



# FOUNTAIN SQUARE ACADEMY

*Where All Roads Lead to College*

## **Student Handbook 2008 – 2009**

### **Mission Statement**

Fountain Square Academy will make “no excuses” for its student population and will dedicate itself to ensure that all students show growth in character, academics, life skills, the arts, and wellness using teaching skills tailored to meet the needs of each student.

### **Nondiscrimination Policy**

No school owned or operated by 21st Century Charter School, Inc. shall discriminate against any student, teacher, or employee on the basis of race, religion, gender, or national origin. Furthermore, in regards to students, the school admits students of any race, religion, gender, color, national and ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, gender, color, national or ethnic origin, and disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

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## TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
Attendance Policy	3
Before and After School	4
Cafeteria	4
Child Abuse Protocol	4
Co-Curricular Program	5
Communications	5
Computers	5
Curriculum	6
Discipline	7
Dress Code: Uniform Policy	13
Educational Philosophy	13
Emergency Closings	14
Emergency / Disaster Plan	14
Enrollment Policy	14
Field Trips	15
Health and Nursing Services	15
Homework Policy	17
Lost and Found	17
Money	17
Notes from Home	17
Parent Rights	18
Parent – Teacher Conferences	18
Parent – Teacher Organization	18
Parent Visitations	19
School Goals/Report Card/ PL 221 Accountability Plan	19
Parties at school	20
School Board	20
Technology Policy	20
Telephone Usage Policy	21
Volunteers	21

## **Attendance Policy**

A student's attendance is essential to learning, and every student and parent has the responsibility to ensure that the student is attending class regularly to take full advantage of the educational opportunities offered by Fountain Square Academy. To support that academic growth, the school has put in place the following attendance policies and procedures:

### **A. Excused Absences:**

- A student is considered to have an excused absence under the following conditions:
- The parent must call the school before 9:30 a.m. on the day of the absence.
- An excused absence may be granted for the following reasons:
  - Death in the immediate family
  - Mental, dental, court, and other required appointments.
    - Statement from the doctor, dentist, etc., required upon return to school.
  - Personal illness or injury
  - Serving as a Paige in the Indiana General Assembly
  - Major religious holiday
- After three days of consecutive absence, a doctor's statement or other verification, will be required before the student can return to school.
- After 7 days of excused absences (consecutive or cumulative), a conference between the student, the parent, and the principal will be required to assess the impact the absences are having on the student's academic work.

### **B. Early Release:**

- A student will only be released early for a documented medical, dental, or other required appointment.
- A parent or guardian must pick the student up and report to the office to sign the student out.
- Any early release for any other reason must be approved by the principal, or the student will be considered an unexcused absence for the entire day.

### **C. Tardiness:**

- A student may be late for school only for a documented medical, dental, or other required appointment, otherwise the student will be considered to have an unexcused tardy.
- Any student who is late to school for any reason must report to the main office for a tardy pass.
- After 5 days of tardiness (consecutive or cumulative), a conference between the student, the parent, and the principal will be required to assess the impact the absences are having on the student's academic work.
- After 10 days of tardiness (consecutive or cumulative), suspension or expulsion of the student may result.

### **D. Truancy:**

- Any unexcused absence is considered a truancy. If a student is truant more than (5) times during the year, he/she will be considered "habitually truant" under Indiana law and school policy.
- Habitual truants and their parents/guardians will be reported to the Marion County Prosecutor's Office.
- Habitual truants may be expelled from school.

- ✓ After 3 unexcused absences, the school attendance officer convenes a meeting with the student and parent(s). A letter regarding the compulsory attendance law is given to the parent(s). Discuss the consequences of 4 & 5 unexcused absences; suspension and/or expulsion may result.
- ✓ After 4 unexcused absences, the school attendance officer contacts the student's family noting again of possible consequences should this behavior continue.
- ✓ After 5 unexcused absences, a certified letter is sent to the student's parent(s), and the Marion County Prosecutor's office is notified.

### **Before-school / After-school**

Students may arrive at 8:30a and must be picked up no later than 5:00p.

### **Picking Up Children from School**

Bus riders will board the school bus at dismissal.  
Parents/Guardians picking up students must form a line in the street closest to our sidewalk. Do not park in the parking lot to wait for your child at dismissal.

**Pick-up and drop-off at any other time**  
**WHEN A STUDENT COMES TO SCHOOL AT NON-PICK-UP OR NON-DROP-OFF TIMES, THE STUDENT MUST BE BROUGHT/ PICKED UP AT THE OFFICE BY AN ADULT AND SIGNED IN/ OUT.**

### **Cafeteria**

*Side Street Deli* will provide quality breakfast and lunch for our students. The menus will be distributed on a regular basis. Students may bring their lunch to school if they choose to do so.

Lunch - \$2.50  
Breakfast - \$1.60

Reduced Lunch - \$.40  
Reduced Breakfast - \$.30

### **Child Abuse Protocol**

#### **Sexual Abuse / Harassment Policy**

Indiana requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as the Fountain Square Academy, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. All employees and volunteers at Fountain Square Academy must adhere to the following procedures:

In the event of suspected, reported or discovered child abuse or violation of the Child Protection Guidelines of the Fountain Square Academy, the employee or volunteer shall immediately notify the principal, or, in the absence of the principal, a person designated by the principal and Dana Johnson, Vice-president and General Counsel for GEO Academies. In the event of suspected, reported or discovered child abuse or neglect, an employee or volunteer will also immediately make a report to the local child protection service or law enforcement agency.

Primary Contact: Sr. Pamela Kay Doyle, Principal  
Indianapolis Metropolitan Police Department: IMPD South  
Child Protection Services ([www.211.org](http://www.211.org))

317-536-1028 ext. 3060  
317-327-6300  
317-926-4357

At the beginning of each school administrative year, all employees and volunteers working with minor children will receive training regarding the signs of child abuse, including child sexual abuse, and will receive instruction regarding reporting procedures for any and all suspected child abuse.

### **Fountain Square Academy child protection guidelines:**

1. All adults and youth, employed and volunteer, must be screened prior to beginning work.
2. Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any activity or program for minors.
3. Employees and volunteers who work with children and youth shall observe the "two-person rule" or the "open door policy" at ALL times. A situation where one person is alone with a child or youth should be avoided. This policy is mandatory for employees and volunteers working with Nursery and Kindergarten age children.
4. All employees and volunteers working with children and youth are required to be members or active constituents of the GEO Academies. An active constituent is a person who volunteers, substitute teaches, or visits Fountain Square Academy on at least a monthly basis. Those who have relocated into the community may become employees and volunteers if they have been active over the last 12 months in a school or church and have a current background criminal check form on file less than one year old.
5. When the Fountain Square Academy building and/or facilities are being used with permission by another group or organization that works with children under the age of 18, the leaders of that group or organization must have a "primary screening form" on file in the school office. The leaders will be expected to comply with the child protection guidelines of the GEO Academies & Fountain Square Academy.
6. Reporting Incidents: Reports shall be documented in writing with the date of the report, the time of the report, the telephone number and name of the recipient to whom the report was made, name of person making the report, and a brief synopsis of the report. If at all possible, oral reporting will be recorded in the presence of a witness.

### **Co-Curricular Programs**

There will be opportunities after school for a variety of academic clubs and special programs. A limited athletic program consisting of intra-mural sports is offered.

### **Communicating with the School**

We believe that parents should be actively involved in the school. It is our intention to provide timely information in the areas of program, curriculum, special events, procedures, policies, etc. A school newsletter and communications with individual teachers will be the primary sources of school news. You are encouraged to contact us by phone, e-mail, or through notes. You can also find pertinent school information on our website at [www.fountainsquareacademy.org](http://www.fountainsquareacademy.org).

### **Computers**

All students in grades 5 – 12 will use a desk top computer. Our students will use the computers approximately one third of the day for instruction. Students will receive instruction in the proper care of the computers. User agreements must be signed by the student and parent and returned to the school to be kept on file. This letter is in the back of the handbook.

STUDENTS, PARENTS, AND FAMILIES ARE EXPECTED TO FOLLOW THE TECHNOLOGY POLICY FOR THE SCHOOL. ANY ABUSE OF THE COMPUTERS COULD LEAD TO SUSPENSION AND EXPULSION FROM THE SCHOOL.

## Curriculum

The goal of Fountain Square Academy is to equip students with two kinds of literacy necessary in the 21st century - the ability to read, write, speak, and calculate with clarity and precision and the ability to participate passionately and responsibly in the life of the community. The goal is to enable students to become literate, self-motivated, lifelong learners by providing a multi-cultural, student-centered environment in which all students will be held to high academic and behavioral standards, work in collaborative relationships, both within and outside the school site/calendar, and perform service to the greater community.

The Indiana Academic Standards are the core of all instruction in all academic components. Each student will be given the opportunity to master the standards in all content areas. Constant emphasis on basic standards will be interwoven throughout the components of instruction. The standards descriptions will be used as lesson plan guides. The *A+nywhere Learning System* computer-based curriculum is aligned with the standards. The ALS curriculum can assess a student and prescribe lessons based on skills to be mastered. Daily progress will be monitored and available to parents through on-line methods, weekly progress reports and student portfolios.

Students will advance on a continuous progress and mastery-learning basis. A student will be considered as having completed a traditional grade level when the Indiana Academic Standards have reached mastery for 80% of the skills in math, language, science, and social studies. Since skills are spiral in nature and are repeated throughout the grade levels in different intensity, complete mastery will continue to be the goal and the previous year's standards will be re-approached until mastered.

Teachers will use additional materials to provide teacher-directed lessons. A balanced literacy approach will be used to assure that children experience various types of literature and are reading at their instructional level. Special education student goals will be based on abilities but with high expectations with grade level standards.

Fountain Square Academy will work with the students to use the grade level expectations as the bar for each year's progress. However, *exceeding the standards is always the goal*. The mastery level will be determined through multiple assessments, including the ISTEP+ and NWEA testing. Special education students will be expected to reach for grade level mastery at a level determined by case conference and individual considerations.

To accomplish general goals for an educated and well-rounded child, the *Core Knowledge* series by Dr. E. D. Hirsch, Jr., will enhance and strengthen the Indiana Academic Standards.

### Core Values

The values of honesty, integrity, diligence, kindness, courage, empathy, altruism, courtesy, respect for authority and for others, and responsible independence will be modeled and taught at Fountain Square Academy. The curriculum for values and character will be developed by the staff with parents' input and will make use of current character education materials.

### Core Academic Skills

- **Mathematics:** Students will develop abilities to reason logically and to understand and apply mathematical processes and concepts, including those within arithmetic, algebra, geometry, and other mathematical subjects, which the staff and school board deem appropriate.
- **Language Arts:** Students will demonstrate strong reading, writing, listening, speaking, and presentation skills, in multiple forms of expression (e.g., written, oral, multimedia), with communication skills appropriate to the setting and audience. They will comprehend and critically

interpret multiple forms of expression, including literature from various time periods, cultures and languages.

- **Science:** Students will successfully utilize scientific research and inquiry methods to understand and apply the major concepts underlying various branches of science, which may include physics, chemistry, biology, ecology, astronomy, and earth sciences.
- **History/Social Studies:** Students will understand and apply civic, historical, and geographical knowledge in order to serve as citizens in today's world of diverse cultures.
- **World Language:** Students will gain knowledge in speaking, reading, writing, and listening comprehension. Students will understand key aspects of the culture, both past and present, of the second language.
- Underlying and utilized throughout each of the above subject areas will be other core skills such as: **critical thinking skills** (e.g., problem-solving, analyzing, and applying knowledge) and the ability to effectively apply to real world experiences.
- Creative expression through various forms of the **arts** (e.g., music, visual/studio arts, drama, and dance).
- Knowledge of pertinent issues of **health** and the development of **physical fitness**.

#### **Social / Interpersonal Skills:**

Students will demonstrate:

- Ability to engage in responsible, compassionate peer relationships, by participating in **conflict resolution** training;
- Ability to collaborate and work effectively with others in **cooperative groups**;
- Strong **citizenship** and **leadership** skills by planning and implementing a project in **service** to the school and/or greater community.

#### **Life Skills:**

Students will develop skills necessary for a healthy adult life, including:

- **job readiness and career development** skills (e.g., developing resumes, job internship skills);
- **Higher education continuance** skills (e.g., college applications, financial aid forms, Armed Service process);
- **Personal financial management** skills (e.g., budget development, balancing check books).
- **Productive Citizens** (e.g. create a job; get a job, prepared for higher education (college/military) and life-long learning.

### **Discipline and Behavior**

Students are expected to behave in a manner consistent with allowing the learning process to proceed efficiently. This means that students' behaviors must show consideration for other students, faculty and staff. Behavior which inhibits the learning of others or negatively affects their safety will not be tolerated and will result in consequences appropriate to the offenses committed.

Discipline is one of the most important lessons of education. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School faculty and staff members will make every effort, individually and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The responsibility for the development and

maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community.

### **Discipline Plan**

Children come to school to learn and no child has the right to infringe upon any other student's right to learn. To promote an atmosphere of learning, we will expect the children to observe the following guidelines:

#### **I. Maintain calm and quiet with low voices throughout the building**

#### **II. Listen:**

- A. To adults
- B. To others

#### **III. Follow the directions given:**

#### **IV. Practice respect:**

- A. To self
- B. Others
- C. Things

### **Positive Consequences for Appropriate Behavior**

**Students may be recognized for appropriate behavior on a daily or weekly basis. Some examples of positive reinforcements practiced at Fountain Square Academy include:**

- A. Positive notes, phone calls, e-mails to parents/guardians
- B. Praise
- C. Certificates
- D. Special outing

### **Consequences of Discipline Infractions**

**Routine discipline infractions will be followed by a series of steps to produce more appropriate behavior. The principal reserves the right to intervene in Steps 1 – 5 or take another form of appropriate action when she deems it to be necessary.**

- Step 1
  - Verbal warning from teacher or another adult
- Step 2
  - Classroom appropriate action/consequence
- Step 3
  - Communication to parent/guardian by the referring faculty or staff member before the end of that same day and a possible parent/teacher conference
- Step 4
  - Written disciplinary referral and phone call to Dean of Students
  - Dean of Students communicates infraction with parents/guardians
  - Dean of Students assigns after school detention or Saturday school as deemed necessary by the infraction
- Step 5
  - Conference with parent/guardian to discuss the consequence of a Behavior Contract and Behavior Contract is drawn up
  - Next infraction results in implementing the behavior contract immediately as overseen by the dean of students
  - The contract will be in effect from the date written/implemented through May 22, 2009.
  - A breaking of the contract by the student may result in a suspension or expulsion with due process.

### Serious Infractions and consequences

**The principal reserves the right to move directly to Step 4, Step 5 (by-passing Steps 1 – 3), and/or take another form of appropriate action (suspension and/or expulsion with due process) in the event one of the following occurs:**

- Defiant behavior (include disrespectful tone of voice and attitude)
- Fighting or other acts of aggression including physical or sexual harassment
- Intentional destruction or marring of equipment, materials, or property
- Stealing
- Cheating
- Lying
- Use or possession of weapon, tobacco, alcohol or drugs
- Bringing a laser pointer to school or having a laser pointer in the student's possession at school.
- Habitual disruption

### Discipline: Suspension, Expulsion, and Due Process

The types of disciplinary action taken by the school administration may include but will not be limited to the following:

Conferences  
After school detention  
Saturday School  
Parent Shadowing  
Suspension  
Expulsion  
Other Courses of Action

### Definitions and Procedures of Disciplinary Action

- A. Conferences: May include counseling with a teacher, guidance counselor or administrator concerning the behavioral problem and recommendation for improvement. Parents may be asked to participate in the conference.
- B. After school detention: The student will spend time after school from 4:00p – 5:00p.  
Saturday School: The student will spend time at school from 8:00a – 12:00p on a given Saturday
- C. Parent Shadowing – The parent will need to come in to the school for an entire day and attend classes with their child.
- D. Suspension – Disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less and which does not constitute an expulsion. When expulsion is recommended, the student may be suspended by the hearing officer appointed by the President of the Board of Directors until the date of the expulsion or exclusion hearing.

The Principal may suspend students for no more than ten (10) school days for conduct that constitutes grounds for expulsion or suspension. Suspension shall be made only after the Principal (Assistant Principal and/or Dean of Students) has made investigation thereof and has determined that such suspension is necessary to help any student or to prevent interferences with an educational function or school purpose.

No suspension may be made without affording the student an opportunity for an informal hearing. At the informal hearing the student is entitled to:

A written or oral statement of the charges against him/her:

An opportunity to explain his/her conduct with parents or guardians present unless waived.

Notice of the informal hearing shall precede suspension of the student except where the nature of the misconduct

requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.

Within 24 hours or such additional time as is reasonably necessary, following suspension, the Principal (Assistant Principal and/or Dean of Students) shall send a written statement to the student's parents describing the student's misconduct. The Principal (Assistant Principal and/or Dean of Students) shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school.

Special education students may be suspended using the same procedure with Article 7 compliance.

- E. Expulsion – Disciplinary action whereby a student
1. Is separated from school attendance for a period in excess of ten (10) days;
  2. Is separated from school attendance for the balance of the current semester year unless a student is permitted to complete required examinations in order to receive credit for the courses taken in the then current semester or current year; or
  3. Suffers a penalty that automatically prevents his/her completing within normal time his/her overall course study in the school.
  4. When a request for expulsion or exclusion of a student is filed with the President of the Board of Directors, the student may be suspended by the Principal for no more than ten (10) days, in accordance with IC 20-8.1-5-6. However, the student may be suspended by the hearing officer appointed by the President of the Board of Directors while he or she makes the report and recommendation of his finding to the President of the Board of Directors if the hearing officer finds that the student must be suspended immediately to prevent or substantially reduce the risk of:
    - a. Interference with an educational function or school purposes; or
    - b. A physical injury or illness to himself/herself, other students, school employees, or visitors to the school.

When the expulsion proceedings are initiated, the student and his parents will be sent forms which state the charges of misconduct, explain the procedure for requesting a hearing, and describe the hearing procedures.

Special education students may be expelled or excluded from school, but only if a case conference precedes the due process procedure.

- F. Exclusion – The term exclusion means the separation of a student from, or denial of, admission of a student to school for any of the following reasons:
1. If the student has a dangerous communicable disease.
  2. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property.

<b>Procedure for Exclusion: Same as expulsion</b>
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- G. Other Courses of Action – The Principal, CEO, Dean of Students, any teacher, bus driver or any other person authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes or to prevent an interference therewith, including, but not limited to counseling, parent conferences, assignment of additional work, arrangement of class schedules, requiring the student to remain in school after regular school hours, or restriction of extra-curricular activity.

Terms

**Bullying** – Bullying is defined as intentional hurtful acts, words or other behavior committed by one or more students against another student or students with the intent of harassing, ridiculing, humiliating, intimidating, or harming another student or students. Students bullying other students will not be tolerated.

**Discriminatory Acts** – Discriminating against others in any manner including but not limited to hazing, ethnic, gender, racial, disability slurs, and/or harassment will not be tolerated.

**Disruptive Behavior** – A student must not engage in any activity or behavior that disrupts the educational process.

**Failure to comply** – All students must comply with a reasonable request issued by any school employee. A request to go to the Principal, Assistant Principal, Dean of Students, or to go to class in a timely manner will always be interpreted as reasonable.

**False emergencies** – Any student guilty of purposely causing a false emergency such as a 911 call, fire alarm, bomb threat will be disciplined and, if warranted, turned over to the proper authorities.

**Fighting/Battery** – any confrontation in which both parties have contributed to the conflict by provocation or physical action. If you hit someone, it is battery. If someone hits you and you hit back, it's battery.

**Gang Activity** – Being involved in any conduct identified as illegal or disruptive gang activity will not be tolerated. This is interpreted as including but not limited to active gang membership. Coercion, threats, intimidation used to promote gang activity in any way will not be tolerated. Displaying gang colors or insignia and/or any other gang related paraphernalia will not be tolerated.

**Horseplay** – Running, excessively loud talking and horseplay are not permitted in the building.

**Intimidation** – A student shall not use language, gestures & facial expressions, or written messages that are considered abusive, threatening, harassing, offensive, or disrespectful by school personnel.

**Selling/Trading/Gambling** – Students are not allowed to conduct any non-school fund raising activities, gamble, sell or trade anything on school grounds or on the school bus.

**Sexual harassment** – Students will refrain from any form of sexual harassment including but not limited to: unwelcome sexual advances, requests for sexual favors and/or other inappropriate verbal nonverbal or physical conduct of a sexual nature.

**Substance abuse** – Students are to refrain from the use, possession, transmission or being under the influence of tobacco, harmful drugs, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, non-alcoholic beer, stimulant, or intoxicant of any kind. Students are not to possess or transmit drug paraphernalia.

**Theft/Damage or Destruction** – Stealing or attempting to steal, damaging or destroying school or private property; a student should never be in possession of stolen property.

#### Items prohibited in classrooms & hallways

- Food
  - Exceptions: medical reasons, celebrations, etc.
- Gum
- Electronics
  - Unauthorized electronic and computer devices
  - Cell phones and pagers
    - Electronic devices and cell phones are not to be carried on a student's person; they may be stored in a student's locker throughout the day
    - Electronic devices and cell phones are subject to confiscation.
    - Students are not permitted to use computers designated for faculty and staff.
- Book bags and purses
  - Exceptions: grades 5 & 6
- Heavy coats and jackets
  - Exceptions: grades 5 & 6

Bottled water is permitted in the classrooms and hallways.  
Food and drink are permitted in the cafeteria only.

#### **Due Process**

The Indiana General Assembly guarantees due process for pupils suspended or expelled from classes for more than (10) days and outlines in detail the procedures to be followed when a student is disciplined by suspension or expulsion. In cases of expulsion for more than ten days the President of the Board of Directors appoints a hearing officer. The hearing officer will notify the student of "due process."

Violations for which a student may be suspended or recommended for expulsion from school include:

**A. Suspension**

1. Insubordination (failure to follow teacher instructions, defiant attitude, disrupting class, misbehavior, not reporting to office)
2. Using tobacco on school grounds at any time; includes school activities and functions
3. Possession of smoking materials
4. Fighting, threat, general harassment, sexual harassment
5. Obscenity, profanity
6. Leaving the building without permission
7. Cafeteria disruption
8. Cutting classes
9. Reckless driving
10. Other violations that are detrimental to school purposes. (see separate technology section)

**B. Expulsion**

1. Any violation listed under suspension which is violated excessively or more severely.
2. Possession of a weapon
3. Use of a weapon or threat with a weapon
4. Firecrackers and other explosives
5. Throwing water balloons, snowballs, or other missiles while in the school building or on a bus
6. Vandalism
7. Physical attack on staff member
8. Theft
9. Knowingly possessing, using or transmitting alcohol, drugs, or look-a-like drugs while at school or while attending a school activity
10. Attending school or a school activity while knowingly under the influence of drugs or alcohol
11. Possession of drug paraphernalia
12. Other violations that are detrimental to school purposes.

Guidelines for School Bus Conduct

**Riding a school bus is a privilege and must be regarded as such by the student.** Rules of school bus conduct and safety are established for the protection of the student, other students riding the bus, and the school. Please note school bus conduct handbook.

School bus discipline is essential to the safety and welfare of our students. We encourage effective communication among bus drivers, parents, and transported students in helping us to enforce proper discipline guidelines. It should be understood that the administration reserves the right to enforce this policy at any step if the severity of the discipline incident justifies such administrative judgment. Suspension of the privileges to ride a bus includes any corporation transportation. A student's immediate removal from the bus, at any point on the transportation route, is warranted in emergency cases when it is necessary to prevent injuries to persons or property.

Snow Safety

Snowballing is not permitted at school. Snowballing is also forbidden to and from school, and parental cooperation is essential to the enforcement of this rule.

**Dress Code: Uniform Policy**

The dress code policy at Fountain Square Academy has been designed to provide a uniform atmosphere that encourages learning by removing unnecessary distractions. **Each family that accepts enrollment in the school also accepts the dress code as mandatory.** If there is a change in dress code for a field trip or special event, parents will be notified of the change prior to the day of the event. Otherwise, the dress code must be followed at all times.

We rely on our parents to help reinforce these expectations. It is the parents' responsibility to guide their child towards cleanliness, neatness and modesty. It is expected that students will come to school with clean garments that are in good repair. Holes are not allowed. To prevent any misunderstanding and ensure continuity, the following dress code guidelines must be followed by all students in grades 5 – 12.

- Shirts: gray or plum w/ the **Fountain Square Academy** logo
  - Shirts must be worn tucked-in at all times.
- Pants: khaki-tan, navy, or black
  - Pant-length must reach the top of the student's shoes.
  - No cargo pants, Capri pants, or shorts may be worn.
  - Pants must be plain, no embellishments.
- Shoes: closed-toe shoes with socks
  - No sandals or flip-flops
- Sweatshirts: plain solid color crewneck sweatshirts (visible shirt collar)
  - College pull-over hoodies and crewneck sweatshirts may be worn.
  - Sweatshirts w/ zippers may not be worn during the school day.

Because this is a transition year with shirt colors changing, last year's shirts may be worn during the 2008 – 2009 school year. New shirts (gray and plum) will sell for \$15 throughout this school year. Last year's shirts will sell for \$10 while supplies last.

Tattoos (including temporary) should not be visible.

When on school property including after school activities, it is expected that the above guidelines for dress code be followed unless otherwise indicated.

## **Educational Philosophy**

The educational philosophy of Fountain Square Academy is to teach according to the needs of the individual while maintaining a commitment to standards achievement. Using technology as a management and delivery tool, as well as off-computer activities emphasizing hands-on learning, students will proceed through the standards instruction guaranteeing an ordered scope and sequence. All students will be given a variety of quality continuous assessments to make sure that skills are mastered. The school will use the Indiana Academic Standards as the basis for instruction.

The curriculum will be woven through the following six components of instruction:

- Core values and character education
- *Core Knowledge*, E. D. Hirsch
- Standards basic skills instruction – sequential and measured
- Project-based learning aligned with student interests, course work, and standards: job-shadowing and internship opportunities
- Fine arts
- Physical wellness

## **Emergency Closings**

It may be necessary for the school to close or delay opening because of severe weather conditions or other emergency situations. If a closing seems possible, you are requested to watch one of the following television stations for this information or check their websites.

WRTV Channel 6	WISH-TV Channel 8	WTHR Channel 13	WXIN-TV Fox 59
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## **Emergency / Disaster Plan**

The following emergency/disaster situations are addressed in the current safety plan:

Serious accident, injury or illness	Hazardous Material Spill
Fire	Bomb Threat
Tornado	Earthquake
Severe winter weather / winter storm	Flood
Intruders with intent to harm	Terrorism
Nuclear contamination	Bio-hazard or bio-terrorism

Your child's safety is our first priority; therefore, we constantly and continually undergo revision of our safety plan to make it stronger for all who enter our school.

## **Enrollment Policy**

### Enrollment Process

The charter school enrollment guidelines prohibit discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or need for special education services. As it is anticipated that the enrollment interest will exceed the enrollment capacity, Fountain Square Academy has adopted a non-discriminatory enrollment policy. (Please see the title page for the statement.) School enrollment will be solicited by advertisement and publicity and through informational meetings during January and February of each year. Applications will be accepted beginning February 1 through March 15. Students currently on the waiting list will maintain their position in grade 5 and above with new applicants placed in order of application at the end of the waiting list. A student orientation process will be implemented to ensure that both the parents and students understand the school mission and culture.

### Enrollment Assurances

Fountain Square Academy will implement a student recruitment strategy that includes, but is not limited to, the following elements or strategies to ensure a racial and ethnic balance among students reflective of the community:

- An enrollment process that is scheduled and adopted to include a timeline that allows for a broad-based recruiting and application process;
- The development of promotional and informational material that appeals to all of the various racial and ethnic groups represented in the community;
- The appropriate development of promotional and informational materials in languages other than English to appeal to limited English proficient populations;
- The distribution of promotional and informational materials to a broad variety of community groups and agencies that serve the various racial, ethnic, and interest groups represented in the community;
- Outreach meetings throughout the community to reach prospective students and parents.

## **Field Trips**

Students will go on many field experiences within and outside the city limits of Indianapolis as a general part of their education. Details concerning field trips will be shared with parents/guardians as the trips are planned. Permission slips will be issued for field trips away from the school when bus transportation is used.

### **Health and Nursing Services**

A nurse or nurse-delegate will be available for assessing the health needs of our students. There will be first aid certified and CPR trained staff on site at all times. Light-duty first aid (i.e. band-aids) will be taken care of by school staff.

#### Medication Policy

When it is necessary for a child to take medication during the school day, Indiana State Code must be followed. Both prescription and non-prescription medication must be brought to the school clinic and kept there for the nurse or nurse-delegate to dispense. Medication may be given or dispensed only by a school administrator, school nurse, teacher, or other school employee designated by the school administrator. All administration of medicine shall be documented in writing. Any designated employee, who is responsible for administering injectable insulin or a blood glucose test by finger prick, shall receive proper training from the school nurse and such training shall be documented in writing by the school nurse and kept in the employee's file.

#### Prescription Medication

1. The school must have written permission from both the doctor and parent or legal guardian. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year. The parent note should include the time schedule for administration of medication. If the medication is to be terminated prior to the date on the prescription, the written consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.
2. Medication must be in the original pharmacy container with the pharmacy label bearing:  
Date  
Student's name  
Name of medication and strength  
Directions for administering (frequency, amount, route)
3. In NO INSTANCE may the physician's ordered medication dosage or frequency of administration for prescription medication be altered.
4. In NO INSTANCE may the student carry inhaler(s) on him/herself without a **Student Asthma Action Card** filed in the clinic and signed by parent and physician, giving permission for student to carry inhaler on person.

#### Non-prescription medication

1. Must have written permission from parent and doctor, including:  
Date  
Student's name  
Name of medication  
Amount to be given  
Frequency of administration and time schedule  
Date to discontinue
2. Must be in original container bearing:  
Name of medication  
Directions for use  
Recommended dosage  
Manufacturer's expiration date (if appropriate)
3. Medication container must be labeled with student's name (use permanent ink).

4. In NO INSTANCE may the manufacturer's recommended dosage or frequency of administration for non-prescription medications be exceeded, unless a written note from the physician, stating that the medication may be given, is presented with the medication.

#### Health, Injury, and Illness Reporting Procedures

1. When a student becomes ill or injured at school he/she is to report to the teacher. The teacher will initiate a "Nurse Referral".
2. It is school policy to send a child home with a temperature of 100° degrees or higher. The child should remain at home until his/her temperature has been below 100° for 24 hours without fever reducing medications. If it is determined that the student should not be in school due to illness or injury, the school nurse or administrative office staff will call the student's parent/guardian.
3. The parent/guardian is responsible for transporting the student home or for making arrangements for transportation. If the student is to be released to someone other than the parent/guardian, the school must be notified by the parent/guardian. Another student may not transport a student who is ill or injured. The school nurse may not transport ill or injured students.
4. If the parent/guardian cannot be reached, persons who are listed on the enrollment/emergency card as "will assume care for my child if I cannot be reached" will be contacted in the order given (#1, first and #2, if necessary). Parent/guardian permission to release the student to anyone other than the parent/guardian must be on file or verbally obtained.
5. In the event that the parent/guardian or the designated temporary caretakers cannot be reached the student will remain in the clinic. At the end of the school day, if attempts to contact the parent/guardian or the temporary caretaker are unsuccessful, and in the best judgment of the school nurse or the designee, the student's condition is not deemed to be serious, he/she will be transported home by the usual means.
6. If the student's condition appears to be or appears to become such that immediate medical attention is required, Emergency Medical Services will be requested, and their recommendations will be followed.
7. Fountain Square Academy does not assume financial responsibility for Emergency Medical Services, emergency transportation, or medical services rendered.

#### Immunizations

Indiana Code requires that the school corporation maintain a file of immunization history for each child. When a child enrolls for the first time or any subsequent time and at any level, his/her parents must show either that s/he has been immunized or that a current religious or medical objection is on file. The law further states *that no child may remain in school beyond the date of his enrollment without minimum required immunizations.*

Minimum Immunization Requirements for all children newly enrolled in Kindergarten and grade one and less than 7 years of age:  
5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) or 4 doses are acceptable if the fourth dose was administered on or after the fourth birthday;  
4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination or 3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday;  
2 doses of measles (rubeola) vaccine, on or after the first birthday;  
1 dose of rubella (German measles) vaccine, on or after the first birthday;  
1 dose of mumps vaccine, on or after the first birthday;  
3 doses of hepatitis B vaccine.

Minimum immunization requirements for all children enrolled in grade two or above or 7 years of age and older:

- 3 doses of diphtheria-tetanus-acellular-pertussis (DTaP), or tetanus-diphtheria-pertussis (DTP), or tetanus-diphtheria (Td) vaccine, or pediatric diphtheria-tetanus (DT) vaccine;
- 3 doses of either all oral polio vaccine (OPV) or all inactivated polio vaccine (IPV). If a combination of OPV and IPV is used, 4 doses are required.

- 1 dose of measles (rubeola) vaccine, on or after the first birthday;
- 1 dose of rubella (German measles) vaccine, on or after the first birthday;
- 1 dose of mumps vaccine, on or after the first birthday;
- 2 doses of measles-containing vaccine are required for children in grades six to twelve and students in ungraded classrooms who are 11 to 12 years of age or older by August 1, 1999.

#### Requirements for documentation of immunization history

- **Month/Day/Year must be stated for each (dose) immunization.**
- **Measles (Rubeola) immunization must be live vaccine, given after the first birthday. Clinical infection (Measles disease) can serve as an alternative to immunization only if diagnosed by a physician.**
- **Mumps immunization must be a live vaccine, given after the first birthday. Clinical infection (Mumps disease) may serve as an alternative to immunization only if diagnosed by a physician.**
- **Rubella immunization must be live vaccine given after the first birthday. Clinical diagnosis of Rubella may serve as an alternative to immunization only if the diagnosis is the result of a serological test (blood test).**

**BOTH THE MINIMUM REQUIRED IMMUNIZATIONS AND THE REQUIREMENTS FOR DOCUMENTATION OF IMMUNIZATION HISTORY MUST BE MET.**

### **Homework Policy**

Students will be assigned homework on a regular basis. It is an expectation that it is completed to the best of the student's ability and completed on time. For more information regarding homework, please check with your child's teachers.

### **Lost and Found**

All lost articles are turned in at the main office; and students who have lost items of clothing, books, money, etc., should claim them there. Unclaimed items (including money) will be given to charitable organizations at the end of each semester.

### **Money**

It is strongly suggested that students not be allowed to carry significant amounts of money to school unless there is a specific purpose for which it is to be used.

### **Notes from Home**

Easy contact may be made with the school by:

- E-mails ([www.fountainsquareacademy.org](http://www.fountainsquareacademy.org))
- Written Notes
- Telephone calls

The following *notes from home* will be needed in the event of:

1. Illness or absence from school
2. After school for activities:  
One note may be sent for the entire series of meetings and the teacher will keep it on file (i.e. One note for play practice, science club, chess club, etc.).
3. If a student is going home in a different manner than usual.
4. Dispensing medicine.

5. To be excused for doctor's or dentist's appointments.
6. When a student leaves school with anyone other than the parent or guardian.
7. When a child cannot have outside physical activity or physical education for a period of longer than three days, a doctor's excuse is needed to grant that permission.

## **Parent Rights**

Parents have the right to see all records that pertain to their individual child. If you desire to view your child's records, contact the administrative assistant or the principal. Student records may not leave the office area. You will be given a private area to view the records. By law, student records must be kept confidential and viewed only by school personnel dealing with the child directly. No information can be shared publicly in any way without expressed written permission of the parent or guardian.

### **Non-custodial Parent Rights**

Unless a court order is on file preventing a parent from visiting or receiving information concerning a child, non-custodial parents have the right to visit children, view records, and take part in communications regarding the child. Please contact the school principal concerning any problems with custodial and non-custodial parents that would affect our school.

### **Special Education**

Parents of students identified with disabilities have certain legal rights. Please contact the office for a copy of those rights and safeguards.

## **Parent – Teacher Conferences**

Achieving maximum progress for your child necessitates a close line of communication and understanding between teacher and parent. Parent-teacher conferences are the best means of accomplishing this. The teacher or the parent can initiate such a conference. It is best to make an appointment for a conference. This can be easily done by calling the school office or by sending a note to the teacher. Conferences can be held in person, by phone, or by e-mail. The dates for regularly scheduled conferences are noted on the school calendar.

If, as a parent, you have a concern about something that has happened at school, or if you feel there is some kind of situation that is causing your child to perform below par, please contact the proper person at school. We follow line and staff procedure. Please contact the child's teacher first. If the problem is not resolved, contact the principal.

We welcome the opportunity to talk with you about any of your concerns. We are certain that our parents/guardians are interested and helpful in all phases of the school's program and policy, and we sincerely desire to retain and improve upon this spirit of cooperation.

## **Parent Teacher Organization (PTO)**

All parents, foster parents, guardians, and teachers are encouraged to take an active part in school activities. One way to do so is to join the PTO and attend its meetings and special programs. The PTO provides an opportunity to hear speakers, discuss common problems and to work together for improvement of the school and its programs. Meetings will be scheduled regularly throughout the year, and programs are planned to offer entertainment, enlightenment, and a chance for parents to get to know the school personnel and other parents and provide true volunteer service to the school.

## **Parent visitation & participation**

You may visit the school at any time and help your child to learn by sitting with them and assisting them as they rotate through activities. Parents should be careful to work with teachers and not disrupt the flow of the learning. Fountain Square Academy encourages 10 hours of parental participation per year (volunteer work, visiting, PTO, etc.) by agreement signed at the time of enrollment. Please check in at the front office to be issued a visitor badge and to sign in. (It is required that all volunteers have a background check completed before assisting at the school. Contact the school for more information.)

## **School goals – report cards – Public Law 221 Accountability Plan**

In the interest of fulfilling assessment and accountability guidelines under Public Law 221, the following system will be used.

### Summary of Data

We will construct or acquire detailed data recording software that will allow us to compare scores longitudinally for each student (for annual comparisons of growth and continuous graphing of each student's progress), collective data for all students in areas required by Public Law 221 according to the schedule published by the state, and disaggregated data comparisons based on age, free/reduced lunch status, gender, race, native language and any other classifications developed by the School Assessment Committee.

### Building Accountability Assessment Committee

The school will create a committee consisting of the Board of Directors members, Chief Executive Officer, Principal, teachers, and parents to annually analyze all performance data for the school.

The committee will examine the following:

- Information about how the school's curriculum supports the achievement of Indiana state standards;
- Information about how the school's instructional strategies support the achievement of Indiana Academic Standards;
- Analysis of student achievement based on ISTEP and other assessments;
- Parental participation levels and comparison to student/parent contracted participation described in admissions contract agreement;
- Technology goals and use as an effective curriculum learning system;
- Safety and disciplined learning environment goals and conditions and adherence to state laws;
- Professional development report and effectiveness;
- Attendance rate; and
- Percentage of students meeting academic standards in all areas.

### Continuous Monitoring by Staff, Board, Parents, and Students for Improvement Needed Immediately

Through portfolios, electronic grade books, and computer assessment, the School community will be ready to respond immediately to any need deemed as urgent. Parents will be able to make suggestions or bring matters to light. They are encouraged to participate.

The following areas will be under surveillance at all times:

- Academics;
- Social and character issues;
- Health, safety, and welfare issues;
- School Culture & Environment.

### Progress Reports to Parents and Students

Weekly reporting will be accomplished through Power School and weekly progress reports from the classroom teachers. Mastery level and quantity of skills mastered will be reported. A formal grade report will be issued quarterly.

### Corrective Action Plan

Tracking and records, both written and technology-based, will be used to constantly measure progress for all students regarding stated goals. Students will be expected to master all skills.

### Promotion-Retention-Assignment

It shall be the goal of the school to help students grow at their fastest rate to achieve the highest level of learning and adjustment possible. Teachers will accept students assigned to them at their stage of development and help them progress according to their capabilities. Students will have individual learning plans that place them in the learning levels for which they are best adjusted academically, socially, and emotionally and where they can work and learn most effectively.

Students will progress at their own rate, which is determined by parents, teachers, students, and testing. A student will not progress to the next grade level until a minimum of 80% of the skills are learned.

*Progress to grade levels is not determined by the calendar but is based on student progress and work with mastering skills.* For example, a student could complete two years of math in 16 months. No calendar of grade level roadblocks will exist. A student that needs more time to progress will be given that time. We accept "no excuses" for failure; every child can and will learn.

### **Parties at school**

Schools traditionally have many parties that are seasonal in nature. Our school is not a traditional school. While we will have celebrations and will honor certain occasions, please do not expect traditional seasonal parties on a regular basis.

### **School Board**

School Board meetings will be announced and parents are encouraged to attend whenever possible.

### **Technology Use Policy**

Use of technology is essential to the curriculum and learning at 21<sup>st</sup> Century Charter Schools. Students will participate in a variety of lessons and activities using computers, printers, scanners, and other digital equipment. Students will receive training to use technology at school and home. Parents will be trained concurrently. Students are expected to follow and agree to the "Acceptable Use Policy" signed by all students and parents upon acceptance of enrollment. Appropriate use of technology is outlined below.

#### **Acceptable Use Policy**

Regardless of the circumstance, each student is expected to be responsible and honest, use common sense, and practice proper etiquette at all times. Millions of dollars have been invested in hardware and software in schools to prepare students for today and tomorrow's world. It is important that students help protect the investment. In order to comply, the following rules are in effect:

- It is a federal crime to unlawfully copy software; any student attempting to copy the school's software and/or multi-media materials will be referred to the school's administration and law enforcement for disciplinary consequences according to the student handbook for stealing.
- Tampering with or vandalizing any part of the hardware or software will result in disciplinary consequences according to the student handbook for vandalism.
- Using any commands on the computer that could alter the operations of any part of the computer system, including the default settings, will result in disciplinary consequences according to the student handbook for vandalism.
- The downloading of programs from any source is strictly prohibited. Failure to comply will be treated as insubordination.

- No diskettes or CD-ROMS other than those provided by the school are allowed. If a disk is taken home, it must be scanned before being used at school. Failure to comply will be treated as insubordination.
- Technology is to be used for educational purposes only.
- Games or inappropriate files including pornography are never to be used in the school. Failure to comply will be treated as insubordination.
- Use of computers outside of class period and after school is at the discretion of the teacher. No student is to use computers without an authorized faculty or staff member or parent (at home) present. Failure to comply will be treated as insubordination.
- Students are not allowed to take computer books out of the school without teacher approval. Failure to comply will be treated as insubordination.
- A student's user ID and password must be kept confidential at all times. A student may not change his or her password. A student may only log in using his or her own user ID and password and may only use his or her own directory. Any attempt to do otherwise will be treated as insubordination.

The consequences for misusing computers and technology at Fountain Square Academy are as follows:

- First Offense: Changing computer configuration, deliberately accessing another student's account, deliberately harming any of the equipment, or surfing the web without an educational assignment will result in the parent being called and student losing all computer privileges for a specified period of time outside of the usage necessary for the basic curriculum.
- Repeat offenders and/or students who deliberately access pornographic materials from the Internet will lose all computer privileges and will be processed through expulsion procedures. Student will be immediately suspended out of school for any such infraction.

### **Telephone Usage Policy**

Students may only use the telephone under very special circumstances and must receive permission from a teacher or staff member. This is not a privilege that should be abused.

**Cell phone use is not permissible during school hours.** Students using cell phones during school hours will be given a referral and the phone will be confiscated and released to a parent or guardian only.

### **Volunteers**

We ask that each parent support the school through a minimum of 10 hours per year. A volunteer training experience will be given periodically and a volunteer handbook will be provided. Families, community organizations, businesses, and other groups are encouraged to apply to volunteer at the Fountain Square Academy. Background checks must be completed for any volunteer to work with children on an ongoing and continuous basis. The Indiana Code requires that a limited criminal history check be on file in the school office for each volunteer.