

I. Statement of Faith

- A. Vision and Mission Statement
- B. Philosophy

II. General Information

- A. History of the School
- B. Accreditation
- C. School Governance

III. Academic Policies

- A. Course Offerings
- B. Homework
- C. Study Hall
- D. Tutoring
- E. Report Cards and Progress Reports
- F. Parental Notice
- G. Gradelink
- H. Modified Education Plan (MEP)
- I. Grading Scale
- J. Academic Probation
- K. Standardized Testing
- L. Promotion Requirements
- M. Graduation Requirements
- N. Athletics

IV. Admissions Policies

- A. General Information
- B. Admissions Procedures
- C. Withdrawal Procedures
- D. Parental Involvement
- E. S.O.S

V. Financial Policies

- A. Tuition and Fees
- B. Miscellaneous Financial Obligations
- C. Other Financial Procedures
- D. Fund Raising and Contributions
(Fellowship Academy Development Office)

V. General Policies

- A. Church Attendance
- B. Arrival / Dismissal Times and Procedures
- C. Attendance
- D. Tardies
- E. Make-Up Work
- F. Snacks

G. J.A.M.

H. Conflict Resolution

I. Custody Rights

J. Deliveries or Messages for Students

K. Field Trips

L. Fire and Tornado Drills / Emergency Evacuations

M. Flyers and Outside Advertisements

N. Health Service and First Aid

O. Internet Policy

P. Library

Q. Lockers / Cubbies

R. Lost and Found

S. Lunch

T. Articles Prohibited in School

U. Weather Closing

V. Searches on Suspicion of Illegal or Unauthorized Materials

W. Student Insurance

X. Student Vehicles

Y. Telephone Use

Z. Visitors

VI. Dress Code

A. General

B. Guidelines

VII. Standards of Conduct

VIII. Discipline Procedures

A. General Information

B. Being Sent to the Office

C. Suspension

D. Behavioral Probation

E. Expulsion

F. Student Violence

G. Care of Property

H. Kindergarten Discipline

I. Elementary Discipline

J. Middle/High Discipline

K. Infractions / Penalties Guidelines

L. Athletic / Extra-curricular Academic Eligibility

IX. Miscellaneous

- A. Appearance of School Related Activities
- B. Attitude
- C. Conferences
- D. Party Policies
- E. Student Council
- F. School Records
- G. Transportation

X. School Calendar

I. Statement of Faith

The following statements represent what Fellowship Academy holds and teaches in classroom and Bible curriculum. All faculty must subscribe to and teach these truths.

Fellowship Academy believes the Holy Bible— 66 Books of the Old and New Testaments— was written by men divinely inspired and is the record of God’s revelation of Himself to man. It is a perfect treasure, with salvation for its end, and truth, without any mixture of error, for its matter. It is the supreme standard by which all human conduct, creeds, and religious opinions should be tried. The criterion by which the Bible is to be interpreted is Jesus Christ. (*Exodus 24:4; Psalm 19:7-10; Luke 21:33; John 5:39; Romans 15:4; II Timothy 3:15-17; Hebrews 1:1-2; II Peter 1:19-21*)

Fellowship Academy believes there is one and only one living and true eternal God to whom we owe the highest love, reverence, and obedience. God reveals Himself to us as Father, Son, and Holy Spirit with distinct personal attributes but without division of nature, essence, or being. (*Genesis 1:1; Deuteronomy 6:4; Psalm 19:1-3; Isaiah 43:3; Mark 1:9-11; John 1:1-18; Romans 1:3-4; Ephesians 1:20; Revelation 1:13- 16; Acts 1:8; Galatians 4:6*)

Fellowship Academy believes that man was created by the special act of God, in His own image, and is the crowning work of His creation, and though in the beginning, he was innocent of sin, by his free choice sinned against God and brought sin to the human race. Only the grace of God can bring man back into His holy fellowship and enable him to fulfill the creative purpose of God. (*Genesis 1:26-30; Psalm 1; Isaiah 6:5; Matthew 16:26; Romans 1:19-32; Ephesians 2:1-22*)

Fellowship Academy believes that salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer who turns from sin and trusts in Christ. (*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; John 1:11-14; Romans 1:16-18; I Corinthians 1:18*)

Fellowship Academy believes that the New Testament Church of the Lord Jesus Christ is the local body of baptized believers who are associated by covenant in the faith and fellowship of the Gospel.

Vision and Mission Statement

Fellowship Academy exists to graduate Godly leaders who will impact the community by serving others.

Our mission is to provide every child an opportunity for a safe, affordable, well-rounded Christ-centered educational experience. We are committed to educating our students on ways to serve the community by helping them realize their full potential as they work to discover their God given talents, gifts, and purpose.

(*Deuteronomy 6:6-7; Matthew 5:13-14; Ephesians 6:4b*)

Philosophy

The educational philosophy of Fellowship Academy is based on a God-centered view that all truth is God’s truth, and that the Bible is the inspired and only infallible authoritative Word of God, which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, however, he cannot glorify or know God. He can do this only by choosing God’s free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

The aim of Fellowship Academy is to provide a Christian worldview, from which will come a balanced personality and a proper understanding and acceptance of a person’s role in life at home, at work, at play, and at worship...all grounded in Christian principles.

The responsibility of Fellowship Academy to the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable and through them runs the insistent thread of the spiritual. This scarlet thread must be woven through the total curriculum. It must be the aim of Fellowship Academy to shun the tendency to teach the Bible compartmentally or on the intellectual level alone. The spiritual must permeate all areas; else the teaching becomes textbook-oriented rather than student-oriented.

II. General Information

A. History of the School

With a desire to provide a Christian school to minister to the community, Fellowship Academy was founded in August of 2000 with grades 1 – 5. Enrollment has continually increased, paving the way for new classes and grade levels. Additions to the school have included a varied enrichment program and an expanding athletic

program. In the spring of 2008, Fellowship Academy held its first high school graduation.

B. Accreditation

Fellowship Academy is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, a division of AdvandED.

C. School Governance

Fellowship Academy is led by the Administration Team with the guidance of the School Board. The members of the Board are chosen from the Fellowship Academy families and organizations that are independent ministry partners with Fellowship Academy. The primary purpose of the Board is to help guide, advise and counsel the Administration.

III. Academic Policies

A. Course Offerings

Kindergarten

- Bible
- Phonics
- Reading
- Writing
- Language Enrichment
- Science
- Social Studies
- Mathematics

Kindergarten Enrichment Classes

- Art
- Spanish
- Music
- Computers
- Library
- Physical Education

Elementary (Grades 1-5)

- Bible
- Phonics (Grades 1-2)
- Reading
- Writing
- Language
- Spelling
- Mathematics
- Science/Health
- History/Geography

Elementary Enrichment Classes

- Library
- Computer
- Spanish
- Physical Education
- Music
- Art

Junior High (grades 6-8)

- Bible
- Literature
- Grammar
- Math
- Science
- History

Junior High Enrichment Classes

- Physical Education / Athletics
- Music (6th grade)
- Art (6th grade)
- Speech (7th grade)
- Theatre Arts (7th grade)
- Spanish (8th grade)

High School (grades 9-12)

Grade 9

- Bible
- English *H
- Algebra I
- Biology *H
- World Geography
- Art History *H
- Spanish 1
- Athletics

Grade 10

- Bible
- English *H
- Algebra 2
- Anatomy
- World History
- Speech
- Journalism
- Spanish 2
- Athletics

Grade 11

- Bible
- English *H
- Geometry
- Chemistry *H
- U.S. History *DC
- Spanish 3
- Athletics

Grade 12

- Bible
- English *DC
- Mathematics (Pre-Calculus or Consumer Math)
- Physics
- Government
- Economics
- Health
- Leadership
- Athletics

*H = Honors Available

*DC = Dual Credit Available

B. Homework

Homework is an important aspect of a good education. It is essential to ensure the academic success of students. If the teacher deems the assignment to be severely sub-standard, he/she may require the assignment to be redone, and the grade is lowered appropriately. Any assignment turned in that is illegible will not be accepted. The student will have to rewrite the assignment and will have the grade lowered accordingly.

If a student fails to turn in an assignment when it is due, the student's grade will be lowered according to the following late policy. The late work policy is not to be used as "extra time" to finish assignments. It is to give grace when unforeseen circumstances occur. When the policy is abused, it is at the teacher's discretion to no longer accept late work.

- Elementary – see teacher's classroom policies
- 6th Grade
 - 1 day late = -10 points
 - 2 days late = -20 points
 - 3 days late = -50 points
 - 4+ days late = 0
- 7th – 8th Grade
 - 1 day late = -20 points
 - 2 days late = -50 points
 - 3+ days late = 0
- 9th – 10th Grade
 - 1 day late = -20 points
 - 2+ days late = 0
- 11th – 12th Grade
 - Late work is not accepted unless deemed otherwise by the teacher

The following will serve as guidelines for homework. These times do not reflect daily study times necessary to prepare for quizzes and tests, or time spent on long-term projects.

- Kindergarten assignments average 15 minutes
- Grade 1-3 homework averages about 30 minutes
- Grades 4-8 homework averages 40-60 minutes.
- Grade 9-12 homework averages 90-120 minutes.

C. Study Hall

Study Hall is offered for junior high and high school to give students who are struggling with concepts in a particular subject an opportunity to receive assistance from teachers. It is the student's responsibility to use this time wisely to complete assignments or to ask for assistance.

D. Tutoring

Tutoring may be necessary for students who do not have the academic background necessary on which to build

new concepts presented, or who may have difficulty keeping up with the progress of the class.

E. Report Cards and Progress Reports

Teachers may send home progress reports at the third week of the six week period if they feel it is necessary. All Junior High and High School progress reports will be emailed to the parent.

Kindergarten students will receive a progress report after the 18th week of school and also at the end of the year. This will identify the student's progress in gross and fine motor skills, letter and number recognition, handwriting, math, reading, etc.

Students in 1st – 12th grade will receive a report card every six weeks. Elementary report cards should be signed and returned within 5 days. Junior High and High School report cards will be mailed to the parents. Report cards will not be issued to any student who has a delinquent account. The academic grades are based upon homework, class assignments, quizzes, projects, tests, etc. The conduct grade is determined by attitude, behavior, and obedience.

Teachers are available to meet with parents at a mutually agreeable time for a conference if one is desired. Parents are encouraged to see any member of the teaching staff when they have a question or concern about their son's or daughter's progress. Parents should contact the teacher to schedule an appointment.

F. Parental Notice

If a child is holding a D or F average or performing below grade level at the midpoint of the grading period, the child's teacher will notify the parent. Graded papers are sent home weekly for the parent to review. This will, in most cases, provide time to correct the situation before academic probation becomes necessary.

G. Gradelink

Gradelink is an online grading and attendance software that parents and students can use to access grades, performance, conduct, teacher comments and up-coming assignments on line. Parents may also receive emails automatically about their child's current progress.

H. Modified Education Plan (MEP)

Fellowship Academy is not structured to offer services to special needs children. If the special need is significant, parents should seek specifically focused programs for the child. Fellowship Academy recognizes the fact that some students have difficulty learning in the traditional manner. Therefore, upon receiving documented evaluation and recommendations from a professional evaluator, the teacher will complete a Modified Education Plan (MEP) for qualifying students. This MEP will summarize the

student's current skills and abilities, establish educational goals and objectives for the school year, describe programs designed to meet these goals, and enumerate ways to check the student's progress. After the MEP has been filled out, the parents will be asked to meet with the student's teacher(s) to discuss the program to be implemented. In order to remain at Fellowship Academy, the student must be able to function in a regular education class with some accommodations.

I. Grading Scale

The grading scale for Elementary and Junior High is as follows:

A	90 – 100	E	Excellent
B	80 – 89	S	Satisfactory
C	70 – 79	N	Needs Improvement
D	65 – 69	U	Unsatisfactory
F	64 and Below		

The grading scale for High School is as follows:

A	90 – 100	E	Excellent
B	80 – 89	S	Satisfactory
C	70 – 79	N	Needs Improvement
F	69 and Below	U	Unsatisfactory

J. Academic Probation

In Kindergarten through 2nd grade, students who receive an unsatisfactory grade (F or U) in reading, phonics, or mathematics will be considered academically at-risk. Parents and teachers will be expected to provide intensive academic support for the child. Special tutoring classes will be available. If a student is not performing on grade level by the end of the school year, retention at that grade level will be considered.

In 3rd through 5th grade, a student who makes less than a C or an incomplete (until the incomplete is removed) in reading, language or math on his/her report card will automatically go on academic probation. That student will have the following six week grading period to bring the insufficient grade(s) up to a C or higher. Grades of less than C or an incomplete (until the incomplete is removed) on the last report card of the school year may cause the student to begin the next school year on academic probation. If a student is not performing on grade level by the end of the school year, retention at that grade level will be considered.

In middle/high school, a student who makes less than a C or an incomplete (until the incomplete is removed) in more than one subjects on his/her report card will automatically go on academic probation. A student on probation may not be able to participate in field trips, athletics, or other privileges as deemed by the administration. If a junior high student is asked to participate in a high school athletic event, the student will be held accountable to the high school academic

requirements. Subjects taken for high school graduation credit must be passed for the semester, or the subject must be repeated. Fellowship Academy does NOT attempt to offer summer school. Therefore, students must be diligent to do their best academically to avoid receiving failing grades. A student who makes less than a C in the last six weeks will begin the first six weeks of the new school year on academic probation.

Fellowship Academy feels that with the proper study habits, attention in class, and proper motivation from home, this academic probation policy will rarely need to be enforced. It is certainly the great desire of the staff at Fellowship Academy to see each student advance spiritually and academically. Fellowship Academy reserves the right to dismiss students who do not apply themselves academically.

K. Standardized Testing

Each spring, Fellowship Academy administers the **Stanford Achievement Test and the Otis Lennon Mental Abilities Test** to students in Grades 1 - 8.

In the fall, the **Preliminary Scholastic Aptitude Test (PSAT)** is administered to students in grade 9, 10 and 11.

Information regarding college entrance tests – the **Scholastic Assessment Test (SAT)** and the **American College Testing** program (ACT) will be available.

L. Promotion Requirements

Children in Kindergarten through the 2nd grade will be considered for retention if they have a F or U average in reading, phonics, or mathematics.

Children in 3rd through 5th grade will be considered for possible retention if there is an F average in reading, math, or language.

Junior High school students at Fellowship Academy who fail two or more core curriculum subjects for the year will not be promoted to the next grade level unless they meet requirements specified by Fellowship Academy.

High school students who fail one or more semesters of a subject must pass the subject in order to graduate from Fellowship Academy. Students in grades 9-12 will not receive credit for courses with an incomplete not resolved.

Fellowship Academy reserves the right to retain any child who is unable to meet the passing requirements for that grade level, or who is deemed by the school to be unable to perform successfully at the next grade level. Notification of retention will be made to the parent as soon as it becomes apparent to the teacher.

Students who accumulate 18 or more absences during the school term may not pass to the next grade level.

M. Graduation Requirements

For students entering grades 9 and up, Fellowship Academy offers a college preparatory program.

Fellowship Academy requires:

- 4 units of English
- 4 units of Mathematics
- 4 units of Science
- 3 units of History
- 3 units of Foreign Language
- ½ unit of Health
- 1 unit of Physical Education / Athletics
- 4 units of Bible
- 1 unit of Fine Arts
- ½ unit of Speech
- ½ unit of Government
- ½ unit of Economics
- 1 unit of Electives (Journalism and Leadership)

Total: 27 units

N. Athletics

Physical Education (P.E.) is required for all students in grades K - 9. Junior high and high school students must dress out for P.E. in the approved P.E. uniform. An inter-school sports program at the varsity and junior varsity levels is offered for junior high and high school students. Girls participate in cheerleading, volleyball, basketball, track, and softball; boys participate in football, basketball, track, and baseball. Students who wish to participate must try out. Those who are on academic or behavioral probation are not allowed to participate. A specific required dress code will be designated for each inter-school sports team.

IV. Admissions Policies

A. General Information

Non-Discrimination

Fellowship Academy accepts students of any race, color, or nationality, or ethnic origin to all of the rights, privileges, programs, and activities generally accorded to its students. In addition, Fellowship Academy does not discriminate in its administration of educational policies or any other school programs.

B. Admission Procedures

All students wishing to enroll at Fellowship Academy must complete a registration form, meet with the administration, and complete an entrance exam. Upon completion and approval of each step, students may then enroll. The **non-refundable** registration fee must be paid to hold a child's place for enrollment. However, the

Academy reserves the right to withhold acceptance of any student if after careful review of previous records, pre-admissions testing, and interview; it is determined that the school is not equipped to educate the student or enhance the home. All new students are admitted on a 6 week probation period.

Fellowship Academy reserves the right to refuse admission or re-admission to a student who has been expelled from Fellowship Academy or from any other school. All parents need to be in harmony with the aims and purposes of Fellowship Academy. The school may request the withdrawal of a well-behaved student if the parents of that student become excessively disruptive, slanderous, abusive, disorderly, or uncooperative.

Fellowship Academy will not consider married students for admission. Unmarried students with children and/or previous pregnancies will not be admitted.

The assignment of students to classes or teachers is the sole responsibility of administration of Fellowship Academy. The Academy does not accept requests from parents who might wish to help in this process. Children may not transfer from one class to another because of a preference for a particular teacher or classmate.

Initial admittance to Fellowship Academy does not imply automatic re-admission in the future. Fellowship Academy reserves the right to refuse admission or readmission to any prospective or returning student. Applicants who withhold pertinent information, or who falsify information may be required to withdraw from Fellowship Academy.

C. Withdrawal Procedures

Since the operation of Fellowship Academy must be based on an estimated enrollment, it is assumed that all students will remain for the entire school year. Should the student withdraw, be expelled, or for any reason cannot continue at the Academy, a \$250 withdrawal fee per student will be charged to the student's account. School records will not be forwarded or released until the student's account is cleared and any school property returned.

D. Parental Involvement

Fellowship Academy believes that God has given the responsibility for a child's education to his/her parents. Only parent/legal guardians will be able to receive information about a child's academic behavior at school. Parents/legal guardians are urged to attend all regularly scheduled activities, appropriate orientations, open houses, and any other specially called meetings affecting their children. It is necessary for each family to be represented at these informative and important gatherings. Parents/legal guardians may not dictate to Fellowship Academy curriculum or material to be taught or methods. Parents/legal guardians are also encouraged to volunteer

to help in a variety of ways. This includes, but is not limited to, chaperoning field trips and assisting with class parties. Other opportunities are available from time to time, such as serving as room mothers/fathers or as helpers during the holidays, as well as helping with other special events such as fundraisers. Parents/legal guardians should notify the school office of their interest in volunteering.

E. S.O.S

All parents are encouraged to be active in the Support Our School program (SOS). This organization works to support various academy functions as well as show appreciation for the staff of Fellowship Academy. Finally, parents/legal guardians are asked to commit to pray for the school, the students, the staff, and the administration every day.

V. Financial Policies

A. Tuition and Fees

Registration begins at the end of January / first of February for existing Fellowship Academy families for the next school year. A place is reserved for each student upon approval by the administration and all fees have been paid. All registration fees are non-refundable.

Tuition payments are collected by SMART Tuition Management Services. The collection policies set by SMART must be followed. If payments become habitually late, the Academy will review the account and decided if further action should be taken. Students may be dismissed from the Academy if accounts become delinquent. Report cards and/or school records will not be released if the account is delinquent. It is the parent's responsibility to pay tuition and other fees in a timely manner.

If not paid in full before July 1, tuition may be paid in ten or twelve equal payments according to the fee schedule that is published each spring for the next school year. Students who register after August will have their tuition divided equally into monthly payments to be completed by May 1. Students who register later in the year will have their tuition prorated and divided equally with the final payment to be due on May 1.

B. Miscellaneous Financial Obligations

Lost or damaged curriculum materials must be replaced at the expense of the parent/legal guardian. Damage to or defacement of school property by a student or parent/legal guardian must be repaired and paid for at the parent/legal guardian's expense. Minimum fine of \$50 is assessed for damage to or defacement of school property.

C. Other Financial Procedures

Credits posted to one family's account may not be transferred to another family's account.

D. Fund Raisers and Contributions (Fellowship Academy Development Office)

Fellowship Academy desires to inform and inspire prospective donors (parents, alumni, local community, etc.) the Academy's vision, mission, and programs of the Academy.

Fellowship Academy is a corporate entity and is a registered charitable organization (501c3 status). Donations received by the Academy are tax deductible.

Fellowship Academy's goal is to encourage diversity in our fund-raising strategy for both core funding (daily operations) and project funding. This may be accomplished through an annual giving campaign, special events and programs, corporate/business partners in education, and grants.

VI. General Policies

A. Church Attendance

Family church attendance at a Bible-believing church that agrees with the Statement of Faith of Fellowship Academy is encouraged for all students and their families.

B. Arrival / Dismissal Times and Procedures

Office Hours

During the school year, the school office is open from 8:00 A.M. until 4:00 P.M., Monday through Friday. During the summer, school hours vary. Please contact the office for more information.

School Hours

Kindergarten – 5th Grade.....8:15 A.M.-3:00 P.M.
Junior High.....8:15 A.M.-3:15 P.M.
9th Grade.....8:15 A.M.-3:15 P.M.
10th Grade.....8:15 A.M.-2:45 P.M.
11th – 12th Grade.....8:15 A.M.-2:15 P.M.

Arrival Policy

The doors will remain locked until 8:00 am. Students should not be dropped off at Fellowship Academy until 8:00 am. The Academy or First Baptist Mansfield is not responsible for students who arrive before 8:00 am. When the doors are unlocked, students should go directly to their classroom. Classes begin at 8:15. Students will be considered tardy if they are not in their classroom by 8:15

Dismissal Policy

Elementary students should be picked up at 3:00, no later than 3:15. Junior High students should be picked up at 3:15, no later than 3:30. High School students should be picked up at 3:30, no later than 3:45. Students not picked up by the appropriate time will be taken to the Academy office. A late fee of \$10 will be charged per family. All late fees must be paid immediately upon arrival.

If a parent needs to pick up a student early, the parent must come by the office to have their child dismissed from class.

Once a student has been released to the parent at the end of the day, parents must keep close supervision of their child. Students at Fellowship Academy are **NOT** allowed to wander the campus after dismissal. After school is dismissed, students may not, regardless of supervision, play in the parking lot or on the playground.

C. Attendance

Attendance will be taken at 10:00 am. When students are absent, a parent **MUST** call the office before 10:00 am to report the absence. When a student returns to school after being absent, he/she must bring a written excuse stating the cause of the absence. Absences are excused for the following reasons: student illness, death in the family, medical or dental appointments (a note from the doctor is required for the absence or tardy to be excused), or any other reason excused by the principal before the absence occurs (send a note 3 days prior to the absence for consideration). If these policies are not followed, it may result in the absences to be unexcused. Unexcused absences may result in the student receiving “zeros” for the day.

The maximum number of absences per semester is as follows:

Elementary students may miss no more than 9 days per semester.

Junior High and High School students may miss no more than 6 MWF classes or 4 T/TH classes per semester in order to receive credit for the semester.

Once the limit has been reached, students may be given “zeros” for each absence thereafter. If a student has already accumulated several absences, a request for an approved absence will be denied if it will cause the student to reach the limit of nine. Excessive absences may result in students receiving failing grades, unable to participate in athletics or other activities, not being promoted, or even dismissal from the Academy.

D. Tardies

Tardiness is strongly discouraged. Fellowship Academy maintains a structured environment and all of the school

day is important. Tardiness disrupts class time and often causes the student undue stress at the start of his/her day. The school understands that occasionally being tardy is simply unavoidable. **Students who are not at their rooms at 8:15 a.m. will be considered “Tardy.” Students who are late must come to the office for a tardy slip before entering the classroom. It is the parent/guardian’s responsibility to get their student to school on time and/or to make sure that their driving student arrives at school in a timely manner.**

The following will normally NOT be considered valid reasons for tardiness:

Traffic (Unless it affects several other parents or direct access to school property)
Out of Gas
Overslept/Alarm did not work
Eating Breakfast
Not getting ready in time (Finding shoes, coats, book bags, homework, etc.)
Multiple/variety of other excuses that seem to “repeat” themselves.

Habitual tardiness (excused or otherwise) is strongly discouraged because of the disruptive nature of the problem. Habitual tardiness will be considered a lack of cooperation with the educational process and will subject the student to disciplinary action as follows:

Elementary students - Every three (3) tardies result in an unexcused absence and a deduction of one conduct point.

Junior High and High School students – Every three (3) tardies result in an unexcused absence and a deduction of one point off the six-week grade. Juniors and Seniors will lose their off campus lunch privilege for the remainder of the six weeks.

We realize that younger students do not drive themselves to school. Therefore, the school depends upon parents/guardians to get their student(s) to school on time. The school believes that parental cooperation is the key to eliminating habitual tardiness.

E. Make-up work

Students who miss assignments due to absences must make the work up in a timely manner. The student will have a time period consisting of the number of days missed in which to make up the work; for example, if the student is absent three days, he/she has three days in which to make up the work. If the work is not made up in the time given, the student may receive a zero. The only recognized religious holidays are those officially observed by Fellowship Academy.

F. Snacks

Students may bring a **nutritious/healthy** snack everyday. Parents should not send drinks (other than a water bottle) or junk food for snack time. Snacks should be sent in quantities that can be easily consumed in the allotted time.

G. J.A.M.

J.A.M. (Jesus and Me) is the name of the Praise and Worship service for our students. This is an exciting time for our students and faculty to gather together. All students are required to attend. Parents and visitors are always welcome.

Schedule

Elementary	Wednesday	8:30 – 9:00
Junior High	Tuesday	8:30 – 9:00
High School	Thursday	8:30 – 9:00

H. Conflict Resolution

Because of the importance of harmony and open communication between the home and the school, parents/legal guardians are expected to bring problems or areas of confusion or misunderstanding to the attention of Fellowship Academy personnel immediately and privately. If areas of disagreement occur, they should be dealt with quickly and maturely according to Matthew 18.

- All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
- If the situation is not cleared up at this level through direct contact (95% of them are!), it should then be brought to the Principal.
- If it is still not resolved at this level, it should then be presented to the Administrator of Fellowship Academy for consideration.
- Should parents/legal guardians lose confidence in Fellowship Academy's ability to serve the best interest of the child, they are expected to withdraw the student immediately. In the event that this is not done voluntarily, Fellowship Academy will request such a withdrawal.

I. Custody Rights

In situations where custody of a student has been given to one parent, Fellowship Academy must have a copy of the divorce/custody decree, dated and signed by a judge, **clearly** stating which parent has custody, and also **clearly** stating the visitation rights of the non-custodial parent. Fellowship Academy will follow the rulings of the courts. Either parent will be allowed to pick up a student from school unless Fellowship Academy has a court order stating otherwise. If one parent has custody of a student, they may allow the other parent to pick up their child at times other than what is stated on the court decree, by placing the non-custodial parent on the release form;

otherwise the non-custodial parent may only pick up the child at times stated in the court decree.

J. Deliveries or Messages for Students

Fellowship Academy desires to keep disturbances to the classroom to a minimum. If a message or delivery needs to be given to a student, please send it to the office for delivery. Parents should not interrupt the classroom.

K. Field Trips

Field trips will be taken throughout the year to supplement class work. This is a privilege for our students. Any student exhibiting poor conduct will not be allowed to participate. Students must have completed and turned in all assignments before being allowed to participate in a field trip. Students with unfinished or late work may not be allowed to attend. Field trips will be limited to the class members involved. Due to subject matter, space availability, and age restrictions, **siblings will NOT be allowed to attend.**

Chaperones must not bring other children. Chaperones must abide by the established dress code and all policies set by Fellowship Academy.

FIELD TRIP GUIDELINES

- All field trip participants (students and parents) must follow the plans prepared by the teacher. Last minute changes, especially ones made without the teacher's knowledge, are very disruptive.
- Parent volunteers will be responsible for the students assigned to them at all times. The teachers rely on this support from the parents to ensure that students remain in their groups.
- All cars will caravan to and from the field trip. Maps for each field trip will be provided to all drivers. It is required that all cars follow the set route or the lead car if one is designated. (Please do not take short cuts.)
- Please keep headlights on while driving for easy identification.
- Posted speed limits must be followed at all times! We are responsible for the children in our vehicles: safety is a priority!
- In order to drive on a field trip, a copy of your insurance and your driver's license must be on file in the Academy office.
- Appropriate behavior is expected during all school related activities. Please refrain from the following: 1) consumption of alcoholic

beverages, 2) tobacco use of any kind, 3) profanity. Any games or music be pre-approved by the classroom teacher.

IN – TOWN FIELD TRIP POLICIES

- If a student is not allowed to participate on a field trip due to poor conduct or unfinished assignments, the student will be required to attend school and complete an academic assignment in lieu of the field trip. Failure to attend school that day will result in an unexcused absence. Students may be banned from going on a field trip due to discipline issues or failing grades. A student must be passing in order to participate in extracurricular activities, which includes field trips.
- If a parent chooses not to allow their child to participate on a field trip, it will be the parent's responsibility to oversee the completion of an academic assignment in lieu of the field trip. This must be arranged prior to the day of the field trip. Failure to make such arrangements will result in an unexcused absence. Failure to complete the assignment will result in a "zero".
- Students must arrive at school at the appropriate time on the day of the field trip. Failure to come to class prior to a scheduled field trip may result in an unexcused absence or the student may not be allowed to participate in the scheduled field trip.
- In order for a parent to transport students in their personal vehicle on field trips, a copy of the driver's license and current insurance policy must be on file in the Academy office. Drivers with a minimum of \$100,000 per accident bodily injury liability insurance coverage are preferred.

OUT OF TOWN FIELD TRIP POLICIES

- The registration fee covers most of the expenses for all local field trips. When a class plans to take an out of town field trip, the parents will be notified as soon as the plans have been made so that financial arrangements can be finalized and so that parents can make plans to attend. Non-refundable deposits will be required for all out of town field trips. If a student or chaperone does not attend an out-of-town field trip after the deposit has been paid, the student and chaperone will be responsible for any expenses that the school has paid on their behalf (airline tickets, reservations, etc.)
- Junior High and High School students who are not allowed to participate in an out-of-town field trip for any reason will be required to attend class and complete an assignment in lieu of

participating in the field trip. Failure to attend school that day will result in an unexcused absence. Students may be banned from going on a field trip due to discipline issues or failing grades. A student must be passing in order to participate in extracurricular activities, which includes field trips.

L. Fire and Tornado Drills/Emergency Evacuation

The Academy has emergency procedures for fire, tornado, and other types of emergencies. Please rest assured that the staff will do their best to provide for the safety and welfare of your child.

There will be unannounced fire and tornado drills during the school year. When the emergency bell rings, students should quickly and quietly exit the classroom and follow the direction of the teacher.

Should an emergency situation develop, Fellowship Academy will follow the direction of local authorities.

M. Flyers and Outside Advertisements

Flyers and outside advertisements are not allowed on the school grounds without special permission from the administration

N. Health Service and First Aid

In the event a student becomes ill or is injured at school, the parent/ legal guardian will be called to pick up the child. Symptoms of illness include a fever of 99 or higher, vomiting, diarrhea, undiagnosed rashes, pinkeye, chest pain, shortness of breath, and lice. Children with any of these conditions may not remain in school. **They must be symptom - free for 24 hours in order to return to school.**

Students will go outside daily as weather permits. Students should be dressed accordingly.

Parents/legal guardians should not ask for students to be kept inside, since there will not be proper supervision inside when teachers are on the playground with the other students. During allergy season, if a child needs to be kept indoors for more than a day, parents must bring a note from a doctor.

Lice- A child with head lice shall be sent home as soon as possible to be treated and have all nits removed. Before the child can return to Fellowship Academy after proper treatment, the hair must be completely free of nits (eggs). Fellowship Academy also allows a child to return to school with a doctor's statement verifying that the child has been treated and is no longer contagious. It is recommended that all children be treated with proper medication a second time seven to ten days after initial treatment. Fellowship Academy discourages the sharing of combs and hats.

Pinkeye - No child may remain at school with red or matted eyes unless he/she brings a statement from the doctor or the Health Department saying that he/she is under treatment and is not contagious (or is just dealing with allergies.)

Undiagnosed Rash – No child may remain at school with an undiagnosed rash unless he/she brings a statement from the doctor or the Health Department saying that he/she is under treatment and is not contagious (or is just dealing with allergies.)

Other Health Considerations

No student should have in his/her possession any type of medication during the school day. All medications should be brought by the parent to the office in its original container with a note giving specific instructions for distribution. No student is to sell or distribute any type of medication. Proof of immunization is required by law to be kept in each student's file in the office.

O. Internet Policy

The Internet is an incredible tool for students to use in research. It allows students access to libraries, universities, and other sources of information. The desire of Fellowship Academy is to allow student's access to the resources available as long as they comply with the following guidelines.

1. Students will be allowed online only with teacher supervision.
2. Online time will be strictly limited to research only; no e-mail or chatting will be allowed unless special permission is given by the teacher.
3. Students must limit the size of downloads, as there is a limited amount of time in class and downloads must be completed by the end of class. Copyrighted or licensed programs may not be downloaded.
4. Information on the Internet is unregulated. Although Fellowship Academy uses security programs to screen the information available, some material may not be in keeping with the philosophy of Fellowship Academy. It is the responsibility of the user to discern the truth and accuracy of some information.
5. Use of the Internet is a privilege. Abuse of the school's policy will result in the loss of that privilege and possible disciplinary action.
6. Use of the Internet on school computer signifies agreement with this policy.

P. Library

Students will have access to the school libraries at least once a week. Books may be checked out for one week and can be renewed for another week if the library card is signed again. Books that are lost or damaged must be paid for by the student. Books are considered lost if not returned after one month. There is a minimal fee for books returned late.

Q. Lockers / Cubbies

Students will be held responsible for the contents of their lockers / cubbies. Student lockers and cubbies must be kept neat and orderly at all times. It will be the student's responsibility to periodically clean out their personal locker or cubbie. If a student chooses to lock their locker, the combination must be registered with the homeroom teacher. Nothing may be applied to the outside of the locker without permission from the administration. Items such as locker mirrors, shelves, etc., may be used if they are temporary in nature and if the use and/or removal of these items does not mask or in any way damage the locker. No posters, photographs, or signs that go against the philosophy and standards of conduct of Fellowship Academy may be posted in lockers. Lockers and cubbies may be searched at any time as deemed necessary by the administration and/or staff. Valuables should not be left in student cubbies, but should be given to the teacher for safekeeping.

R. Lost and Found

All clothing and school items should be properly labeled with the student's name for easy identification should the items be lost. Articles not claimed from the lost-and-found area within a reasonable period of time will be donated to charity. Students are responsible for their personal property.

S. Lunch

Students must bring their own **NUTRITIOUS** lunch everyday. The refrigerator will not be accessible for students. Only high school students are permitted to use the microwave ovens. Parents/legal guardians should send all utensils necessary. However, no knives are allowed. Students should also bring a drink from home. Appropriate drinks include lemonade, fruit drinks, sport drinks, etc. **NO SOFT DRINKS OR ENERGY DRINKS.** *Exception, on Fridays canned soft drinks may be purchased through the drink machines at school or brought from home.*

If students choose, they may purchase a meal from the Hot Lunch Menu that will be distributed monthly. Hot Lunch will be available on selected days throughout the school year. Hot Lunch is optional.

Drinks (other than water) may not be stored in lockers, cubbies, or the classroom. Notification of all food allergies should be given to classroom teachers in writing. Parents/legal guardians who would like to eat lunch with their children must go the school office to check-in. They must abide by the policies set forth for visitors.

T. Articles Prohibited in School

Other than the necessary school "tools" needed for classroom use, students should bring nothing to school or

to school functions that will cause a distraction or a disturbance. No toys are allowed unless the teacher requests that students bring an item for show-and-tell or for a special project.

Items that should not be brought to school or to school functions include, but are not limited to, the following:

- Alcoholic beverages
- Tobacco products
- Toys
- Guns
- Matches
- Cigarette lighters and other types of lighters
- Explosives
- Knives
- Weapons of any kinds
- Bullets
- Chains
- I-Pods
- Games (electronic and other)
- Drugs and other medications
- Excessive grooming products
- Video, DVD, CD players etc.
- Magazines
- Inappropriate literature
- Pornography
- Laser pens
- Pepper spray
- Collectibles
- Supernatural or occult related items
- Any items of extreme value
- Gum
- Playing cards
- Live animals

Students may not bring any item to school or to a school sponsored event that is considered a weapon or that may be construed as a weapon. Students may not have in their possession any type of material that may be considered pornographic in nature or that promotes pornography. Also, students may not have in their possession any type of drug or medication, alcohol, or any other type of illegal substance. If any of these items are brought to school, it may result in suspension, dismissal from the Academy, or involvement by Law Enforcement agencies.

Prohibited items confiscated by the staff at Fellowship Academy will not be returned to the student. Parents/legal guardians must collect the item(s) personally.

CELL PHONE POLICY

Elementary and kindergarten students who bring a cell phone to school must turn the cell phone in to their teacher each morning and then it will be returned to them each afternoon at the end of the school day. Being able to bring cell phones to school for extreme emergency use is a privilege, not a right, for middle and high school

students only. Students are required to keep their cell phones turned **OFF**, not just on silent. A first violation will result in the cell phone to be taken up for the remainder of the day and will only be given back to the parent. With a second violation the student will receive detention and the cell phone will be taken up and kept in the school office for the rest of the week only to be returned to the parent. A third violation will result in a \$10 fine, detention, and the cell phone will be taken up and kept in the school office for the rest of the week only to be returned to the parent. Should a student violate the policy a fourth time, the cell phone may become the property of Fellowship Academy, and the student may be suspended.

U. Weather Closing

If the weather is bad due to ice and/or snow, please listen or watch the following stations to see if Fellowship Academy will be closed or have a late start. A weather bulletin will also be posted on the Academy webpage (www.fellowship-academy.org). Do not assume that if other school districts or private schools are closed that Fellowship Academy will be closed.

KCBI 90.9 FM	KLTY 94.9 FM
WBAP 820 AM	KXAS TV Ch. 5
KTVT TV Ch. 11	WFAA TV Ch. 8
KDFW TV Ch. 4	

V. Searches on Suspicion of Illegal or Unauthorized Materials

In the event the school suspects that a student possesses an unapproved item, Fellowship reserves the right to search a student's person and belongings, including but not limited to automobiles, backpacks, athletic and other bags, purses, pockets, school boxes, lunch and other boxes, lockers and desks. Registration of the child constitutes the parental consent to such searches. Additional parent or student permission is not required. A minimum of two Fellowship Academy staff members must be present during all searches. Only female staff members will be allowed to search female students, and only male staff members will be allowed to search male students. During the search, staff members will not directly touch the students.

Fellowship Academy reserves the right to require drug testing, should the school suspect that a student has been using one or more drugs. The test(s) will be conducted at a doctor's office, medical laboratory, or clinic no later than the close of the next business day.

Transportation to and from the doctor's office, medical laboratory, or clinic is the responsibility of the parent/legal guardian. The cost of the testing is to be paid by the parent/legal guardian. The test(s) may be done for marijuana, cocaine, and any other illegal, controlled substances. Official results of the drug test(s) must be delivered to the school administration. Students who have undergone drug testing will not be allowed to return to

class without a negative test result. A positive test will result in immediate withdrawal of the student from Fellowship Academy. Refusal to take the drug test will result in the student being expelled from the school.

W. Student Insurance

Students in attendance at Fellowship Academy must assume any responsibility for injuries received at school. The Academy is not responsible for any damages resulting from injury. However, all Fellowship Academy students are covered by school accident insurance. The parent/legal guardian's medical/accident insurance coverage of the child is considered the primary policy and must be filed first. In the event that a parent/legal guardian does not have medical/accident insurance coverage on the child, the school insurance is considered to be primary coverage.

In the event of an accident/injury involving a student, every effort will be made to contact the parent(s). If this fails, emergency contacts on the student application will be called. In the event neither the parent(s) nor the emergency contacts can be reached, it will be at the discretion of Fellowship Academy whether to call 911 and take necessary steps for treatment.

X. Student Vehicles

No student may drive and possess a car on campus until he/she has a valid Texas driver's license. Being able to drive and possess a car on the premises of Fellowship Academy is a privilege and not a right; the privilege may be revoked at any time. Fellowship Academy licensed student drivers must abide by all of the following regulations:

1. The vehicle must be registered with the Fellowship Academy office. A copy of the student driver's current insurance card must be on file in the office. Should changes occur, this must be updated. A current parking sticker will be issued and must be displayed on the rear bumper of the vehicle.
2. All speed limit signs, traffic directional flow, and other traffic signs must be obeyed.
3. The vehicle must be parked in the assigned parking space.
4. Students may not go to the vehicle during the school day.
5. If a student driver is to transport other students to or from school, or school functions, the parents/legal guardians of the driver must give written permission for the specific individuals to ride with their son or daughter. This written permission must be on file with the school.
6. Parents/legal guardians of students who are transported from school by another student driver must have that driver listed on their application.

7. Students may not have any item in their vehicles that is not allowed at school. This includes, but is not limited to knives, guns, drugs, alcoholic beverages, tobacco products, etc.,
8. Offensive and inappropriate bumper or window stickers are prohibited.
9. Music should not be played from a vehicle loud enough to be heard outside the vehicle with the windows down.
10. Fellowship Academy reserves the right to inspect the vehicle if deemed necessary by the administration
11. Any transfer of the vehicle during the school day (such as the parent picking it up, etc.) must be reported to the school office.
12. No vehicle may carry more riders than there are seat belts.
13. All vehicles, drivers, and riders are not only under Fellowship Academy guidelines but also under the laws of the State of Texas when on campus or at Fellowship Academy functions.
14. If a driver is to check out of school before dismissal time (for example, for a doctor appointment), a note from the parent/legal guardian must be brought in that morning to the academy office and the parent/guardian will be called by the school for verification.
15. When a driver must leave school during the day unexpectedly (for sickness, home emergency, etc.) the parents/legal guardians will be contacted by the school office before the student is allowed to leave the campus.
16. Fellowship Academy may revoke the driving privilege at any time. After reviewing the circumstances, the privilege *may* be restored.
17. All information on the Student Driver Vehicle Registration form must be kept current.
18. No parking permit is to be transferred, sold, or given to another student.
19. Vehicles should be locked, and valuables should not be left in the vehicle. **The school assumes no responsibility for stolen items.**
20. All drivers and occupants of motor vehicles shall comply with any direction(s) given by authorized school personnel.
21. Fellowship Academy assumes no responsibility for any damage or loss to motor vehicles driven or parked on campus.
22. Upon arrival at school, students are required to enter the school building. Students are not allowed to sit in their cars at any time during the school day.
23. Students must leave campus within ten minutes of dismissal.
24. Fellowship Academy reserves the right to change periodically the rules and regulations governing the use of parking facilities. Student drivers will be bound by any such changes.

Any incident reported and verified involving misconduct or lack of safety at any time may cause a student's driving

privilege to be temporarily or permanently suspended or revoked.

Y. Telephone Use

Parents/legal guardians are requested not to call students during school hours. In case of an emergency, a message may be left with the school office.

Telephones are used for school business. Students may use the school phone only in case of emergency as defined by the administration. Students may use the Academy telephone with the teacher's permission to notify their ride if an after-school activity has a time change or has been cancelled by the Academy.

Z. Visitors

Fellowship Academy is always happy to have parents visit, but it is important to be careful not to disturb the academic climate of the classroom. Only parents/legal guardians are allowed to visit their child's classroom.

Guidelines:

- Visitors must stop at the school office to check in and obtain a pass.
- Visitors must be dressed appropriately.
- Parent visits must be 30 minutes or less.
- Students from other schools or Fellowship Academy graduates will not be allowed on campus during the school day without permission. All other visitors are strongly discouraged except for special days like Grandparents Day.
- Items forgotten by a child should be left in the Academy office. The student will be notified that the item has been delivered.
- Other visitors are not permitted to visit class or be on campus during the school day without the approval of the administration.

VI. Dress Code

A. General

Parents must accept the responsibility for the dress and appearance of their children. Parents are responsible for purchasing clothing that meets the dress code standards and is appropriately sized. It is the responsibility of the parent to be sure their student is in compliance with the Fellowship Academy dress code when leaving home each morning.

Clothing should be clean, modest, and appropriate to a school setting and weather. Any clothing or appearance reflective of a sub-culture that rejects Biblical values is not acceptable. Student dress, hairstyle, and accessories must be in good taste and not be excessive, immodest, or

disruptive. Any appearance which results in more than ordinary attention from staff or students will be considered inappropriate.

This dress code will be strictly enforced. Failure to comply with the dress code may result in the loss of conduct points and/or being sent home, detention, or suspension. If a student is sent home due to inappropriate dress, the student is considered to have an unexcused absence. Fellowship Academy has the right to amend this policy at any time. When there is a question regarding the dress code or appearance of a student, the administration's decision will be final.

B. Guidelines

1. Fellowship Academy students are expected to be clean and neatly groomed in a manner that will not create a distraction while attending school and all school-sponsored functions.
2. Clothing will be neat, clean, and appropriately sized. The following guidelines are to assist in determining what is "appropriately sized":
 - Pants that will not stay up without the use of a belt are inappropriate. **NO SAGGING!**
 - Students shall wear their pants appropriately, **the waist at the waist. Undergarments must not be visible above the waistband of the pant regardless if it is covered by a shirt tail.**
 - Pant leg flares must not extend beyond the end of the shoe.
 - Pants must not be too tight – no "skinny jeans", etc.
 - Shirts that have a hem that extends below the top of the inseam are inappropriate.
3. All clothing must be properly hemmed and/or cuffed with no rips, tears, cuts, or frays. Clothing should be free of stains such as paint, ink, etc. Clothing should also be free of added embellishments such as patches, pins, etc.
4. Dresses, shorts, and skirts must be no shorter than 3 inches above the kneecap in length when standing, including slits in skirts. No cut-offs or body suits will be allowed. Spandex or form-fitted bike shorts may only be worn under shorts for athletics. No writing on the rear of the pants, shorts, or skirts. Jeans or pants must be without holes, rips, or tears. Elementary girls should wear shorts under dresses at all times.
5. Halter tops, tank tops, spaghetti straps, mesh shirts, or tops that expose the midriff (including when arms are raised) may not be worn. No tight, form fitting, or low cut shirts may be worn. All shirts must be fastened within four inches of the collar. Sleeveless shirts must measure 3 inches (approximately 3 fingers width) across the shoulder. Shirts similar to underwear or undergarments, muscle shirts, or half shirts will not be worn. Shirts (collar and t-shirts) for junior high and high school students must meet the following criteria:

Acceptable

Solid or Pattern (stripe, plaid, etc.)
Professional Sports Teams
Fellowship Academy School Shirts
Brand Names (Aeropostle, Old Navy, GAP, etc.)
College / University Shirts

Unacceptable

Slogans
Cartoon Characters
Graphic Art
Music Bands
Advertisements
Vacation / Camp Shirts
Anything offensive, obscene, or suggestive

(Shirts may not have writing or pictures of any kind, except for what is listed as acceptable. This includes shirts from other schools, handmade designs, church / youth group shirts, Christian t-shirts, etc. **These standards apply to t-shirts, sweatshirts, and jackets.**)

6. No gang related clothing or colors may be worn.
7. No clothing or promotional items (buttons, stickers, etc.) relating to music or musicians is permitted. Neither may clothing or items be worn depicting inappropriate or controversial role models. Any items of a sub cultural nature are not allowed at Fellowship Academy.
8. Good hygiene must be practiced regularly (including, but not limited to bathing, use of deodorant, washing hair).
9. Girls may wear make-up provided that is be modest and in good taste. However, NO GLITTER. Eye make-up in particular must be modest. Boys may not wear make-up of any kind. Boys or girls may not wear black finger nail polish.
10. Students may not wear gold or other colored coverings on teeth.
11. Hats, caps, scarves, sunglasses, and other head coverings are not permitted inside the building.
12. Tennis shoes must be worn in P.E. All shoes must be appropriately tied. Shoes must not be written or drawn on by the student. Shoes with wheels (Heelies, etc.) are not acceptable. Girl's shoes must not have a heel more than 4".
No fishnet stockings. Shoes must be worn at all time.
13. Students' hair shall be clean, neat, and well groomed and may not cause a disturbance, interfere with normal classroom activities, or constitute a health or safety hazard. Boy's hair should be short in back and neat in appearance. A boy's hair must not touch the collar of his button-type shirt; the hair may not touch the eyebrows and may not come below the middle of the ear. No facial hair, including mustaches, goatees, beards, etc., is permitted. Sideburns cannot be excessive and can be no lower than the bottom of the ear lobe. While some trendy hairstyles are permitted that do not violate the hair code, absolutely no bizarre

hairstyles or rattails are permitted. (Bizarre hairstyles include hair color that does not appear to be natural. This includes not only colors that are unnatural, blue, pink, etc., but also other unnatural colors such as two or more colors and "peroxide" or bleached, such as yellow, orange, or white.) Girls' hair should be neatly combed, and no bizarre haircuts or styles are permitted.

14. Tattoos, decals, body painting or body piercings are not allowed by either boys or girls. The wearing of earrings, pierced jewelry or spacers by male students is prohibited. Girls may have pierced ears only – limit two per ear. Earrings must be of a conservative length and size. No other pierced jewelry or spacers may be worn. Students are allowed to wear only two bracelets per wrist at a time – no sweatbands. No spikes, dog collars, large chains, etc.
15. No chains may hang out of pockets, belt loops, etc.
16. Outerwear (coats, heavy jackets, rain wear, etc.) must be placed in a student's locker / cubbie or designated location when the student arrives at school and may not be worn during the school day.
17. No pajamas, houseshoes, or slippers.
18. No contact lenses that alter the shape and extreme color of the eye.
19. Junior High and High School students must wear the appropriate P.E. uniform at P.E. / Athletics.

VII. Standards of Conduct

Fellowship Academy's biblical role is to work in conjunction with the home to mold students to be Christ like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

Fellowship Academy believes the following standards to be conducive to the environment that will best promote the spiritual welfare of the student. Fellowship Academy requests that each student—whether at home, school, or elsewhere—

- Maintain Christian standards in courtesy, kindness, honesty, morality, modest attire, and communication spoken and written.
- Students are to refrain from participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (Leviticus 20:13 and Romans 1:27)
- Students are to refrain from inappropriate displays of affection, including holding hands, hugging and kissing.

- Students are to refrain from physical contact with members of the same or opposite sex. Physical contact includes, but is not limited to, pushing, shoving, hitting, kicking, scratching, spitting, and biting, and is not acceptable behavior.
- Students are to refrain from assaults and battery, intimidation, coercion, behavior detrimental to learning, verbal and /or physical abuse.
- Students are to refrain from the inappropriate acquisition of any information that is not the student's own on homework, class work, quizzes, tests, exams, or any other assignment. Such inappropriate acquisition is considered cheating. Any student found to be cheating or to have cheated, or to be assisting or to have assisted one or more students to cheat, will receive a zero on that assignment, and the student may receive at least a one-day suspension.
- **Plagiarism** is the act of presenting another person's literary, artistic, or musical work as one's own. A work need not be identical to the original to be plagiarism. The copyright laws make plagiarism and other unauthorized copying a crime punishable by fine or imprisonment. In addition, the creator of a copyrighted work may sue anyone who plagiarizes it. Fellowship Academy prohibits plagiarism, and a student who plagiarizes will be subject to disciplinary penalties, which could include the student being expelled.
- Students are to refrain from stealing, which includes borrowing without permission. Stealing may result in at least a one day suspension.
- Students who run away from home may be expelled from Fellowship Academy.
- Fellowship Academy does not tolerate dishonor to the Holy Trinity and the Word of God or disrespect to the personnel of Fellowship Academy on or off school property.

While it would be impossible to list every behavior that would go against the spirit and goals of Fellowship Academy, the general rule should be to abstain from all appearances of evil, according to I Thessalonians 5:22.

VIII. Discipline Procedures

A. General Information

The teachers and administration of Fellowship Academy use a variety of methods to promote a positive and safe school environment, and we expect full cooperation from both students and parents. Discipline is viewed as an opportunity to teach, using a biblical approach as the model. Addressing the heart of the student is vital in providing the right direction for behavior at school and throughout a student's life. Students who display disruptive behavior will be counseled with the goal of

bringing the student to true repentance and restoration. While grace and forgiveness will be applied, continually disruptive students will not be permitted to remain at Fellowship Academy

B. Being Sent to the Office

This will be reserved for serious or chronic problems. The following behavior is unacceptable and will usually result in a student being sent to the office.

- Willful disobedience or defiance
- Serious disrespect
- Fighting, pinching, biting, scratching
- Theft or unauthorized borrowing
- Using profanity or foul language
- Having unauthorized items at school
- Damaging others property
- Mistreating or antagonizing others
- Harassing/bullying others
- Lying or cheating
- Conveying threats
- Unsafe conduct
- Spreading harmful rumors
- Improper drawings or writings
- Throwing tantrums
- Chronic misbehavior
- Horseplay resulting in injury
- Sexually suggestive gestures or behaviors
- Leaving class or school without permission
- Chronic failure to complete homework or schoolwork

Administration reserves the right to determine appropriate discipline for each infraction.

Corporal punishment will not be administered on Fellowship Academy property.

FA has a hands-off policy, which means no rough play, scuffling, wrestling, patting, hugging, or any form of touching. Students must keep their hands off other students and keep their hands to themselves.

C. Suspension

Students may serve in-school suspension or out-of-school suspension as determined by the administration. Students who are serving suspension may not participate in extra-curricular activities (including athletics), may receive "0" for each class that is missed, but will still be required to complete assignments.

D. Behavioral Probation

Once a student is suspended for behavior, he/she will be placed on behavioral probation. During behavioral probation, should the student behave in a way that warrants another suspension, his/her status will be reviewed by the administration for a decision on

withdrawal or other methods of improvement in his/her behavior. Students who receive an unsatisfactory (U) or less than a C- in conduct on their report card will be placed on behavioral probation for the remainder of the school year. A second D or F or U in conduct on their report card during that school year may result in expulsion of the student.

E. Expulsion

When a student is found to be insubordinate to the policies and/or personnel of Fellowship Academy and is out of harmony with the ideals of the ministry and cause of Christ, the administration will meet to consider the possibility of the student being withdrawn immediately. The parent/legal guardian will be asked to have a conference with the administration, and may be required to withdraw the child.

Fellowship Academy reserves the right to expel a student who chooses to constantly rebel against the values and direction of the Academy.

Student Redemptive Discipline Policy

Fellowship Academy reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. These situations include, but are not limited to, issues related to pregnancy; abuse; sexual activity; pornography; inappropriate solicitation; abortion; harassment; and the use of alcohol, tobacco, illegal drugs, etc.

A redemptive approach may be considered if a student and his/her family exhibit repentant and humble hearts and if administratively determined that continued enrollment is in the best interest of the student and the Fellowship Academy student body.

Possible requirements for continued enrollment may include, but are not limited to the following.

The student...

1. is willing to meet with pastoral counsel on a regularly scheduled basis.
2. has parents who are cooperative with Fellowship Academy and supportive of its expectations.
3. is willing to meet with an Fellowship Academy faculty member on a regular basis for a specified number of weeks or months for accountability.
4. is willing to sign a contract with Fellowship Academy requiring specific elements of cooperation of the student and parents. This agreement can be cancelled at any time by Fellowship Academy if the elements of the agreement are not fulfilled. Failure to meet the conditions of this agreement can result in suspension or termination of enrollment.
5. is willing to undergo necessary testing or ongoing random testing with results sent to the

school if requested by Fellowship Academy administration.

6. is willing to provide legal disclosure as needed and requested by Fellowship Academy administration.
7. is willing to be homeschooled for a specified period of time in which the student completes lessons assigned by Fellowship Academy staff and lessons are returned to Fellowship Academy for grading and academic credit if deemed necessary by school administration.
8. is willing to agree that FA may set limitations regarding student requests.

F. Student Violence

Fellowship Academy has a no tolerance policy involving physical touch, threats, or perceived threats of violence by students in person, written, or by electronic means (internet, cell phone, etc.). Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Fellowship Academy has a no tolerance policy in regard to teasing, bullying, or intimidation. Examples of inappropriate behavior include, but are not limited to persistent tormenting, utilizing habitually cruel or overbearing comments, making fun of or spreading rumors, mocking, belittling, or encouraging exclusion and teasing. Students participating in such behavior may be subject to a parent meeting, suspension, or expulsion,

Students may not physically touch another student (pushing, shoving, hitting, etc.) This includes horseplay or "rough housing." Students participating in such behavior may be subject to a parent conference, suspension, or expulsion.

If a student brings a weapon to school, or to a school function, or has a weapon on his/her person, it may result in the expulsion of the student. Parents are advised that the school may contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle. A weapon is defined as anything that may cause bodily injury which may include, but is not limited to a firearm, knife or other sharp object, or club.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and / or staff member threatened. The school may also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable or carrying out the threat. The student's permanent record will reflect the expulsion for making a

threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will conduct a parent meeting with the student. These include all cases in which the student was “just joking.” If circumstances warrant, the school may conduct further investigation. No student will be allowed continued enrollment if the administration deems there is a threat of danger.

G. Care of Property

A good citizen takes pride in the care of school property, realizing that the appearance of the building and campus is a credit or discredit to himself, as well as to the student body in general. Any student found to have intentionally, knowingly, or recklessly damaged or destroyed school or church property shall be required to compensate Fellowship Academy or Fellowship of the Metroplex for the full extent of the damage and shall be subject to disciplinary measures up to, and including dismissal from school. The item damaged will remain the property of the Academy. Please remember that the buildings, grounds, and equipment we are privileged to use, belongs to the Lord. We have a special responsibility to keep them in good order and respect their use.

H. Kindergarten Discipline

Teachers will use a variety of methods to encourage obedience and orderliness in the kindergarten classroom. If students do not comply, they may forfeit some free time or lose a privilege. If there is a recurring problem with obedience, the following steps will be taken:

- The teacher will make a phone call and/or have a conference with the parents.
- A conference will be set up with parents, teacher, and principal.
- Parents will be called to the school to discipline the child.
- Child will be sent home for the remainder of the day and /or suspended for the next day.

The following offenses may result in immediate suspension:

- Biting
- Kicking, hitting, or aggressive pushing with intent to hurt someone (child or teacher)
- Total disrespect for the teacher-refusal to obey, very defiant/temper tantrums
- Leaving the authority of a teacher-includes refusal to leave an area or running away from the teacher

If the behavior cannot be corrected, the child will be asked to withdraw from the school.

I. Elementary Discipline

Teachers will use a variety of methods to encourage obedience and orderliness in the elementary classroom. If students do not comply, they will lose free time or forfeit a privilege. A student may be sent to the office immediately and parent/legal guardian called to pick him/her up immediately for a serious offense. If there is a recurring problem with behavior, the following steps may take place:

- Behavior notice is sent home.
- Parents will be called.
- Conference set up with teachers and parents
- Student sent to administration. Parents will be called and child may be sent home for the remainder of the day.
- One day suspension – conference with administration required before student may return to school. Student is placed on behavior probation.
- Status of child will be reviewed by the administration to determine if he/she will be allowed to remain in school.

J. Junior High and High School Discipline

Detention

Before and after school detention will be held once a week for those students who have been issued detention for disciplinary reasons. Lunch detention may be given any day of the week as deemed necessary by the administration

Each detention session will be either 30 minutes or one hour, depending upon the infraction.

A \$5.00 fee will be charged for each 30 minute session.

The following rules will apply to detention:

1. No class work or homework may be completed during this time. Detention is not study hall.
2. There is NO talking, sleeping, eating, or any type of disruptive behavior.
3. A student who does not comply with the rules for detention may be sentenced to more detention, probation, suspension, or be dismissed from the Academy.

Code of Conduct

Being a student at Fellowship Academy is a privilege. Students are expected to conduct themselves on and off campus in a way that models a Christ-like behavior and is a positive reflection of parents, families, and Fellowship Academy. The Code of Conduct is a document that must be signed by each junior and senior high student and his/her parents that explains in detail the type of behavior

that is expected at ALL times (365 days a year / 7 days a week / 24 hours a day). Failure to comply with the Code of Conduct may result in suspension or dismissal from the Academy.

K. Infractions / Penalties Guideline

The following are guidelines for infractions and penalties. This list is not comprehensive.

Unacceptable Minor Infractions

1. Talking in class
2. Incidental behavior (repeated tapping, noises, etc.)
3. Gum (pen tops, paper, wire, etc. to give appearance)
4. Turned around in seat
5. Out of seat
6. Tardy to class (After arrival time)
7. Disrespect
8. Leaving trash on the lunch room table
9. Inside building without permission after dismissal
10. Touching (violation of hands-off policy)
11. Horseplay
12. Disobedience
13. Bad attitude
14. Misuse of lockers
15. Obvious loitering in the morning or between classes
16. Passing notes
17. Arguing with or harassing schoolmates
18. Name-calling or spreading of rumors
19. Lying
20. Using Academy telephone without permission
21. No supplies in class
22. No homework or textbook
23. Gross behavior
24. Cell phones (allowed but must be turned off at all times)

Infractions that may result in Detention

1. Pranks that are hurtful or damaging (depending upon the degree, suspension or even expulsion may be necessary)
2. Certain degree of destruction of school or other property
3. Cursing (includes "almost" profanity; e.g. "God", "Jeez" substitute, slang, etc; taking God's name in vain.)
4. Disrespect
5. Rumors or name-calling
6. Lying
7. Verbal abuse

Infractions that may result in Suspension

1. Cheating or assisting a cheater
2. Destruction of property

3. Setting off or tampering with fire alarms, fire extinguishers, sprinklers, the bell system, etc.
4. Fighting or wrestling
5. Disrespect
6. Stealing (may result in expulsion)
7. Rumors or name-calling
8. Verbal abuse
9. Gang/gang talk
10. Threats
11. Internet Violations
12. Repeated violation of cell phone policy
13. Leaving the room or campus without permission.

Infractions that may result in Expulsion

1. Guns
2. Weapons or items of danger and intent
3. Threats
4. Running away from home
5. Violating behavior probation
6. Arrest and/or conviction
7. Assaults (on teacher or others)
8. Committing a felony or misdemeanor
9. Theft or vandalism
10. Buying, selling, possessing or distributing drugs
11. Failure to tell of behavior or information from your past that would influence your being a student at Fellowship Academy (e.g. you were arrested, expelled previous school, etc.)

L. Athletic/Extracurricular Academic Eligibility

In order to be eligible for athletics or extra-curricular activities, a student may not be on academic or behavior probation. However, this does not include the initial new student academic probationary period.

1. When a student goes on academic probation, he/she will immediately become ineligible for any extracurricular activities.
2. If a student becomes ineligible during a tryout period, the athlete will be allowed to try out for the team.
3. If the ineligible student is selected for the team, he/she will be allowed to practice with the team but will not be allowed to dress out for the games, travel with the team, or participate in any of the team's activities.
4. It will be explained to the ineligible student that he/she is in a holding position, in that when his/her grades are acceptable, his/her eligibility will be restored.
5. If the ineligible student shows weekly progress, he/she will be able to continue the practice schedule, and at the halfway point of the next six weeks, if the grade in question has been sufficiently raised to the acceptable level, full eligibility will be restored.
6. If the grade has not been raised to at least a

C-, he/she will be declared ineligible for the remainder of the current six weeks, including practice.

7. A student must be present (at school that day) in order to be eligible to play in that day's game or attend practice.

IX. Miscellaneous

A. Appearance of School-Related Activities

Fellowship Academy is not responsible for any activity involving Academy students that is not directly planned and/or sponsored by the Academy.

B. Attitude

Students and parents are expected to have an attitude of cooperation and support of Fellowship Academy. Parents are expected to be loyal to the aims and ideals of the administration. Students are expected to abide by the standards set by the administration of Fellowship Academy. A student may be expelled if cooperation and/or loyalty to Fellowship Academy cease to exist by the student and/or parents.

C. Conferences

Communication between the home and the school is vitally important. Teachers are available to meet with parents. Please call the office to schedule a conference with the teacher. **Please do not expect a teacher to be able to conference with you before or after school without a scheduled meeting.** Please do not contact a teacher at home with concerns or questions. Parents are urged to discuss any concerns or problems with the teacher before approaching the Administration. If a parent requests a conference with the Administration about a teacher or classroom concern, the teacher will also be asked to join the conference.

D. Party Policies

Parties are allowed at the Academy as described below. Please do not plan parties or bring food for any other days without permission from the administration. Parties are only to be 30 to 45 minutes in length.

Christmas - As a school Fellowship Academy emphasizes the spiritual aspect of Christmas. Christmas parties are planned on the last day before Christmas break with this in mind.

Valentines Day- Kindergarten and elementary children are given the opportunity to exchange valentines. Children will want to bring valentines for ALL of their classmates.

Easter-An Easter celebration party is held on the last school day before Easter Sunday. Seasonal activities and

programs in the school at this time of year emphasize the risen Savior.

End of Year-On the scheduled day classes are allowed to have an end-of-the-year party.

Birthdays- Parents/legal guardians may send cupcakes or cookies for the celebration of a child's birthday at school. Before school begins, cupcakes or cookies can be dropped off in the classroom. After 8:15 A.M. these items must be dropped off at the office. They will be passed out during the children's break or lunch period for them to enjoy. This must be coordinated with the teacher in advance. There are no birthday parties on campus. Please do not bring pizza, balloons or other party items for birthdays. Invitations for all off-campus birthday parties may not be given out on the school premises unless all the children in the classroom receive invitations, or unless invitations are given to "all boys" or "all girls" in the classroom.

E. Student Council

The Fellowship Academy Student Council is comprised of junior high and high school students and leads the student body by example and service. These students have opportunities to be involved in several civic, spiritual and leadership activities during the year.

F. School Records

Permanent records on each student are kept in the school office.

G. Transportation

Parents are responsible for the transportation to and from Fellowship Academy each day. Students are not allowed to ride bicycles or walk to and from Fellowship Academy unless permission has been granted by the Academy office. Students of driving age and his/her parents **MUST** meet with the administration to discuss policies before permission may be granted to those students wanting the privilege of student parking. Student drivers must only park in designated spaces.

X. School Calendar

August

17	Open House
23	First Day of School
25	Senior Breakfast
27	Red / Blue School Spirit Day
27	Back to School Pep Rally
28	Mustang Classic
31	School Picture Day

September

6	No School – Labor Day
10	Pep Rally
14	Grandparent's Day
22	See You At The Pole

25	Mansfield Pecan Festival
27-Oct 1	Mustang Stampede Week
27	Camo School Spirit Day
28	Annual Golf Tournament and Walk-a-thon
29	Pick a Decade School Spirit Day
30	College School Spirit Day
October	
1	End of 1 st Six Weeks
1	School Spirit Day
1	Pep Rally
1	Homecoming
6	Report Cards
6 – 8	Junior High Outdoor Education Camp
11	NO SCHOOL
12	Senior Volleyball Night
13	PSAT Testing Day (9th – 11th grades)
19	McTeacher Night
November	
5	Crazy Hat School Spirit Day
5	Pep Rally
5	Senior Football Night
12	End of 2 nd Six Weeks
17	Report Cards
22 – 26	No School – Thanksgiving Break
December	
3	Crazy Socks School Spirit Day
13	Fall Athletic Banquet
16	Early Dismissal
17 – 31	No School - Christmas Break
January	
1 – 3	No School – Christmas Break
4	School Resumes
7	Cowboy School Spirit Day
7	Pep Rally
10	Fall Registration Begins for FA Families
13 – 14	High School Finals
14	End of 3 rd Six Weeks / Semester
17	No School
19	Report Cards
February	
4	Crazy Hair School Spirit Day
4	Pep Rally
4	Senior Basketball Night
11	Talent Show
14	Val-a-gram Delivery
21	No School
22	Spring Open House
25	End of 4 th Six Weeks
28	Fall Registration Opens to Public
March	
2	Report Cards
4	Nerd School Spirit Day
9	Cheer Lunch

10	Cheer Parent Meeting
11	Early Dismissal
14 – 18	No School / Spring Break
25	Donuts for Dads
28 - 31	Cheer Clinic

April

1	Sports School Spirit Day
1	Cheerleading Tryouts
9	Annual Mustang Round-Up Dinner and Auction
15	End of 5 th Six Weeks
20	Report Cards
21	2 nd and 3 rd Spring Field Trips
22	No School – Good Friday
24	Easter
25	No School
26 – 30	Senior Trip to Disney World

May

4 – 6	Junior High Spring Field Trips
6	Fun Flip Flop Friday
10	Muffins for Moms
12 – 13	4 th and 5 th Grade Spring Field Trips
12 – 13	High School Finals
15 – 20	9 th Grade Spring Field Trip
16 – 20	10 th and 11 th Grade Spring Field Trips
23 – 25	Early Dismissal
23	High School Service Project
23	Winter / Spring Athletic Banquet
24	Junior High and High School Award Ceremonies
25	LAST DAY OF SCHOOL
25	Kindergarten Graduation
25	Elementary Awards Celebration
26	Senior Dinner
27	Graduation Rehearsal
28	Graduation