



Parent and Student Handbook 2017-2018

Dear Parents and Students,

For students to achieve success, we need to be in close communication. This handbook has been assembled with necessary information so that we can all work together as a cooperative team.

We want our students to learn to treat their fellows with humanity as they learn to direct and control their own lives. To foster this growth, we seek to create a community of students, parents, and teachers in which differences are valued and responsibilities are shared. We ask you to join us.

We look at learning differences as just that, a different learning process requiring a different approach, different structure, and different disciplines. We encourage parental advocacy and involvement to help us carry this process beyond the classroom.

Because parental, student, and faculty involvement and encouragement are all essential to success at Fortune Academy, we ask that you refer to this handbook to obtain information regarding the school. We are thrilled that you have entrusted us to educate your child. We are pleased to have you as a part of the Fortune Academy family



Janet George, M.S., M.Ed., Fellow / A.O.G.P.E.
Principal and Head of School
Fortune Academy

TABLE OF CONTENTS

MISSION STATEMENT	6
FOUNDATIONS AND CURRICULUM GOALS	6
RECOGNITIONS AND ACCOMPLISHMENTS	7
CODE OF CONDUCT AND BEHAVIORAL EXPECTATIONS	
A. Student Responsibility and Expectations	9
B. Plagiarism	9
C. Suspension Policy	9
D. Parent Responsibility and Expectations	10
E. Searches and Student Interviews	12
F. Dress Code Policy	12
ACADEMIC INFORMATION	
A. Evaluation Procedures	16
B. Grades	17
C. Personal Responsibility Practice (Homework) Policy	17
D. Psycho-Educational Testing	20
E. Diversity Policy	21
F. Study Trips	21
ATTENDANCE	
A. School Hours	22
B. Early Drop-off	22
C. Late Pick-up	22
D. Attendance Policy	22
E. Absences	23
F. Make-up Work	24
G. Make Up Work for Planned Absences	25
H. Tardies	25
I. Appointments/Leaving School/Early Dismissal	26
J. College Visits	26
TRANSPORTATION	

A. Morning Drop-off Procedures	27
B. Afternoon Pick-up Procedures	28
C. Dismissal Procedures	29
D. Carpooling	29
E. Student Driver	30
COMMUNICATIONS	
A. Outside Observation Policy	31
B. Parent Classroom Visit	31
C. Cell Phone Policy	31
D. Telephone	32
E. Communicable Disease and Public Announcement (see Health and Safety)	32
F. Confidentiality	32
G. Gradelink	33
TUITION AND FINANCE	
A. Annual Giving/Gift Opportunities	33
B. Financial Assistance	34
C. Payment Policy	34
D. Contract and Commitment	35
HEALTH AND SAFETY	
A. Campus Visitors	35
B. Illness at School	36
C. Medication Policy	36
D. Lice Policy	38
E. Contagious Disease Policy	39
F. Immunizations Policy and Requirements	39
G. General Health and Medical Policies	39
H. Communicable Disease and Public Announcement	42
I. Exposure to Health Risks and Body Fluids	42
J. Emergency School Closing	42
K. Homeland Security and Red Alert	42
L. Disaster Preparedness	43

M. Lock Down Mode	43
N. Snow and Inclement Weather Policy	44
O. Harassment Policy	44
P. Drug and Alcohol Policy	45
Q. Drug and Alcohol Testing	46
R. Internet Acceptable Use and Safety Policy (IAUSP)	47
GENERAL	
A. Volunteering	55
B. School Records Policy	55
C. Parent Pack Forms	56
D. Custody Issues	56
E. Subpoena	56
F. School Supplies	57
G. Textbooks	57
H. Lunch and Snacks	57
I. Electronic Equipment Policy	58
HIGH SCHOOL	
A. Diploma Tracks	59
B. Core 40 Graduation Requirements	59
C. Grades and Report Cards	59
D. Numerical Grade Values	60
E. Honors	60
F. Transcripts	61
G. Recommendation Letters	61
H. Parent/Teacher/Student Conferences	61
I. Academic Probation Policy	62
J. Extra Credit Policy	62
K. Failing Grades Policy	62
L. Math and Foreign Language Policy	63
M. Community Service	63
ACTIVITIES AND PROGRAMS	63

DISCLAIMER:

Fortune Academy's Administration reserves the right to alter or amend the guidelines and policies set forth in the Fortune Academy Parent and Student Handbook based on individual student's circumstances or change in school policy.

MISSION STATEMENT

Fortune Academy is a comprehensive school dedicated to educating and equipping students with language learning differences to become competent and confident lifelong learners.

FOUNDATIONS AND CURRICULUM GOALS

- Utilize proven, research-based reading and math instruction based on neuroscientific evidence.
- Provide rigorous and regular professional development to continuously equip teachers with the most proven instructional approaches to meet the needs of the LD students.
- Commit to a comprehensive and balanced curriculum, which includes art, performing arts, music, physical education, as well as extra-curricular offerings that support and encourage the LD student.
- Ensure a comprehensive and responsive team of ancillary specialists to support the individual student's academic and social-emotional needs.
- Sustain a vested interest in strong parent/school/community partnerships.

The school is designed to provide an environment that nurtures each child's development, builds upon his/her individual strengths, and offers remediation in areas of weakness. It offers a comprehensive curriculum that incorporates the Orton-Gillingham approach in all areas of instruction. The school provides a structured, sequential, multi-sensory educational program designed for students to achieve a high standard of academic excellence. Personalized instruction within the framework of the curriculum is developed for students ranging in ability from average to above average potential to learn.

Fortune Academy encourages students to develop effective learning strategies by hiring highly trained teachers who meet the individual educational needs of each student, building on strengths, addressing learning styles, and cultivating the confidence necessary for self-advocacy. All teachers have been trained or are in training in the Orton-Gillingham Approach under guidance of a Fellow in the Academy of Orton-Gillingham Practitioners and Educators.

Establishing partnerships with families and sharing resources with parents, educators, and professionals beyond the school are essential to the Fortune Academy experience. Fortune Academy is dedicated to inspiring life-long learners who enjoy a quality of life that is educationally rewarding and personally fulfilling.

RECOGNITIONS AND ACCOMPLISHMENTS

Accreditation

- Independent School Association of Central States (ISACS)
- The Academy of Orton-Gillingham Practitioners and Educators (AOGPE)
- International Dyslexia Association (IDA)

Association Memberships

- Indiana Association of Independent Schools (IAIS)
- National Association of Independent Schools (NAIS)

CODE OF CONDUCT AND BEHAVIORAL EXPECTATIONS

The goal of Fortune Academy's Code of Conduct Policy is to instill in each student an awareness of and respect for the rights of others. Such awareness shall include proper respect of rightful authority, conformity to school rules and regulations, and such provisions of law as they apply to student conduct.

Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and shall exhibit cooperation with all members of the school community. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be encouraged.

Teachers employ suitable consequences to encourage cooperation. If a student does not respond to these consequences, and the problem behavior persists, additional measures will be taken. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of the faculty, administrators, fellow students, and all others who are involved in the educational process.

A. Student Responsibilities and Expectations

- Be aware of all policies for student behavior and to follow the rules as noted below.
- Volunteer information to an administrator in matters relative to the health, safety, and welfare of the school community and the protection of school property
- Assist the school staff in operating a safe school for all students, staff and visitors
- Exercise proper care when using facilities and equipment
- Exhibit courtesy and use appropriate language
- Demonstrate positive attitudes, respect, and courtesy towards self and others
- Attend school daily and arrive to class on time with all necessary materials
- Follow directions given by faculty and staff
- Adhere to the dress code

Behaviors that could result in suspension or dismissal include, but are not limited to, the following:

- Violent behavior, evidence of violent behavior or physically hitting or harming self or other individuals
- Vandalism and/or negligent disregard of school property or property of others.
- Hazardous activities, including causing a fire, falsely reporting or signaling a fire alarm or making a bomb threat
- Possession or use of firearms, knives, or other weapons or explosives
- Stealing
- Skipping class(es)
- Cheating, including plagiarism
- Violation of the Internet Acceptable Use and Safety Policy (IAUSP)
- Violation of Drug and Alcohol Policy
- Fighting, hazing or harassment, whether physical, verbal, written or supposedly made in jest, violates state and federal law
- Sexual misconduct
- Leaving school grounds during regular school hours without permission
- Leaving a school group during an off-campus activity
- Any other gross or persistent violation of school policies
- Possession or distribution of unsolicited photos or videos of students and/or staff.

B. Plagiarism Policy

Plagiarism is unacceptable at Fortune Academy. Students who plagiarize will be required to redo the project. Students will be subject to other consequences as determined by administration.

C. Suspension Policy

When a student is placed in either an in-school suspension (ISS) or an out-of school suspension (OSS), his/her grades will be affected in the following manner:

- If a student has a test or a quiz during ISS or OSS, his/her grade on the test/quiz will be reduced by one letter grade (i.e. if a student scores a “B” on the quiz/test, he she will receive a “C” for it, etc.)
- Students are required to take all tests and quizzes

- Students will earn credit on all class work during ISS or OSS, but their grade on class work will be reduced by one letter grade (i.e. if a student scores a “B” on class work, he/she will receive a “C” for it, etc.)
- Students are required to complete all class work in a thorough and timely manner
- Students may be required to write a reflection essay during ISS or OSS
- A student who is serving an in-school or out-of-school suspension will be *ineligible* to participate in extra-curricular activities on the calendar days of the suspension.

A student who has been expelled is not welcome on school property or at any school function without prior consent from the Head of School.

Because a student’s behavior reflects upon Fortune Academy and the entire school community, these behavioral guidelines are to be followed both on and off campus for as long as the student is a member of the Fortune Academy community. Therefore, violations that occur off campus that come to the attention of the Fortune Academy administration are also subject to disciplinary action.

D. Parent Code of Conduct At Fortune Academy

We are very fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents, teachers and the school community. As a partnership, our parents will understand the importance of a good working relationship. For these reasons we continue to welcome and encourage parents to participate fully in the life of the school. The purpose of this policy is to provide a reminder to all parents to our school of the expected conduct so we can continue to thrive, progress and achieve in an atmosphere of mutual understanding. Following the guidance set out, we expect parents to:

- Respect the property of others.
- Treat others with dignity and respect.
- Commit to learning as much as possible about the Orton-Gillingham approach to be able to support their child in their day-to-day school life.

- Follow the parking rules and have the child in school on time with the necessary supplies and appropriate, clean uniforms
- Sign up and attend scheduled conferences.
- Attend informational/educational events clarifying expectations and deepening knowledge of Fortune's philosophy.
- Follow the school's rules, calendars, deadlines and expect your child to do the same.
- Speak respectfully to the teachers, staff and other parents in front of children, especially when there is a disagreement.
- Build a bridge of acceptance and understanding, and expect my child to do the same, among the different cultures represented at the school.

In order to support a peaceful and safe school environment the school cannot tolerate parents exhibiting the following:

- Shouting at members of the school staff either in person or over telephone.
- Breaching the school's security procedures.
- Physically intimidating a member of staff, i.e. standing very close to her/him.
- Defamatory offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites . Any concerns you have with the school must be made through the appropriate channels by speaking to the Division Heads,, Board President or Head of School, so they can be dealt with fairly, appropriately and effectively for all concerned.
- Abusive or threatening emails, text, voicemail, phone messages or other written communication.
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, staff's office/office area, or any other area of the school grounds.
- Using loud/offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do bodily harm to a member of the school staff, visitor, Board members or fellow parent/child.

Should any of the above behavior occur the school may feel it necessary to contact the appropriate authorities, ban the offending parent from entering the school grounds or end the school contract.

E. Searches and Student Interviews

For the safety and protection of all students, anything brought onto the school premises (in a locker, in a car, in a book bag, purse, on their person, etc.) is subject to search by school authorities/administrators. Students may also be subject to interviews by administration or teachers.

F. Dress Code Policy

Our goal is to make learning, not clothing the student's focus. When students are dressed "ready" for learning, there are fewer distractions and increased accomplishments in the classroom.

Fortune Academy Head of School and Administrators reserve the right to judge all hairstyles/general appearance as appropriate. Modifications to hair/dress will be required if the dress code is not followed. Adherence to the dress code is the student's responsibility. Violations in the dress code will result in disciplinary action.

We have selected school uniform pants and shorts from Lands' End. You may order uniform pants and shorts from Lands' End at landsend.com/school (preferred school number 900122748).

To simplify the uniform purchase, parents will order student uniform tops through Fortune Academy. Both embroidered or appliqued tops and jackets may be ordered. These items will be available for pick up at the School Ice Cream Social in August. All tops will have a Fortune Academy logo. Jackets will have an embroidered logo. Polo shirts will have the option of either an embroidered or applique Fortune Academy logo. Additional uniform tops and jackets can be ordered on the Fortune Academy website at www.thefortuneacademy.org through the Acorn Store.

Uniform Bottoms:

- All shorts must be fingertip length or longer.
- Clothing should fit appropriately, should not be skintight nor should clothes sag.

- Uniform shorts are not permitted to be rolled up at the leg or rolled down at the waist.
- Capris, Skorts, Cargo Pants, Skirts, Dresses, Leggings, Yoga Pants, Sweatpants, etc. are not permitted.
- Uniform pants are not permitted to be rolled up at the leg or rolled down at the waist.
- Uniform skirts may be worn (with shorts underneath) due to religious beliefs, but must be a minimum of fingertip length.

Additional Clothing:

- Hats, scarves, bandannas, or scarf headbands are not permitted to be worn in school.
- Students must remove outer garments including boots, jackets, coats, caps, hats, bandanas, and sweatbands when entering the building.

Shoes and Socks

- The only footwear permitted to be worn with the school uniform are:
- Only colors permitted on the shoe may be white, navy blue, black tennis shoes
- Solid tan or solid navy blue Dock Shoes (Boat Shoes)
- Shoelaces must match the color of the shoe
- Tennis shoes may not have “high heels” or “wedges”
- Shoes may not have glitter or sparkly sheen
- Socks are to be plain and must coordinate with uniform colors: white, navy blue, or black

Hair for Boys:

- Hair is to be well groomed, clean, and out of the eyes at all times
- Hair (if color treated) is to be a natural color and styled in such a way that it is not a distraction (*blue, red, purple, green, pink, orange, etc. is not permitted*)
- Hair that falls below the collar must be kept in a hair tie at all times.
- Dreadlocks are not permitted.
- Sideburns should be trimmed so they are not excessively thick and do not reach below the bottom of the ear
- Facial hair must be well maintained and neatly trimmed.

Hair for Girls:

- Hair is to be well groomed, cut and styled so it does not become a distraction
- Hair (if color treated) is to be a natural hair color (*blue, red, purple, green, pink, orange, etc. is not permitted*)
- Dreadlocks are not permitted
- Approved Hair Accessories
 - a) Hairbrettes and hairclips must be of natural hair color
 - b) Elastic and Plastic Headbands must be of natural hair color
 - c) Other approved hair accessories must be purchased through Lands' End
- Non-approved Hair Accessories
 - a) Chopsticks or pencils to hold hair up
 - b) Beads, flowers, feathers, chains, etc.
 - c) Scarves
 - d) Bandanas
 - e) Hats

Make-Up and Nails:

- Jr. High (7th-8th) and High School (9th-12th) girls may wear make-up and nail polish, both should be in good taste. Unusual colors, combinations of colors, designs, or excessively heavy make-up are not to be worn
- Girls in grades 1st-6th are permitted with parent discretion
- Boys are not permitted to wear make-up or nail polish to school

Tattoos:

- No visible tattoos are permitted at school, at school functions, or during Fortune Academy athletic events.

Scents:

- Perfume, Cologne, and Body Spray is not permitted due to student and teacher allergies.

Jewelry:

- Earrings are the only acceptable form of visible body piercing for female students.

- a) Rings and posts are permitted only through the ears.
- b) Girls may wear up to two pairs of earrings.
- c) Dangling earrings are not to be worn
- Excessive jewelry is not permitted
- Jewelry may not be noisy or distracting
- Males may have only one set of ear piercings at the lobe. No gages permitted (stud earrings only).

Athletic Wear:

- Fortune Academy Athletic Wear may only be worn on the athletes' Game Day or on **Friday** Spirit Wear Day

Spirit Wear:

- Spirit Wear tops may be worn in lieu of a uniform top (uniform pants are still required) on **Friday** Spirit Wear Day

Special Dress Code Notes:

- All students are expected to be clean, neat, and well groomed. Clothing should be clean, fresh smelling, and in good repair, i.e., free of holes, tears, or stains.
- Fortune Academy students attending any school-sponsored event must wear appropriate clothing whether the event is on the campus or away from the campus.
- *Please remember to provide a complete spare uniform to keep at school.
- Clothing should fit appropriately, should not be skin tight nor should clothes sag.
- **PLEASE LABEL ALL PERSONAL APPAREL WITH YOUR CHILD'S FIRST AND LAST NAME!**

Gym Uniforms (High School)

- a) White Property of Fortune Academy T-Shirt
- b) Solid green or navy blue athletic shorts or sweatpants

Dress Code Violations and Consequences:

Violations in the dress code will result in disciplinary action as follows:

- First Violation: Student will change into back-up uniform. If student does not have a back-up uniform, parents will be phoned to bring in a uniform.
- Second Violation: In addition to the First Violation, the Second Violation will result in reading the dress code from the handbook to an administrator plus a half ($\frac{1}{2}$) hour of after school detention.
- Third Violation: In addition to the First and Second Violations, Parent/Student conference will be called

ACADEMIC INFORMATION

A. Evaluation Process

Fortune Academy is committed to providing a child-centered environment where a child's needs, interests, and levels of development are considered. The education provided at Fortune Academy is adapted to individual aptitudes and the faculty is prepared to offer a variety of learning situations to achieve learning outcomes.

Standardized Achievement Testing

Testing includes reading, spelling, math, and written expression. These tests are normed from a sample population, which provides a general comparison of where a student is in comparison with that population.

Curriculum Based Assessments

This form of assessment is looking at how well your child is learning what is being taught. It is developed to monitor progress and will be conducted periodically throughout the year.

Performance Based Assessments

This form of assessment allows the child to show what he/she knows at the end of a unit of study. Students may perform a play, write a story, answer questions orally that are given by the teacher, or any other appropriate model to demonstrate knowledge gained. A rubric is used to score the student's final project.

Portfolios

The staff collects and binds samples of specific work throughout the year to document each student's work and progress. This work is reviewed to examine progress made in various subjects.

Please feel free to phone the school if you would like to discuss the process of testing in further detail.

B. Grades

1-6 A numerical code will be used to denote the student's progress toward his or her individual expectations.

7-12 A traditional standard lettering system will be used for the middle and high school. The scales is as follows:

A+	98-100	B-	80-82	D	63-66
A	93-97	C+	77-79	D-	60-62
A-	90-92	C	73-76	F	59-0
B+	87-89	C-	70-72		
B	83-86	D+	67-69		

C. Personal Responsibility Practice (Homework) Policy

Lower School Students Grades 1 - 6 Students may be asked to do an activity to practice/reinforce reading and/or math at their developmental level. Teachers will determine based on their diagnostic and prescriptive teaching what is appropriate for each student.

Middle School and High School Students:

All students at Fortune Academy may have PRP at each grade level, as is developmentally appropriate. The amount of time needed to complete PRP varies, but these are the **general guidelines** for students in grades 7-12:

- 30-45 minutes (Middle School) and 60 minutes (High School) of written PRP or assigned study per academic day
- Students who have difficulty with school anxiety, PRP completion, or other factors that affect a successful experience will meet with Administration to create a plan that supports the student to meet the course requirements. This may include (but not limited to) modified assignments, modified time requirements, or modified class schedule.

Students in Grades 1-6:

We are committed to making the connection between home and school a priority at Fortune Academy. PRP is a review of skills to be mastered and/or studying for a test or quiz. PRP reinforces what a student learns in the classroom, improves student performance, helps students develop effective study habits, and provides an important link between school and home.

All grades will use developmentally appropriate PRP assignment pages and/or planners. Students are expected to complete work on time and demonstrate effort for quality and neatness.

Establishing and maintaining a study area that meets your child's individual learning style and study needs is very important. Support and guide your child when necessary; student mistakes allow teachers to better understand your child's on-going learning needs. Please notify the teacher if your child has difficulty with an assignment. You can also promote self-advocacy by encouraging your child to talk with the teacher if an assignment presents problems.

The assignment notebook is an important communication tool, so please check the appropriate page daily. Notes from the teacher regarding incomplete or missing assignments may be sent home in the assignment notebook. The teachers will report missing assignments to the parents/guardians and Lower School Division Head. Homeroom teachers will collaborate with the family to develop appropriate interventions for incomplete or missing assignments.

Students in All Grades:

Fortune Academy Teachers Will:

- Give PRP that is meaningful, educational, clear and student-directed
- Support and guide the student in successful understanding of assignments
- Check PRP for completeness, accuracy, and neatness
- Establish procedures for handling incomplete and/or unacceptable work
- Require students to record assignments in their planner, laptop or via photo from phone (with classroom teacher permission to use for such purpose).

Fortune Academy Parents Will:

- Assist their child in establishing and maintaining a study area that meets their student's individual learning style and study needs
- Support and guide their child when necessary; student mistakes allow teachers to better understand a student's on-going learning needs; adjustments can only be made within curriculum when a student has the opportunity to try to solve problems independently
- High School Only: Remind their child to notify the teacher via email the night prior to the assignment due date when he/she has difficulty with an assignment. For families without e-mail, the student is to write a brief note explaining his/her difficulty with the assignment, and the parent is to sign the note.
- Jr. High and High School Only: Promote self-advocacy by encouraging their child to talk with the teacher if an assignment presents problems
- Refrain from re-teaching at home or getting into a power struggle with the student.
- Promote self-advocacy by encouraging their student to talk with the teacher if an assignment presents problems

Fortune Academy Students Will:

- High School Only: Arrive to each class with a hard copy of all assignments (if a hard copy is not ready to be presented to the teacher at the beginning of class, the teacher will deduct percentage points from the assignment)
- Complete their PRP and turn it in the day it is due
- High School Only: Email their teacher the night before the assignment is due if they are still confused after speaking with their classmate or give their teacher a note the day the assignment is due signed by their parent that indicates they did not understand the assignment (long term assignments excluded)
- Jr. High and High School Only: Call a classmate or email the teacher if they do not understand the material
- Lower School Only: Give their teacher a note the day the assignment is due signed by their parent that indicates they had difficulty with the assignment
- Develop self-advocacy skills

- If a student does not understand an assignment (long-term assignments excluded) and has followed the procedures listed above, he/she will be given an additional night to complete the work.
- A student may receive a “zero” for PRP that is not completed by the due date and handed in at the beginning of class. The teacher will record a “zero” in the grade book. The student will be given a 24-hour extension to complete the work for 75% maximum credit. After 48 hours, the student will receive a “zero” for PRP but will still be required to complete it.
- High School Only: If the work is turned in more than 48 hours after it is due, the student will not receive credit for it but will be required to complete the work.
- Lower School Only: If PRP is habitually turned in late or incomplete, a conference will be held with the Lower School staff, student, and parents to develop a plan for the student’s successful resolution of PRP difficulties.
- When there are extenuating circumstances that prevent a student from completing PRP (i.e. a family emergency or other situation outside the student’s control), teachers will be appropriately flexible if notified by the parent before class via e-mail, a hand-written note, or a phone call.
- If one-on-one tutorial assistance becomes necessary, a referral will be made to the family.
- If the above steps are followed, but PRP continues to be turned in late or incomplete, a conference will be held with Administration, student, and parents to develop a plan for the student’s successful resolution of PRP difficulties.
- Student may be required to attend an After School Study Lab

D. Psycho-educational Testing

Fortune Academy may require a re-evaluation of each student’s cognitive and educational functioning (i.e., psycho-educational assessment) at least one time every three years. Either a psychologist or psychological examiner needs to complete this type of assessment. This assessment will help us determine areas that continue to need intervention. Often the examiner will want the teachers to complete rating scales and other information forms. The results of this assessment will be discussed with the student’s teachers to determine if changes or additional services need to be provided.

E. Diversity Policy

The concept of diversity is at the core of the educational philosophy that drives Fortune Academy. As a specialized school for children with specific language learning differences, Fortune Academy acts on the basic premise that individuals learn differently and that the role of the school is to help students understand their differences. With this understanding, students can reach their full potential as individuals and members of society. The Board of Trustees, administration, and faculty appreciate the significance of such diversity as we advance the school's mission. We see as a key goal for educational process that all parents and students achieve an appreciation for the significance of the differences in learning styles and understand that the strength of our school rests in our ability to support one another in these differences.

As with learning differences, we strive to have our students recognize, understand, and respect the full range of both their own differences and those of their friends and schoolmates. The educational process aims to prepare students to function in the complex mix of our society with pride in self and appreciation of others.

Fortune Academy Board of Trustees, Administration, faculty, and staff, expect Fortune Academy students to accept the diversity of our school population.

Fortune Academy seeks to graduate students who have not only a strong sense of their own identity but also an appreciation that the strength of our society is founded on the diversity of its members.

F. Study Trips

Study Trips are an integral part of the Fortune Academy multi-sensory curriculum. Students will participate in Study Trips as scheduled by teachers.

Fortune Academy students in every grade participate in Study Trips and quality programs that lay the foundations for a heightened understanding of others, an appreciation of differences, and a knowledge of qualities shared by all people.

Study Trips are taken when they align with curricular requirements. All Study Trips are considered a part of the curriculum; therefore, students

are expected to attend unless there is an illness, a letter from a doctor, a death in the family, against religious convictions (must be presented in writing), or a decision made by the school due to behavior or financial matters. Study Trips are an additional cost which the financial responsibility of the parent/guardian.

ATTENDANCE

A. School Hours

Lower School Hours

- Student Drop-Off, Monday through Friday: 8:10 a.m.
- Classes Begin Promptly at: 8:25 a.m.
 - a) Students not in their homeroom class at 8:25 a.m. will be considered tardy.
- Student Pick-Up Monday through Thursday: 3:15 p.m.
- Student Pick-Up on Friday: 1:15 p.m.

High School Hours

- Student Drop-Off, Monday through Friday: 8:10 a.m.
- First Period Begin Promptly at: 8:25 a.m.
 - a) Students not in their first period at 8:25 a.m. will be considered tardy.
- Student Pick-Up Monday through Thursday: 3:30 p.m.
- Student Pick-Up on Friday: 1:30 p.m.

Students must be participating in a club or teacher-lead activity to remain in the building after 3:45/1:45.

B. Early Drop-Off Policy

- Students are not permitted to enter the building prior to 8:10 a.m.

C. Late Pick-Up Policy

- Any Lower School student not picked up by 3:30 p.m. will be sent to After Care and a \$15 fee will be applied to FACTS TUITION MANAGEMENT.
- All High School students either need to be in an after school activity, or they need to be picked up or drive off the campus by 3:45 p.m.

D. Attendance Policy

Regular attendance is necessary to meet the educational needs of students. It is our expectation that all students will be present daily, except for illness, family emergency, or court appearances. Please schedule vacations and medical appointments outside of the daily school schedule. Students who have an exemplary attendance record will be recognized at the Awards Ceremony at the end of the school year.

E. Absences

Attendance is a fundamental component of the Student's overall educational success. If a student misses more than a combined nine academic days for the academic year, the Student may be retained in current grade.

Attendance records reflect attendance for each class period during the school day for High School. Attendance records reflect attendance for the day from the homeroom class for Lower School.

- Students who are absent for reasons other than illness (vacation, clubs, sporting events, etc.) will receive unexcused absences. Any student receiving nine (9) or more unexcused absences will not receive credit for the semester course unless the Head of School has been notified and she/he grants permission.
- When a student is absent, the parent or guardian must call the school office by 8:30 a.m. If you would like to pick up your student's PRP when he/she is absent, please let the appropriate administrative assistant know when you call to report the absence. The work will be available for pick up in the Main Office between 3:15 and 3:45 p.m.
- A doctor's note is required for medical absences that last more than three days.
- Students must attend a minimum of four class periods (High School) or four hours (Lower School) in order to participate in any extra-curricular activities that day.

- Instances of truancy may result in a Friday detention, suspension, disciplinary probation, or expulsion. In determining the consequences, the administration will consider all circumstances regarding the truancy and the student's disciplinary record.
- When extenuating circumstances occur (i.e. family member's death, surgery, hospitalization, etc.) exceptions to the Attendance Policy may be made by the administration.
- A student with an oral temperature measuring 100 degrees Fahrenheit or greater will be sent home from school.
- A student must remain fever free (without fever reducing medication) for twenty-four hours before returning to school.
- *Families are asked to plan vacations on days other than school days.* An absence due to a vacation, family reunion, etc. will be considered unexcused and assignments and tests may not be able to be made up, unless the Head of School has been notified and she/he grants permission.

F. Make Up Work

Jr. High and High School Students:

- It is the student's responsibility (not the parent's responsibility) to ask his/her teachers for make-up work when he/she returns to school.
- The day the student returns he/she will ask his/her teachers when his/her work (missed during absence) is due (including work that was picked up by a parent during the absence).
- If the student fails to meet the deadline the teacher sets for the make-up work (including test/quizzes) or never checks with the teacher for the deadlines, the student will receive a "0" for the work (including tests/quizzes).
- It is the responsibility of the student to make up all work missed during an absence.
- If the student knows in advance that assignments were due on the day of the absence, the work will be due upon the student's return to class.
- If a student is absent from a class because of a school activity, the work must be turned in on the day it is due. This means the student is responsible for turning in the assignments before leaving school for the activity.

Students in Grades 1-6:

- The parent/guardian may pick up student's PRP when he/she has been absent for more than a day. Please contact the Lower School Head to arrange picking up your child's schoolwork between 3:15 p.m. and 3:30 p.m.

G. Make Up Work for Planned Absences (Religious Holiday and College Visits)

Jr. High and High School Students:

- It is the responsibility of the student to obtain from each teacher his/her assignments prior to departing for the religious holiday or college visit.
- Assignments are due upon return from the religious holiday unless it is against what the religious institution dictates. If this is the case, the parent should inform Administration prior to the holiday.
- When a high school student goes on a college visit, arrangements should be made with teachers (students must obtain written approval by each teacher to go on a college visit).

Students in Grades 1-6:

- It is the responsibility of the parent/guardian to obtain from the homeroom teacher his/her child's assignments prior to departing for the religious holiday.
- Assignments are due upon return from the religious holiday unless it is against what the religious institution dictates. If this is the case, the parent should inform Administration prior to the holiday.

H. Tardies

- High School Students: Period 1 begins at **8:25** a.m.; students are expected to be seated in their first period class at **8:25** am.
- Lower School Students: Class begins at **8:25** a.m.; students are expected to be seated in their homeroom class at **8:25** a.m.
- A student is considered tardy to class if he/she arrives after the class begins. Each tardy will be documented by the classroom teacher in gradelink.
- If a late arrive is due to a doctor appointment, a note from the doctor is required
- HS students who are tardy to class (other than 1st period) will receive a one hour detention on the same day.

- Any student having more than nine unexcused tardies will require a meeting with the parent/guardian and Administration.

I. Appointments/Leaving School/Early Dismissal

Students are allowed to leave campus only for medical appointments, illness, Jury Duty (high school students over the age of 18), Ivy Tech (high school), religious purposes, or funerals. Students are not to leave campus for errands, non-medical/non-legal appointments, lunch, or other non-critical purposes.

The school reserves the right to make determinations as to the necessity of leaving campus.

- A parent is asked to call or send a note if a student needs to leave campus during school hours for any reason. If a call or note is not received, the student will not be allowed to leave campus until a parent is reached to give verbal permission for the dismissal. Students must be signed out in the main office prior to leaving campus.
- A student should bring his/her appointment note to his/her homeroom teacher or High School Advisor before at the start of school. When specifying the time of departure in the note, parents are advised to calculate five extra minutes to allow for the sign-out procedure.
- If returning to school after an appointment, the student will need to be signed in at the school office to receive a pass to class.
- Upon return to school (same day or following day) student is required to submit "Return to School" note from medical facility to the main office.
- High School students will sign themselves out of school (*only if a parent has notified the school first of an early dismissal*).
 - a. High School students will be dismissed to meet their parents in the parking lot by the flag poles, or
 - b. If the High School student drives, he/she will be permitted to drive off campus.

J. College Visits

- Juniors are permitted two college visit days during the school year (one per semester).

- Seniors are permitted college visit days during the school year in addition to the date the PSAT is given to underclassmen/women in the fall. After April 1st, of the senior year, students may only visit colleges to which they have been accepted for admission.
- The college visit days will not count toward the total number of absences, but any additional days taken for college visits will count. The dates are not cumulative and are to be taken in two separate years.
- Approval for college trips must be obtained at least three days in advance of departure. Students must complete the **College Visit Form**, available from the student's High School Adviser. The student's parents, the High School Dean or High School Division Head, and each of the student's teachers must sign this form. Only students who are doing well in classes will be approved. Students are to turn in the request portion of the form to their High School Adviser at least five academic days prior to departure for approval signature. The College Visit Form will then be handed back to the student so authorized personnel at the college or university visited may sign the form.
- Student is expected to return completed form to his/her High School Adviser on the FIRST academic day following the college visit. Failure to do so will result in an unexcused absence and failing grades for the missed day.
- Students may not schedule visits in December or May because of conflicts with the end of the semester.
- Students are responsible making up missed assignments.
- If a student does not use the college visit days for the specific purpose of exploring college admissions, the student will be considered truant.

TRANSPORTATION

A. Morning Drop-Off Procedures (M-F 8:10 a.m. – 8:20 a.m.)

- Drivers are to enter the school property from Lawton Loop Drive abiding by the directional signage.
- Parking Lot Speed Limit is five m.p.h.
- Drivers are to pull along the sidewalk and pull up by the flags.
- **High School Parent/Guardian Drivers**, please drop-off/pick-up your child in the back row of the parking lot: **DO NOT PARK IN THE DRIVING LANES.**
- **High School Student Drivers** are to park in the northeast corner of the parking lot in their assigned parking space.

- Drivers are not to leave large gaps between you and the driver in front of you. Drivers will be asked by staff to pull forward if there is too much space between vehicles.
- Drivers are to put their vehicles in PARK.
- Staff personnel attending outside will give the signal to dismiss students from vehicles.
- Students are to make their way down the sidewalk to the flags and enter their correct door.
- Staff personnel will give drivers the okay to pull out when ALL students have safely cleared the drop off zone.
- Drivers are not to pull around the car in front of them without direction from Fortune Academy personnel.
- Drivers are to never use reverse in the drop-off zone.
- NEVER park in the driving lanes.
- Cell phones may not be used on the Fortune Academy campus when the vehicle is in operational mode.

B. Afternoon Pick-Up Procedures

- Drivers are to enter the school property from Lawton Loop Drive abiding by the directional signage.
- Parking Lot Speed Limit is five m.p.h.
- Drivers are to pull along the sidewalk and pull up by the flags.
- **High School Parent/Guardian Drivers**, please drop-off/pick-up your child in the back row of the parking lot: DO NOT PARK IN THE DRIVING LANES.
- Drivers are to display student(s) name on visor so Fortune Academy personnel may call names quickly.
- Drivers are not to leave large gaps between them and the driver in front of them. Drivers will be asked by staff to pull forward if there is too much space between vehicles.
- Drivers are to put their vehicles in PARK.
- Students will be called via the indoor P.A. system.
- Students are to make their way down the sidewalk to the flags to enter their vehicles.
- Staff personnel will give the drivers the okay to pull out when ALL students have safely entered the vehicles.
- Drivers are not to pull around the car in front of them without direction from Fortune Academy personnel.
- Drivers are never to use Reverse in the pick-up zone.
- NEVER park in the driving lanes.

- Cell phones may not be used on the Fortune Academy campus when the vehicle is in operational mode.

All pedestrian traffic will have a coned off crossing which will be attended to by a Fortune Academy staff member.

C. Dismissal Procedures

High School

- Dismissal begins at 3:30 p.m. Monday through Thursday.
- Dismissal Begins at 1:30 p.m. on Friday.

Lower School

- Dismissal begins at 3:15 p.m. and ends at 3:30 p.m. Monday through Thursday.
- Dismissal Begins at 1:15 p.m. and ends at 1:30 p.m. on Friday.
- Lower School students NOT picked up by the appropriate dismissal time will be sent to After Care at a charge of \$15 payable to the After Care Attendant, not Fortune Academy (*see Late Pick-Up Policy*).

D. Carpooling

- **Due to dismissal time difference between High School and Lower School:** Drivers are asked to follow the rules of the Lower School Pick-Up first, THEN park their vehicle in parking spot in the main parking lot and wait for the High School student to exit the building.
- Please complete the 'Transportation Authorization' and send to the school office by the first day of school or when a carpool or authorized driver has been established. This form is located at www.thefortuneacademy.org, through the Fortune Portal under Parent Forms and Downloads.
- In the event that another driver (such as a grandparent, neighbor, etc.) will be picking up your child, please send a note with your child to school to include the name of the driver, the driver's phone number, and a description of the driver's vehicle.

F. Student Driver Policy

Driving to and from school is a privilege. To assure maximum safety by minimizing flow and speed of traffic on and off campus, each student must comply with the following rules and guidelines to obtain and retain the driving privilege.

- Students must be in possession of a valid Indiana Driver's License (not a permit)
- Student must be in possession of vehicle insurance that includes liability coverage
- A copy of insurance coverage and a copy of the driver's license are required to be kept in the student file.
- Student drivers are not allowed to visit parked cars during the school day without permission from an administrator
- Once a student driver has arrived at school, he/she may not leave campus without either a written note or verbal consent given by the parent to Administration.
- If a student must leave before the end of the school day, (i.e. for a doctor's appointment, etc.) the student's parent must grant permission for the student to leave early by contacting the by phone, note, email, or in person
- A student driver will be assigned a parking space for the year. Failure to park in their assigned area may result in driving privileges being suspended or revoked.
- Student driving privileges may be suspended or revoked if a student does not drive safely or abuses the driving privilege in any manner
- Fortune Academy administration reserves the right to alter or amend these requirements and to refuse to grant the privilege of driving to school to any student.
- Students are only permitted to transport other Fortune Academy students if *(it is the student's responsibility to provide the following)*:
 - a. Their license allows them to transport other students
 - b. Their parents have given written permission for them to transport other students
 - c. The parent of the student who is being transported has given written permission for their son/daughter to ride in a vehicle with a student driver.

COMMUNICATIONS

A. Outside Agency observation Policy

Fortune Academy recognizes the need for outside agencies to visit our school campus on occasion to complete formal observations for a specific student.

We welcome visitors and wish to accommodate reasonable requests. Per Fortune Academy school policy, please read the following and submit all required documents 24 hours prior to any scheduled visit:

- A mutually agreed date and time must be established between the visiting agency and Fortune Academy.
- Fortune Academy policy limits agencies to two visitors to complete observations.
- Fortune Academy policy requires agencies provide the following prior to their visit:
 - a. Names of visitors who will complete the observation
 - b. A copy of current police background check for each visitor
 - c. Curriculum vitae on each visitor
- A signed Parent Notification and Permission for Outside Observation Form must be completed and turned into Fortune Academy 24 hours prior to the scheduled observation (attached). Note: *Fortune Academy recognizes public schools do not have a legal requirement to obtain a release to observe a student. This is a policy of Fortune Academy.*
- Observations will last no more than 90 minutes.

B. Parent Classroom Visit

Due to our structured class environment, we do ask for 24-hour notice of your interest in visiting so we can inform you of any special circumstances during the time you would like to visit.

All visitors, including parents/guardians, must have a current Criminal History Background Check from the Indiana State Police Department on file with Fortune Academy. These must be renewed annually.

C. Cell Phone Policy

Students are not permitted to have cell phones in the school building. If your student walks to school, the student must turn their cell phone into the front office upon arrival. Student drivers must also turn their cell phone into the front office upon arrival.

- If a student is known to be using his/her cell phone during the school day, the cell phone will be confiscated and given to Administration. The student's cell phone will be returned to his/her parent.
- Additional cell phone use infractions will result in one-hour school detentions (either during academic hours or after academic hours as set by administration).
- ISP accommodations for phone are accepted.

D. Telephone

School telephones are available for students to make emergency calls. Students are required to obtain permission from a teacher or an administrator in order to use the school phones. Parents are asked to limit calls/messages to students to those of an urgent/serious nature. Please support the school in its efforts to discourage children from making social arrangements over the school phone during the school day. Such arrangements should be settled before the school day begins. The best method by which to contact teachers is via email. *Parents and students are not to send text messages during school hours.*

E. Communicable Disease and Public Announcement (see Health and Safety)

F. Confidentiality

At no time will a student's, parent's, or staff's private information be openly discussed in front of others or shared with others unless expressed written consent is provided. This policy applies to academic, medical, legal, and demographic information.

G. Parent Teacher Communication

We value communication with parents and guardians. Although faculty and staff try return phone calls, emails, and written requests within the first academic day, it can take up to three academic days for a response.

Parent conferences will be held first, second and third quarters to discuss academic growth, work habits, and behavior.

You need not wait for a pre-determined date to schedule a conference with your child's teacher or tutor. Fortune Academy staff members recognize and appreciate the importance of ongoing communication

regarding the academic and social growth of your child. Please feel free to contact the school any time you have a question or concern. Your active involvement is an important part of the approach to teaching those with learning differences.

F. Gradelink

Parents and students have access to Gradelink and are provided separate user login information on the student's first academic day.

Parents and students can access grades, performance, conduct, teacher comments, calendar events, and up-coming assignments on-line. Automatic Grade Monitoring sends parents automatic email alerts about their child's current progress.

All parents are encouraged to view Gradelink on a regular basis. Please understand that teachers make every attempt to update grades in a timely manner. Extenuating circumstances may prohibit quick grade reporting from time to time. Thank you for your patience.

The Fortune Academy website has a direct link to Gradelink through the Fortune Portal at www.thefortuneacademy.org

TUITION AND FINANCE

A. Annual Giving / Gift Opportunities

The Annual Giving Campaign, which takes place in late fall, is essential for Fortune Academy and is our yearly commitment to enriching programs, competitive faculty/staff compensation, and affordable tuition.

The entire Fortune Academy community depends on a successful campaign. A gift to the Annual Giving Campaign demonstrates support to educational excellence for dyslexic children. We expect that the entire school community will participate. You will receive a notice when the campaign begins. We appreciate your continued support.

B. Financial Assistance

Fortune Academy provides Financial assistance for families who meet the requirements and have submitted the appropriate paperwork to Fortune Academy by the posted due date.

Fortune Academy does not discriminate based on race, color, religion, gender identification, sexual orientation, or national origin when making decisions regarding Financial Assistance.

Financial Assistance is available **ONLY** if Fortune Academy has the appropriate funds. Funding varies from year to year; therefore, families requesting Financial Assistance must **reapply each year**. Current recipients of Financial Assistance are not guaranteed future assistance. The Fortune Academy Finance Committee is responsible for determination of Financial Assistance recipients. Decisions rendered by the Finance Committee are final. All financial information provided will be held in complete confidence and all financial documentation will be securely destroyed and disposed once decisions are rendered.

Financial Assistance procedures are available upon request or by visiting the Fortune Academy website at www.thefortuneacademy.org. Financial Assistance is not a scholarship or a grant.

C. Payment Policy

Fortune Academy has a payment policy to assist parents plan their tuition payments. It is important that parents abide by the policy terms of the Tuition Contract. Fortune Academy is registered with FACTS Tuition Management Plan. Parents sign up for FACTS by visiting our website at www.thefortuneacademy.org and clicking the FACTS link.

Any type of payment returned due to non-sufficient funds (NSFs) is subject to a \$30.00 fee payable to Fortune Academy per occurrence. If two NSF's occur, payment in the form of cash, Cashier's Check, or Money Order will be the forms acceptable at Fortune Academy.

In the event there are outstanding fees for tuition, laptop/tablet rental, After Care, clubs, athletics, text books, study trips, etc., all academic records, including report cards and progress reports will be sealed as well as Gradelink locked until all fees are paid in full.

Fortune Academy does not accept credit cards.

D. Contract and Commitment

Your child has been selected to occupy one of a limited number of openings at Fortune Academy. In the unlikely event that your child has an extended illness or has been asked to complete an authorized absence due to behavioral and/or emotional issues, including expulsion, you are still required to fulfill your total financial obligation as stated in the annual Tuition Contract agreement.

HEALTH AND SAFETY

A. Campus Visitors

All visitors must enter and exit the school building using Door 1. In order to keep our campus safe all parents, guests, visitors, and volunteers must sign in at the Main Office.

- Sign VISITORS LOG with the following information
 - i. Your Name
 - ii. Today's Date
 - iii. Time In
 - iv. Purpose of Visit
- Fill out a VISITOR'S BADGE and include
 - i. Your Name
 - ii. Today's Date
 - iii. Time
- The VISITOR'S BADGE must be worn and visible at all times while on campus
- Sign out in the VISITORS LOG when leaving
- Return VISITOR'S BADGE

If a Visitor's Badge is not visible, Fortune Academy Staff have been instructed to direct the visitor to the Main Office.

Walking My Child to Class:

We do understand that from time-to-time, students have a rough start to the morning. In the instance the parent is wishing to walk their child to

class in the morning, the parent will need to follow the Visitor Procedures stated above.

Dropping Off Items to My Child:

If your child forgot his/her lunch, backpack, bookbinder, sweater, coat, etc., please drop these items off at the Main Office. Fortune Academy Staff will deliver the dropped off item to the student's homeroom teacher or High School advisor.

Picking Up My Child Early:

If you need to pick up your child early, please follow these procedures:

- Call the Main Office at 317-377-0544 stating your child will be picked up early. In addition the following information will be needed:
 - i. The Date
 - ii. The Time of Pickup
 - iii. The Time of Return (if applicable)
 - iv. Reason for Early Pick-Up
- Office staff will send a pass to the student's homeroom teacher or High School advisor.
- Students will wait in the Main Office until the parent signs the student out.
- High School students will sign themselves out of school (*only if a parent has notified the school first of an early dismissal*).
 - i. High School students will be dismissed to meet their parents in the parking lot by the flag poles, or
 - ii. If the High School student drives, he/she will be permitted to drive off campus.

B. Illness at School

When a student becomes ill at school, parents/guardians will be contacted and must immediately pick up their student. Parents arriving to pick up their student must sign an early dismissal sheet in the main office.

C. Medication Policy

All medication must be brought into school by the parent in its original container. This container should be placed in a sealed zipped style bag

that is labeled with the student's name, medication name, dosage, and pill count. Indiana Law now mandates that parents must drop off and pick up medication at school. Students are prohibited from transporting medication.

Medication Dispensing Times

Prescription medication will only be dispensed five minutes before lunch or five minutes after lunch unless medically necessary to dispense outside the set times. A FAXED or written order must be sent directly to Fortune Academy from your child's physician indicating the specific time to dispense the medication.

Over-the-counter medication will only be dispensed between the hours of 10:30 a.m. and 1:30 p.m. A parent will need to be contacted before dispensing over-the-counter medication outside the times indicated. In the event that the over-the-counter medication is a maintenance medication, a FAXED or written order must be sent directly to Fortune Academy from your child's physician indicating the specific time to dispense the medication.

Short-Term Prescription Medication (such as antibiotics)

- Please read first paragraph under Medication Policy
- Medication will be dispensed as instructed on the prescription container or in accordance with the prescribing physician's note to the school.
- If it is an oral medication, send the exact amount of medication that will be used at the school.
- A written order from the prescribing physician must be included if sample medication is provided.
- Medication must come in the original prescription container labeled with child's name and instructions.
- If medication is in liquid form, please provide a measured dispenser cup.

Long Term Prescription Medication (maintenance medication)

- Please read first paragraph under Medication Policy
- Medication will be dispensed as instructed on the prescription container or in accordance with the prescribing physician's note to the school.

- Medication must come in the original prescription container labeled with child's name and instructions.
- If medication is in liquid form, please provide a measured dispenser cup.

Over-the-Counter Medication (such as cough or allergy medication)

- Please read first paragraph under Medication Policy
- A written note from the parent/guardian must be included specifying dates, times, and dosage to be given (dosage may not exceed recommended amount for age or weight of student.)
- Medication must come in the original container labeled with child's name.
- Please provide single doses only or the exact amount of medication that will be used at school
- If medication is in liquid form, please provide a measured dispenser cup.

D. Lice Policy

The Indiana state government web site does not endorse any particular head lice policy but states, "School nurses should work with their administration and local health department to implement a policy regarding head lice and attendance. A lack of scientific evidence hinders the Indiana State Department of Health from endorsing any policy; however, it should be noted that most school systems no longer support a "no-nit" policy."

Fortune Academy's Lice Policy is stricter than the one recommended by the American Academy of Pediatrics, which advocates that schools should permit students to remain in school with nits or lice due to most cases of lice are diagnosed after children have had the opportunity to transmit lice to classmates.

At Fortune Academy if lice or nits are suspected at school, the child will be checked and if an infestation is discovered, the parent(s) will be contacted to come and pick the child up for immediate treatment. Classmates and siblings of the child (if the sibling attends Fortune Academy) may also be checked at this time. A child may return to school 24 hours AFTER lice/nit treatment has been applied and no nits/lice are visible.

E. Contagious Disease Policy

It is recognized that certain communicable diseases such as tuberculosis, acquired immune deficiency syndrome (AIDS) and hepatitis pose significant medical, social, and legal issues for educational institutions. Recognizing it is possible there will, at some time, be a person among the student body or personnel who has one of these conditions; the Board of Trustees is adopting the following policy. This policy is consistent with the recommendations made by the Centers for Disease control and The National Association of Independent Schools.

F. Immunization Policy and Requirements

- Indiana State Department of Health mandates that a current Immunization Record must be on file at school. If an Immunization Record is not provided within ten (10) academic school days, your child will not be able to return to Fortune Academy until his/her Immunization Record is received.
- Students are expected to comply with immunization requirements as specified by the Indiana State Department of Health and the Marion County Board of Health Codes. School personnel will cooperate with the public health personnel in completing and coordinating all immunization data, exemptions, and exclusions, including the necessary immunization forms. In an effort to comply, the students not meeting the immunization requirements may be excluded from school attendance unless a request for extension of immunization compliance is received and determined by school personnel to be reasonable.

G. General Health and Medical Policies

With respect to AIDS, present medical knowledge suggests no reasonable basis for routinely excluding or segregating a student or employee simply because that person tests positive for antibodies to the human immunodeficiency virus (HIV) or has AIDS. It is important that the persons who test HIV positive or who have AIDS and their families be treated with sensitivity, dignity, and thoughtfulness. Compassion and support for the individuals and their families are of paramount importance in all deliberations and deals pursuant to this policy.

All school employees shall be required to teach and provide other usual personal contact services to an infected student and to work with an infected employee unless restrictions are imposed in accordance with this policy.

Students

- The determination of whether a student diagnosed as having a communicable disease may be permitted to attend regular classes or participate in school activities shall be made by the Head of School on a case-by-case basis in consultation with the student's treating physician, the student's parents or guardian, and the President of the Board of Trustees.

Proposed determination shall be subject to review and approval by the Executive Committee of the Board. Under state regulations, a school must exclude a student who has a reportable communicable disease as defined in the regulations until the student's treating physician determines that the student may return to school. It is assumed that the Head of School will have already received a favorable recommendation from the student's physician before presenting the issue to other named individuals.

- In making such a determination, considerations will include:
 - i. The recommendations of the individuals identified above.
 - ii. The behavior and physical condition for the student.
 - iii. The anticipated types of interaction with others in the school setting.
 - iv. The impact on both the infected student and others in that setting.
- The student will be permitted to remain in a classroom setting, unless it is determined based on reasonable medical judgment that the student's presence poses a probable threat of danger to the student or to others.
- Only persons with an absolute need to know should have medical information about an HIV positive or AIDS infected student. Such persons should be identified by the group listed in above and notified by the Head of School in a manner to preserve the student's confidentiality. The number of employees notified should be kept to the minimum necessary for the protection of the student and to detect situations where the potential for transmission might increase (i.e., a bleeding injury to an infected student) or where the safety and health

of the infected person might be at risk. If, for example, there were an outbreak of an infectious disease, the physician would want to be informed so that the patient could be treated appropriately.

- The medical records of all students shall remain confidential, except where disclosure is mandated by law.
- Individual cases should be reviewed periodically by the Head of School, the student's personal physician and the student's parents or guardian. Review should be conducted both of the students attending school and of those who have been excluded because a change in their condition may alter their return to school. The frequency of such reviews should be determined on an individual basis.

Employees

- The determination of whether an employee diagnosed as having a communicable disease will remain employed in a capacity that involves contact with students or other school employees shall be made by the Head of School on a case-by-case basis in consultation with the employee's treating physician, the school employee, and the President of the Board of Trustees. The proposed determination shall be subject to review and approval by the Executive Committee of the Board.
- In making such a determination, considerations include:
 - i. The recommendation of the individuals identified above.
 - ii. The physical condition of the school employee.
 - iii. The anticipated type of interaction with others in the school setting.
 - iv. The impact on both the infected school employee and others in that setting.
- Pending such a determination, the school employee will be permitted to continue working in the school in accordance with all applicable employment policies, unless it is determined based on reasonable medical judgment that the employee's presence poses a probable threat of danger to the employee or to others.
- The medical records of all employees shall remain confidential, except where disclosure is mandated by law.
- The identity of the infected employee shall not be revealed, except within the supervisory process within the institution or where disclosure is mandated by law.

H. Communicable Disease and Public Announcement

In the event the general public or news media contacts the school to obtain information on any suspected case of communicable disease, said inquiries will be directed solely to the Head of School. The Head of School will be responsible for all further contacts with the general public and news media. Information concerning a student, faculty member, alternatively, staff employee will not be released to the news media or public without prior written consent of the infected individual (if an adult) or his/her parent/guardian (if a minor).

When the Head of School determines it to be helpful, she/he may contact local/state Department of Health and/or Department of Education to obtain assistance in dealing with specific communicable disease situations.

I. Exposure to Health Risks and Body Fluids

The Head of School, in consultation with the Indiana State Department of Health, will adopt a procedure for monitoring school situations that may involve an exposure of body fluids. The school faculty and staff will be instructed in procedures for routine handling of body fluids without regard to whether an individual who has exposed body fluids has been identified as having a communicable disease. All students and employees will be expected to comply with these procedures, which shall be enforced by disciplinary action if necessary.

J. Emergency School Closing

If serious weather conditions or serious non-weather related conditions occur during school hours, we keep our students in school in a safe location until they can be safely dismissed. Parents will be contacted if there is a need for early dismissal due to deteriorating weather or serious non-weather related conditions via email, television stations, Facebook, and 'Remind'.

K. Homeland Security Red Alert

Below is a list of procedures that Fortune Academy will follow in the event that Homeland Security declares a National Red Alert.

- All doors and windows will remain secured/locked.
- The Head of School will notify staff of the Red Alert status.
- A staff member will be stationed at the front door to let parents in to sign-out their child.
- Outdoor activities will take place in the building. We will reassess this after a ten-day period under Red Alert status to determine risk.
- Scheduled Study Trips will be conducted depending on the location and safety, as well as the comfort level of the staff regarding taking children away from the building.
- In the event we must evacuate the building, students may be taken to an alternate safe site. In such an event, parents will be contacted by phone, and it will be broadcast on local television stations.
- Any student transported to Fortune Academy by another school corporation must follow that corporations' transportation schedule in the event that the home district closes early. Students will be escorted to the vehicles. Parents will be notified by phone that their child was picked up.

L. Disaster Preparedness

In the event of a fire or other emergency, students are expected to quickly, but carefully; follow all evacuation instructions provided by teachers and administrators. No one is allowed to re-enter the building until the assurance has been given of its safety.

Fortune Academy is committed to ensuring the safety of our students and their families. In an emergency, if parents come to the school building and choose to leave, you leave at your own risk. Please be sure to leave enough room for emergency vehicles if you park near the school entrance. In an emergency, this is critical.

M. Lock Down Mode

In the rare event of a Lock Down Mode. all parents/guardians will be notified via email and 'Remind' of the condition of the Lock Down. Another email and 'Remind' notification will be sent when the Lock Down is no longer in effect. For those families that do not have email accounts, a phone call will be made by a school staff member

N. Snow/Inclement Weather Policy

Please be aware even though your child's home school district may be cancelled for snow day, Fortune Academy may be open, since our school is a private school and is not aligned with any other school district. Please watch for announcements on these central Indiana television stations: WRTV (channel 6), WISH (channel 8), WTHR (channel 13), and FOX (channel 59).

In addition, you may sign up for "Remind" for automatic text messages of closures and delays. Please go to www.thefortuneacademy.org, using the Fortune Portal to access information about "Remind" on Parent Forms and Downloads.

We have children traveling from various locations, and some travel quite a distance. We understand there may be times that Fortune Academy is in session, but road conditions where you live are unfavorable for travel. When adverse weather conditions exist in your area, we respect your decision regarding travel.

O. Harassment Policy

Fortune Academy is committed to cultivating a school community that reflects cultural, ethnic, racial, and socioeconomic diversity. This commitment to diversity requires a commitment by the school community to practice mutual respect and to provide a forum in which we examine our traditional attitudes and beliefs about differences and discard those that are not appropriate.

Fortune Academy strives to be a community in which every individual is treated with sensitivity and respect. The school will not tolerate the intimidation, humiliation, or degradation by any member of its community of any other individual based on personal, immutable characteristics such as sex, race, religion, gender identification, sexual orientation, or national origin. Even if a student claims to be joking, harassment is still being committed, and the consequences outlined below will be followed. Such harassment will constitute gross misconduct and could result in disciplinary action that may include suspension and/or expulsion.

- Sexual harassment is unwanted sexual advances and other verbal, visual, or physical conduct of a sexual nature that is intimidating,

hostile, degrading or offensive. The school is entrusted with the physical and emotional well-being of each of its students, and any hint of inappropriate behavior of a sexual nature is a breach of trust and will result in strong disciplinary action.

- Racial harassment is intimidation, humiliation, or degradation of an individual or group based on race. Racial harassment includes both easily identified acts of oral, written, or physical harassment, and more subtle forms of harassment such as graffiti, epithets, and racially offensive symbols, remarks, jokes, or other forms of “humor”. Such harassment will not be tolerated and will result in strong disciplinary action.
- Religious, gender identity, sexual orientation, or ethnic harassment includes intimidating, humiliating, or degrading remarks, or gestures or other forms of behavior or expression that demean or trivialize the religious or natural origin of an individual or group. Such harassment will not be tolerated and will result in strong disciplinary action.
- Any member of the faculty or staff who becomes aware of harassment of a student must report the facts of such harassment to Administration.
- Students and parents are to report any harassment to administration.
- Once any allegation of harassment is received, a prompt investigation of the charge will be conducted. Any charge determined by the investigation to be true will be subject to disciplinary action at the discretion of Administration. Disciplinary action will be taken based on any conduct, on or off campus, which poses a threat to persons or property within the school community.

P. Drug and Alcohol Policy

Fortune Academy is a drug free and smoke free campus. It is the goal of Fortune Academy to provide a safe learning environment that is free of illegal drugs, tobacco products (including vaping and e-cigarettes), and alcohol possession and/or its use. This includes using or distributing over-the-counter or prescription drugs in a manner in which they are not prescribed or intended. This goal requires ongoing proactive educational activities that address drug and alcohol use and dependency.

Furthermore, it is the responsibility of Fortune Academy administration to impose disciplinary action and consequences on any student who chooses to engage in illegal or inappropriate drug and/or alcohol use,

regardless of whether the behavior occurred on or off campus, as well as students under the age of 18 possessing and/or using tobacco products including vaping and e-cigarettes.

If a student is found in possession of drugs, tobacco products (including vaping and e-cigarettes), and/or alcohol while on school property, the local authorities and or the Administration will be notified.

Q. Drug and Alcohol Testing

Administration will accept and review referrals for drug and alcohol testing of students, including students exhibiting problematic behavior, students who volunteer for treatment, and students who admit to drug or alcohol use.

Drug and Alcohol testing will take place at Fortune Academy and will be sent to a lab chosen by the school's administration. Parents will be contacted prior to any testing. Students who refuse testing can be dismissed from Fortune Academy. Parents will be billed for the cost of the test, *see "Payment Policy"*.

Consequences:

- I. If the first drug or alcohol test is positive:
 - a) There will be a meeting with the student, parent and the administration as soon as possible.
 - b) A professional independent counselor, chosen by Fortune Academy, will conduct a drug and alcohol assessment, and the student will be required to follow the recommendations of the counselor in order to remain at Fortune Academy
 - c) The student will remain subject to unscheduled drug and alcohol testing for the remainder of his/her enrollment at Fortune Academy.
- II. Students who are found to be under the influence of drugs and/or alcohol on school grounds or at a school-sponsored function, automatically are classified as having a positive drug and/or alcohol test result; therefore, the steps outlined under sections I(a), I(b), and I(c) will be followed.
- III. If a second drug and/or alcohol test is positive:
 - a) The student will be required to leave Fortune Academy as this demonstrates the inability of the student to remain drug and

- alcohol free with the awareness of unscheduled drug and alcohol testing and with interventions.
- IV. Voluntary student request for assistance with chemical dependency problems:
- a) Students who come forward voluntarily to seek help for a chemical dependency problem will be assisted by the administration. Students who voluntarily request assistance before a violation of the school's rules regarding alcohol and/or illegal drug involvement will not be subject to discipline. However, the student will be subject to the policies and procedures outlined in The Drug and Alcohol Testing section.
- V. Law enforcement will be called for any student found to be in possession of illegal drugs. Students found to be using over-the-counter or prescription drugs in a manner in which they are not prescribed or intended, who is using and/or encouraging other students to use over-the-counter drugs, prescription drugs, or illegal drugs, or who possess alcohol/drugs (prescription, over-the-counter,) for resale will be expelled immediately from Fortune Academy.

Fortune Academy Administration reserves the right to alter or amend these guidelines based on individual student circumstances.

R. Internet Acceptable Use and Safety Policy (IAUSP)

Fortune Academy recognizes that access to technology in schools gives users greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and digital citizenship. To that end, we provide the privilege of access to various technologies for staff and student use.

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, the school will take disciplinary action, including the restriction and possible loss of network and user account privileges. Violations could result in more serious consequences as outlined in staff and student handbooks, up to and including suspension or expulsion from the school or termination. These policies and laws are subject to change as state and federal laws develop and change.

This document establishes specific requirements for the use of all computing and network resources at Fortune Academy.

Scope of Policy

This policy applies to all staff members, enrolled students, guests, and external individuals accessing Fortune Academy technology resources.

Technology resources include all owned, licensed, or managed hardware and software, and use of the school network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network, or on school grounds connected to a third party wireless provider.

These guidelines and expectations do not attempt to describe every possible acceptable or prohibited activity. Fortune Academy reserves the right to treat, as violations, or prevent the use of activities or applications, that may not be specifically mentioned in this document but run counter its educational mission, curriculum, instructional goals, and/or the values of the school.

Users are responsible for knowing the regulations and policies of the school that apply to appropriate use of the school's technologies and resources. Users are responsible for exercising good judgment in the use of the school's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.

General Acceptable Use

All technologies provided by the school are intended for educational purposes which support the staff and students' professional, instructional and extracurricular activities. While at school, use of devices and network resources shall be used to support these activities unless explicitly authorized by the Headmaster, Director of Educational Technology, or other building administrators.

- You may not use the school's technology platform to make derogatory, inflammatory, or inappropriate statements toward any member of the Fortune Academy community or community at large.

- You may not use another individual's account, or attempt to capture or guess other users' passwords, or share your password with other users.
- You may use only the computers, computer accounts, and computer files for which you have authorization.
- The school is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources.
- You must not attempt to access restricted portions of the network, operating systems, security software or other administrative applications without appropriate authorization by the Director of Educational Technology, Headmaster, or other building administrators.

- You must not use Fortune Academy computing and/or network resources in conjunction with the execution of programs, software, processes, or automated commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- On Fortune Academy network and/or computing systems, do not use tools that are normally used to attack computer systems or networks or bypass network security and content filters. (e.g., password 'crackers,' vulnerability scanners, network sniffers, VPN apps or browser extensions, etc.) unless you have been specifically authorized to do so by the Director of Educational Technology
- You must comply with all specific policies and instructions from direct supervisors or, in the case of students, all faculty and staff.
- Users of the school network or other technologies are expected to alert the Director of Educational Technology immediately of any concerns for safety or security.

Fair Share of Resources

The Fortune Academy Technology Department expects to maintain an acceptable level of computing and network performance and must assure that frivolous, excessive, or inappropriate use of the resources by one person or a few people does not degrade performance for others. Technology resources are shared widely and are limited, requiring that resources be utilized with consideration for others who also use them. Therefore, the use of any

automated processes to gain technical advantage over others in the Fortune Academy community or otherwise decrease resource availability is explicitly forbidden.

The school may choose to set limits on an individual's use of resources to ensure that these resources can be used by anyone who needs them.

Adherence to Federal, State, and Local Laws

As a user of Fortune Academy technology resources you must:

- Abide by all local ordinances, state, and federal laws.
- Abide by all applicable copyright laws and licenses. Fortune Academy has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements.
- Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. The ease with which electronic materials can be copied, modified and sent over the Internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.

Privacy and Personal Rights

Fortune Academy reserves the right to access and review all information and content transmitted on its network or on school grounds. Typical review and access includes, but is not limited to: investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy, or, as may be necessary, to ensure that Fortune Academy is not subject to claims of misconduct. All users of Fortune Academy computing resources should have no expectation that any information contained on such systems is confidential or private.

- **Monitoring & Internet Access**

Fortune Academy provides its users the privilege of access to the internet, including web sites, resources, content, and online tools via the Fortune Academy network. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Activity over the network may be monitored as needed. Activity on all

computers of Fortune Academy faculty, staff, and students can also be monitored or remotely accessed as needed. Access to internet content and use of specific applications will be filtered at the discretion of the Headmaster, Director of Educational Technology, and other building administrators.

General Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users are also expected to take precautions to secure their personal or school devices as well as data and programs installed on those devices. Do not leave your computer's unlocked and unattended.

Passwords

Passwords are an essential part of our information systems security. Passwords are the target of hackers and criminals who would use our passwords to penetrate our computer systems so as to steal personal information, damage computer systems, or use Fortune Academy resources for criminal activity. The impact of an attack to our computer systems has the potential to be far reaching and the damage is not easy to undo.

Thus it is critical that we engage in the best practices for protecting our passwords so that they remain secret at all times. Anything that you can do in our computer systems is open to the person who has obtained your password. Anything that they do using your password will appear in the system as though you performed the action and implicating you in their criminal action.

Password Policy:

1. Users are required to change their passwords according to the following schedule and will receive notifications to do so beginning 15 days prior to password expiration. Time intervals are based on the date of the last password change.
2. Password Expiration intervals:
 1. Faculty & Staff - 120 Days (once every 4 months)
 2. Students - 180 Days (once every 6 months)
3. Passwords should meet the following guidelines.
 1. minimum of 8 characters (longer is better)

2. minimum of one UPPERCASE letter
3. minimum of one number (1,2,3...)
4. minimum of one special character (!@#\$%^&*)

Password Best Practices:

1. Do not share passwords.
2. Change your password immediately if you suspect misuse of any of your accounts.
3. Set your computer password to match your Fortune Academy account password.
4. Do not share your password with anyone (other than parents if you are a student).
5. If your password becomes public or you suspect that someone else knows it, change it immediately.
6. Never write your password on paper or other media.
7. Do not store your password in a computer file, a programming script or spreadsheet without adequate encryption.

Email

Fortune Academy provides students with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. These account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the school. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage is archived and may be monitored.

Best Practices & Expectations:

- 1. Check your Fortune Academy Google email daily.**
2. Consider whether you would want the message you are writing to be published or released for public consumption.
3. Email is not a substitute for face-to-face interactions when working out problems and conflicts. It is easy to misunderstand or misinterpret the intent of an e-mail message.
4. Email is not effective as a collaboration or discussion forum for a group of people.

5. Limit the number of recipients to only those for which the message is truly necessary.
6. Be concise with the message. Brevity should be practiced.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Third Party Platforms

Recognizing the benefits collaboration brings to education, Fortune Academy provides users with access to web sites or tools via Google Apps that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored.

Google Apps for Education

Anyone in the Fortune Academy community utilizing Google Apps for Education services must acknowledge the following:

- Agree and adhere to the [Google Terms of Service](#) that will be presented for review when creating your account.
- That Google can terminate their account if they fail to abide by the Google Terms of Service.
- That they have been made aware of the [Google Acceptable Use Policy](#) which states that you agree not to use the Google services provided you:
 - to generate or facilitate unsolicited bulk commercial email;

- to violate, or encourage the violation of, the legal rights of others;
- for any unlawful, invasive, infringing, defamatory, or fraudulent purpose;
- to intentionally distribute viruses, worms, Trojan horses, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
- to interfere with the use of the Services, or the equipment used to provide the Services, by customers, authorized resellers, or other authorized users;
- to alter, disable, interfere with or circumvent any aspect of the Services;
- to test or reverse-engineer the Services in order to find limitations, vulnerabilities or evade filtering capabilities; to use the Services, or a component of the Services, in a manner not authorized by Google.

Loaner Computers

Fortune Academy Technology Department maintains a pool of loaner devices for use by staff and students in the event their computer requires service. These devices are allowed to be used for a **maximum of ONE (1) school week**, unless your situation is approved by the Director of Technology.

In order to use loaner devices, users must to accept the following responsibilities:

1. The loaner computer/device is on loan to the user. All Fortune Academy policies and procedures must be followed. Any misuse or inappropriate conduct carried out on this laptop is subject to appropriate consequences.
2. The device will be treated with care and the user checking out the device is responsible for it's condition while in his/her possession.
3. The user will not remove and/or alter any Fortune Academy labels or inventory tags.
4. The Fortune Academy Technology Department **IS NOT** responsible for any personal data placed on loaner laptops, as it will be deleted when the laptop is re-imaged upon return. Users should store documents in their Fortune Academy Google Drive account.

5. The user is responsible for the costs to repair any physical damage to the device while it is in their possession.
6. The user's Fortune Academy Technology Accounts (Google Apps, and the Fortune Academy WiFi) will be suspended if the device is not returned within the specified time.
7. Loaners may **NOT** be taken home and must remain at Fortune Academy. Students will be responsible for procuring and using alternate technology to complete assignments.

Computer Accessories

The Fortune Academy Technology Department **WILL NOT** check out chargers or other accessories. Users are expected to have their devices fully charged each day. It is recommended that users purchase a backup charger or other accessories, as needed.

Disclaimer

Fortune Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages a user suffers, including loss of data, caused by his/her own negligence, errors, or omissions. Fortune Academy will not be responsible for the accuracy, nature, or quality of information stored on, or transmitted through, any the school's computing resources. Fortune Academy will not be responsible for unauthorized financial obligations resulting from school-provided access to the internet.

GENERAL

A. Volunteering

Parents, grandparents, and extended family members are vital partners of Fortune Academy. Volunteering provides the opportunity to meet other parents, grandparents, Fortune Academy faculty members and staff, and the students. All volunteers involved in student activities will be required to complete a Criminal Background Check form, which will be valid for the 2016 – 2017 academic school year. All adult volunteer study trip drivers will also be required to furnish a copy of his/her

operator's driver license and proof of automotive insurance prior to transporting students.

Parent and grandparent committees are essential to the success of Fortune Academy events. Per contract agreement, your involvement in established committees is expected and we welcome your ideas for new committee projects.

B. School Records Policy

- Fortune Academy will transfer diagnostic information, testing, and/or records, which were created by and/or administered by Fortune Academy to another educational institution upon official request from the educational institution of which the former Fortune Academy student is enrolled.
- Diagnostic information, testing, and/or records created by and/or administered outside of Fortune Academy will fall to the parent's or guardian's responsibility to submit to the receiving educational institution upon the student's transition to another school.
- Transferring records to an educational facility of which the student is enrolling, will be free of charge if the student's records are officially requested by the receiving school.
- Record copying is \$0.25 per copy (\$0.50 for double-sided) and will be billable to the official requester (parent/guardian, student age 18 or older, court/government, attorney, etc.), see "*Payment Policy*" for details.
- Lower School Records are kept on file for three years at Fortune Academy. After three years, the student's records are securely destroyed. High School Transcripts, IEPs, ISPs, 504s, and pertinent documents are kept indefinitely, all other documents are securely destroyed after three years.

C. Parent Pack Forms

- All Parent Pack forms can be downloaded from www.thefortuneacademy.org through the Fortune Portal under Parent Forms and Downloads. All parents will be mailed one Parent Pack set during the summer months.

- All Mandatory Forms need to be completed and returned to the main office no later than the student's tenth academic day

D. Custody Issues

Fortune Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Fortune Academy will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide Administration with an official copy of the Court Order. Divorced parents must provide Administration with a notarized copy of the custody section of the divorce decree. This will ensure the protection of everyone in the family. All court orders will be handled with the highest level of confidentiality.

E. Subpoena

Parent or Guardian irrevocably and unconditionally waives the right to compel, subpoena or serve any form of legal process on the School or any employee or agent of the School, or to compel the attendance of the School or any employee or agent of the School as witness in any hearing or trial before any administrative, arbitration or court tribunal relating to:

- any proceeding for the identification, evaluation, determination or provision of Student's free appropriate education requirements or
- any proceeding relating to a Parent or Guardian's dissolution of marriage or the custody or support of the Student. This waiver includes, but is not limited to, any rights the Parent or Guardian or the Student may have under the *Individuals with Disabilities Education Act*.

The Parent or Guardian shall pay any attorney's fees incurred by the School in connection with any such legal process or the enforcement of this provision, regardless of the outcome.

F. School Supplies

- Lower School and Middle School Students will receive a Supply List prior to the beginning of each school year electronically.

- High School Students: Students will receive a supply list on the first day of school.
- All Students: Students may need to replace supplies throughout the school year. Teachers may also request additional supplies.

G. Textbooks

- High School: Students are required to rent their textbooks. Fortune Academy will bill parents for textbook fees within the first few weeks of school. Failure to pay textbook fees will result in the withholding of grades/transcripts.
- Lower School and Middle School: Textbooks are included in the tuition.

H. Lunch and Snacks

Nutritional meals, snacks and drinks are important for all students.

- Sodas and Energy Drinks are to be kept at home.
- Any lunches delivered to school need to arrive before the child's scheduled lunchtime, to prevent disruptions.
- Please clearly write your child's name on his/her lunchbox/bag and containers
- Due to food allergies and diet restrictions, students are not permitted to share their lunches with other students.
- In the case of a student, teacher, or staff member has a life-threatening allergy to certain foods, those foods could be banned.
- Microwaves are not available to students.
- Refrigerators are not available to students.

I. Electronic Equipment Policy

Personal electronic devices are not permitted unless the equipment is necessary to accommodate a learning difference in the classroom. Any device used to listen to music must not have internet access capabilities (this includes cell phones)

HIGH SCHOOL

A. Diploma Tracks

Fortune Academy High School provides three diploma tracks, Honors, Core 40, and General Diploma. Students may dual enroll at Fortune Academy and Ivy Tech Community College when appropriate to complete additional coursework necessary for an honors diploma. In addition, students may dual enroll at McKenzie Career Center, J. Everett Light Career Center, Walker Career Center, or other career center in the student's home residence school district, for those students interested in a vocational program after high school such as mechanics, medical assisting, firefighting, EMT, etc. when appropriate.

B. Core 40 Graduation Requirements

The following credit requirements in specific subject areas must be satisfied:

English/Composition	8 credits required-12 credits encouraged
Math	6 credits required - 8 credits encouraged (Algebra I, Geometry & an upper level math are required)
Science	6 credits
Social Studies	6 credits (must include 2 Credits-U.S. History, 1 Credit- Economics and 1 credit-Government)
Wellness	1 credit required
Health	1 credit required
Foreign Language	4 credits encouraged (American Sign Language)
Fine Arts	1 credit required 4 credits encouraged (2 credits in Art and 2 credits in Music)
Electives	Variable
Tutorial	Variable

C. Grades/Report Cards

Parents either will be mailed or will personally receive a report card for their student every nine weeks.

The fall semester consists of the first two nine-week periods, and the spring semester consists of the last two nine-week grading periods. The semester grade will be determined by averaging the two nine-week grades with the semester exam.

All grades on report cards are numerical. Fortune Academy High School grading scale is as follows:

A+	98-100	B-	80-82	D	63-66
A	93-97	C+	77-79	D-	60-62
A-	90-92	C	73-76	F	59-0
B+	87-89	C-	70-72		
B	83-86	D+	67-69		

At the end of each semester, each student will have a semester grade point average. It will be calculated using the standard 4-point system used by most colleges and universities: A = 4 points, B = 3; C = 2; D = 1; F = 0. At the end of each academic year, each student will have a cumulative grade point average. This will be determined by averaging all grades earned in the Upper School. Cumulative GPA's are recorded on students' official transcripts. Official transcripts will be sent to those schools or colleges in which a student is sending an application for admission. Core GPA's consist of grades earned in the following courses: English, Social Studies, Ethics, Science, Math, and American Sign Language. Overall GPA's consist of grades earned in all courses a student is taking.

D. Numerical Grade Values

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A = 4.0	B = 3.00	C = 2.00	D = 1.0	
A - = 3.67	B - = 2.67	C- = 1.67	D - = 0.67	

E. Honors

Fortune Academy High School has a Head's List, High Honors List, and Honors List. Students who earn a 4.0 core GPA achieve the Head's List. Students who earn a core GPA of 3.5 – 3.99 achieve High Honors. Students who earn a core GPA of 3.0 – 3.49 achieve Honors. Students on Honors are recognized at the Honors Ceremonies.

F. Transcripts

Parents/Guardians or students (if age 18 or older) needing transcripts sent to another school should contact the main office.

Parent/Guardian/Student Requested Transcript

- High School Transcripts may be purchased for \$5.00 for two transcripts or \$3.00 for one transcript.

Educational Institution Requested Transcript

- Transcripts requested by Educational Institution will be provided to the institution free of charge.

G. Recommendation Letters

- When requesting letters of recommendation for an outside high school; please give the teachers/staff ten working days to prepare the letter. Understand that writing good letters requires time. Place this request through the High School Dean.
- Fortune Academy considers all letters of recommendation confidential and must send these letters directly to the school requesting the recommendation.

H. Parent/Teacher/Student Conferences

Conferences are scheduled regularly during the school year. Parents, students, and/or teachers may request a conference at any time during the year. **Since high school students are the key players in their education, they are required to attend conferences.** Students and advisors meet individually to create Q-sheets, which are documents that state student strengths, challenges and faculty and technology needs. Q-sheets are reviewed throughout the school year.

I. Academic Probation Policy

If a student's semester core or overall GPA falls below a 2.0, he/she will be placed on Academic Probation. The first time a student's semester core or overall GPA drops below a 2.0, he/she will be given a warning. The student will have one more semester to improve his/her core or overall GPA to a minimum of a 2.0. If, at the end of that semester, the student still does not achieve a 2.0, the administration of Fortune Academy may recommend a different school that is a better match.

J. Extra Credit Policy

In order to obtain extra credit from a teacher a student must:

- Turn in ALL assigned work prior to asking for extra credit
- Put forth consistent effort every day in class
- Ask the teacher for extra credit (it is the student's responsibility to do this and not the parent's responsibility)

Extra credit may only equal a total of 3% of a student's quarter grade: This means a student can only mathematically raise his/her grade from a B= to an A-, C- to C, etc.

Extra credit will only be granted to students during the first seven weeks of each quarter.

Teachers reserve the right to decide whether they will give a student extra credit.

K. Failing Grades Policy

Students are required to repeat courses in which they receive a failing semester grade or "No Credit" due to excessive absences (nine (9) or more unexcused absences per semester). Students will have to repeat the course the following year. Summer credit recovery is offered based upon faculty availability. Fees for credit recovery are based upon the number of credit hours needed. The High School Dean must approve in advance any course taken at another institution or online if a student wishes to obtain credit for it. Typically, students are able to make up only 2 semester Fs (1 total credit) in summer school. The failing semester grade appears on the final transcript, as does the grade for credit. The new

grade does not replace the semester failing grade in the cumulative grade point average.

L. Math and Foreign Language Policy

Math and foreign language classes are different from other academic disciplines because of the cumulative aspect of the curriculum. Therefore, if a student fails the first semester of a math or foreign language class but passes the second semester with a 75 or above, the student will receive full credit for the class. The first semester grade will not be changed on the official transcript. The second semester grade does not replace the first semester failing grade in the cumulative grade point average. A notation will be made on the student's transcript explaining the reason a full credit is granted.

M. Community Service

Volunteering for community service provides an opportunity for students to develop interpersonal and organizational skills, enhance self-esteem, and gain an understanding of important social issues. Therefore, Fortune Academy High School strongly recommends students to perform community service. Our goal is to help students develop a habit of volunteering and to assist them in finding the most meaningful service opportunities possible. Students are encouraged to complete five hours of community service outside of school hours during each school year. Students must document and track these hours with their Advisor.

High School Advisory

Each student is assigned a faculty advisor. Ninth, tenth, eleventh, and twelfth grade advisory groups meet weekly. The overall goal of the advisor/advisee program is to establish meaningful and supportive relationships between students and faculty, as well as to teach students organizational skills. Advisory time will also be when students learn about their individual learning profiles and practice articulating their strengths and challenges as a learner as well as accommodations they find to be helpful. Other issues integral to each student's successful participation in the Upper School are also addressed as needed.

ACTIVITIES AND PROGRAMS

A. Extra Curricular Eligibility Policy

Students must attend a minimum of four class periods in order to participate in extracurricular activities that day. Students must also maintain a minimum passing grade of 70% in all academic courses/subjects.

If a student does not meet the academic requirements, he/she will be placed on an academic improvement plan.

1. Meet with the teacher to discuss the improvement plan.
2. 100% completion of all classroom work
3. If a student successfully completes steps 1 and 2 and still is unable to raise his/her grade to a minimum of a C, it is at the discretion of the teacher and the administration as to whether the student is able to participate in his/her extra-curricular activity.

A student who is serving an in-school or out-of-school suspension will be *ineligible* to participate in extracurricular/co-curricular activities on the calendar day(s) of the suspension.

B. Athletics Eligibility Rules

In order to be eligible to represent Fortune Academy in interschool athletics, the student:

- Must have a contract with Fortune Academy for the current school year.
- Must be 12 years old or older (unless running cross country, then fourth grade and up)
- Must attend ten individual days of organized practice with Fortune Academy coaching staff before playing in an interschool match.
- Must have had a physical examination between May 1st and your first practice, and have it filed with the Fortune Academy Athletic Department.
- Must not show discredit to Fortune Academy or bring about negative influence on the moral, discipline, or good order of the educational environment at Fortune Academy.

- Must show written consent from a physician stating ability to participate if you miss five or more days due to illness or injury.
- Must maintain a minimum passing grade of 70% in **all** academic course/subjects. The athletic eligibility cutoff date is the Monday following the end of each grading period. At the end of each quarter, the quarter grade is used to determine eligibility. It is the responsibility of each coach to check for academic eligibility. This may be done by collecting grade cards from athletes or requesting information from athletic director.
- Must follow all Fortune Academy rules and policies.
- Must actively participate in all practices determined by coach.
- Must contact coach if you will be absent from practice or contests. Any absences not given prior notification will count as unexcused. Three unexcused absences will result in removal from the team.
- Must attend the final three periods of class the day of the athletic contest in order to participate in that day's contest.

C. Athletics General Information

- Fortune Academy has a “no-cut” policy. All team members are required to dress for games.
- Being a member of an athletic team is a commitment. Quitting a team during either the practice season or regular season will result in the athlete being ineligible to practice or participate in another sport during that school year.
- Unsportsmanlike conduct: If an athlete is ejected or disqualified from a contest for any unsportsmanlike conduct there will be a conference with the School Administration and team coach on the following school day. Each case will be handled on its own merits with discipline being set by the specific case.
- Any athlete caught possessing, using, or being under the influence of alcohol, tobacco, tobacco products, or any illegal substance will result in expulsion from the athletic program for the remainder of the season, in addition to the policies set forth and explained fully in the Fortune Academy Parent and Student Handbook.
- Any student that engages in bullying behaviors such as intimidation, harassment, or exclusion will be suspended from play until a conference with the School Administration and team coach has taken

place. Each case will be handled on its own merits with discipline being set by the specific case.

- All school owned athletic equipment and uniforms issued are the responsibility of the athletes. An athlete will pay for any damaged equipment or uniforms not returned at the end of the season.
- Athletes may be required to purchase personal items such as pants, shoes, cleats, etc. Coaches will determine required items.

*Additional rules may be instated as deemed necessary by the coaches with approval by administration.

D. Sports Awards

Varsity Letter:

A varsity letter is earned through hard work, determination, and meeting the necessary requirements of participation. A letter is a significant recognition of achievement, the standards of which are as follows:

- The athlete must have followed all rules and regulations of the sport.
- The athlete must be an active member of the team and show unselfish cooperation and good spirit both in practice and in contests.
- If an athlete began the season with a team, but due to an injury received while competing or during practice could not continue with the team, the athlete may be recommended for a letter by the coach.
- If a student quits, is suspended, or is put on probation for disciplinary reasons, or otherwise becomes ineligible during the season, the student may forfeit any letter awards.
- Student athletes are expected to represent their school well by following all school policies in school as well as at the location of their sport. If students fail to meet these expectations, they may forfeit any letter awards.
- On the year of receiving a second Varsity letter, award athletes will earn the right to purchase and wear a Letterman Jacket.

E. Scholar Athlete

A scholar athlete award is earned through hard work, determination and finding a balance between extra-curricular activities and schoolwork.

- Athletes must maintain a 3.5 GPA during the season.