:31 am. After 8:31 am, scholars will be offered a granola bar.
- Buildings will open daily at 7:25 am. For safety reasons, scholars should not be dropped off any earlier, unless signed up for morning care (ACE Prep only).

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-8th).

Our Schools only release 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 folder 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 the front office by 3 pm or the pick-up will not be changed and you will be asked to park in a visitor's spot until dismissal is over.

Families will NOT be able to pick-up Scholars early unless communicated to the front office in advance. All early pickups must take place by 3:00 pm as the front office and operations team are all on dismissal duties after this time. Parents and guardians who arrive before dismissal time, but after 3:00 pm, must wait outside the school building until Scholars are dismissed at their regular dismissal time. 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 (CCP ES and ACE) and 4:10pm (CCP MS)every afternoon, unless registered for a club or after school care.

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 (CCP ES and ACE) and 4:15 (CCP MS) 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, the Schools may contact the Indiana Department of Child Services (DCS).

EARLY DISMISSAL POLICY

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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 communicate with the front office. 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. All early dismissals must occur before 3:00 pm.

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 and/or the front office of early dismissals. 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.

EARLY RELEASE FRIDAYS

Scholars end instruction at 1:00 p.m. every Friday in order to provide teachers with regular times to meet and conduct professional development.

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

Our organization 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 at school on time. This is even more important because our 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 School's doors open at 7:30 a.m. Scholars must arrive at school between 7:30 a.m.-7:46 a.m., which is also when breakfast is served. Students arriving between 7:46 a.m. and 8:30 am are still considered tardy but will still receive a full breakfast. Scholars arriving at 8:31 am or later are also 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.

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.

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SCHOLAR ATTENDANCE POLICY

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 our weekly early dismissal, as well as vacation days, to schedule appointments and travel.

While all learning time is sacred, we recognize that there are instances in which scholars may need to miss school. The following absences will be considered **excused** (according Indiana Code chapter 20-33-2), assuming proper documentation is provided:

- Authorized absences such as school-sponsored activities; death in the immediate family; (parent, guardian, grandparent, aunt, uncle, sibling, child, mother or father-in-law, or other relatives that lives in the household) college visits; serving as a Page for the Indiana General Assembly; subpoenas to appear in court; jury duty; helpers to city, special, or primary elections; students ordered to duty with Indiana National Guard (up to 10 days) or civil air patrol (up to 5 days) with the proper verification; (if student in good academic standing as determined by the school corporation) student or household member participating or exhibiting in the State Fair (up to 5 days) and (if student in good academic standing, as determined by the school corporation) student participation in a scheduled competition, exhibition, or event offered by the National or Indiana FFA or a 4-H club for educational purposes as evidenced in writing by the student's parent and as approved in writing by the student's school principal (up to 6 days); personal illness with a doctor's note provided upon return to school; required absences by the school.
- If your scholar has a fever or is 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.

Per Indiana Code 20-33-2-11, a scholar who has ten (10) or more unexcused absences from school within a school year will be considered ***habitually truant***, we are required to make a report to the Department of Child Services, report the truancy to a prosecutor, and/or refer the scholar to juvenile court. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years and who are determined to be habitual truants per the definition above are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the school board upon review of the student's record.

A scholar who misses 10% or more of school days, including excused and unexcused absences, is considered ***chronically absent***. If a scholar is considered chronically absent at any point in the school year, they are more likely to be retained in their current grade for the following academic school year.

The following policy will be followed to support the attendance of all our scholars:

- The parent/guardian will be contacted by a member of the front office daily for all unexcused absences
- If a scholar has 5 unexcused absences within a 10 week period, the parent/guardian will be required to participate in an attendance conference with a member of the Student Support Team to create an Attendance Plan to improve attendance patterns.
- At 8 unexcused absences , a second meeting will be held to discuss the violation of the Attendance Plan

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- At 10 unexcused absences, a scholar is considered habitually truant, and will require the school to make a report to the Department of Child Services

SCHOOL NOTIFICATION

In the event of an absence, we ask that parents/guardians notify the School by 7:30 a.m. using one of the methods below for your scholar's school. The School will send an automated phone call to all parents/guardians for all absent scholars if there has been no contact by 9:00 a.m.

	Circle City Prep	**ACE Prep**
Phone	(317) 643-4209	(317) 744-9847
Text	(317) 970-4225	
Email	receptionist@circlecityprep.org	receptionist@aceprepacademy.org

INCLEMENT WEATHER CLOSINGS

In the event of poor weather conditions such as heavy snow or ice, please check your local television station, radio stations, or visit our Facebook page.

Circle City Schools generally follow the same delay and cancellation policies as Indianapolis Public Schools (IPS). If Indianapolis Public Schools are closed due to inclement weather, generally then so are our schools. If Indianapolis Public Schools are delayed by two hours, so too are our schools. If there is a 2-hour delay, Circle City Schools 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 Schools need 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 added to the end of the calendar year.

LIFEWORK (HOMEWORK) -

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 they are learning in class. Scholars receive nightly Lifework beginning in Kindergarten with the amount increasing as scholars are promoted to the next grade level.. The opportunity to practice the skills learned throughout the day is critical to scholars' academic success. Beginning in 3rd Grade, Scholars will receive grades in the grade book for these assignments. In Middle School, Scholars will receive weekly Lifework grades in their core content classes.

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. Lifework completion percentages will be reported as a grade and reflected on report cards. Continuous or excessive Lifework incompletion will result in follow up with a member of the Instructional Team

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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.

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SCHOLAR UNIFORM POLICY

Our uniform policy is designed to minimize distractions, increase consistency, support a strong sense of community, and create an environment that is focused and calm. Violations of this policy impact the full school community; therefore, scholars are expected to wear their complete school uniform every day, including on field trips. There are several opportunities throughout the school year for scholars to dress down and out of uniform, which will be communicated in advance.. If you have any concerns about or barriers to securing any portion of our school uniform for your scholar, please reach out to the Student Support Team. We will do our best to support you.

Scholars are expected to wear the following every day:

	UNIFORM POLICY
Shirts	CCP: Grey (Kindergarten – 2nd grade), red (3rd – 5th grade), black (6th - 8th grade) polo shirt with school logo with short or long sleeves. ACE: Blue (Kindergarten- 3rd grade), grey (4th-6th grade) polo shirt with school logo with short or long sleeves. School sponsored t-shirts or University shirts are able to be worn on Fridays or as otherwise determined by staff.
Sweaters and Sweatshirts	School logo sweaters,school logo fleeces and sweatshirts are allowed. Scholars should wear their appropriate colored logo polo underneath their sweater, fleeces, and sweatshirts. *Sweaters and fleeces that do not have our logo are not permitted and scholars will be asked to remove them upon arrival at school.* *Scholars should not wear any clothing with hoods in the building. Items under uniform with hoods will need to be removed.*
Pants	Khaki pants, Khaki shorts, Khaki skirts, skorts or jumpers below the knee. Scholars are encouraged, but not required, to wear shorts or leggings underneath their skirts and jumpers for ease of movement and participation in school activities, including recess, PE, and sitting on the floor.
Shoes	Closed toed, flat, rubber-soled shoes. (Note: Crocs are NOT uniform compliant) Shoes should be tied at all times. If your Scholar is not able to tie their shoe laces on their own, shoes with velcro can and should be worn instead. Flashing shoes, sandals, heeled shoes, boots, and shoes with wheels are NOT permitted Snow or Rain boots can be worn to and from school in response to the weather, but scholars must bring a pair of uniform compliant shoes in their backpack to participate in recess and PE
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, hoods, or other headwear in the building, unless for religious purposes or with approval from an administrator.

Uniform Violations

- Scholars who are out of uniform will receive communication from a member of the student support team

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    - Depending on the severity of the violation, the scholar may be pulled from class and a parent/guardian may be required to bring the scholar a change of clothes that are consistent with our stated uniform policy
- Scholars who are wearing something that is not in compliance with our stated uniform policy that is easily removable, will be asked to remove it and place it in their backpack or on their hook for the remainder of the day. This includes distracting jewelry, hats, and non-logo sweatshirts and sweaters
- Habitual, intentional noncompliance with our stated uniform policy (5 violations in one quarter), may result in additional consequences, including, but not limited to a parent/guardian conference with the Student Support Team, loss of privilege in spirit weeks or other dress down days, or after-school detention (MS scholars only).
- Whenever possible, Scholars will be given loaner clothes when out of uniform, with the expectation that they are given back at dismissal or promptly returned to the school

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.

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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 Schools 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 Schools 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. This year we have a website where families can order supplies without ever having to go to the store!

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, INCLUDING WEARABLE TECHNOLOGY

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.

Wearable technology is a growing class of devices that includes (but is not limited to) earphones, AirPods, smartwatches, and headphones. These devices are often designed to connect to a cell phone and create more distractions within the learning environment. They are subject to the same school policies as cell phones. Circle City Schools is not responsible for lost, stolen, or damaged property. Scholars who violate this policy will have the item confiscated. The 1st time will be a warning and a phone call to the parent, 2nd time the parent will have to pick up the item and the 3rd time the parent will have to pick up the item and the student may be disciplined.

WIRELESS COMMUNICATION DEVICE POLICY

Generally, no student may use a wireless communication device during instructional time, pursuant to Indiana law.

“Wireless communication device” means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including a cellular telephone, tablet computer, laptop computer, smart watch, or gaming device.

“Instructional time” means time in which students are participating in an approved course, a curriculum, or an educationally related activity under the direction of a teacher, including a reasonable amount of passing time between classes. Instructional time does not include lunch or recess.

Scholars are not allowed to use cell phones, smart watches, or gaming devices at Circle City Schools, and we encourage families to keep all devices at home. If a scholar brings their cell phone to school, it must be **turned off completely** and remain in their **closed backpack for the duration of the school day. Some students may have wearable technology and/or cell phone use as a part of their IEP, 504, or medical plan. This will be communicated to school personnel for proper use.**

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If a scholar is caught with their cell phone, whether they are using it or not, they will turn in their technology according to the following ladder of disciplinary action:

- **First Offence** - After the scholar turns the device off, it will be turned into administration and held in a combination locked box in the dean's office until the end of the day. The family will be contacted and informed about next steps.

- **Second Offence** - In addition to the device being turned in, held in a combination locked box in the dean's office and communication with the family, the scholar will also be required to submit their phone to administration at the beginning of the day moving forward, effective immediately. NOTE: It is the **scholar's responsibility** to hand their phone to the administrator immediately when they arrive at school. At this point, we encourage families to keep their scholar's devices at home to limit the potential of escalated discipline.

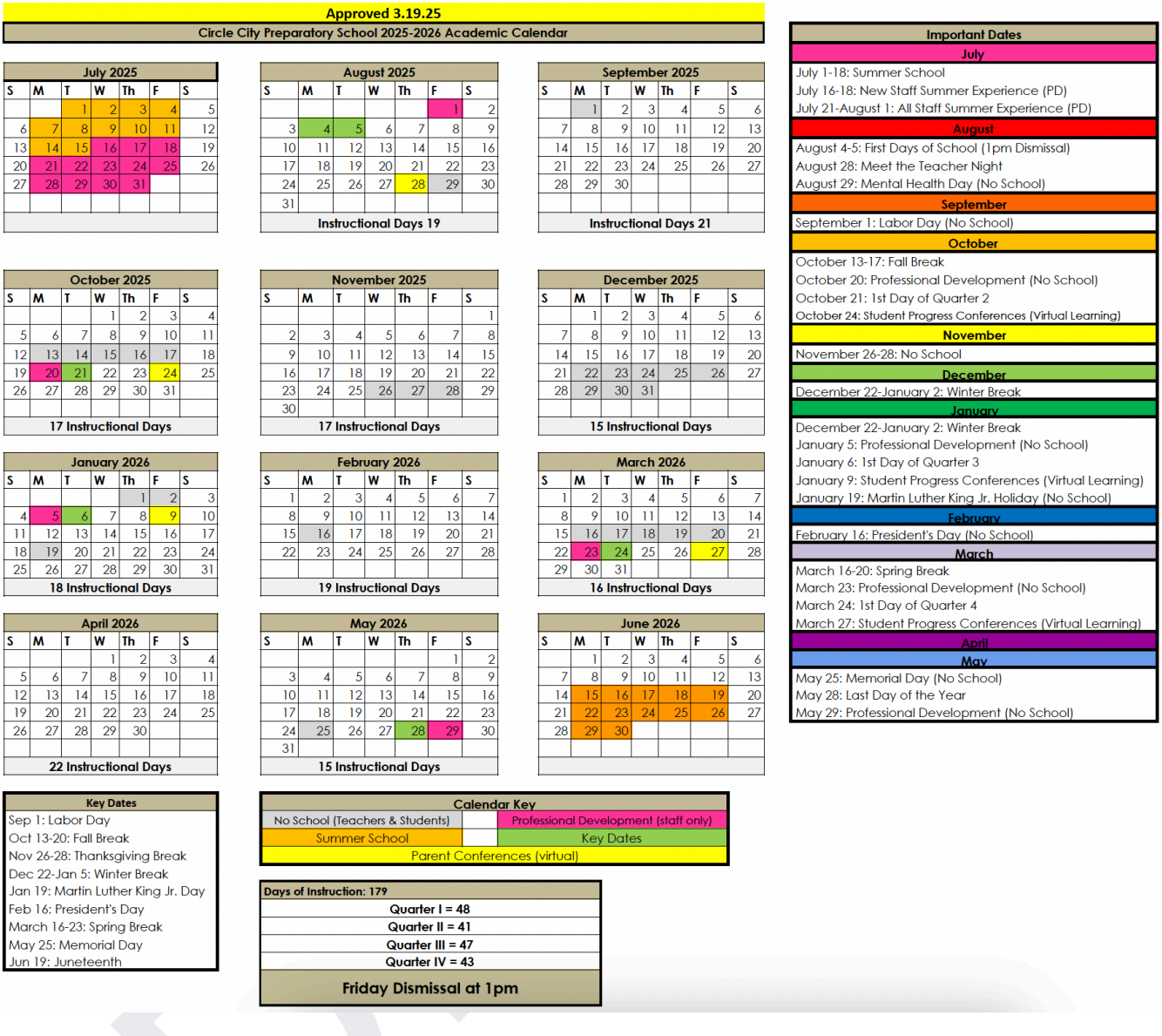
- **Third Offence** - If a scholar fails to turn in their technology to an administrator and is found to have it on their person, whether actively using it or not, the scholar's family will be called immediately and the scholar will be required to be picked up, pending suspension.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto School property. The School assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

This Policy should be followed in tandem with Policy A300 Responsible Use of Technology and Internet Use Policy. I.C. 20-26-5-40.7

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2025-2026 ANNUAL CALENDAR



Approved 3.19.25

Circle City Preparatory School 2025-2026 Academic Calendar

July 2025						
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		

August 2025						
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 19

September 2025						
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 21

October 2025						
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	

17 Instructional Days

November 2025						
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						

17 Instructional Days

December 2025						
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			

15 Instructional Days

January 2026						
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

18 Instructional Days

February 2026						
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

19 Instructional Days

March 2026						
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				

16 Instructional Days

April 2026						
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		

22 Instructional Days

May 2026						
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						

15 Instructional Days

June 2026						
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 1-18: Summer School
- July 16-18: New Staff Summer Experience (PD)
- July 21-August 1: All Staff Summer Experience (PD)

August
- August 4-5: First Days of School (1pm Dismissal)
- August 28: Meet the Teacher Night
- August 29: Mental Health Day (No School)

September
- September 1: Labor Day (No School)

October
- October 13-17: Fall Break
- October 20: Professional Development (No School)
- October 21: 1st Day of Quarter 2
- October 24: Student Progress Conferences (Virtual Learning)

November
- November 26-28: No School

December
- December 22-January 2: Winter Break

January
- December 22-January 2: Winter Break
- January 5: Professional Development (No School)
- January 6: 1st Day of Quarter 3
- January 9: Student Progress Conferences (Virtual Learning)
- January 19: Martin Luther King Jr. Holiday (No School)

February
- February 16: President's Day (No School)

March
- March 16-20: Spring Break
- March 23: Professional Development (No School)
- March 24: 1st Day of Quarter 4
- March 27: Student Progress Conferences (Virtual Learning)

April

May
- May 25: Memorial Day (No School)
- May 28: Last Day of the Year
- May 29: Professional Development (No School)

Key Dates
- Sep 1: Labor Day
- Oct 13-20: Fall Break
- Nov 26-28: Thanksgiving Break
- Dec 22-Jan 5: Winter Break
- Jan 19: Martin Luther King Jr. Day
- Feb 16: President's Day
- March 16-23: Spring Break
- May 25: Memorial Day
- Jun 19: Juneteenth

Calendar Key

No School (Teachers & Students)	Professional Development (staff only)
Summer School	Key Dates
Parent Conferences (virtual)	

Days of Instruction: 179

Quarter I = 48
Quarter II = 41
Quarter III = 47
Quarter IV = 43

Friday Dismissal at 1pm

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 the front office at receiptionist@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 24
- January 9

- March 27
- May 21

Quarter 1 and Quarter 2 Report Cards must be picked up in person at Circle City Schools during a Parent-Teacher conference. . **Report cards will not be sent home without a conference these quarters.** Conferences in Quarter 3 are required for any scholars currently failing and at-risk for retention the following year.

PROMOTION POLICY / RETENTION

Circle City Schools' 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 Schools 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 Head of School in consultation with the grade-level Instructional Coach and in accordance with Indiana law***. Circle City Schools 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 Schools 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 Schools.

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 email.

GRADUATION POLICY

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

SPECIAL EDUCATION

Circle City Schools is committed to its legal obligation of 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 appropriate for that student. Circle City Schools provide a variety of special education programs for scholars identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEA) and Indiana's Article 7. 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 Schools encourage the parent to be an active and meaningful participant, as set forth in both IDEA and Article 7. A parent or guardian who believes his/her scholar may have a disability that prohibits their student from receiving a FAPE should contact the Head of School.

- **Response to Intervention / Multi-Tiered Support System**
    - If a determination is made that a scholar needs additional support, Circle City Schools 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

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referred for testing to determine eligibility for special education services and what services the scholar needs to succeed.

- **Educational Evaluations**
    - Circle City Schools staff members are charged with monitoring scholar academics and behavior to identify scholars who may need additional support 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 a Head of School, the teacher, Manager of Special Populations and/or special education teacher, parents/guardians, and other involved professionals as set forth in the IDEA and Article 7. The Case Conference Committee will make recommendations to determine whether the Student is eligible for special education and what, if any, services are appropriate given the scholar's unique 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. Scholars who do not qualify for special education 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 Schools, Multilingual Learners will be identified through a Home Language Survey that is completed during enrollment or received from a previous school. 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 Schools 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 Schools un-enrolls 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 Schools have 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 Schools – teaching and learning – can take place. Circle City Schools 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 Schools.

CRIMINAL ORGANIZATIONS AND ACTIVITY

As outlined in Board Policy _____, our school prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions. Per IC 35-45-9-1,"Criminal Organization" means a formal or informal group with at least three members that specifically either:

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· promotes, sponsors, or assists in; or participates in;

· requires as a condition of membership or continued membership; or

· has as one of its goals; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

School prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior. Please refer to the board policy for specific procedures on reporting and investigation.

Security Cameras: Cameras are located throughout the building in common spaces as well as outside the building around the perimeter. Access to video footage will be limited to the Executive Director, Head of School, Director of Operations, and the School Safety Specialist. At the Executive Director'sdiscretion, other staff members may be granted permission to view video clips if it pertains to an investigation involving them or their scholar(s) directly.

Except in limited circumstances permissible by law, no other parties, including parents, are allowed to view the video clips pertaining to the reason for disciplinary action. If permitted to view, those parties are not allowed to record or copy it to their own device.

CLOSED CAMPUS

Under no circumstances are scholars to leave buildings without permission. A scholar with permission to leave may only leave under the escort and supervision of an authorized adult or, if the scholar is in 5th grade or above, written permission to walk home from family. 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, and visitors are expected to minimize disruption and follow all school policies, procedures, and expectations. 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 our schools; parent involvement is discussed in more detail later in this handbook. We ask that parents give our school 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 our campuses.

Please note, we do not allow parent visits for the first month of school, as scholars are acclimating to school. School maintains the ultimate authority and ability to request the removal of any visitor who is not following school policies, procedures, and expectations.

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 the 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.

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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 the school.

Parent's Right to Know

Upon a parent's request, the School will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

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 Meet-the-Teacher night, 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 Schools.

The Circular

Our newsletter will be sent out Monthly on the 1st of the month and will include updates such as upcoming events, important dates, and other key school information. Families are invited to read each edition carefully, as it will contain critical details about school-wide activities and announcements.

We use ParentSquare as our primary communication tool. All families are asked to have active ParentSquare and PowerSchool accounts. Teachers and staff will use these platforms to communicate with families daily.

Parent Conferences

Parent-teacher conferences are a crucial component of our educational program. Parents are required to attend conferences at the end of Quarter 1 (October 24) and Quarter 2 (January 9) and at other times as requested by the classroom teacher, Instructional Coach or Head of School.. Parents may bring children with them, but are expected to supervise them while at school.

Panther Parents & Alligator Alliance

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 them, or their scholar has been subjected to harassment, they should file a complaint with our Title IX Coordinator.This may be done in writing or orally.

School	Circle City Prep	Ace Prep

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Title IX Coordinator	Alise Dalstrom	Amanda Liles
Phone	317-643-4209	317-744-9847
Email	adalstrom@circlecityprep.org	aliles@aceprepacademy.org

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 Schools. We make every reasonable effort to return all personal property to the appropriate parent; however, Circle City Schools are not responsible for replacing lost, damaged or stolen property or compensating the family for the value of that property.

TRANSPORTATION

Circle City Schools offers transportation from our ACE Prep to Circle City Prep campus as well to excursion or field trips.

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 Schools 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 Schools to disclose education records without consent under certain conditions, including the following:

- School officials with legitimate educational interest
    - As defined by the U.S. Department of Education: A "school official" includes a teacher, school principal, president, chancellor, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel.
    - A "legitimate educational interest" is defined as:
        - The information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.
        - The information is to be used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school.

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        - The information is relevant to the accomplishment of some task or to a determination about the student.
        - The information is to be used consistently with the purposes for which the data are maintained.
- 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 Schools have 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 Schools 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.

Any person who believes that he or she has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Circle City Schools Nondiscrimination Coordinator.
For more information regarding issues of discrimination, harassment, Title IV or Title IX compliance, Section 504, or filing a grievance, please contact: Megan Murphy, mmurphy@circlecityschools.org

CHROMEBOOK USE

Circle City Schools provide 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 Schools may begin collection efforts against parents or guardians who fail to pay outstanding fees .

Damaged Part	**Cost**
Missing/broken charger	$20

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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 Schools offer Internet access to scholars and staff. The primary purpose of providing access to the Internet is to support the educational mission of Circle City Schools. Circle City Schools expect 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 Schools make no warranties of any kind, whether implied or expressed, for the service it is providing. Circle City Schools 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 Schools' Internet, school network, and/or computers. Circle City Schools make no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of Circle City Schools' 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 Schools' 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

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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

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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 Schools computer network or stored in the user's directory or on a disk drive. Circle City Schools reserve the right to examine all data involved in the user's use of Circle City Schools' 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 Schools' Internet service is a privilege not a right. Circle City Schools reserve 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 Schools will advise appropriate law enforcement agencies of illegal activities conducted through Circle City Schools' Internet service. Circle City Schools 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

We provide 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,new underwear, and new socks whenever possible for your child. Loaner pants should be washed and returned to the school within 7 days. We cannot guarantee a change of clothes for scholars, which may require the parent/guardian to bring a clean pair of clothes to the scholar.

- If a scholar frequently has accidents and does not return loaner clothing, Circle City Prep may decline loaning any more clothes and require the parent/guardian bring a new pair of clothes to the scholar.

SCHOOL FEES

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Circle City Schools provide 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 14 days. Circle City Schools 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 Head of Schools, Alise Dalstrom at adalstrom@circlecityprep.org or Amanda Liles at aliles@aceprepacademy.org. Circle City Schools 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, CCS will be replaced and families will be charged.

Item	**Fee**
Red Lifework Folder	$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

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NUTRITION

SCHOOL BREAKFAST & LUNCH

Circle City Schools participate in the Community Eligibility Program, which provides free meals and free milk to all scholars. This includes daily breakfast and lunch.

Breakfast is served from 7:30 until 7:45 a.m. Scholars who arrive between 7:46 a.m. and 8:30 am will be considered tardy, but will still be offered a full breakfast. Scholars arriving after 8:31 am will not be served breakfast.

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. Additionally, we cannot accommodate lunches being dropped off. Scholars who do not bring their lunch at the start of the day will instead be served a school lunch.

FOOD ALLERGIES

Circle City Schools will make all reasonable efforts to accommodate scholars with food allergies if there is an annually updated doctor's note on file. Parents are required to inform Circle City Prep and provide all 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 Schools maintain 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 at CCP Elementary and ACE PRep and 3:30-3:45 at CCP MS 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 Schools has a robust wellness policy available on our website. This wellness policy details the actions we are taking to improve our school's overall wellness. This includes policies about school meals, snacks, physical activity, and mental health

DISCIPLINE POLICY

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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, and referrals to outside providers. We always encourage our Scholars to use their VOICE to advocate for themselves and address challenges peer to peer as often as possible.

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 predictability in the classroom, reduce misbehavior, increase our scholar's identity in our school community, and support our scholars' growth as learners and leaders in life.

Circle City Prep Core Values

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.

Ace Prep Core Values

SCHOOL WIDE EXPECTATION	EXAMPLES
Show BRAVERY and do what's right because it's the right thing to do	We share our opinion and ideas; Raise a college hand to participate in class discussions, even when unsure of an answer; Make your own choices instead of following others; Tell the truth even when it's hard.
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; Show excitement for learning.

Show GROWTH and see everyday as an opportunity to improve	Set ambitious goals, work toward them, and reflect on progress; Learn from others' ideas and viewpoints; Build off of your classmate's and teacher's ideas.
Show RESPONSIBILITY for your learning and your choices	Come to school every day on time and ready to learn; Treat hallways, cafeteria, and bathrooms like the classroom; Leave things better than you found them; Be honest; Do not blame others for your choices.
Show ENDURANCE and never give up even when work is hard	Be alert and engaged during class; Work independently for 15 or more minutes; Always put 100 percent into everything you do.
Pursue high ACHIEVEMENT to grow your brain and change the world	Ask and answer questions; Complete all lifework and class assignments; Always do your personal best and encourage others to do the same.
Work as a TEAM to learn and solve problems	Attempt to solve problems on your own first then ask for help; Advocate for yourself and others; Help classmates by not being silly or disruptive during learning; Accept others for who they are and expect the same.

BEHAVIOR MANAGEMENT

Circle City Schools will use a multi-tiered process for behavior. School wide behavior expectations will be modeled and enforced throughout the day and at school-sponsored activities. All scholars are expected to follow school and classroom expectations. Parents and guardians can expect consistent written and verbal communication about their scholar's behavior. Administration has final authority and discretion on consequences related to violation of behavior expectations.

▪

LOGICAL CONSEQUENCES

Circle City Schools use logical consequences to help scholars learn from their mistakes in a respectful, supportive environment. We believe that consequences should be directly related to the scholar's actions and appropriate to the age of the student and the situation. For example, a student who damages a bulletin board might be asked to help repair it. Likewise, a student who makes fun of a peer might be asked to repairthat relationship through an apology or mediated conversation. This approach helps our scholars develop self-control, problem-solving skills, and personal accountability, which are key components of growing into responsible learns and future leaders.

UNACCEPTABLE ACTIONS

While we seek to use logical consequences as often as possible, some behavior is simply unacceptable and will result in an immediate and escalated consequence Circle City Schools scholars 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.

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

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- 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.

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. ▪ 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	▪ 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 ▪ 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. Under Indiana Code 35-47-9-2, it is a Level 6 felony to knowingly possess a firearm on school property or on a school bus.

According to Indiana Code 20-33-8-16, a student who brings a firearm or destructive device to school or possesses one on school property **must** be expelled for at least one calendar year. The executive director has the authority to modify this expulsion period on a case-by-case basis. Further, if a student brings a deadly weapon (excluding firearms and destructive devices) to school or possesses one on school property they **may** be expelled for up to

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one calendar year. Circle City Schools are required to notify law enforcement if a scholar violates these requirements.

Circle City Schools will use its discretion when it comes to other items, such as small knives or weapon look-alike toys.

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

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 Head of School or Executive Director, 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

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Circle City Schools offer 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 complement the Circle City Schools program. Attending these field trips is a privilege and not a right. If a scholar does not uphold our 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 and the scholar is not able to attend, the scholar will still be required to be in school.

All excursions require a signed permission slip and this year we are moving to a universal permission slip form... This means that one permission slip will be filled out at the start of the year and will encompass all field trips for that scholar for the year. Parents will be able to fill out and sign this form through their PowerSchool Parent Portal. Families will pay a 1-time Field Trip Transportation Fee of $25.00 at the start of the school year, and this will cover all field trips for that scholar for that year. Note: Middle School Scholars may be engaging in overnight trips and these may require an additional fee. We will support providing fundraising opportunities for trips with additional cost.
Note: In some cases, chaperones will be required to pay a small fee to join the field trip with their scholar. This can be paid via PayPal, Credit Card, or cash at the front desk. If at any time you need support paying an activity fee or need to be set up on a payment plan, please reach out to the front office. Inability to pay the activity fee partially or in full is NEVER a barrier to enrollment.

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 Schools expects scholars to conduct themselves in keeping with its Core Values. In addition, we strongly believe that passive action can be as significant as active action – witnessing wrongdoing can implicate

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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 Schools 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

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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. Circle City Schools make 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.

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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 Head of School (or other designated person).

Due Process for Suspensions: The Head of School (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

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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

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restore order or protect persons on school property. This includes 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
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- Excessive tardiness or absenteeism

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CIRCLE CITY SCHOOLS PARENT/GUARDIAN AGREEMENT

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

1. Make Circle City Schools 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 Schools' policy regarding lateness, excused and unexcused absences, and annual absences in excess of 15 days. I understand that 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 school polo and close-toed shoes, daily.

4. Communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend the following events at the School: 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 (CCP ES and ACE Prep)) and 4:00 p.m (CCP MS). 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 behavior report nightly.

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

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

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