



## Scholar & Family Handbook

2023-2024

Agency, Autonomy, Acceleration

## Table of Contents

Mission, Beliefs and Vision	3
School Information	3
Academics	8
Early College and Career	10
Attendance Policy	12
Discipline Policy/Student Code of Conduct	15
School Uniform and Dress Code Policy	25
Inclement Weather	28
Technology Acceptable Use Policy	28
BELIEVE Visitor Policy	29
Student Rights	30
Student Grievance Policy	32
No Solicitation	33
Transgender and Gender Nonconforming Students	33
Student Initiated Groups	35
Medical Policies	36
Safe Learning Environment	37
Staff Members Transporting Scholars by Car	37
Special Education	37
English Language Learners	38

Dear Families and Scholars,

Welcome to BELIEVE Circle City High School, a tuition free public charter school serving families in Indianapolis, Indiana. We are grateful that you've chosen BELIEVE!

The policies and procedures in this Handbook are designed to help our school run efficiently and effectively. This information has been carefully prepared to acquaint you with the school's operational procedures as well as to help you become an integral part of the BELIEVE Family. We want each of you to feel that you are a welcome part of the school and that BELIEVE is your school. Please read this handbook carefully and completely.

Our mission is to support your Scholar with developing the professional skills necessary to be successful in our ever-changing society. Our values are centered around our Scholars building their personal brand and displaying the agency and autonomy necessary to be a leader in whatever field they choose when they graduate. Our consistent and high expectations are designed to ensure that our students never lose an opportunity for small stuff. In addition, we intend to have an environment that allows for student voice and autonomy to allow for student leadership to show.

If you still have questions after reading this handbook, please do not hesitate to contact the school. The Parent/Scholar Handbook is updated annually. It is by no means to be interpreted as being a complete list of rules and regulations of BELIEVE Circle City High School. It should, however, help you to know your school better and navigate through the school year more successfully. Let's partner to ensure our Scholars achieve the greatness they are destined for!

Sincerely,

*Angel Jackson-Anderson*

Angel Jackson-Anderson  
Principal

## Vision, Mission, and Beliefs

### Vision

BELIEVE Leaders will be equitable, independent, and influential citizens within their local and global community.

### Mission

BELIEVE Circle City High School is a public college and career preparatory high school dedicated to the achievement of students in the Indianapolis area. Our mission is to develop students into leaders through a community that fosters their agency, autonomy, and acceleration—providing a foundation for future independence and success.

*BELIEVE Schools does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations.*

### Our Model

At BELIEVE Circle City High School, we will strive toward our mission guided by three principles which include:

- **Acceleration-** All BCC students will follow the Indiana Core 40 to earn a diploma with Academic or Technical Honors. In addition, scholars will have the opportunity to be enrolled in Honor and/or AP courses. Through our Early College partnerships, BCC students will be dually enrolled in college or career classes starting as early as 9th grade. Scholars will have a more rigorous curriculum and course load to ensure they are prepared for the college or career pathway of their choosing.
- **Agency-** All BCC students will engage in identity and leadership development and social, emotional, and cultural intelligence training; and engage in a micro-society of scholar norms/expectations to develop the autonomy to be successful in all aspects of adulthood.
- **Autonomy-** All BCC scholars, in collaboration with their family and village leader, will develop a Purpose Pathway Plan, which is a 6-8 year individualized plan aimed at attaining the skills and credentials necessary to launch their first career. Purpose Pathway Plans will include the rigor of their course schedule, scaffolded responsibility/autonomy through the Milestone Tracker, and the development of their passions through an electronic portfolio of BCC experiences. BCC scholars will evolve into change agents empowered to design their life's trajectory.

## Equity Statement

BELIEVE Schools firmly believe that we have to understand our past in order to forge a path into the future. To that end, we must first acknowledge the long history of horrific violence and hatred towards Black and Brown people in the United States of America. Our beloved country was built on the backs of the same people that it has fought to keep as a permanent underclass, and was stolen from the Native people through genocide and dispossession. In addition, white Christian supremacist values have infiltrated every fiber of our lives, and any subgroup that historically didn't fit this mold has faced deep levels of oppression. These atrocities have led to a world where race- and gender-based hate and violence are still prevalent in our society, income, and educational gaps are considered normal, and systemic racism is felt on all levels.

BELIEVE Circle City High School was developed in 2018 in response to the aforementioned injustices, and the belief that we can create a new way of educating black and brown students in our country. As an organization and an institution of learning, we are committed to having a deep understanding of diversity including race, ethnicity, gender, socioeconomic status, religion, and sexual orientation. We have a deep responsibility to educate and acknowledge our stained past and ensure that all of our stakeholders are committed to anti-racist practices. Our community will be inclusive, diverse, and equitable. We will assess our practices and policies regularly to ensure that we fulfill our commitments. BELIEVE was born out of love, and it will continue to grow in love for all.

## School Information

### School Address

2540 North Capitol Avenue Indianapolis, IN 46208

### School Phone Number

317-296-1954

### School Website

[www.believeschools.org](http://www.believeschools.org)

### Main Office

The Main Office is open from 7:30 a.m. to 4:00 p.m., and office staff can be reached via telephone at 317-296-1954. Voicemail will activate when no one is available to answer your call or if you call outside of normal business hours. During the school day, the telephone is available for scholar use for urgent or emergency matters. If you need to reach a teacher, the best times to call are before or after the scholars' school day. During the school day, you may be transferred to classrooms; however, depending on the class schedule, you may receive the teacher's voicemail.

### Hours for Scholars

8:00 a.m. to 3:43 p.m.

Scholars arriving for breakfast may enter the building at 7:45 a.m.

Scholars are tardy after 8:00 a.m.

Dismissal will begin at 3:43 p.m.

Office Hours 3:45 p.m. to 4:30 p.m.

### Important Dates for the 2023-2024 School Year

First Day of School	Wednesday, August 2
Purpose Pathways for New Scholars	First 2 weeks of school
Purpose Pathways for ALL Scholars	Friday, October 13 Friday, January 12 Friday, May 31
BOY P/SAT Testing	Wednesday, August 30
Labor Day	Monday, September 4 (No School)
Fall Break	Friday, October 6 (scholars only) and Monday, October 9
PSAT/NMSQT Testing	Wednesday, October 11 (E-Learning Day for 9th and 12th grades)
Thanksgiving Break	Monday, November 20 - Friday, November 24
Winter Break	Thursday, December 21 - Friday, January 5
Martin Luther King, Jr. Day	Monday, January 15 (No School)
President's Day	Monday, February 9 (No School)
SAT Testing (11th grade)	Wednesday, March 6 (E-Learning Day for 9th, 10th, and 12th grades)
Spring Break	Monday, March 11 - Friday, March 15
March Break	Thursday, March 28 (scholars only) and Friday, March 29
April Break	Monday, April 22 (No School)
Last Day of Class	Wednesday, May 30

## Healthy Food Policy

Breakfast and lunch are served daily in our cafeteria. Scholars who choose to bring their lunch to school may do so. HEALTHY LUNCH is required. We recognize the impact sugar and certain foods have on child development. Please see the appendix for this article: [“The Effects of Sugar on the Brain”](#) and [FDA Probes Link Between Food Dyes, Behavior](#).

The synopsis that captures our perspective is listed here:

- Sugar—in all its forms—can wreak serious havoc on your brain, causing mental health issues, decreased cognitive function, and even dementia.
- Sugar acts like an addictive substance, lighting up the same areas of your brain as drugs like cocaine.
- Sugar can directly contribute to depression and increase anxiety.
- Too much sugar can create insulin resistance.

Knowing this information motivates us to ensure that when our students are in school and trying to learn, we have to protect them from the pitfalls that eating sugary snacks/meals and some processed foods can cause. In light of this, we will not allow any candy, cakes, sugary snack foods, or soda/juice/drinks on campus. Scholars are only allowed to drink water, milk, zero sugar drinks or 100% fruit juice on campus. Scholars cannot have foods such as Takis and Flamin Hots. The school will provide a vending machine with healthy snack options and a microwave/refrigerator for students to cool/warm up food from home.

Scholars are allowed to have Grubhub/DoorDash delivered on Fridays only during the lunch period. BELIEVE staff will not be responsible for food deliveries or handling any outside food on any other days. If your child has an open campus and is able to go outside, they are welcome to eat what they like off of school grounds. Parents are also welcome to have lunch with their scholars outside or in the conference room.

## Personal Items and Lost & Found

BELIEVE is not responsible for damage or loss to any personal items. Scholars are not to bring toys to school. Unclaimed items will be kept in a designated area. All unclaimed items will be donated or disposed of at the end of each semester.

## Change of Address or Telephone Number

In order for the school to handle emergencies, maintain communication, and maintain current records, please notify the main office of any change of address or telephone number affecting both home and/or work.



## Academics

### Grading Periods

There are two semesters per school year. Each semester will be divided into two grading periods. Weekly grades will be accessible to scholars and families through our online student information system (SIS), Schoolrunner. Parents and scholars are encouraged to regularly track progress. Report cards will be distributed four times during the school year on the following dates:

- October 13, 2023
- January 12, 2024
- March 27, 2024
- May 31, 2024

Report cards can be picked up from the school throughout the school day on each date indicated above. Please note: Scholars will receive credits at the end of each semester for the classes in which they successfully pass.

### Grades

Letter Grade	Percent	GPA	Letter Grade	Percent	GPA
A+	97-100	4.3	C	73-76	2.0
A	93-96	4.0	C-	70-72	1.7
A-	90-92	3.7	D+	67-69	1.3
B+	87-89	3.3	D	63-66	1.01
B	83-86	3.0	D-	60-62	0.7
B-	80-82	2.7	F	0-59	0.0
C+	77-79	2.3			

Honors classes are awarded a 0.5 GPA point bonus, and Advanced Placement/International Baccalaureate/Dual Enrollment/Dual Credit classes are awarded a 1.0 GPA point bonus when calculating weighted grade point averages. Pass/fail classes are credit bearing; however, they do not factor into grade point averages. Pass/fail requirements are determined by campus. Full credit classes have twice the impact on GPA calculations than half credit classes.

Class Rank: Class rank will be determined by the cumulative weighted GPA.

### Academic Eligibility

Students who participate in athletics and/or extracurricular activities must maintain a 2.3 GPA to fully participate in extracurriculars. Additionally, scholars cannot have any F's on weekly progress reports and/or report cards. Scholars with F's will be placed on probation until their grades have increased.

## Promotion and Graduation

In order to be promoted to the next grade level or graduate, students must pass and thus earn the credits from all classes in which they are enrolled during the regular school day and school year. Students who fail a class will be required to enroll in a corresponding make-up class in order to be promoted to the next grade level or graduate.

## Credit Recovery

Scholars who do not meet the academic and BELIEVE's career and college exploration requirements will be expected to make up the requirements as outlined below. Only scholars who have completed all graduation requirements are eligible to receive a diploma and participate in graduation ceremonies. Scholars who do not meet all the requirements at least one week before the subsequent school year must make up the credit potentially in the summer or the following school year. When documented accommodations are relevant (e.g. medical), promotion eligibility will be made on an individual basis. Scholars who fail a college course that has been paid for by BELIEVE, will be responsible for paying for the credits associated with that course.

## Academic Integrity

BELIEVE strives for integrity, honesty, and fairness in our academic pursuits. Academic dishonesty: Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of cheating. These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher. Students may receive an automatic detention or more severe penalty if their cheating continues.

### Deliberate Plagiarism

- Copying a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Obtaining a term paper and handing it in as one's own.

### Accidental Plagiarism

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

### Cheating

- Obtaining a copy of tests or scoring devices, or altering scores/grades.
- Copying another student's answers during a test.
- Providing another student questions or answers to, or copies of, actual test or quiz questions.
- Having or using non-permitted materials during test
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
- Permitting another student to copy one's own homework, paper, project, laboratory report, or take-home test.

The following consequences may occur for students who engage in acts of academic dishonesty:

- Automatic 0 on the assignment

- Character Academy
- Teacher/student/Dean of Culture/parent conference

For more severe or repeat violations of academic dishonesty, consequences will be more severe (e.g. suspension, homework must be handed in to the office, etc.)

## Early College and Career

BELIEVE Circle City High School is an early college and career preparatory high school focused on fostering the academic achievement, autonomy, and agency needed to be a contributing member of our evolving, global, and transformative society.

To support students toward early college and career readiness, all students will enroll in a dual enrollment and/or career certification program. This allows students to begin taking courses that count toward their desired degree or career path.

### Dual Enrollment / Dual Credit

Dual credit courses are courses which can be taken to earn both high school credit as well as college or university credit. BELIEVE Circle City High School students have the opportunity to enroll in dual credit courses available at BELIEVE Circle City High School during the school day or may take a dual credit course at a college or university. In either case, the scholar is not responsible for any tuition for college courses unless the scholar fails their course. Prior approval is required for a course taken at a college or university to be counted toward a student's BCCHS diploma requirements.

BELIEVE Circle City High School offers dual credit courses in partnership with several Indiana Colleges, including: Ivy Tech Community College and Marian University. In order to earn dual credit, some colleges require prerequisite test scores, and testing requirements can vary depending on the individual course. Each college has their own specific application and enrollment processes, and deadlines are enforced.

### Early Career Programming

BELIEVE recognizes that attending a two- or four-year college may not be the goal of all scholars. For this reason, early career programming at BELIEVE aims to prepare scholars for entrance into a high-wage, high-demand career upon graduation. Scholars who wish to pursue a career trajectory will still take dual enrollment/dual credit courses to earn career certifications; however, they may also work with one of our many partners, including: Textures Institute of Cosmetology, Messer Construction, Minority Contractors Collaboration, StitchWorks, and many more burgeoning programs.

### Expectations

All scholars will sign a program-specific contract that outlines the following understandings:

- College courses are more rigorous; therefore, they require more work and attention to detail than general education, honors, or AP®-level courses at Believe.
- While the expectation is to maintain a minimum of a "B-", scholars should focus on earning an "A", which will better their chances for scholarships upon graduation.
- If a scholar fails to earn a passing grade in a course (defined as a "C-" or better), then they may be responsible for paying Believe for any incurred expenses toward the course and course materials at the rate of \$100 per credit hour.

- If scholars are found guilty of academic dishonesty, they may no longer be eligible to take dual enrollment courses through BELIEVE Circle City High School's dual enrollment program.
- In the event of transfer to another school, expulsion, or non-completion of an early career program, scholars are responsible for paying Believe in the full amount of tuition and supplies.
- Scholars in an early career program may be required to pay a refundable deposit, which will be returned upon successful completion of the program.

### **Withdrawing from a Class / Program**

Many of BELIEVE Circle City High School's policies were created in alignment with Ivy Tech Community College's established procedures. Any questions or concerns can be directed to Ms. Brookshier, the Dean of Early College and Career ([mbrookshier@believeschools.org](mailto:mbrookshier@believeschools.org)).

Withdrawing from a college course can take place during two times in the term: (1) before the drop date, which avoids any financial or academic penalties, and (2) after the drop date and before the final withdrawal deadline, which has financial and academic consequences.

If a BELIEVE scholar chooses to drop or withdraw from a dual enrollment course, they understand that...

- To avoid incurring any expenses or academy penalties, they must withdraw from a course by the college's drop date, which will also prevent the course from appearing on any transcripts or impacting their GPA.
- If a scholar withdraws from a course after the drop deadline, they must still withdraw BEFORE the college's withdrawal deadline, which means...
  - They will have a "W" on my college transcript, but this will not impact their GPA.
  - They may be enrolled in an alternate course at Believe depending on the course's availability and their degree needs.
  - If the student withdraws from two or more dual enrollment courses, they will:
    - be required to pay any incurred cost and expenses at the rate of \$100 per credit
    - be required to complete a targeted assignment / course / project to strengthen their college readiness skills
    - be mandated to check in with a teacher for every dual enrollment study hall
    - be mandated to attend supervised office hours until they are in good standing
    - no longer be eligible to take dual enrollment courses through Believe's dual enrollment program
- To proceed with withdrawing from a dual enrollment course, scholars must:
  - Submit a Change of Enrollment form (available in Ms. Brookshier's office)
  - Meet with an advisor from the Early College and Career team AND their parent/guardian
  - Sign off on an agreement regarding next steps: payment, course change(s), etc.

## Attendance Policy

### Attendance

Absences may be excused only for an illness, doctor's appointment, observance of a religious holiday, death in the immediate family, or verifiable family emergency. These absences can be excused only if a written note from the legal guardian is received in the campus main office within 48 hours of the student's return to school. If a student is going to be absent, parent(s)/guardian(s) should inform the main office before classes begin.

For excused absences and absences due to suspension, students will be provided the opportunity to make up any missed work (including tests) for equivalent credit and generally, students are given as many days to turn in work as they were absent. For example, if a student is absent for two days, he or she would have to turn in make-up work by the second day he or she returns. Community service hours are not counted if done during the school-day hours that students are absent or suspended.

Students who are absent for all or part of any day may not attend or participate in any extra-curricular event or sporting event without written permission from the principal.

Students who are absent for all or part of any day for "cut days," "senior cut days," "skip days," "ditch days," or any similar events may be denied participation in any extra-curricular event or sporting events such as prom, a luncheon, or graduation. Additionally, students may receive a minimum of five points.

Reasons for which scholars may be excused include, but are not limited to:

1. illness verified by a note from a parent/guardian or Physician;
2. illness in the scholar's immediate family;
3. death in the immediate family;
4. quarantine for contagious disease;
5. Military Connection Family (e.g. absences related to deployment and return)
6. religious reasons or
7. other parent requests approved by administration.

Each scholar who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Scholars who are absent from school for reasons not permitted by Indiana State Law (Failure to Ensure Law— I.C. 20-33-8 Required Attendance), parents/guardians shall be held accountable. Scholars MUST bring a note to school after each absence explaining the reason for the absence or tardiness.

### Unexcused Absences

All absences other than those listed above are considered unexcused. A written (on paper or electronically) or phone call from the parent/guardian is required each time a child is absent. The note/call MUST explain the reason for the absence or tardiness. When possible, parents should send a doctor's statement to school with the scholar following his/her absence. Class attendance is relevant for your child to achieve academic success. An accumulation of unexcused absences can result in a conference with the principal or social worker, losing the semester, or retention at the current grade level. The school is also required to begin legal proceedings in accordance with the Indiana School Attendance Mandatory Laws for scholars with excessive absences. This could result in charges against the child and his parents or report of neglect to the Department of Child Services (DCS).

IC 20-20-8-8, defines habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

**Excessive Tardiness, Extended Absences, and Truancy**

Any student having 10 or more unexcused absences, or 20 total absences, excused or unexcused combined at any time during the school year risks being retained. By Indiana State Law, a student is considered truant after 10 unexcused absences. The BELIEVE School follows state reporting procedures for truancy.

Habitual Absence Under IC 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.

**Leaving Campus**

Students are not permitted to leave campus once they are inside the building until they earn the privilege. Leaving the campus without authorization may result in loss of privileges or possible suspension.

**Early Dismissals and Late Arrivals**

Whenever possible, scholars are encouraged to make medical or other appointments after school hours or on weekends. In the rare event that a scholar needs an early dismissal or late arrival, the following procedures must be followed:

- The legal guardian or a designated emergency contact with guardian approval must come to sign the scholar in or out of school.
- The scholars must make up for all missed work.
- Only early dismissals or late arrivals for a verified doctor’s appointment, observance of a religious holiday, death in the immediate family, or verifiable family emergency will count as excused absences. All other late arrivals or early dismissals are considered unexcused. Official documentation verifying the absence should be brought to the campus main office upon arrival to school.

Late arrivals and early dismissals will have the following impact on a scholar’s attendance and discipline record:

Length of Time Missed in a School Day	Late Arrival
1-24%	1-4 points
25-49%	¼ day absent (plus 1-4 points)
50-74%	½ day absent (plus 1-4 points)
75-99%	n/a

Homebound and Hospital Attendance: Virtual instruction will be provided if a scholar's medical doctor provides written documentation anticipating that, due to a medical condition, the scholar will 1) be unable to attend school for two or more consecutive weeks or (2) be absent on an ongoing intermittent basis totaling two or more weeks.

Scholars who have a medical condition that results in absences as a result of this medical condition qualify for a waiver of the summer attendance class requirement. To be approved for a waiver by campus administration, a parent/guardian must submit required paperwork that includes verification from the student's treating doctor.

## Discipline Policy/Student Code of Conduct

Similar to academic growth, self-discipline is a skill that develops over time and requires a deliberate community approach of both support and accountability. Every BELIEVE scholar receives social and emotional development from dedicated Village Leaders who guide students through the BELIEVE experience. Village Leaders provide important feedback and encouragement to scholars along with consistent communication to parent(s)/guardian(s). We assume the best in every scholar and seek to provide positive reinforcement at every opportunity, whether in the hallways, in the classroom, or at extracurricular events. Scholar leadership is also developed through a variety of campus-specific programs such as peer mentorship programs, student council, and a host of other leadership opportunities in extracurricular activities. Finally, with dedicated staff on campus, scholars have access to emotional care and support. With the rigors of our academic curriculum, we encourage scholars to communicate when facing obstacles and to utilize the available support.

When conflict and tension between students is known, we implement restorative strategies to de-escalate conflict and actively provide mediation with staff and/or social workers. We use restorative practices proactively and responsively to address conflict and repair harm. We also utilize structured behavioral interventions to teach students coping skills and provide social and emotional instruction to teach appropriate behaviors and avoid the occurrence of misbehavior.

At BELIEVE, we believe our core values represent the mindsets and behaviors necessary to forward our mission of empowering scholars to lead exemplary lives. When upholding expectations, we are clear, consistent, positive, and firm. Our core values drive our community expectations.

The purpose of BELIEVE's Student Code of Conduct (SCC) is to promote professional behavior, agency, and autonomy. The SCC is not intended to address the entire spectrum of scholar misbehavior; instead, it outlines a range of appropriate consequences proportionately related for certain inappropriate behaviors. School officials may establish campus-specific procedures to further address student misconduct as long as it is consistent with this policy. Believe consults with parent and staff advisory committees to annually review the SCC.

The SCC applies to actions of scholars 1) while on school property during school hours and before and after school 2) while traveling on school vehicles to or from a school activity, team function, or event, 3) off school grounds at all school-sponsored activities or events that approximate a reasonable relationship to the school, and 4) while using the school's internet network or any electronic devices. This code also applies to actions of scholars off school property before or after school hours if those actions pose a substantial likelihood of disruption to the learning environment in the school.

Prior to being subject to any exclusionary discipline, scholars shall be provided appropriate due process, while consistently following the policies outlined below. *See additional support for and during exclusionary discipline'.*



A scholar's IEP will be followed. When determining any disciplinary consequence for misconduct by a student with a disability which may result in a suspension for more than 10 cumulative school days or which will result in a change of placement, the IEP team will consider all relevant information in the student's file, including the student's IEP, any teacher observations and any relevant information provided by the parent(s)/guardian(s) to determine if the conduct was a manifestation of the student's disability.

At BELIEVE, we believe our core values represent the mindsets and behaviors necessary to forward our mission of empowering scholars to lead exemplary lives. When upholding expectations, we are clear, consistent, positive, and firm. Our core values drive our community expectations.

### **Points**

A point is one tool of accountability intended to

- 1) encourage professional work habits of self-discipline in individual scholars
- 2) 2) promote and protect physical and emotional safety for all community members
- 3) 3) uphold school cleanliness.

A scholar can be assigned from 1-4 points for an infraction. More serious infractions may earn more severe consequences as outlined in the SCC. Staff members discuss and norm on the number of points issued for a consequence, except when prescribed by the list below.

A scholar's IEP and/or 504 Plan may impact the implementation of the points outlined below.

**BELIEVE Code of Ethics**

BELIEVE Code of Ethics	Behaviors = Points
Build Your Brand	
Prompt & Present	Tardy to School = 2 points Tardy to Class = 1 points Cell Phone = 1 points Skipping Class, Skipping/Leaving School = 5 points Forgot Materials/Chromebook = 1 points Inappropriate Technology (Websites) = 5 points Dress Code Violations = 2 points
Safe Space	Cursing, Disrespectful Language = 2 points Disruptive Behavior = 1-4 points ( <i>horseplay, throwing things, arguing</i> ) Inappropriate displays of affection = 2-4 points
Value & Respect	Defacing/Devaluing School Property = 2-5 points <i>(Students will pay for damage or do community service)</i> Student or Teacher Disrespect = 2-4 points Not Cleaning Up = 1 points
One Voice	Classroom Disruption = 1 point <i>(Talking, Interruptions, Not Respecting Speaker)</i>
Input = Output	Off-Task Behavior = 1 point Work Refusal = 2 points Unhealthy Foods = 2 points Academic Dishonesty = 5 points Removal from Class = 5 points

**BELIEVE POINT SYSTEM**

<b>Points</b> Point balances reset every 5 weeks.	<b>Intervention</b>
1-4 Points	If a scholar accumulates 4 points within a day they will be removed from class and sent to the Culture office.
5-9 Points	If a scholar accumulates 5-9 points in a day they will be placed in isolation the following school day.
10-14 Points	Automatic Character Academy
15-19 Points	Call home immediately. Meeting with parent or guardian before scholar can return to class
20 Points	2 Day in school isolation

### BELIEVE Scholar Status

Scholar Status	Privileges Earned
<p><b>BELIEVER in Training</b> <i>Period 5 Weeks</i></p> <p><i>All scholars start the year as a Believer in Training.</i></p> <p><i>Period: (Week 2- Week 7)</i></p>	<ul style="list-style-type: none"> <li>• Cell Phone at Lunch &amp; <i>Transitions</i></li> </ul>
<p><b>Believer</b></p> <p><i>Agency: Earn 1 of 6 Badges on Job Ready Indy</i></p> <p><i>Autonomy: No More Than 6 Points in Current Period</i></p> <p><i>Acceleration: Not Failing any Classes and Completed All Diagnostic Testing</i></p> <p><i>Period: (Week 8 - Week 13) Week 8 Friday Level Up</i></p>	<ul style="list-style-type: none"> <li>• Above privileges</li> <li>• <i>Listen to Music on ChromeBook (Acceleration Block &amp; MathLab)</i></li> <li>• Lit Lunch Friday VS Friday Acceleration Block for BELIEVER in Training (Academic Support)-1 Hour</li> </ul>
<p><b>Associate Believer</b></p> <p><i>Agency: Earn 2 of 6 Badges on Job Ready Indy</i></p> <p><i>Autonomy: No More Than 5 Points in Current Period</i></p> <p><i>Acceleration: 2.3 GPA</i></p> <p><i>Period: (Week 14 - Week 20) Week 14 Friday Level Up Day</i></p>	<ul style="list-style-type: none"> <li>• All above privileges</li> <li>• Lunch in Lounge/Outside/Rotunda/Foyers</li> <li>• Gray Believe T-Shirt</li> <li>• Sony Headphones</li> <li>• First Friday (Food Truck &amp; Jean Day w/Believe Gear)</li> </ul>

<p><b>Lead Believer</b></p> <p><i>Agency: Earn 3 of 6 Badges on Job Ready Indy</i></p> <p><i>Autonomy: No More Than 4 Points in Current Period</i></p> <p><i>Acceleration: 2.5 GPA</i></p> <p><i>Period: (Week 21 - Week 26) Week 21 Friday Level Up Day</i></p>	<ul style="list-style-type: none"> <li>• All above privileges</li> <li>• ¼ Zip Believe Fleece</li> <li>• Rotunda During Acceleration Block (C's and above)</li> <li>• AirPods or Personal Headphones</li> <li>• Couch for Flex Seating</li> <li>• Bi-Weekly Jean Day w/Believe Gear (Friday)</li> <li>• Homework Pass for 1 Class</li> </ul>
<p><b>Executive Believer</b></p> <p><i>Agency: Earn 4 of 6 Badges on Job Ready Indy</i></p> <p><i>Autonomy: No More Than 2 Points in Current Period</i></p> <p><i>Acceleration: (TBD )2.75 GPA &amp; Enrolled in Dual Enrollment or Dual Certification Program</i></p> <p><i>Period: (Week 27 - Week 32) Week 27 Friday Level Up Day</i></p>	<ul style="list-style-type: none"> <li>• All above privileges</li> <li>• Believe Hoodie</li> <li>• Jeans w/ BELIEVE Top (Friday)</li> <li>• Open Campus (Lunch Only)</li> <li>• Open Acceleration Block-Rotunda, Foyer, Gym</li> <li>• Grubhub/DoorDash/ClusterTruck/UberEats</li> <li>• Vacation Day (one Homework Pass per class given at the beginning of each quarter)</li> </ul>
<p><b>Senior Executive Believer in Training</b></p> <p><i>Agency: Earn 5 of 6 Badges on Job Ready Indy</i></p> <p><i>Autonomy: No Points</i></p> <p><i>Acceleration: TBD 3.0 GPA</i></p> <p><i>Period: (Week 33 - Week 38) Week 33 Friday Level Up End of 9th Grade First 5 Weeks of 10th Grade</i></p>	<ul style="list-style-type: none"> <li>• All above privileges</li> <li>• Cardigan</li> <li>• Student Lounge or Other Flex Spaces During Independent Work Time</li> <li>• Open Campus for Dual Enrollment Scholars</li> <li>• Senior Executive Outings (Top Golf, Dave &amp; Busters etc) once per quarter</li> <li>• No Uniform (Friday)</li> </ul>
<p><b>Senior Executive Believer</b></p> <p><i>Agency: Earn 6 of 6 Badges on Job Ready Indy</i></p>	<ul style="list-style-type: none"> <li>• All above privileges</li> <li>• Cardigan</li> <li>• Student Lounge or Other Flex Spaces During Independent Work Time</li> <li>• Open Campus</li> </ul>

<p><i>Autonomy: No Points</i></p> <p><i>Acceleration: TBD 3.0 GPA</i></p> <p><i>Period: (Week 33 - Week 38)</i>  <i>Week 33 Friday Level Up</i>  <i>End of 9th Grade First 5 Weeks of 10th Grade</i></p>	<ul style="list-style-type: none"> <li>• Senior Executive Outings (Top Golf, Dave &amp; Busters etc)</li> <li>• No Uniform</li> </ul>
--	---

### Upperclassmen Grade Status

Scholars should have more privileges as they enter the 10th Grade. These privileges include Open Campus, Dress Code Vs. Uniform, and the expectations of a Young Professional. *Any 10th Grader or above that earns 20 Points or more at any time during the first semester, may lose privileges indicated with a demotion in status.*

First Quarter with No Points	Full Uniform 10th Graders with no points can have free bottoms (no leggings or biker shorts).
Level Up 1x	Uniform Shirt Only with Dress Code Compliant Bottoms
Level Up 2x	No official uniform (Must be compliant with school dress code in Student Handbook) On Friday's all scholars must be in school issued polo with Dress Code compliant bottoms.

Transfer scholars who are in 10th, 11th, and 12th graders will have the opportunity to level up within the first two cycles of the school year.

A student's IEP and/or 504 Plan may impact the implementation of the above.

### Point Appeals

Students may communicate and advocate on their behalf if they feel points were improperly issued by following the campus specific timeline and process.

### Status Cycles

Throughout their time at Believe, scholars participate in ongoing status cycles—set windows where they are asked to monitor and reflect on their ongoing actions and the impact of those actions. Each cycle is 5 weeks in length.. A scholar can be demoted one status for each multiple of five points he/she/they earns within a behavior cycle. For example, five points within a cycle equals one status and ten points within a cycle equals automatic character academy. Thus, if a scholar receives only one, two, or three points within a cycle (or have one, two, three remaining points after statuses have been issued), these points reset to zero once the cycle ends.

## BELIEVE Character Academy

Character Academy serves as our intensive social and emotional support system for scholars that struggle with agency and autonomy. This replaces traditional exclusionary discipline practices. At BELIEVE we believe scholars should be in school learning and growing from their mistakes. Scholars should always feel included in our community. The purpose of Character Academy is 1) encourage self-reflection in students and 2) promote personal self-discipline in students. Students may earn Character Academy for any offense listed above in the “Unacceptable Behavior & Corrective Disciplinary Consequence” table. Character Academy can be issued for a maximum of five consecutive school days and can be issued in conjunction with Out of School Suspension; the consecutive amount of days a student can be removed from the classroom for any one offense is eight days. A student with an IEP assigned to Character Academy will be provided additional support reflecting their individual needs per their IEP. Believe is committed to only offering this program when resources and staffing allow for quality student supervision and development. Therefore, Character Academy is subject to staff availability and resources. Additionally, misbehavior while assigned to Character Academy may result in further discipline.

The duration of Character Academy can vary from 1 to 5 days depending on the needs of the scholar.

Scholars may earn Character Academy when but not limited to:

- a. A scholar has accumulated 10 points for violating BELIEVE’s Code of Ethics
- b. A scholar has exhibited behaviors that violate the expectations of BELIEVE’s Code of Ethics
- c. A scholar participates in an egregious violation of school safety

Potential Restorative Practices	
Edmentum SEL Programs	Presentation in front of Village
Collaborative Activity (puzzles)	Research of topics pertinent to the violation
Restitution: Community Service in service to BELIEVE	Peer Review Board
Daily Check-In with Culture Team	Specialized Programming

## Exclusionary Discipline

BELIEVE strives to maximize instructional time and to protect the learning environment for all students. BELIEVE employs a host of behavior interventions and restorative practices to limit the number and duration of exclusionary discipline days, resolve threats, and address disruptions including consistent student advisors, fully staffed culture teams, character development classes, and conflict resolution practices to ensure students meet the high expectations for behavior with ample support when they struggle. BELIEVE uses exclusionary discipline practices, such as suspensions, as a last resort. Students who are subject to exclusionary discipline will be provided notices consistent with legal requirements for

all exclusionary discipline and upon the student's return, the campus will facilitate a re- engagement plan.

Exclusionary discipline will only be used for legitimate educational purposes under the following conditions:

1 to 3 school days suspension: Used when a student commits an act of gross misconduct and their presence poses a threat to school safety, and/or disruption to other students' learning opportunities. In the written suspension decision notifying the family of the suspension of one to three days, BELIEVE will explain the specific act of gross disobedience or misconduct and the rationale for the specific duration of the suspension. The decision to suspend will be done on a case-by-case basis and will be reviewed by campus administration.

4 or more school days suspension: Used when other appropriate and available behavioral and disciplinary interventions have been exhausted and the presence of a student who has committed an act of gross misconduct poses a threat to the safety of other students, staff, or the school community or substantially disrupts, impedes, or interferes with the operation of the school. The decision to suspend a student for four days or more will be determined on a case-by-case basis. In the written suspension decision for a suspension, BELIEVE will explain the specific act of gross disobedience or misconduct, explain the rationale for the specific duration of the suspension, and will document whether other behavioral and disciplinary interventions were attempted or whether the school determined there were no other appropriate and available interventions.

### **Suspension Policy**

Students who have been suspended may not appear on campus nor may they attend any school functions (before school, after school, during the evening, or over the weekend) while suspended. Violators of this policy will be considered trespassing. They may, however, enter the school to take or prepare for certain assessments. Students will be provided the opportunity to make up any missed work (including tests) for equivalent credit and generally, students are given as many days to turn in work as they were suspended. Students suspended for four school days or longer are provided with appropriate and available support services during his/her/their suspension.

In the event a student is subject to exclusionary discipline, he/she/they will be provided with all legal required notices:

The student will be provided a pre-suspension review conference during which time the student will be informed of the alleged misconduct against him/her/them and will be given the opportunity to respond. If the student's presence poses continuous danger to persons or property, or an ongoing threat of disruption to the educational process, then he/she/they will not be provided a pre-suspension review conference, and the suspension will commence immediately. Parent(s)/guardians(s) will be called and informed of the suspension. Parent(s)/guardian(s) will be provided with a misconduct report and suspension letter (via email, mailed home, or hand delivered to the parent(s)/guardian(s)). The student will be required to participate in a mandatory re-engagement meeting where staff will help the student plan for a successful re-entry back into the learning environment and make a clear plan for any necessary restorative actions.



Within five days of the notice of the suspension, a parent/guardian or student may request a review before a hearing officer to appear and discuss a suspension. The request and reason for the review of the suspension must be put into writing to the suspension hearing officer either by email ([admin@believeschools.org](mailto:admin@believeschools.org)) or by mail (2540 North Capitol Avenue, Indianapolis, IN 46208) postmarked within the five business days. If you fail to make a request for review during this time frame, it shall be considered a waiver of your right to a review. After the review, the hearing officer will provide a written summary of the evidence provided and make a recommendation to the Executive Director, who will take such action as he/she/they finds appropriate. The Executive Director will provide written notice of the final decision via first class mail. An appeal does not halt a student's suspension. If the suspension is overturned, the suspension will be removed from the student's record and any remaining days will not have to be served.

Expulsions, not to exceed one calendar year, may be imposed when other appropriate and available behavioral and disciplinary interventions have been exhausted and the presence of a student who commits an act of gross disobedience or misconduct poses a threat to the safety of other students, staff or the school community or substantially disrupts, impedes, or interferes with the operation of the school. In the written expulsion decision, BELIEVE will explain the specific act of gross disobedience or misconduct, explain the rationale for the specific duration of the expulsion, document whether other behavioral and disciplinary interventions were attempted or whether there are other appropriate and available interventions, and document whether appropriate and available support services are to be provided or whether it was determined that no such services exist for the student. No expulsion shall occur until after a hearing before a hearing officer appointed by the board.

### **Expulsion Process**

When a campus determines that a student has committed an offense(s) which is (are) grounds for expulsion, has exhausted other appropriate and available behavioral and disciplinary interventions, and believes the continued presence of the student poses a threat to the safety of other students, staff, or members of the school community and/or substantially disrupts, impedes, or interferes with the operation of the school, the principal or designee will forward to the hearing officer the appropriate misconduct report. The student may be suspended for up to eight school days pending an expulsion hearing conducted by a hearing officer. Upon conclusion of the hearing, the hearing officer will draft a hearing report and make a recommendation to a charter officer designated by BELIEVE's board of directors. The designated charter officer may take action regarding the referral for expulsion as he/she/they finds appropriate. The maximum length for an expulsion is two calendar years. A written expulsion decision shall be required in which BELIEVE details the specific reasons why removing the student from the school is in the best interests of the school, states a rationale with respect to the specific duration of time for the expulsion, documents whether other behavioral and disciplinary interventions were attempted (or whether the school determined that there were no other appropriate and available interventions).

#### **EXPULSION STEPS in order:**

Principal or designee recommends the student for expulsion with a misconduct report to the hearing officer. Principal or designee contacts (minimum three attempts) parent(s)/guardian(s) to schedule expulsion hearing, documents that contact in ALMA/Schoolrunner, and notifies parent of the expulsion hearing via first class mail, certified mail and email, if available. The written request to appear to the

parent(s)/guardian(s) shall include the time, date, and place for the hearing, briefly describe what will happen during the hearing, detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion, state the recommended length of expulsion, state that expulsions are determined on a case by case basis, and ask whether the student will be represented by an attorney. The campus schedules an expulsion hearing. Designated hearing officer will conduct the expulsion hearing. Representatives of the campus may present evidence and/or witnesses. A parent/guardian is strongly urged to attend. The campus representative and/or student or his/her/their representative may cross examine campus witnesses and present evidence. If an advocate or legal counsel is obtained (or if any member attending is an attorney), the school must be notified 24 hours prior to the expulsion hearing, and the contact information of the advocate and/or legal counsel must be shared.

Hearing officer makes recommendation, including summary of evidence, to BELIEVE's board of directors' designated charter officer and the Executive Director within three business days. The board designated charter officer makes expulsion decisions and notifies parent(s)/guardian(s) within five business days of the expulsion hearing.

A parent/guardian may appeal BELIEVE's final determination of expulsion within three business days of the notice of expulsion. The reasons for the appeal of the expulsion must be put in writing to the Executive Director either by email ([admin@believeschools.org](mailto:admin@believeschools.org)) or by mail, postmarked within the 3 business days (2540 North Capitol Avenue Indianapolis, IN 46240). The Executive Director will make a decision on the appeal within the three business days of receipt of the appeal and notify the parent of the determination.

Any student expelled from a BELIEVE campus must have prior consent from the principal to be on school grounds or to attend any school sponsored event.

### **Peer Review Board**

Scholar led coalition, HEALING (Helpful. Empathetic. Attentive. Loving. Innovative. Nurturing. Grateful) Cyclones, will consist of six (6) scholars and one (1) professional staff member. The racial composition of the coalition will match the demographics of our school (this may change year to year, based on enrollment). This coalition will serve as a peer mediation, peer to peer conflict resolution, and student liaisons to our Dean of Scholar Support and Experience. This coalition serves as a student to staff pipeline to ensure students are included in disciplinary and culture issues at Believe Circle City High School.

## **School Uniform Policy**

At BELIEVE, we believe a school uniform visually represents both consistency and unity, teaches attention to detail and establishes the tone for high expectations. Similar to the Student Code of Conduct, BELIEVE's dress code policy aims to instill habits of self-discipline and promote a strong sense of community in our schools. The dress code is strictly enforced. The school may work to support students in temporarily acquiring missing items. In situations where the uniform requirements cannot be met, students not in the school uniform may be assigned a point per day until the infraction is corrected. The dress code is in effect any time students are in the school building, except where mandated by legitimate religious requirements or with a note from a medical professional. During summer school, at school events and sporting events outside of the school building, or on dress for success days, rules on

attire may be adjusted, but BELIEVE's self-expression policy always remains in effect.

The following uniform will be enforced for all Freshmen scholars (Exempt: Senior Executive Believers):

1. Shirts and Outerwear

- a. Students must wear an unaltered school polo shirt or BELIEVE school t-shirt. Students may choose to wear a school approved sweater or sweatshirt over their polo.
- b. Students may wear a short sleeved shirt underneath their school polo or a long sleeved shirt the same color as the polo. Undershirt sleeves may not be visible at any time.
- c. Coats, non-school sweaters/sweatshirts, or any other outerwear are not permitted to be worn in school.

2. Pants and Skirts

- a. Students must wear unaltered pants or skirts in the designated campus color (black and khaki). Leggings, spandex material, or sweatpants are NOT permitted (no sagging or ripped pants).
- b. Skirts or shorts must be knee length or longer and with no slits.

3. Self-Expression - The use of tattoos, hair styles, jewelry, socks, accessories and piercings as a medium to express individuality and identity are welcome at BELIEVE. Expressions that meet any of the following criterion are not permitted:

- a. convey implied or expressed obscenities or sexual vulgarities
- b. promote the use of drugs, alcohol, tobacco products
- c. promote or incite violence, gang activity, or other illegal acts,
- d. convey other messages that impact the emotional and physical safety of the school community
- e. impede the learning process

4. Head Coverings:

- a. Permitted:
  - i. head coverings that honor religion and/or culture
  - ii. hats or head coverings necessitated by a medical issue.
- b. Not permitted:
  - i. hats
  - ii. head coverings that are used for sleepwear or styling hair.

5. Footwear: Proper footwear must be worn at all times in the school buildings.

- a. All shoes must be closed toed. Any non-traditional shoe must include a strap on the back. Flip flops, slippers and sandals are not permitted however, crocs worn in sport mode are acceptable.
- b. Specific shoes will be required for special classes such as shops, laboratories and physical education.
- c. Shoes with wheels are not permitted.

6. PE Dress Code:

- a. Athletic Shoes
- b. Leggings and joggers are permitted as long as no undergarments are showing, and all private parts are covered.
- c. Long or short sleeve t-shirts. No midriff should show (no halters, no half-tops, spaghetti straps, or tank tops).
- d. Students may still be required to participate in physical activities if they are not

in full PE uniform.

- e. Accommodations can be made to the PE uniform for religious exemptions.

School leadership reserves the right to determine if clothing is deemed inappropriate or disruptive to the school environment.

BELIEVE will provide all students a t-shirt, sweatshirt, and polo for free, and parents will be able to purchase additional uniform items at Orientation, Purpose Path Meetings, and after school starts.

If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance. In the event inappropriate clothing is worn or displayed, it is the responsibility of the scholar to make arrangements to immediately remedy the situation. Students will be sent to the office until appropriate clothing is obtained (t-shirts will be available for purchase); Scholars will not be permitted to leave the school to obtain appropriate clothing. Any class time missed may be required to be made up after school. Repeated violations of the dress code will result in loss of non uniform privilege.

## Dress Code (Leveled Up Scholars)

The following dress code will be enforced for all returning scholars who have reached the appropriate scholar status :

1. Shirts and Outerwear: Clothing should be so constructed and worn in a manner that is not unduly revealing.
  - a. Tops that may NOT be worn are tank tops, muscle shirts, tube tops, halter tops, backless shirts, tops with spaghetti straps, sheer or fishnet shirts, and cut-offs or other tops which show midriff.
  - b. Plunging necklines and excessive exposure is not acceptable. Our gauge for necklines will be 4"; the length of four fingers.
  - c. Coats and jackets are permitted to be worn to school. Coats cannot be worn during class.
  - d. Students who wear hooded sweatshirts are not permitted to wear the hoods.
2. Pants and Skirts: Clothing should be so constructed and worn in a manner that is not unduly revealing.
  - a. All shorts, skirts, and pants should not be unduly revealing, using the fingertip rule as a guide.
  - b. Rips and tears in pants and shorts must meet the fingertip length policy.
  - c. No undergarments should be visible (male or female) whether standing or sitting. Sagging pants or shorts are not permitted (outer level clothing must be at the waist line level at all times).
  - d. Pants must not drag the floor, as this presents concerns regarding safety.
  - e. Appropriate joggers and sweatpants are permitted. No pajama pants are allowed.
3. Self-Expression: The use of tattoos, hair styles, jewelry, socks, accessories and piercings as a medium to express individuality and identity are welcome at BELIEVE. Expressions that meet any of the following criterion are not permitted:
  - a. convey implied or expressed obscenities or sexual vulgarities
  - b. promote the use of drugs, alcohol, tobacco products
  - c. promote or incite violence, gang activity, or other illegal acts,
  - d. convey other messages that impact the emotional and physical safety of the school community
  - e. impede the learning process

f. Sunglasses are not to be worn in the building.

4. Head Coverings:

a. Permitted:

- 1) head coverings that honor religion and/or culture and
- 2) hats or head coverings necessitated by a medical issue.

b. Not permitted:

- 1) hats
- 2) head coverings that are used for sleepwear.

5. Footwear: Proper footwear must be worn at all times in the school buildings.

- a. All shoes must be closed toed. Any non-traditional shoe must include a strap on the back. Flip flops, slippers and sandals are not permitted however, crocs worn in sport mode are acceptable.
- b. Specific shoes will be required for special classes such as shops, laboratories and physical education.
- c. Shoes with wheels are not permitted.

6. PE Dress Code:

- a. Athletic Shoes
- b. Leggings and joggers are permitted as long as no undergarments are showing, and all private parts are covered.
- c. Long or short sleeve t-shirts. No midriff should show (no halters, no half-tops, spaghetti straps, or tank tops).
- d. Students may still be required to participate in physical activities if they are not in full PE uniform.
- e. Accommodations can be made to the PE uniform for religious exemptions.

If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance. In the event inappropriate clothing is worn or displayed, it is the responsibility of the scholar to make arrangements to immediately remedy the situation. Students will be sent to the office until appropriate clothing is obtained (t-shirts will be available for purchase); Scholars will not be permitted to leave the school to obtain appropriate clothing. Any class time missed may be required to be made up after school. Repeated violations of the dress code will result in loss of non uniform privilege.

### **Inclement Weather**

In case of inclement weather, BELIEVE will inform local television and radio stations. There will also be posts on all of our social media platforms. We will send messages out via REMIND and our Social Media first.

### **School Emergency Closure**

In the event that the school must be closed early due to power, water, or emergency due to bad weather, the school must have the name, address and telephone number of an adult who could assume full responsibility for the safety of your child. Please help us keep accurate information by notifying the office of any changes.

## Technology Acceptable Use Policy

Use of BELIEVE's technical resources, including computers, the internal network, and access to the Internet, must be consistent with the academic goals and expectations for the campus. The guidance that follows, known collectively as BELIEVE's Technology Acceptable Use Policy, does not attempt to state all required or proscribed behavior by students. Instead it provides broad guidelines that are illustrative of the expectations for use of technical resources at your campus. Failure to follow these guidelines or any misuse of the technical resources may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The following are guidelines for use of technical resources at your campus.

1. Use of computers, the internal network, and/or access to the Internet must be for school purposes only.
2. Computers and all other technical resources must be handled carefully and returned in the same manner in which they were received.
3. Students are accountable for everything done on BELIEVE's technical resources using their user ID, including accessing Internet content and sending emails or chats.
4. Students are expected to use technology in a responsible and respectful manner. In this regard, and primarily as it relates to use of the Internet,
  - a. students are not allowed to access, use, share, or possess pornographic, gang-related, violent, illegal, or inappropriate digital content.
  - b. students may not access social media programs, email, chats, blogs, or other online communication platforms without the consent of a staff member.
  - c. students are not allowed to access, use, or possess unauthorized or illegally obtained hardware, software, data, or files.
  - d. students are not permitted to introduce non-Believe technology into the school's technical environment, mainly to prevent the spread of viruses, spyware, trojans, or denial-of-service programs
  - e. students may not alter network addresses or web site identifiers.
  - f. students must keep their login names and passwords private.
  - g. students must respect the privacy and rights of others and are not under any circumstances permitted to access the records of another student.
  - h. students may not use technical resources to make inappropriate or negative comments about other students, teachers, administrators, or the school.
  - i. students should not provide personal information for any purpose whatsoever on the Internet without prior consent from a campus staff member.
  - j. students must tell a campus staff member or a parent/guardian as soon as possible if they receive unsolicited contact by anyone over the Internet. Students should never share personal information or agree to meet with anyone who solicits such information from them through online means.
5. Unless otherwise permitted by campus staff, students may not use technical resources for non- school activities such as playing games, using social media or chat programs, listening to music, watching streaming media, fundraising, or engaging in any commercial activities including advertising or sales.
6. Files created, accessed, and/or saved by students on school computers are the property of Believe and are not considered private records. As with hard copy files that are stored in a locker, electronic files created, accessed, and/or saved on school computers may be monitored and accessed by campus staff

at any time and without notification to the student. This includes emails that are sent or received by students.

### **BELIEVE Visitor Policy**

The safety of our students and staff is our top priority. For this reason, our exterior doors remain locked at all times and guests must adhere to the following protocol.

Visitors are defined as individuals other than enrolled students and campus staff. Upon entry, visitors must stop at the reception desk where they must sign in and receive a visitor's badge. Visitors must only access the areas of the school that satisfy the intention of the visit. Once the visit is complete, visitors should sign out, return the visitor's badge, and exit the building as soon as possible. Loitering or refusal to leave upon the request of school staff may result in removal by law enforcement.

Trespassing on school grounds is prohibited. Further, it is prohibited by law to commit criminal damage to school property, to vandalize school property, or to distribute/deliver written or printed solicitation within 1,000 feet of school property for the purpose of inviting students to an event in which a significant purpose is to commit or solicit illegal acts or will otherwise be held in or around abandoned buildings.

Threatening or offensive acts or language by a guest will not be tolerated. Visitors are expected to respect the educational environment and are subject to removal from the school at the discretion of staff. Visitors in such situations may also be banned from future visits to the school or campus events.

### **Student Rights**

The right of students to freedom of expression shall not be abridged, provided that such right shall not cause the substantial likelihood of disruption within the school. Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the principal (or designee).

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for an expression made or published by students.

Freedom of Speech: A student's right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws.
- No students may be obscene.
- Students may not say (slander) or write things about (libel) another person that damage that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false.
- Students may not use fighting words, that is, words which when spoken are likely to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.



**Freedom of Press:** Students may express their opinions in publication and other written material as long as it follows standards of good practice. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words." Believe reserves the right to regulate the content of "school sponsored express activities" if that material is libelous, obscene, invasive of privacy, or likely to provoke disruptive or unlawful behavior. A sign posted must be signed by the person who puts it up and must be posted in the designated area in the school.

**Freedom of Religion:** Students have the right to be absent from school for observance of the holy days of their religion. These absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the student's return to school. Students will be allowed the opportunity to make up any work from an absence due to religious observance for equivalent credit. These absences do not count towards the final promotion attendance number.

**Right to Access:** All public events for parent(s)/guardian(s), students, and community members for whom an announced site for a school program or event is not usable may request 10 days in advance that the program be relocated into a site which would meet their needs to the extent it is possible. Requests should be made to the principal of the campus.

**Equal Educational Opportunities:** No student shall, on the basis of his or her sex, sexual orientation, race, color, national origin, ancestry, ethnicity, language barrier, religious beliefs or religious affiliation, physical, mental handicap or disability and medical condition, gender identity, status as homeless, economic and social conditions, or actual or potential marital or parental status be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. Any student may file a discrimination grievance with the Coordinator of Nondiscrimination at (312) 561-0966. Complaints will be investigated and processed pursuant to the Uniform Grievance Policies.

**Intimidation and Harassment Prohibited:** No person, including a BELIEVE employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expressions; ancestry; age; religion; physical or mental disability; familial military and civilian status; physical appearance; order of protection status; status of being homeless; actual or potential marital or parental status; including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. BELIEVE will not tolerate harassing, intimidating conduct or bullying whether verbal, physical, or visual, that affects the tangible benefits or education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile or offensive educational environment. Examples of prohibited conduct include name calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or the wearing or possessing of items depicting or implying hatred or prejudice of one of the characteristics stated above. Any student may file a discrimination grievance with the Coordinator of Nondiscrimination. Complaints will be investigated and processed pursuant to the Uniform Grievance Policies.

**Sexual Harassment Prohibited:** Sexual harassment of students is prohibited. Any person, including a Believe employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:



1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities. Any student may file a discrimination grievance with the Coordinator of Nondiscrimination. Complaints will be investigated and processed pursuant to the Uniform Grievance Policies

### **Student Grievance Policy**

Making a Complaint: Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Executive Director or campus principal.

- A student may choose to report to a person of the student's same sex.
- Complaints will be kept confidential to the extent possible given the need to investigate.
- Students who make good faith complaints will not be disciplined.
- An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the campus principal or associate principal for appropriate action.
- Any BELIEVE employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge.
- Any BELIEVE student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the Student Code of Conduct.
- Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### Procedures

#### Informal Resolution

A designated staff member will first try to resolve complaints without using this formal grievance procedure.

- A student and/or parent(s)/guardian(s) filing a complaint under this policy may decline any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure.
- The designated staff member will not require a student or parent(s)/guardian(s) complaining of any form of harassment to attempt to resolve allegations directly,
- If a formal complaint is filed under this policy, the designee will address the complaint promptly and fairly.

#### Right to Pursue Other Remedies Not Impaired

- The right of a person to prompt and fair resolution of a complaint filed through these procedures will not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc.
- Use of this grievance procedure is not needed in order to pursue other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.
- If a person is pursuing another remedy subject to a complaint under this policy, BELIEVE will continue with a simultaneous investigation under this policy.

#### Filing a Formal Complaint

- A person filing a complaint who wishes to use this grievance procedure may do so by filing a formal complaint with a school administrator after attempts at an informal resolution have not been successful.
- The person filing the complaint will not be required to file a complaint with a particular administrator and may request a Coordinator of Nondiscrimination of the same gender.
- The school designee may request the person filing the complaint to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardians(s).
- The Complaint Manager shall assist the person filing the complaint as needed.

#### Deadlines

All deadlines under this policy may be extended by the school designee as he or she deems appropriate. As used in this policy, school business days means days on which BELIEVE's main office is open.

#### Investigation

1. The coordinator of nondiscrimination will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf.
2. The coordinator of nondiscrimination shall ensure both parties have an equal opportunity to present evidence during an investigation.
3. The complaint and identity of the person making the complaint will not be disclosed except:
  - a. as required by law, or any governing agreement,
  - b. as necessary to fully investigate the complaint, or
  - c. as authorized by the person making the complaint, or by the complainant's parent(s)/guardian(s) if he/she is under the age of eighteen (18) years.
4. The identity of any witness may remain confidential at the discretion of the school designee unless required to be disclosed by law or any other governing contracts.
5. The identity of any student witnesses will not be disclosed except:
  - a. as required by law or any governing agreement,
  - b. as necessary to fully investigate the complaint, or
  - c. as authorized by the parent(s)/guardian(s) of the student witness, or by the student if the student is eighteen (18) years of age or older.

Within 30 school business days of the date the complaint was filed, the school designee shall file a written report of his/her findings. The school designee may request an extension of time.

#### Decision and Appeal

Within 10 school business days after receiving the decision, the Complainant or the accused may appeal the decision by making a written request to school officials at BELIEVE. .

### **No Solicitation**

No solicitation: Students may not sell any good or services for a fundraiser, charity, or any other reason whatsoever while on school grounds unless they are doing so with the express consent of campus staff and for a school-sponsored club or organization.

### **Transgender and Gender Nonconforming Students**

#### Privacy

All students have a right to privacy. In addition, transgender and gender nonconforming students have the right:

- To keep their transgender, non-binary, or gender nonconforming identity private at school.
- To openly discuss and express their gender identity and expression at school and school activities.
- To decide when, with whom, and how to share private information.

School staff shall not disclose information that may reveal a student's transgender or gender nonconforming identity to others without the student's consent.

#### Names/Pronouns

Students have the right to be addressed by the name and pronoun that correspond to the gender identity they consistently assert at school. The following is not required for students to be addressed by their preferred name and pronouns:

- Court-ordered name change
- Medical or psychological documentation
- Consent from Parent(s)/guardian(s)

#### Official Records

The district maintains a permanent student record that includes the legal name of the student and the student's sex assigned at birth. The district shall change a student's official records to reflect a change in legal name or legal gender upon receipt of a court order that such legal name and/or gender have been changed pursuant to Indiana legal requirements.

#### District Electronic Databases

Students are NOT required to obtain a court-ordered name change and/or submit medical or psychological documentation to have their preferred name and/or gender included in the district's student information system. In the case where a student has not obtained a court-ordered name or gender change, the student's preferred name and/or gender should only be entered into the preferred name field. No information should be entered in the legal alert field.

Schools shall also provide a method for a student to change their name and/or gender marker anywhere that it may appear publicly, including (but not limited to) the following:

- School website
- Technology resources
- Student identification cards
- Yearbooks

- Graduation
- Other events

### Restroom and Locker Room Accessibility

Students must be allowed to use facilities in a manner that makes them feel safest and most included in the school. All students are allowed to use restrooms and locker rooms that correspond with their gender identity. No student will be forced to use a private facility because of their transgender identity, non-binary identity, or gender expression.

The following accommodations should be assessed on a case-by-case basis, ensuring that these students feel supported, safe, and affirmed:

- An alternative request may be made by the student for privacy, safety, or other reasons. Reasonable alternative arrangements may include, but are not limited to, the use of a private area, separate changing schedule, or use of a single-stall restroom.
- Supports and accommodations must also be provided to gender non-binary students and students questioning their gender identity.
- Schools shall make the requested restrooms and locker rooms available immediately upon consultation with the student. Any alternative arrangement shall be provided in a way that protects the student's privacy and is consistent with the student's individual support plan.

### P.E., Sexual Health Education, Sports, Clubs, School Events

Transgender and gender nonconforming students shall be provided the same opportunities to participate in physical education as all other students. When gender segregation does occur (physical education class activities, clubs, school events, intramural and non-competitive sports), transgender and gender nonconforming students are allowed to participate in accordance with their gender identity, or in a manner that makes them feel safe and included.

Participation in competitive Indiana High School Athletic Association (IHSAA) athletic activities and contact sports will be resolved in accordance with IHSAA, which is available on their respective website.

### Dress Code

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or expression, within the constraints of the dress codes adopted for all students at their schools. In general, schools shall not adopt dress codes that restrict students' clothing or appearance on the basis of gender. Gender neutral dress code applies to regular school days as well as any special events, including graduation ceremonies and prom. School staff shall not enforce a school's dress code more strictly against transgender and gender nonconforming students than other students.

### Overnight School Trips

Students shall be permitted to participate in accordance with their gender identity or in a manner that makes them feel safe, affirmed, and included. Accommodations shall be provided to gender non-binary students and students questioning their gender identity, regardless of whether the student is consistently asserting their identity at school. The principal or designee shall work with the student to determine the accommodations that will be provided, including hotel and room-sharing arrangements, based on the particular circumstances of the trip. Accommodations for overnight school trips shall be made clear to the student prior to their departure for the trip. Notification of accommodations is not required to either the parent(s)/guardian(s) of the transgender student or those of their peers.

### Student Initiated Groups

Non-curriculum related student groups can meet on school premises for the purpose of religious, political, or philosophical discussion during non-instructional time if approved by the building principal, subject to the following:

- Attendance at the meeting must be voluntary and student initiated.
- The meeting will not be school-sponsored;
- One or more school employees shall be present in a non-official capacity only.
- Non-school persons may not direct, conduct, control, or regularly attend meetings.
- All school rules, applicable laws, and the constitutional rights of other persons must be observed.

Approval by the principal may not be denied on the basis of the religious, political, philosophical, or other content of the speech at a meeting unless the meeting does, or is likely to, materially and substantially interfere with educational activities within the school, is unlawful, or is in violation of any applicable school district policies or school rules.

Non-curriculum related student groups shall also be granted:

- Access to classrooms in the school for meetings and events during non-instructional time.
- Access to designated bulletin boards, upon which student groups may post written materials that have been reviewed and signed by a faculty member or administrator at the school (a disclaimer of school sponsorship may be required on such written materials).
- The ability to submit student group announcements to be made during advisory periods.
- The opportunity to hold fund raising activities and engage in community service.
- Access to scrolling video screens where announcements and events are communicated.
- Inclusion of the group in the school yearbook.

Non-curriculum related student groups cannot participate in or make presentations as a group to town hall assemblies held in the school. In addition, the school will not spend public funds on non-curriculum related student groups for transportation, teacher/sponsor salary, textbooks, equipment, uniforms, activity accounts, and anything else beyond the cost of the activities and opportunities listed above.

### Medical Policies

**Allergies:** If a student has an allergy that would limit participation in school activities or the food program, the parent or guardian must provide written documentation from a medical professional detailing the type and extent of the allergy along with activities and foods that should be avoided.

**Medications:** If a student requires medication during school hours, the distribution of the medications will be supervised by the authorized employee or nurse under the following guidelines required by state law:

1. Prescription medications must be supplied in the original pharmacy container.
2. The container must be identified with the following information: student name, name of medication, and doctor's name and phone number.
3. Parent(s)/guardian(s) must sign the medicine administration release.
4. Non-prescription medications must also be supplied in the original container and must be accompanied by written consent from parent/guardian.

Each campus will identify a primary and backup employee authorized to administer medication in the absence of the school nurse. Generally campuses will designate the main office as the place to receive medications. For situations requiring additional or different accommodations, each campus will work with parent(s)/guardian(s) to create a plan best suited for the student's needs.

Documentation from a doctor must be on file at the school before any prescription medication will be administered to a student. The proper forms must be completed in the school main office annually. For over-the-counter medication, a note signed by the parent/guardian with directions must be on file at the school. Furthermore, a log will be kept on file that has the name of the student, the name of medication; the date and time it was administered, and the name of the person who administered it.

Students are not allowed to have medication in their possession or in their lockers. This includes over-the-counter medications. Students are permitted to carry EpiPens and inhalers consistent with the student's doctor's order that are in the student's file and in which proper consents have been granted.

Non-permitted medications will be confiscated.

BELIEVE and its employees and agents are exempt from liability or professional discipline, except in the case of willful or wanton misconduct, as a result of any injury arising from the administration of asthma medication, an EpiPen, or an opioid antagonist. Parent(s)/guardian(s) must sign and return an acknowledgment of this policy to BELIEVE.

If any BELIEVE employee administers an EpiPen or opioid antagonist, whether or not undesignated, the school will provide the parents/guardians with notice after such administration.

### **School Nursing Services**

School health services are designed to promote and improve the health and wellness of students. Providing school health services assists students in developing and applying academic knowledge to help promote continuous growth toward becoming an effective citizen within our society. The eCARE eSchool program assists BELIEVE in providing basic emergency care for students and staff; assessment and referral for all students; nurse oversight of medication; essential health services for special needs students; and health promotion and disease prevention activities which address wellness across the lifespan. With the philosophy that "healthy students learn better",

professional school nurses address the physical, mental, emotional, and social health needs of our students on a daily basis and work with parents and community partners to best serve these needs. For more information about school health services, call the front desk or the eCARE School Health office at 605-606-0550.

### **Safe Learning Environment**

We believe that all scholars have a right to a safe and healthy school environment. School communities have a duty to promote respect, acceptance, and tolerance.

Each year we revise our school safety plan. This includes fire exits, tornado locations, plans for lock down, and plans for evacuation. We hold practice drills as prescribed by law on a monthly basis. We also have identified local businesses for safe refuge if needed. If a parent would like further information about our school safety plan they can inquire within the office.

### **Staff Members Transporting Scholars by Car**

Please be aware that staff members are not allowed to transport scholars by car. Administrative, certified and classified staff members are prohibited from transporting any scholar by private vehicle. Any staff member found violating this policy assumes all legal/financial responsibility and liability for any incident that occurs. The staff member will face disciplinary action for insubordination and violation of Board Policy, up to and including termination.

### **Special Education**

Special education is a continuum of services, not a place. It is an array of services and supports for scholars, parents, and staff that provide scholars with disabilities access to the curriculum and learning experiences of the public school, including nonacademic and extracurricular activities, through an Individualized Education Program (IEP) that addresses the scholar's strengths and challenges.

Federal statute (P.L. 94-142 and 101-476), known as the Education for All Handicapped Children Act of 1975 and the Individuals with Disabilities Education Act, as well as the Indiana Administrative Code (511|AC 7-31-1 et seq.) known as Article 7, guarantee all scholars with disabilities, three (3) years of age through the school year in which the scholar becomes twenty-two (22) years of age, a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). In adherence to these state and federal laws, the BELIEVE Special Education Plan for special education is intended to serve as a guide to those who work with scholars who may be eligible for special education services.

BCC believes that in all but rare cases, scholars with disabilities qualifying them for special education benefit the most from inclusionary practices. With our staffing model, classrooms will regularly receive support for small group targeted instruction, which will naturally lead to strong support for meeting the needs of scholars with IEPs. The flexibility in often having two adults in each classroom allows for IEP goals, interventions, and strategies to be easily met through inclusionary practices and evidence based strategies such as co-teaching. Instead of being pulled out of the classroom during prime instructional time, scholar needs can be met within the general education setting.

A parent/guardian has the right to make a request to a licensed personnel for an educational evaluation to determine special education eligibility. A referral is a written or verbal request. Immediately upon request to evaluate, a scholar and their parent/guardian are entitled to specific rights that are honored by BCC. These rights drive our procedures related to the referral, evaluation and eligibility determination of a scholar for special education services. If the parent initiates the request for evaluation, the SPED Team proceeds with the evaluation process unless there is clear evidence to generate a refusal. The SPED Team is required to respond to the parent within 10 Instructional days in writing. If the school initiates the request for evaluation, the process to obtain consent for evaluation begins, and the SPED Team determines what scholars will receive testing for with the school psychologist. For further information regarding Special Education policies, services, and protocols at BELIEVE, please contact the school.

### **English Language Learners**

At BELIEVE, English Language Learners will be identified through a Home Language Census that is completed during enrollment. The previous year's WIDA assessment will be used to identify a scholar's level of English Language Proficiency. Scholars new to Indiana will be screened to determine their given level of English Language Proficiency. Once a level is determined, ELL teachers will develop and execute appropriate Individualized Learning Plans with the assistance of parents/guardians to meet the scholar's needs. BELIEVE will have an onsite interpreter who assists in communication both verbally and in writing with ELL families. ILP's will be shared with the general education teachers and families. These plans list strategies, appropriate expectations, and testing accommodations. The ELL teacher will determine

supports that can be inclusively provided within the general education classroom and which high need supports require a pull-out setting.

\* After you have read this book and discussed it as a family, please sign and return this page to your advisor.

I have read and discussed the rules and policies with my parents.  
We understand and agree to follow our school rules.

Scholar Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Scholar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----

Cut and return to school signed



## BELIEVE Circle City High School

*2021-2022 Re-Imagining School Framework*

*\*Gold Text/Titles denote implemented plans/procedures*

**Purpose:** Our goal is to ensure that the 2021-2022 School Opening Plan is academically rigorous and emotionally supportive for all of our students and families. We value love, safety, rigor and equity. We recognize that this year may bring about more uncertainty with COVID variants, and we are planning to make it purposeful, while maintaining acceleration, agency, and autonomy.

**Non-Negotiables:**

1. Scholars, Families, and Staff must feel safe with the BELIEVE COVID Plan.
2. Scholars and Families must have equal access to all materials (chromebooks, internet, supplies).
3. Scholars and Staff must have adequate protocols to safely interact.

**Greenlighting Criteria:** BCC will make its final decision on how to proceed based on input from multiple sources, including the Indiana guidance from the Governor, CDC, Marion County, Indianapolis Public Schools Plan, parents’ input, and staff/scholar safety.

**Scenario Planning:** Scenario planning is critical to ensure we are able to meet the needs of families and staff. However, scenario planning also involves making difficult decisions grounded in reality - what resources will we have, what does the operating environment look like, what can we do really well versus what we will need to give up, what expertise and bandwidth currently exists, and what timeline is reasonable and urgent. Thus, we must consider and plan, at a high level for different scenarios as well as decide on “Go and No-Go” timetables. Each scenario will include a specific, common framework for planning.

1. Social Distance Launch w/Abrupt Closure-WITH FULL VIRTUAL OPTION

Spaces	Safety Measures
Arrival	<ul style="list-style-type: none"> <li>● Mask Required</li> <li>● Sanitize @ Door</li> <li>● Temperature Check</li> <li>● COVID safety carts in all spaces</li> <li>● Scholars sit in the gym (3 FT apart) until transition</li> <li>● Scholars are allowed to grab breakfast and return to their assigned seat</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>● Sanitation Cart in every Classroom (<i>include hand sanitizer, clorox wipes, masks</i>)</li> <li>● Each scholar has their own materials. No SHARED materials</li> <li>● Each scholar has a individual device</li> <li>● Each scholar will sit in assigned seat</li> </ul>
Transitions	<ul style="list-style-type: none"> <li>● Scholars transition with masks</li> </ul>

	<ul style="list-style-type: none"> <li>• No more than 100 scholars transition at any given time</li> <li>• Masks are on 100% of the time until they are outside of the building</li> <li>• Scholars are not allowed to have any physical contact with peers</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>• Scholars eat outside daily weather permitting</li> <li>• Scholars eat in gym or in village rooms if weather or circumstances prevent outdoor eating</li> <li>• Sanitation Cart is present in all lunch locations</li> <li>• All surfaces are sanitized before and after each scholar eats</li> <li>• All food prepared with extra precautions, and pre-packaged when possible</li> </ul>
Dismissal	<ul style="list-style-type: none"> <li>• IndyGo Riders are dismissed out of classroom doors</li> <li>• Car Pick-Ups are dismissed out of a separate exit</li> <li>• Scholars are expected to wait outside or in the gym until parents pick them up</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>• Sanitation Carts are present in every restroom</li> <li>• Proper hand-washing guidelines are posted</li> </ul>
General	<ul style="list-style-type: none"> <li>• Staff are expected to present vaccination proof</li> <li>• Staff can teach virtually if they are exhibiting multiple symptoms of COVID-19</li> <li>• All classrooms, high touch areas, and restrooms are cleaned multiple times during the day</li> <li>• Visitors will not be permitted at BELIEVE unless they are vendors servicing the building.</li> <li>• All vendors visiting the building must follow all COVID guidelines while in the building (i.e. Mask at all times, limited exposure to scholars and staff, 6ft. distance from all members of the school community, must remain in assigned meeting room unless servicing the building)</li> <li>• MERV Filters have been implemented across HVAC system</li> <li>• All classrooms will have an additional air purifier</li> </ul>

## Sick/COVID-19 Policy

### Sick Scholar Expectations

#### CDC Recognized COVID Symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

#### PARENT EXPECTATIONS

- What should I do if my scholar is sick?
  - If your child wakes up and does not feel well, your child should remain at home.
  - Call the school to inform the front office that your child is not well enough to attend school so that we can excuse the absence. Your scholar can still attend their classes virtually.
  - Scholars exhibiting 1 symptom and no fever, should remain home the first day the symptom occurs, and can return to school if they are feeling fine the next day (with no fever).
  - Scholars can return back to school if their temperature is under 99.5 F for 24 hours if they are exhibiting multiple symptoms and/or fever.
  - Scholars exhibiting 2 or more COVID-like symptoms and/or fever can return to school after they receive a negative COVID-19 test.
- What happens if my child gets sick at school?
  - Scholars who are identified as being ill at school will be placed in an isolation room immediately.
  - Parents will be notified and scholars will be sent home. If parents cannot pick their scholar up from school, scholars will remain in the isolation room until the end of the school day.
  - Scholars exhibiting 1 symptom and no fever, should remain home the first day the symptom occurs, and can return to school if they are feeling fine the next day (with no fever).
  - Scholars can return back to school if their temperature is under 99.5 F for 24 hours if they are exhibiting multiple symptoms and/or fever.
  - Scholars exhibiting 2 or more COVID-like symptoms and/or fever can return to school after they receive a negative COVID-19 test.
- What do I do if my child tests positive for COVID-19 or is exposed to someone who has tested

positive for COVID-19?

- Your scholar needs to remain at home for 5 days. The school will notify you when scholars can return. Scholars will have the opportunity to make up all missing work from home and/or when they return to school.
- Scholars who come into contact with someone who has tested positive for Covid-19, should wear a mask for at least 10 days. If they start to exhibit symptoms, they should isolate and get tested immediately.
- Scholar Athletes may return back to school after 5 days but will not be permitted to return to practices or games until after 10 days or a negative PCR.

### **ACKNOWLEDGEMENT FORM**

By signing this agreement, I understand and acknowledge the unknown nature of COVID-19, it is not possible to fully list each and every individual risk of contracting COVID-19. I understand that the risk of becoming exposed to or infected by COVID-19 at the school may result from the actions, omission, or negligence of myself and others. I understand and consent to submit and comply with any testing, health monitoring and contact tracing protocols that the school has determined are prudent to maintain a safe environment.

Scholar/Staff Name:

Scholar Signature:

Date:

Parent/Legal Guardian Name:

Parent/Legal Guardian Signature:

Date:

