



2023-2024

FAMILY HANDBOOK

*Teaching and reaching hearts
since 2000*

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Fellowship Academy Family Handbook

The Fellowship Academy Family Handbook exists to be a guide for policies and procedures. It is not exhaustive and is subject to change. The Administration has the final interpretation of the Family Handbook.

Mission

To provide a Christ-centered education in which students realize, develop, and pursue their God-given potential and graduate as godly leaders who impact the community through excellent service. (*Deuteronomy 6:6-7; Matthew 5:13-14; Ephesians 6:4b*)

Vision

Fellowship Academy exists to graduate godly leaders who will impact the community by serving others with excellence.

Statement of Faith

The following statements represent what Fellowship Academy holds and teaches in classroom and Bible curriculum. All faculty members 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.

Fellowship Academy believes that biblical marriage is limited to a covenant relationship between a man and a woman. God’s Word teaches that sexual intimacy is to only occur between a man and a woman who are married to each other. Marriage has only one meaning sanctioned by God to join one man and one woman in a single, exclusive union, as defined in Scripture. Any form of sexual immorality, such as unbiblical ‘marriage’, adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or disagreement with one’s biological sex is sinful and goes against God’s design. (*Genesis 1:27-28; Genesis 2: 18-24; Exodus 20:14; Jeremiah 29:6; Matthew 19:4-6; Ephesians 5:3, 22-33; 1 Corinthians 6:18; 1 Thessalonians 4:3-8; Romans 1:26-27; Galatians 5:19-2*)

Core Values

All members of the Board, Administration and Staff of Fellowship Academy believe that the Bible is the Word of God without error in all its teachings. Because of our understanding of the Old and New Testaments, our school teaches these Core Family Values:

- It is unacceptable for Christians to teach hatred towards any group or individual.
- Human life begins at conception. An unborn child at any stage of development is fully human and should be treated as such.
- Extramarital sexual intimacy, heterosexual or homosexual, is morally wrong.
- Marriage is an exclusively heterosexual institution involving one man and one woman.

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 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 run 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.

GENERAL INFORMATION

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 1st through 5th grades. In the spring of 2008, Fellowship Academy held its first high school graduation. Additions to the school have included a varied enrichment program and an expanding athletic program. Our alumni accepted to universities all over the United States and into all branches of military service. In keeping with our mission, some students choose to go from high school graduation into a chosen career field.

Accreditation and Affiliations

Fellowship Academy is accredited by Cognia, a division of the Southern Association of Colleges and Schools. Our school is a member of the Association of Christian Schools International (ACSI), the American Association of Christian Schools (AACS), the Texas Association of Private & Parochial Schools (TAPPS), and the Texas Private Schools Association (TPSA).

School Governance

Fellowship Academy is led by the Head of School under the guidance of the Board of Directors. The members of the Board are chosen from Fellowship Academy families, organizations that are independent ministry partners of Fellowship Academy, and from other Christian leaders in the larger community served by our school. The primary purpose of the Board is to provide overall guidance, direction, and leadership that result in the long-term sustainability and success of the school.

GENERAL POLICIES

Arrival / Dismissal Times

Office Hours

During the school year, the school office is open from 8:00 am until 4:00 pm, Monday through Friday. During the summer, school hours are 8:00 am to 4:00 pm, Monday through Thursday. We are closed for during the two weeks that surround the 4th of July holiday.

School Hours

Pre-K & Kindergarten 8:00 am – 2:45 pm

1st - 6th Grade 8:00 am – 3:15 pm

7th – 12th Grade 8:00 am – 3:35 pm

Camp Mustang, our before- and after-care program, partners with the school to provide extended care for students until 6:00 pm. If you need extended care for your child, please contact Crystal Jeffries, Director of Camp Mustang, at cjeffries@fellowship-academy.org. Information can also be found in the FACTS Family Portal.

Drop Off and Pick Up Information

PreK, Kindergarten, Elementary and Intermediate

All PreK – 6th grade students will be **dropped off** at the main entrance under the porch between 7:45 and 8:00 AM. Pre-K and Kindergarten students will be **picked up** from the main entrance at 2:45 pm. Students in the 1st-6th grade will be **picked up** from Door #2 at 3:15 pm.

Secondary

All 7th – 12th grade students will **be dropped off** at the Gym in the mornings. Doors will open at 7:45 am. Pick up for Secondary students will be at door #4 or the gym if FASST is their last period.

Daily Dismissal

- Students should be picked up no later than 15 minutes after their dismissal time (listed above).
- Students who are not picked up on time and who are not enrolled in the Camp Mustang after school program will be supervised by Camp Mustang and charged the drop-in fee.
- Parents who need to pick up a student early must come by the front desk to have their child dismissed from class.
- Parking in the handicap parking spaces and parking in the fire lane is strictly PROHIBITED AT ALL TIMES – even if a student is being picked up early from school or if a parent needs to drop something off at the front desk.
- 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 play unsupervised in the parking lot or anywhere on campus.

Before and After School Supervision

Parents who need to drop their children at school earlier than 7:45 am may drop them off for Before School supervision, which begins at 6:30 am. No registration is required.

Fellowship Academy provides after school supervision for students in PreK through 8th grade from the time school is dismissed until 6:00 pm via our Camp Mustang and After Care programs. Students who are not picked up on time and who are not enrolled in Camp Mustang will be supervised by Camp Mustang until the parent arrives. The family will be charged the Camp Mustang drop-in rate for unplanned supervision. We do ask that parents call the school to notify us if you will be late so that we can take good care of your child and so that your child will not be concerned.

Athletics

Physical Education (P.E.) is required for all Kindergarten – 9th grade students. Junior high and high school students (grades 6-12) 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. The high school sports program is governed by TAPPS (Texas Association of Private and Parochial Schools). Junior High athletics are offered for grades 6 through 8 and are governed by CSAF.

Girls may participate in cross-country, cheerleading, volleyball, basketball, track, golf and softball; boys may participate in cross-country, football, basketball, track, golf 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. Please refer to the Athletic Handbook for additional guidelines and policies.

Background Checks/Ministry Safe Training

All Fellowship Academy employees, coaches, substitute teachers, parent volunteers and anyone else deemed necessary by the administration are required to complete Ministry Safe training that educates in matters pertaining to sexual harassment and abuse and will also be required to complete a Background Check. Ministry Safe Training must be completed every 2 years. Background Checks must be completed every three years unless deemed otherwise by the Administration.

Child Abuse

Fellowship Academy is required by law to report within 48 hours any allegation of child abuse to the proper governmental authority of the State of Texas when we have cause to believe that a student's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect.

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.

Clubs & Organizations

All campus clubs and organizations must be in agreeance with the mission, vision, and statement of faith of Fellowship Academy.

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. Social media is not to be used by students, parents, or guardians to air grievances against Fellowship Academy, other students, teachers or staff. The following guidelines are helpful to processing conflicts:

- Give the staff the benefit of the doubt. Realize that the child's reporting may represent a misunderstanding and may reflect only one side of the story.
- Realize that we have reasons for all rules, and we endeavor to enforce them as consistently and fairly as possible. Please do not criticize the school in front of your children, as this criticism will reduce their respect for authority in general, resulting in less willingness to obey and cooperate.
- Please pray for the teachers and staff. Support them with your love and praise. The teachers and staff are dedicated to training your children in the way they should go, resulting in upright character and behavior.
- Express any concerns promptly to avoid ill feelings, friction or the development of resentment.
- 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.

- Parents/legal guardians who refuse to engage in conflict resolution as outlined here are expected to withdraw the student immediately. In the event that this is not done voluntarily, Fellowship Academy will request such a withdrawal.

Custody Rights

In situations where custody of a student is shared or divided, Fellowship Academy must have a copy of the divorce/custody decree, dated and signed by a judge, **clearly** stating the custody arrangement and also the visitation rights of a non-custodial parent. Fellowship Academy will follow the rulings of the court order for sharing information, school visitation, and release of students into parental custody. 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.

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 front desk for delivery. Parents should not interrupt classroom instruction and should refrain from messaging or calling students during class. Students are not permitted to send messages or call parents from the classroom without the express permission of the teacher.

Drug-Free School

No student shall manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances on school premises or at off-campus school related activities, functions, or events:

- Any controlled substance or dangerous drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any glue, aerosol paint, or any other chemical substance that could be abused by inhalation.
- Any other intoxicant, or mood-changing, mind altering, or behavior-altering drugs.

A student need not be legally intoxicated to be considered “under the influence” of a controlled substance. Students who violate this prohibition are subject to suspension or expulsion and may be referred to appropriate law enforcements for prosecution. 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.

Educational Assistance Plan (EAP)

Fellowship Academy does not have the resources to offer services to children with significant special needs; in some cases we will recommend another school that is better equipped to meet a student’s needs.

Fellowship Academy recognizes the fact that many students have difficulty learning in the traditional manner; for this reason, we have established a Learning Lab to support learning. The Learning Lab Director coordinates with the principal and teachers to work with students and parents to complete an Education Assistance Plan (EAP) for students with diagnosed learning differences. The plan will identify accommodations that may be implemented in the classroom setting and possibly the learning lab setting (which would involve an additional fee). In order to remain at Fellowship Academy, the student must be able to function in a regular education classroom with accommodations in place.

Flyers and Outside Advertisements

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

Health Services and First Aid

In the event a student becomes ill or is injured at school, the parent/ legal guardian will be called upon 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. In the case of a confirmed or suspected case of COVID 19, students will not be able to return to campus until the prescribed isolation period has been met.

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 outside 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.)

Staph Infection / Undiagnosed Rash

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

Other Health Considerations

We welcome your child to our program if he/she is healthy and does not exhibit signs of illness. If a child presents symptoms of illness, he/she will be removed from the classroom and the family will be contacted to pick him/her up. If your child will be absent from school, please notify the school by 9:00 AM. We welcome your child to our program if he/she is free of the following symptoms:

- **Fever:** 100 degrees or over. The child must be fever free for 24 hours without the use of medication, before returning to the classroom.
- **Vomiting or Diarrhea:** The child must be symptom free for 24 hours without the use of medication, before returning to the classroom. If vomiting occurs during the school day, parents will be called and asked to pick up the child immediately. After two episodes of a watery bowel movement at school, a parent will be notified and may be asked to pick up the child.
- **Skin rash:** If the child has undiagnosed skin rashes or sores, the child may not attend school. Diagnosed rashes may need to be covered.
- **Inflamed Throat and/or Mouth.**
- **Eye/Nose Drainage:** If thick discharge is draining from the eyes or nose (even associated with allergies).
- **Pinkeye or any other eye infection:** The child must be on antibiotics for 24 hours before returning to the classroom.
- **Respiratory Symptoms:** If the child exhibits difficult, rapid, or shallow breathing or excessive coughing or sneezing, the child may not attend school. If the child makes high pitched croup or whooping sound after he/she coughs, and the child is unable to lie comfortably due to continuous cough, the child may not attend school.
- **Unusual irritability or fatigue:** If the child looks or acts differently, is unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken, the child should remain home for further observation.
- Communicable Diseases (including Covid-19, Strep Throat, Flu, Chicken Pox, Mumps, etc).

Health Records

Texas law requires that the following be on file for each student by the first day of class:

1. Current Immunization Record. If your child is missing an immunization, the office will notify you and you will have 30 days from notification to bring your child's immunizations up to date.
2. Signed Healthcare Statement. A signed document from your child's pediatrician stating that they have had a physical exam within the last 12 months and may participate in all school activities.
3. Allergy Healthcare Form. If a child has a diagnosed allergy that requires medication, or an EpiPen, a signed physician action plan is required.

Failure to provide any of the above records will result in exclusion from school programs until records are current.

Texas law requires that all children in **4-year-old preschool and kindergarten** must be screened for **vision and hearing** difficulties within the first 180 days of school. You will receive a notification letter prior to the screening. If your child has this screening as part of their well child exam, please make sure it is **documented on the school medical forms**. If your child does not have this documented on their medical forms, they will be screened, and a fee charged for the service.

Dispensing of Medication

Over-the-Counter or Prescription Medications

No student should have in his/her possession any type of medication during the school day. No student is to sell or distribute any type of medication.

In order for your child to receive any medication (over the counter or prescription) at school, you must complete a medication form and have it on file with the school nurse.

1. Medication must be kept in the nurse's office and is not permitted to be left in your child's backpack or in the classroom. This includes sunscreen, insect repellent, and cough drops.
2. Medication must be in its original container and labeled with your child's name.
3. Medication can only be administered in the amounts according to the label directions.
4. If medication is left for a child who is "under the recommended age" on the original container, we must have a written note from the doctor's office authorizing the dispensing of the medication.
5. Medication must not have passed the expiration date.
6. Herbal supplements, including essential oils, must be prescribed by a doctor in order to be administered by school personnel.
7. If your child uses an EpiPen, nebulizer and/or inhaler that stays in the office, we must have an authorization sheet filled out by the parent and a physician's prescription on file. Additionally, an Allergy Action Plan must be on file.
8. *Note: Texas law permits schools to possess an epipen for use in the event of an anaphylactic emergency.*

JAM

JAM (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 for worship and encouragement. All students are required to attend. Parents and visitors are always welcome. If you visit campus, you must sign in at the front desk.

Learning Lab

Fellowship Academy offers a Learning Lab to provide support for qualifying students with learning differences, their classroom teachers, and parents to help the student succeed in school and in life. Individual EAPs are developed for Learning Lab students. There is an additional fee for this service.

Library

Elementary and Intermediate students will have access to the school library at least once a week. Books may be checked out for three weeks and can be renewed for another week. 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. Secondary students access the library according to their class schedules and planned activities.

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 cubby. A combination lock will be provided by the school. Personal locks are prohibited. If a lock is lost or broken, the student will need to pay for a replacement. ALL LOCKERS SHOULD REMAIN LOCKED. 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 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.

Classroom storage space for backpacks is limited. All Junior High students will be required to use a locker. All backpacks must fit into the locker. Secondary students should plan to visit their lockers during breaks between classes to load and unload books according to their daily schedules.

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.

Lunch Service

Fellowship Academy offers optional lunch service Monday through Friday through Ordo. Parents can order lunches directly using the Ordo app; the lunches will be delivered to the school. Orders for the week must be placed the Friday prior to the week. Orders can be cancelled up to the day before the lunch date. Lunches do not include drinks. Water, Gatorade, and milk are available for purchase every day at lunch through Ordo.

Students who do not purchase lunches at school should bring their own nutritious lunch to school every day. Refrigeration is not accessible to students. Lunches brought from home should include napkins and necessary utensils; however, no knives are allowed.

When necessary, parents may deliver lunches to their students at the lunch table near the Reception area.

Notification of all food allergies should be provided to the health coordinator or classroom teacher. Parents/legal guardians who would like to eat lunch with their children must stop at the school office to check-in, and must abide by the policies set forth for visitors.

Non-sponsored Activities

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

Parental Involvement

Fellowship Academy believes that God has given the responsibility for a child's education to his/her parents. Only parents or legal guardians will be able to receive information about a child's academic behavior at school. Parents and legal guardians are urged to attend all regularly scheduled activities, appropriate orientations, Back-to-School Nights, 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. There are multiples ways to volunteer at Fellowship Academy! We especially need room parents to help during the holidays and during special events and fund raisers. Parents/legal guardians should notify the school office of their interest in volunteering. All volunteers will undergo a background check and Ministry Safe training.

Parent-Teacher Conferences

Communication between the home and the school is vitally important. The Administration and teachers are available to meet with parents upon request. Please do not expect an administrator or teacher to be able to conference with you without a scheduled meeting, including before or after school. Please do not contact the Administration or 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. Each fall, Fellowship sets aside two school days so that all families may have parent-teacher conferences.

PTF – Parents and Teachers at Fellowship

All parents are encouraged to be active in the PTF program. This organization works with the Director of Advancement to support various school 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.

Safety/Fire/Severe Weather Drills & Emergency Evacuation

Fellowship Academy maintains a Crisis Management plan that includes emergency procedures for fire, tornado, and other types of emergencies. The Crisis Management plan is continuously reviewed by the Safety and Security Committee for compliance with current and best practices. The Administration and staff consider the safety and welfare of our school community as a top priority. Evacuation, Secure, Hold, and Lock Down drills are practiced throughout the school year. Should an emergency situation develop, Fellowship Academy will work closely with local authorities. The Crisis Management Plan is available to parents who would like to review it.

School-to-Home Communication

Fellowship Academy communicates school- related and athletic information to our parents and students via mass email, mass text, by phone, in the FACTS Family Portal, in the weekly newsletter and in person. Permission to communicate with parents and students via email and text message is granted to the school when registering your student. If you are not sure where to direct communication, please start by emailing info@fellowship-academy.org, and your inquiry will be directed to the appropriate staff member.

Searches on Suspicion of Illegal or Unauthorized Materials

Fellowship Academy is committed to providing students and employees with a school and work place that is free of drugs and weapons. To that end, Fellowship Academy prohibits the presence of drugs, controlled substances, vapes, nicotine products of any type, weapons of any type, explosive devices, alcohol, non-authorized medication or any other intoxicate on school property or at any school sponsored event. This prohibition applies to employees, students, patrons, visitors and any other person on school property.

All persons are responsible for the security of any vehicle, locker, desk, bag or other item they possess or bring on to school property or to a school-sponsored event. No person shall possess, place, keep or maintain any article or material that is prohibited by law or school policy in items, lockers, vehicles, desks or bags assigned to them or under their control while on school property or at a school sponsored event.

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 vehicles, 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.

Discovery of a prohibited substance may result in referral to law enforcement or disciplinary action including but not limited to termination of employment for employees and referral to law enforcement or disciplinary action in keeping with school policy for students.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing a reasonable cause or securing the student's voluntary consent. Coercion, either express or implied, such as threatening to contact parents or police, invalidates apparent consent.

The search is reasonable if it meets both of the following criteria:

1. The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. Fellowship Academy urges that discretion, good judgment and common sense be exercised in all cases of search and seizure.

In determining whether reasonable suspicion exists, school officials shall consider:

- The student's age and previous behavior patterns.
- The prevalence and seriousness in the school of the problem to which the search was directed.
- The urgency requiring the search without delay.
- The substantive value and reliability of the information used as a justification for the search.
- The location of the student at the time of the incident which gave rise to reasonable suspicion.
- Searches shall be made in the presence of at least one other school employee. Employees will not conduct strip searches or body cavity searches.

The parent and/or guardian of a student subjected to an individualized search shall be notified by the school as soon after the search as possible.

Because lockers are under the joint control of the student and the school, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker.

If there is reasonable suspicion to believe that a student may be impaired due to drug or alcohol use, the student may be asked to submit to a drug and alcohol screening test. 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. Drugs that will be tested for are those that are most commonly abused: marijuana, cocaine and opiates. A positive test may result in immediate withdrawal of the student from Fellowship Academy. Refusal to take the drug test may result in the student being expelled from the school.

In an effort to keep the schools free of drugs, Fellowship Academy may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or school policy. The dogs may sniff the air around lockers, desks, bags, personal items or vehicles on school property or at school-sponsored events as long as they are not allowed to sniff any person. Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is present.

The above inspections shall be unannounced and may be made at the discretion of the Fellowship Academy Administration.

If a student refuses to consent to search of a vehicle, the Kennedale Police Department will obtain a search warrant based on the dog's alert on the vehicle. If any contraband is found in a vehicle, appropriate police action will be taken. If law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.

Dogs shall not be used in rooms occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog may not sniff the person of any individual and shall be well separated from the audience. Under some circumstances, students may be asked to leave a room and leave their personal items behind during a trained canine search.

Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that place or responsibility for it shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought it onto school property shall be asked to unlock it for inspection.

Snacks

Students may bring a **nutritious/healthy** snack every day. 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.

Occasionally, sports team or parent support groups will host bake sales or snack sales for students. Information will be sent home to notify parents of those opportunities.

Student Driver Requirements and Expectations

Any student possessing a valid Texas driver's license and adequate insurance, attaining respectable conduct status, and receiving approval, may exercise driving privileges on the FA campus, provided that the student drives in a responsible manner. All licensed student drivers are asked to participate in creating as safe an environment as possible on campus. Students must follow all Texas state driving laws in addition to the following:

- The vehicle must be registered with the Fellowship Academy office. A copy of the student driver's current driver's license and insurance card must be on file in the office. Should changes occur, this must be updated. A parking placard will be issued and must hang from the rear-view mirror of the vehicle at all times. Parking placards may NOT be transferred, sold or given to another student.
- All speed limit signs, traffic directional flow, and other traffic signs must be obeyed. The speed limit in the driveway and parking lots is **5 mph**.
- The Fellowship Academy driveway and parking lots are a **No Cell Phone Zone**. Students are prohibited from texting or using cell phones while driving or parking on the campus.
- Vehicles must be parked in designated student parking spaces.
- Students may not go to their vehicle before the end of the school day unless they are approved to leave for lunch.
- 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.
- 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, vapes, etc.
- Offensive and inappropriate bumper or window stickers are prohibited.
- Music should not be played from a vehicle loud enough to be heard outside the vehicle with the windows up.
- Fellowship Academy reserves the right to inspect the vehicle if deemed necessary by the Administration.

- 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 school office and the parent/guardian will be called by the school for verification. 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.
- Vehicles should be locked, and valuables should not be left in the vehicle. **The school assumes no responsibility for stolen items.** Fellowship Academy assumes no responsibility for any damage or loss to motor vehicles driven or parked on campus.
- Student drivers are not allowed off campus during school hours unless they are seniors/juniors and then only during lunch. Vehicles must remain in their designated parking spots for the entirety of the day.
- **All student drivers, with the exception of seniors and juniors, are required to turn in their keys at the front desk when they arrive at school and pick them up at dismissal. Keys will be locked in a valet box during the school day. Students will receive a number tag when they turn in their keys and will be required to exchange the number tag for their keys. Students may be required to pay a \$5 fee for lost number tags.**
- Students are to depart from the school parking lot in a timely fashion once school is dismissed. Loitering in the parking lots is not allowed.
- Fellowship Academy reserves the right to change the rules and regulations governing the use of parking facilities as deemed necessary by Administration. 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.

Student Insurance

Parents with students in attendance at Fellowship Academy must assume any responsibility for injuries received at school. The school is not responsible for any damages or injuries resulting from participation in school events or programs, whether on or off campus.

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 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.

Student Records

Permanent records on each student are kept in the school office. Records are not released for delinquent accounts until they are made current.

Threat Assessment Committee

A threat assessment committee makes final decisions on determinations of the potential threat presented by information received by school personnel.

Telephone Use

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

Transportation

Parents are responsible for transportation to and from Fellowship Academy each day. If a student will be walking or riding a bicycle to Fellowship Academy, the parent/guardian must notify the school office so that we can ensure the student's safety while in the parking lot. 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.

Use of Facilities

Student restrooms and locker rooms that are designated for one biological sex shall only be used by members of that biological sex. In any school facility or setting where a student may be in a state of undress in the presence of other students (changing costumes during a school theatrical production, athletes changing from street clothes to uniforms or practice clothes, etc.), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

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

- After being allowed into the building, visitors **MUST** stop at the front desk to check in and obtain a visitor's badge.
- Background checks for all visitors will be run using the Raptor system.
- Visitors must be dressed appropriately.
- Parent visits must be 30 minutes or less.
- Students from other schools or Fellowship Academy graduates are allowed on campus during the school day only with permission. All other visitors are strongly discouraged except for special days like Grandparents Day.
- Items forgotten by a child should be left in the school 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.

Weather Closing

If the weather is inclement due to ice and/or snow, please listen to or watch the following stations to see if Fellowship Academy will be closed or have a late start. A weather bulletin will be posted on the Family Portal. The administration will also send the information to parents via the mass texting system. Do not assume that if other school districts or private schools are closed that Fellowship Academy will be closed. Parents of students in outlying areas that are experiencing inclement weather should notify the school office at info@fellowship-academy.org.

KLTY 94.9 FM

KXAS TV (Channel 5)

KTVT TV (Channel 11)

WFAA TV (Channel 8)

KDFW TV (Channel 4)

CO-CURRICULAR ACTIVITIES

Athletic/Co-Curricular Academic Eligibility

Students who have a D or an F in a course are not eligible to participate in Athletics or other co-curricular activities.

The Eligibility Progression for each 9 weeks for 6th-12th grade students is determined as follows:

1. **3-week progress report:** Students and parents receive a warning regarding a failing grade
2. **6- week progress report:** Students are not allowed to play in games or participate in co-curricular activities until grade is passing, but they still required to be at practice.
3. **9-week grade report:** Students will be ineligible to participate for 3 weeks. They are not allowed to play in games but still are required to be at practice. A student may regain eligibility at the end of the three-week period if they are passing that same class and have no failing grades in any other classes.
4. **Students who fail a semester will be ineligible for participation until the grade is successfully recovered.**

A student who misses school due to athletic competition is responsible for keeping up with his or her schoolwork. Any work that is due during a period that the student will miss should be turned in before the class period. Any tests that the student will miss should be taken ahead of time if possible. Otherwise, the student is responsible for working out an arrangement with the teacher ahead of time for making up the test. Students are required to notify a teacher of a class they will miss at least one day ahead of time.

To be eligible for athletics or extra-curricular activities, a student may not be on academic or behavioral probation. Please refer to the Athletic Handbook for complete information on academic eligibility.

National Honor Society / National Junior Honor Society

NHS and NJHS is an inclusive program open to all students who choose to apply themselves and consequently meet the established criteria or pillars of scholarship, leadership, service, and character. Sophomores, Juniors and Seniors are eligible for NHS, while 7th and 8th graders are eligible for NJHS. Selection to either NHS or NJHS is a privilege, not a right. Please note that selection into NJHS does not automatically admit a student into NHS.

Eligibility into NHS or NJHS begins with a minimum GPA, however, It is only a qualifying prerequisite. GPA does not guarantee acceptance into NHS or NJHS. Students must also successfully complete the selection process in order to be considered an acceptable candidate for NHS or NJHS. Deadlines are set in the selection process and failure to meet any deadline will affect the candidate's eligibility.

Once a student has provided the necessary forms and information, that information will go before the Faculty Council where membership of the student will be decided by a majority vote. The NHS and NJHS have high expectations for students, especially regarding their character. Therefore, any student who has exhibited behaviors that demonstrate poor character may not be selected for NHS or NJHS. Such behaviors would include but are not limited to the following: incidence of cheating, suspension, pattern of late work, and any other violations of the student Standards of Conduct.

An induction ceremony will be held in the spring for all NHS and NJHS members.

Student Council

The Fellowship Academy Student Council is comprised of intermediate, 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. The Student Council is elected annually by students.

Party Policies

Parties are allowed at the school 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.

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 and must be coordinated with the teacher in advance. After 8:15 am these items must be dropped off at the front desk; they will be passed out during the children's break or lunch period for them to enjoy. 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 students in the classroom receive invitations, or unless invitations are given to "all boys" or "all girls" in the classroom.

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.

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.

Valentine's Day

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

Field Trips

Field trips will be taken throughout the year to enrich classroom-based instruction. Field trips are a privilege for our students and may be designated as required or optional.

Any student exhibiting poor conduct may 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. Siblings are not allowed to attend field trips.

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

Field Trip Guidelines

- **Students may be required to wear an FA-approved shirt and khakis or jeans**
- **ALL parent volunteers must be in compliance with the FA Volunteer Policy to attend any field trip.**
- 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.
- Students will ride the school bus, van, or other provided transportation. Parents may only ride if space allows. If a parent chooses to transport their own child, they may not take any other students in their vehicle without a written and signed permission and holds harmless agreement.
- Appropriate behavior is expected during all school related activities. Please refrain from the following: 1) consumption of alcoholic beverages during or prior to the field trip; 2) tobacco use of any kind (including vapes); 3) use of profanity, obscenity or vulgarity; 4) excessive use of cell phones. Any games or music must be pre-approved by field trip sponsor or principal.
- **Students, parents, and chaperones must adhere to the school dress code at all times.**

In-Town Field Trips

- Students may be disallowed from going on a required field trip due to discipline issues or failing grades. A student must be passing to participate in extracurricular activities, which includes field trips.
- 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 remain at home and complete an academic assignment in lieu of the field trip. Failure to complete the assignment will result in a "zero" and an unexcused absence.
- 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.

Out of Town or End-of-Year Field Trips

- 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.**

- Junior High and High School students who are not allowed to participate in an out-of-town field trip for any reason may be required to remain at home and complete an assignment in lieu of participating in the field trip. Failure to complete the assignment will result in “zero” for the assignment and an unexcused absence.
- If a student or chaperone does not attend an out-of-town field trip for any reason after the deposit has been paid, the student and chaperone will still be responsible for paying the total cost of the trip.

ATTENDANCE

Students must be in attendance a minimum of 90% of the days school is in session – whether the absences are excused or unexcused. When the student’s attendance drops below 90%, an action plan will be implemented by the Administration. If a student has already accumulated several absences, a request for an approved absence may be denied if it will cause the student to reach the absence limit. Excessive absences may result in students receiving failing grades, being unable to participate in athletics or other activities, being required to make up class time, not being promoted, or even dismissal from the school.

When students are absent, a parent **MUST** call the school office or email info@fellowship-academy.org, or provide a written excuse within 24 hours. Absences are recorded as AP (Absence Pending) until the absence can be designated as Excused (AE) or Unexcused (AU). **All absences not reported within 24 hours or when no reason is provided will be considered unexcused.**

We request that parents make every effort to schedule doctor’s appointments outside of the school day. Appointments should not be repeatedly scheduled during the same class period. When it is necessary for a student to leave school during the day for a medical appointment, a parent or the student must sign out the student with the reason for the student’s absence. If a student is driving, the parent must call the office to give permission for the student to leave campus. ***A medical appointment pass must be completed by the doctor / nurse and returned to the school office the day the student returns to school for the absence to be considered excused. We are not able to receive faxes from a doctor’s office.***

- Illness – if a student misses more than 3 consecutive days due to an illness, a doctor’s note must be provided for the absence to be excused.
- Funeral – notify the Administration.
- Family Emergency – notify the Administration.
- Family Activity – A student may be gone up to five days from school for a pre-approved family activity, such as a vacation. To pre-approve a family activity, the following **MUST** be done:
 1. At least two weeks before leaving, request permission from the school by submitting an “Absence Request Form”. Once the Absence Request Form has been completed and submitted, the Administration will determine if the request is approved.
 2. Before leaving, the student must get all homework and assignments and agree that all homework will be finished before the student returns to school.
 3. Make sure that the student will not be gone for important tests such as the MAP testing and PSAT.
 4. Agree in writing the student will miss no more than five days of school.
 5. **Before leaving, the student must have the Absence Request Form completed and approved by the Administration. Once a student has missed five days due to a family activity, additional family activity days may be considered unexcused absences.**

Reporting an Absence PreK-6

Attendance for each day is recorded in SIS by the homeroom teacher on for students in PreK-6th grade. **If a student in PreK-6th grade arrives after 10:30 am, they are considered absent for that day.**

Reporting an Absence 7th-12th

Attendance for junior high and high school students is recorded at the beginning of each class period. Junior High and High School students who are more than 20 minutes late to a class are considered absent for that class.

Reporting an Absence to Support a School Event or Function

Any student who will miss any part of a school day due to attending a school event (athletics, fine arts, etc.) as a spectator (not a participant) **MUST** notify the office in writing at least 24 hours in advance of the absence and **MUST** complete and turn in any assignments, including tests, that will be missed during the absence prior to the day of the absence. If the office is not notified about the absence a minimum of 24 hours in advance, the absence may be unexcused. If assignments and / or tests are not completed and turned in to the teacher in advance, the student may receive zeros for the assignments.

Excused / Unexcused Absences

Absences are defined as excused or unexcused to determine whether a student may make up the assignments they missed on the day of the absence for full credit. ALL absences, whether excused or unexcused, are counted towards the previously stated attendance policy.

An unexcused absence is subject to disciplinary action. The decision for determining whether an absence is excused or unexcused rests solely at the discretion of the Administration. If a student receives three or more unexcused absences within a semester, the administration will contact the parent to set up a conference to try to resolve the issue.

Excused/Unexcused Tardies

Tardiness is strongly discouraged. It is vital that students arrive to school and to class on time. Some of the most important information and community building takes place the first 20 minutes of class. Since Fellowship Academy maintains a structured environment, the entire 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 occasional tardiness may be unavoidable.

Junior High School and High School students are tardy if they are not in class at the beginning of each class period. If a student is 20 or more minutes late to class, the student will be counted as absent for that class. **Three unexcused tardies in a quarter (9 weeks) will prevent a High School student from being exempt from the final exam in that class.**

Students are expected to be in their classrooms promptly at the beginning of class. Elementary and Intermediate students who enter the building after 8:15 am will be counted tardy. Elementary and Intermediate students will be counted absent rather than tardy for the day if they arrive after 10:30 am.

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 / Trains (unless it affects direct access to school property)
- Out of Gas
- Overslept/Missed Alarm
- 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 may subject the student to disciplinary action.

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.

Parent Notification of Absences and Tardies

Student tardies and absences are recorded on the SIS Family Portal and are available in real time for parents. Until a tardy or absence has been identified as Excused or Unexcused, it will be recorded as AP, Attendance Pending. At the end of the day, absences and tardies are reconciled, and a report will go home via SIS. Parents with questions about the way attendance has been recorded should contact the school office via email at info@fellowship-academy.org

TECHNOLOGY USE POLICIES

Fellowship Academy considers technology to be an important tool for learning and communicating in the 21st century. All secondary students (grades 7-12) should have access to a device (laptop or tablet) that is not a smart phone. Technology is used in the classroom at the discretion of the teacher.

Internet Policy

Search engines and online databases provide students with access to libraries, universities, and other sources of information. The desire of Fellowship Academy is to allow student's access to the resources available if they comply with the following guidelines:

- Students will be allowed online only with teacher supervision.
- Online time will be strictly limited to research and productivity only; emails and messaging must be related to the learning process
- Downloads must be limited and done only with permission of the IT Manager. Copyrighted or licensed programs may not be downloaded.
- Fellowship Academy utilizes an Internet filter, but students do sometimes encounter material that is not in keeping with the philosophy and values of Fellowship Academy or our families. Students are instructed to let their teacher know when this happens so that the site may be added to the Internet filter.
- Use of the Internet is a privilege. Abuse of the school's policies and network will result in the loss of that privilege and possible disciplinary action.
- Use of the Internet on school computer signifies agreement with this policy.

Smart Phone Policy

Students are allowed to bring smart phones and other electronic devices to school, but they should be stowed away in the **"Phone Hotel"** during class. Being able to bring cell phones to school for extreme emergency use is a privilege, not a right, for all students. Students at Fellowship Academy have use of Chromebooks, laptops, iPads or other tablets, so they will not need to access their smart phones for classroom purposes. If they do, it is with their teacher's express permission.

Smart phones must be left behind when students go to the restroom. Inappropriate use of cell phones or electronic devices are prohibited in bathrooms or locker rooms, etc. No pictures or videos may be taken anywhere on campus without permission or supervision.

Students may use their smart phones, watches, or other personal electronic devices to call parents only with the permission of their teacher or supervisor, and not during class.

Students are required to keep their smart phones on silent and stowed away. Violations will be handled as follows:

- 1st Violation - Phone is turned in and the student is fined \$10.
- 2nd Violation - Phone is turned in and student is fined \$15.
- 3rd Violation - Phone is turned in and student is fined \$20.

4th Violation - Phone is turned in, student is fined \$20, and phone will subsequently be turned in at the beginning of each school day.

In all cases, phones will be returned to students at the end of the school day.

School-Issued Technology

Students who are issued Chromebooks, tablets, or laptops by the school, or who use school-owned technology, are required to follow the Technology Use Policy at all times.

STANDARDS OF CONDUCT

General Expectations

Fellowship Academy's biblical role is to work in conjunction with the home to train students to be Christ-like servant leaders. 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 in conflict with 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 dismissed. Work turned in that has been generated by Artificial Intelligence without reference to its sources will be considered to be plagiarized.
- 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 dismissed 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.

Articles Prohibited at 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 of the following items 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	Explosives	Matches
Bullets	Inappropriate Literature	Occult related items
Chains	Items of High Value	Pepper Spray
Collectibles	Knives	Tobacco products or Vapes
Drugs/Medications	Lasers/Laser Pins	Toys
Games	Lighters	Pornography
Guns	Live Animals	Weapons of any kind

Anything else deemed inappropriate by the administration

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 dismissed if cooperation and/or loyalty to Fellowship Academy cease to exist by the student and/or parents as interpreted by the administration.

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 property shall be required to compensate Fellowship Academy 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 Fellowship 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.

Sexual Harassment

All students are expected to treat one another courteously, with respect for other person’s feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students and teachers are prohibited from engaging in offensive verbal or physical conduct of a sexual nature.

A student and / or parents are encouraged to discuss any questions or concerns about sexual harassment with the Administration. Any student who believes they have been or are being subjected to any form of sexual harassment by a teacher or another student as defined above shall bring the matter to the attention of the principal. However, no procedure shall require the student alleging such harassment to present the matter to the person who is subject of the complaint.

Social Media

Students should not participate, “like” or “follow” any inappropriate activity on the internet or social media (“Twitter”, “Facebook”, “YouTube”, “Instagram”, “Snapchat”, etc.) including but not limited to defamation of

character, offensive or abusive language, pornography and threats toward others. Students participating in such behavior may be subject to a parent meeting, suspension, or dismissal.

Personal use of social media is not permitted during school hours.

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, smart phone, etc.). Parents should understand that the school's first responsibility is the protection of all our students. The school takes this responsibility very seriously. Fellowship Academy has a no tolerance policy regarding teasing, bullying, or intimidation. Examples of inappropriate behavior include, but are not limited to persistent tormenting, utilizing habitually cruel or overbearing comments, taunting, spreading rumors, mocking, belittling, or encouraging exclusion and teasing. Students participating in such behavior may be subject to a parent meeting, suspension, or dismissal.

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 dismissal.

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 dismissal 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 dismissed 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, backpack, 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 dismissed. 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 of carrying out the threat. The student's permanent record will reflect the dismissal 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.

JUNIOR HIGH AND HIGH SCHOOL CONDUCT

Expectations for Secondary Students

The biblical and philosophical goal of Fellowship Academy is to develop students into mature individuals who will be able to enjoy a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualifies, or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Fellowship Academy, all students are expected to exhibit the moral qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities and behavior. Thus, Fellowship Academy retains the right to refuse enrollment to or dismiss any student who engages in sexual immorality, including any student who professes to be homosexual / bisexual or is a practicing homosexual / bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

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. Failure to comply with the Standards of Conduct may result in suspension or dismissal from the school.

Unacceptable Behaviors for All Students

The following is a list of examples of unacceptable behavior. It is not intended to be an exhaustive list. The administration has the right to deem whether the actions and behaviors of a student are unacceptable.

Examples of Minor Unacceptable Behavior

Incidental behaviors (repeated tapping, noise, etc.)	Turned around in seat causing a distraction
Out of seat without permission	Tardy to class (after arrival time)
Disrespectful to teachers, staff or peers	Leaving trash on lunchroom table
Inside building without permission after dismissal	Touching (violation of “hands off” policy)
Horseplay	Disobedience
Bad attitude	Misuse of lockers
Obvious loitering (morning or between classes)	Passing inappropriate notes
Arguing with or harassing school mates	Name calling or spreading of rumors
Lying	Using Academy telephone without permission
Not bringing supplies to class	Not bringing textbook or homework to class
Gross behavior	Cell phone not turned off
Anything else deemed unacceptable by Administration	Repeated dress code violations

Examples of Behavior that May Result in Detention

Pranks that are hurtful or damaging *	Destruction of school or other property
Cursing	Disrespect
Repeated rumors or name-calling	Lying
Verbal Abuse	Habitual Minor Infractions

Anything else deemed unacceptable by Administration

**Depending on the degree, suspension or expulsion may be necessary*

Examples of Behavior that May Result in Suspension or Saturday School/flip flo

Cheating or assisting a cheater	Destruction of Property
Tampering with Fire Alarms / Fire Extinguishers	Tampering with Sprinkler system
Fighting or wrestling	Disrespect
Stealing (may result in expulsion)	Bullying
Rumors or name-calling	Verbal Abuse
Gang/gang talk	Threats
Internet Violations	Repeated violation of Cell Phone Policy
Leaving classroom without permission	Leaving campus without permission
Habitual minor infractions	Anything else deemed unacceptable by Administration
Plagiarism	

Examples of Behavior that May Result in Dismissal

Possession of a firearm	Possession of weapons or items of danger and intent
Threats	Running away from home
Violating behavior probationary contract	Arrest and/or conviction
Assault on teacher or others	Committing a misdemeanor or felony

Theft

Vandalism

Buying, selling, possession or distribution of drugs

Habitual minor infractions

Anything else deemed unacceptable by Administration

In addition, failure to disclose behavior or information from student's past that would influence the student being accepted as a student of Fellowship Academy (i.e., an arrest, expulsion from a previous school, etc.) could result in dismissal.

DISCIPLINE PROCEDURES

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.

When student conduct falls short of expectations, they will be pointed back to the following framework to help them gain a "Mustang Mindset":

1. Listening and Learning attitude
 - a. Give me 5! Eyes, ears, mouth, hands, heart
 - b. SLANT - Sit up, Listen, Ask & Answer, Nod, Track the Speaker
2. Instant and Joyful Obedience
 - a. Obeying quickly, completely, and joyfully
3. Diligence to Duty
 - a. Being where I'm supposed to be, doing what I'm supposed to be doing, when I'm supposed to do it, as well as that task can be done
4. Respecting Self and Others
 - a. Doing unto others, as I would have them do unto me (Luke 6:31)
5. Respecting Property
 - a. Take care of all that is given to us (1 Peter 4:10)

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 standardized 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 a 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 Fellowship Academy may set limitations regarding student requests including participation in extra-curricular activities.

LEVEL 1

- Showing a lack of respect for yourself, teacher, or another student
- Dress Code/ Appearance
- Tardies/Absences
- Gum/ Food or Drink (unauthorized)
- Classroom disruption
- Being in any unauthorized area
- Violation of PED policy
- Minor vandalism
- Class misconduct
- Parking placard not hanging from rear view mirror

Restorative Actions:

- Redirection
- Warning from teacher/admin
- Parent teacher conference
- Detention (morning, lunch, or after school)
- Restorative practices with teacher or class that was affected by action
- Phone taken up if violation of PED
- Dress code: change right away, lunch detention, or sent home
- Accumulation of Level 1 offenses can lead to level 2 restorative actions
- Any other corrective actions deemed appropriate by administration

LEVEL 2:

- Blatant disrespect
- Profanity of any kind
- Infraction of PDA policy
- Horseplay
- Any comments indicating involvement in alcohol, tobacco, drugs or immoral sexual activity
- Possession of lighters, lasers, matches, or similar contraband
- Drug paraphernalia

- Inappropriate material or drawings of any kind (alcohol, drugs, pornography, gang material, or anything else deemed inappropriate)
- Gang related behaviors
- Possession of OTC drugs
- Lying
- Excessive tardies
- Bullying
- Repeat violations of PED policy
- Accumulation of Level 1 offenses

RESTORATIVE ACTIONS

- Parent teacher conference
- 2-3 Days of Detention
- ISS
- Saturday School
- Loss of extracurricular activities
- Repeat violations can lead to suspension
- Community service
- Loss of any kind of school privileges deemed appropriate by admin
- Any other corrective actions deemed appropriate by administration

LEVEL 3

- Abuse of social media
- Skipping class
- Forging signatures
- Plagiarism
- Horseplay resulting in injury
- Reckless driving or passenger misbehavior
- Unsafe conduct/ sexual suggestive gestures or behaviors
- Fighting
- Bullying that leads to emotional or physical harm including social media
- Racial or ethnic insensitivity
- Theft
- Profanity directed at or about a faculty or staff member
- Trespassing
- Planning or instigating a fight or act of violence on off campus
- Serious acts of disobedience or rebellion
- Gambling
- Accumulation of Level 2 offenses
- Unauthorized use of any combustible material including but not limited to stink bombs

Restorative Actions:

- Parent admin conference
- In School Suspension (2-3 Days)
- Out of School Suspension
- Removal from all extracurricular activities for a designated period determined by administration
- Saturday School

- Counseling either on campus by a staff member but may be asked to seek outside counseling if admin deems necessary
- Probationary Contract 30 school days (Parent meeting at end of contract)
- Law enforcement agency involvement if needed
- Loss of any privileges deemed appropriate by admin
- Emergency removal from class or function
- Community service
- Any other corrective actions deemed appropriate by administration

Level 4

- Possession of any weapon, or item that may appear to be a weapon to faculty or staff
- Unlawful use of social media/ cyberbullying
- Any unlawful activity according to the state penal code standards
- Possession or use of alcohol, drugs, tobacco, or vape products on school campus
- Participating in any sexual activity on school campus or during school event
- Commission of a felony according to the state penal code
- Bullying that leads to injury
- Sexual immorality on or off campus
- Gang activity
- Assault
- Dating violence
- Any explosive devices
- Tampering or setting off any fire alarm or cameras

Restorative Actions:

- Loss of school privileges
- Removal from all extracurricular activities
- Suspensions (3 days)
- Expulsion or withdrawal
- Law Enforcement notified
- Administration/Parent Conference
- Counseling, classes, or meetings outside of school
- Any other corrective actions deemed appropriate by Administration

Early Learning Discipline

Parents of students in PreK should refer to the PreK parent handbook.

Teachers will use a variety of methods to encourage obedience and orderliness in the early learning 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 may be sent home for the remainder of the day and /or following day.
- If a parent needs to be contacted three times within a week, an office referral will be required.

The following offenses may result in the student being sent home immediately:

- 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

Fellowship Academy will work with families to restore the behavior; however, if the behavior cannot be corrected, the child will be asked to withdraw from the school.

Elementary and Intermediate 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.
- 1-3 days of suspension – conference with administration required before student may return to school. Student is placed on behavior probation contract.
- An administrative review will be made on a per-student basis to determine if Fellowship Academy is the best fit for the child's education.

Other Disciplinary Action

Administrative Review

An Administrative Behavior Review will be called when a student has excessive discipline infractions or falls short of academic expectations. The purpose of the review will be for the parents and student to meet with the appropriate administrative members to review the student's actions and consequences and discuss the student's ability to remain at FA and/or eligibility to attend FA the following year. In some review cases, the student may be sent home, not attending school, until the review has been held. A behavior contract signed by the student, parents, and administration may be required for the student to remain at the school. If a student is out of school pending an administrative review, attendance and participation in co-curricular/extra-curricular activities is at the discretion of the FA Administration. The actual percentage of participation loss is determined by the FA Administration. Students returning on behavioral probation may be subject to loss of privileges the following school year.

Behavioral Probationary Contract

Once a student is suspended for behavior, he/she will be placed on a behavioral probationary contract. 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 will be placed on the contract for 30 school days. Holidays and school breaks are not included in the 30-day contract time frame. A parent conference is required at the end of the 30-day period.

Forfeit of School Privileges

FA expects a great deal from the students who make up our school family. With few exceptions, our students work hard and represent our God and His school very well. Therefore, one of the distinctives of FA is our desire to provide our students with opportunities (privileges) that enhance morale. Students who participate in co-curricular and extra-curricular activities (i.e., athletics, fine arts, clubs and school organizations) are viewed as leaders in the school, especially those who serve as class officers, worship team leaders and sports team leaders. They are held to a higher standard because of the influence they may have on their peers (Luke 12:48). At the sole discretion of the FA Administration, in addition to the consequences outlined above, the following privileges may be forfeited for discipline infractions.

- Off-campus lunch
- Attendance at on-campus or off-campus extracurricular events and functions
- Student Council (officers and representatives)
- National Honor Society (officers and members)
- School dances including Prom

Office Referrals

Fellowship expects most behavior issues to be resolved in the classroom. However, office referrals 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
Consistent use of profanity or foul language	Having unauthorized items at school
Damaging others' property	Mistreating or antagonizing others
Harassing/bullying others	Cheating/Plagiarism
Conveying threats	Unsafe conduct
Spreading harmful rumors	Improper drawings or writings
Chronic misbehavior	Horseplay that causes injury to someone
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. Fellowship Academy 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.

Saturday School

Students may be assigned Saturday School as a result of conduct infractions. Saturday School will be held on designated Saturday mornings from 8:30 to 10:30 am. Students will be expected to work quietly on a writing assignment and/or assist in campus clean-up. Each student will be required to pay \$20 to cover the cost of their Saturday School. If an unforeseeable, unavoidable, uncorrectable act, condition or event occurs that prevents a student from attending an assigned Saturday School, the student must contact their principal immediately to reschedule. Students missing Saturday School without a minimum of 24-hour approval from school will be billed an additional \$20 no-show fee and will be rescheduled for the following Saturday School session.

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 be given additional assignments and/or community service; but will still be required to complete assignments missed during the suspension for a **20%** reduced grade.

Expulsion or Withdrawal from Fellowship Academy

A student is subject to withdrawal from the school at any time when his/her actions or attitudes are disruptive to the school atmosphere or are in defiance of school regulations. Withdrawal is mandatory for certain offenses, but in most instances, is made necessary by the repeated violation of school policy. Any student who is withdrawn or expelled may not return for at least one complete school year; however, FA reserves the right to revoke reenrollment to any student. It is important to note that participation in everything listed, but not limited to the items below, is considered by the school to be a privilege as opposed to a "right."

- Homecoming/Stampede Week activities

- Athletic competitions
- Cheerleading competitions/performances
- Driving and/or parking privileges
- Commencement exercises

ANTI-BULLYING POLICY

Introduction

Bullying is prohibited at Fellowship Academy. It will not be tolerated during the school day nor during any school sponsored activities on or off the school campus. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenant of “Love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

Definition of Bullying

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power through physical contact, using verbal expression, written expression, and/or electronic means that:

Occurs on school property,

- Occurs at a school-sponsored or school-related activity (on or off campus)
- Occurs on school bus or vehicle used to transport students.

It is considered bullying if the action:

- Physically harms a student or damages their property
- Creates reasonable fear of harm to student or damage to their property
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates:
 - Intimidating educational environment
 - Threatening educational environment
 - Abusive educational environment
- Materially and substantially disrupts the educational process or operation of the school
- Infringes on the rights of victim at school

And includes cyberbullying.

Cyberbullying means any bullying which is committed using any type of electronic communication device such as a cellular or other phone, computer, camera, e-mail, text or instant messaging, social media app, Internet website, or Internet communication tool. In the case of cyberbullying, the act of bullying can occur outside of a school-sponsored or school-related activity as long as it meets one of the following criteria:

- The act interferes with a student’s educational opportunities;
- substantially disrupts the orderly operation of a classroom, school, or school-sponsored/related activity

Taken from Texas School Safety Center’s Bullying Checklist for Schools

Report Bullying

To report an incident of bullying, students and/or parents or guardians may complete the Bullying Report form located in the SIS Family Portal or print and submit it to a campus administrator. Reporting may be done anonymously; however, understand that anonymous reporting may slow or hinder the investigation.

- It is the responsibility of all students (victims and witnesses) to report **all occurrences** of bullying behaviors as outlined in this policy, whether or not directed at them or others. Students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences.
- Any staff member that witnesses bullying, as defined above, shall promptly notify the Administration of the events observed, and shall promptly file a written incident report concerning the events witnessed.
- The filing of a false or fabricated complaint of bullying, cyber-bullying, or retaliation is strictly prohibited and shall result in disciplinary action.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.

Investigation of Grievance or Complaint Regarding Bullying

Once a complaint has been reported, the Administration shall promptly investigate to determine if bullying has occurred. Investigation of alleged bullying may include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, determination of whether acts of bullying were verified, and, when acts of bullying were verified, and a recommendation for intervention, including disciplinary action and/or professional counselling, and resolution of conflicts.

The determination that conduct does not constitute bullying under school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

Consequences of Actions

Once the investigation is complete, the Administration shall determine the consequences for the individual(s) on a case-by-case, age-appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying,” as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the Administration. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, stop bullying, and to reconcile underlying sources of conduct.

Non-Disciplinary Interventions

When verified acts of bullying are identified early and/or when acts do not reasonably require disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

Disciplinary Interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within our school, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age-appropriate consequence. Community service may include, but not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but not limited to, making a card or writing a letter to the child, apologizing to the child, performing an act of kindness. Punitive action may include, but not limited to, the loss of recess, detention, suspension, and dismissal. Parents of all disciplined children will be notified of the consequences.

Depending upon the severity of the situation, the Administration may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

Reporting Obligations

Report to the Parent or Guardian of Student Involved in Acts of Bullying

If after investigation, acts of bullying by a specific student are verified, the Administration shall notify the parent or guardian of the student of that finding and the disciplinary action taken.

Reports to the Victim and His/Her Parent or Guardian

If after investigation, acts of bullying against a specific student are verified, the Administration shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator shall not be disclosed to the parents or guardian of the victim.

DRESS CODE

General

Parents are responsible for purchasing clothing that meets dress code standards and which is appropriately sized for their students. Students should be in compliance with the Fellowship Academy dress code when they arrive at school each morning. General guidelines for high school, junior high, elementary, and early learning students are listed below, followed by specific guidelines for all students.

Clothing should be clean, modest, and appropriate for specific school activities and for the weather. Student dress, hairstyle, and accessories must be modest and should not be disruptive. Any student whose appearance results in a distraction to students, faculty or staff may be asked to change into more appropriate attire. For specific activities such as field trips, dances, banquets or games, dress code requirements will be sent home and must be followed.

Failure to comply with the dress code will result in disciplinary action. If a student is not in class due to inappropriate dress, the student is considered to have an unexcused absence. When there is a question regarding the dress code or appearance of a student, the administration's resolution will be final.

All students are required to purchase the approved FA Mustang student shirt. This shirt will be worn on specific field trips, selected service days, and special events designated by the Administration.

- **Students participate in **WOW Wednesday (Well-suited on Wednesdays)** by wearing their FA Mustang polo shirt with their choice of khaki bottoms (shorts, pants, or skirt) or jeans.**

Fellowship Academy has the right to amend this policy as needed; parents and students will be notified of changes in the policy.

Specific Guidelines for All Students

Fellowship Academy students are expected to be modestly dressed and clean and neatly groomed in a manner that will not create a distraction while attending school and all school-sponsored functions.

- 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! Undergarments must not be visible above the waistband of the pant regardless of the length of the shirt being worn.
 - Pants or jeans must not be excessively form-fitting or tight.
 - No tight, form fitting, excessively loose, or low cut shirts may be worn. All shirts must be fastened within four inches of the collar.

- Dresses, shorts, and skirts must be no shorter than 3 inches above the kneecap in length, including slits in skirts, when standing.
- **Structured, athletic-style shorts may be worn and must be no shorter than 3 inches above the knee. Mesh, thin materials, jersey, fleece, or the approved PE athletic shorts are unacceptable to wear to class.**
- Spandex or form-fitted bike shorts may be worn only under shorts, dresses, or skirts.
- No writing on the rear of pants, shorts, or skirts.
- Cut off pants, shorts, or skirts are not permitted
- Jersey or fleece pants are not permitted
- **Students may wear ripped fashion jeans on Fridays and on days designated by the administration** as long as the rips and tears are no higher than 3 inches above the knee. Rips and tears may only be on the front of the jeans and should not be so extensive that they interfere with regular classroom activities.
- No fishnet stockings.
- Inappropriate or unacceptable shirts/clothing are defined as, but not limited to the following:
 - Anything that represents or contains words or images that represent vulgarity, profanity, alcohol, drugs, weapons, violence, video games, demonic symbols, or of a sexual nature.
 - Anything that compromises or goes against a Christian worldview
 - T-shirts from other local schools (except colleges or universities)
 - No gang related clothing or symbols may be worn.
 - No clothing or promotional items (buttons, stickers, etc.) relating to or depicting inappropriate or controversial role models, bands, or subcultures may be displayed or worn.
 - Anything deemed inappropriate by the administration
- Girls may layer spaghetti straps, sleeveless tops such as tank tops or jerseys, and midriff tops over tops with sleeves and that may be tucked in or extend at least to the hips. Tops should not be excessively loose or tight.
- Undergarments (i.e., bra and bra straps) should not be visible. Shirts similar to underwear or undergarments, muscle shirts, or half shirts may not be worn.
- Good hygiene must be practiced regularly (including but not limited to bathing, use of deodorant, washing hair).
- Girls may wear make-up provided that it is modest and in good taste. Boys may not wear make-up of any kind.
- Students may not wear gold or any other colored coverings on teeth.
- **Hats, and caps may be worn during school. Teachers may ask the student to remove the hat or cap during class if it causes a disruption in the learning environment or disrupts visibility from other students.**
- Sunglasses are not permitted inside the building unless approved by administration for special occasions.
- 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. Hair should appear natural; extreme hairstyles or colors that draw excessive attention or create a distraction or disturbance are not allowed.
- Boys' hair should be neat in appearance and worn away from the face. Appropriateness of length and style are to be determined by the Administration. No facial hair, including mustaches, goatees, beards, etc., is permitted, except for Seniors or special events designated by the administration. Senior facial hair must be kept neat, clean, and close to the face. Sideburns should be neatly trimmed and can be no lower than the bottom of the ear lobe.
- Girls' hair should be neatly combed or styled and worn away from the face.
- Visible tattoos, decals, body painting or body piercings are not allowed for either boys or girls.
- Spikes, dog collars, large chains, facial piercings, septum rings, tongue piercings, etc., are not allowed for boys or girls.
- Senior boys only may wear conservative earrings.
- Earrings for girls must be of a conservative length and size. Small, conservative nostril piercings may be permitted for girls.
- No chains may hang out of pockets, belt loops, etc.

- No pajamas, flannels, house shoes, or slippers unless approved by administration for special occasions.
- No contact lenses that alter the shape or create extreme color of the eye are allowed
- Shoes must be worn at all times. 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 are not acceptable. Girl's shoes must not have a heel more than 3 inches high.

General Guidelines for Junior High and High School Students (Grades 7-12)

- Collared "polo," button-down shirt, short or long sleeves
- Shirts or blouses without collars, short or long sleeves. Solid, striped or patterned shirts are acceptable. Fellowship Academy t-shirts, polos and button-downs are available for order from the FA Booster Club.
- Fellowship Academy t-shirts, including shirts from FA activities or FA organizations in which students are involved.
- Sweatshirts, including hoodies; FA letter jackets, cardigans, and sweaters are permissible for classroom wear, following specific guidelines below. **(Note: Hoodies must be removed at a teacher's request and may not cover the head while on campus.)**
- Jeans, twill, or chino slacks, or shorts no more than 3 inches above the knee. Ankle and Capri length pants are acceptable.
- No leggings
- Dresses or skirts for girls, no more than 3 inches above the knee. Shorts or tights are preferred under dresses. Footless tights are permissible.
- Students may wear sandals with a strap around the back. No soccer slides, flip flops, house shoes, or crocs.
- **All junior high and high school students must dress out for PE or Athletics in the FA PE/Athletic uniform. Short shorts or briefs are not permitted for athletics or PE unless layered over spandex undershorts.**

On days designated by the administration, students are allowed to wear:

- T-shirts, sweatshirts with appropriate messages (see guidelines below) or college or pro team t-shirts/sweatshirts
- Appropriate fitting slacks-style athletic pants (should not be form fitting, baggy, or sagging sweatpants)
- Sweatpants and/or crocs may be worn on Fridays for \$1.00 as a fundraiser to support the Fine Arts program (*Sweatin' for the Arts*)

General Guidelines for Early Learning Students (Grades Pre K & Kindergarten)

Early learning students use materials and play in ways that may get their clothing soiled or stained. Please select easy-to-laundry options for most school days.

- Polos, button-down shirts, or collarless shirts. Fellowship Academy t-shirts, polos and button-downs are available for order from the FA Booster Club.
- Solid, striped or patterned shirts that are not FA-branded are acceptable.
- Jeans or shorts
- Laundered, well-fitting play sets and play clothes
- For girls, dresses or skirts with leggings or shorts worn underneath
- Shoes must be close-toed or close-healed. No soccer slides, flip flops, house shoes, or crocs.

Most early learning students keep a change of clothes on hand in case of toileting accidents that may occur at school.

General Guidelines for Elementary & Intermediate Students (Grades 1-6)

- Collared "polo," button-down shirt; shirts or blouses without collars; short or long sleeves. Solid, striped, patterned, and graphic shirts that meet guidelines listed below are acceptable. Fellowship Academy t-shirts, polos and button-downs are available for order from the FA Booster Club.

- Fellowship Academy t-shirts, including shirts from FA activities or FA organizations in which students are involved.
- Sweatshirts or jackets, including hoodies. (Note: hoodies must be removed at a teacher's request and may not cover the head while on campus.)
- Other jackets, cardigans, and sweaters are permissible for classroom wear, following specific guidelines below.
- Dresses or skirts for girls, no more than 3 inches above the knee. Girls must wear shorts or leggings under skirts to allow for play at recess and PE
- Jeans, twill, or chino slacks, or shorts that are no more than 3 inches above the knee. Ankle and Capri length pants are acceptable.
- Students may wear sandals with a strap around the back. No soccer slides, flip flops, house shoes, or crocs.
- 6th Grade students may wear PE/Athletic uniforms to school and will change after first period if PE is their first period.
- Girls in 5th and 6th grade may not wear leggings.

ACADEMIC POLICIES

Fellowship Academy maintains academic policies to ensure that students receive a high quality, vigorous education which meets the needs of our students and ensures that student progress and achievement are evaluated in a fair and equitable manner.

Academic Probation

Kindergarten through 2nd Grade: a student who receives 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 opportunities may 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.

3rd through 6th Grade: a student who makes less than a C (70) 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 nine-week grading period to bring the insufficient grade(s) up to a C (70) or higher. Grades of less than C (70) 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.

Junior High & High School: a student who makes less than a C (70) or an incomplete (until the incomplete is removed) in more than one subject on his/her report card will automatically be placed on academic probation. A student on probation may not be able to participate in athletics or other activities. Subjects taken for high school graduation credit must be passed for the semester, or the subject must be repeated. Credit recovery decisions will be made on a case-by-case basis by the Administration. Therefore, students must be diligent to do their best academically to avoid receiving failing grades. A student who makes less than a C (70) in the last nine weeks will begin the first nine weeks of the new school year on academic probation.

Fellowship Academy believes that with 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.

Class Rank/Valedictorian & Salutatorian Recognition

Fellowship Academy does not rank the students in each graduating class due to class size. However, the two top graduates from each graduating class are recognized. Students must complete at least 6 semesters of their high school career at Fellowship Academy to qualify for the top honor of Valedictorian or Salutatorian.

Course Offerings

Pre-Kindergarten Core	Kindergarten Core	Enrichment
Bible	Bible	Music
Phonics	Phonics	American Sign Language
Reading	Reading	Spanish
Language Arts	Language Arts	Field Trips
Number Skills	Writing	Library
Art	Art	Outdoor Education
PE	PE	STEM
Social Studies	Social Studies	
STEM Integration	Science/STEM	
	Math	
Elementary & Intermediate (Grades 1-6) Core	Elementary & Intermediate Enrichment	
Bible	Music	
Phonics	American Sign Language	
Reading	Spanish	
Language Arts	Field Trips	
Math	Library	
Art	Robotics	
PE	Outdoor Education	
Social Studies	SMART Lab (STEM)	
Science		
Health		
Social Studies		
Junior High (Grades 7-8) Core	Junior High Enrichment	Honors/High School Credit Options
Bible	Languages Other Than English (LOTE)	H Alg I
English Language Arts & Reading	Field Trips	Principles of Information Technology
Math	Principles of Information Technology	IPC/ H IPC
PreAlgebra I & II	Spanish	H Spanish I
Algebra I	French	AS
Social Studies	American Sign Language	
	SMART Lab	
		Note: No GPA Calculation for 8th Grade CoursesL
Life Science		
Integrated Physics & Chemistry		
Fine Arts – Visual Arts, Drumline, Choir, Theater Arts		
PE or Athletics		

High School (9th-12th Grade) Pick Your Pathway Curriculum

***H = denotes Honors Course Available; *DC denotes Dual Credit Course Available**

(Note: Not all courses are offered every year)

9 th Grade	10 th Grade	11 th Grade	12 th Grade
Bible I	Bible II	Bible III	Bible IV
English I *H	English II *H	English III *DC	English IV *DC
Algebra I *H or Geometry *H	Geometry *H or Algebra II *H	Algebra II *H or Statistics or Pre Calculus	Statistics or Pre Calculus or Quantitative Reasoning or College Prep Math
Bio *H	Chemistry *H or	Chemistry *H or Anatomy & Physiology *H or	Anatomy & Physiology *H or Pathophysiology *H or

		Pathophysiology *H or Physics *H	Physics *H Earth & Space Science
World Geography	World History	US History *DC	Economics/Govt *H *DC
Spanish I	Spanish II	Spanish III	Spanish IV
ASL I	ASL II	ASL III	ASL IV
French I			
Art I, Art II, Adv. or AP Art			
Drumline			
Theater Arts			
Choir			

Note: Fine Arts electives may be repeated. For a Fine Arts endorsement, 4 credits are required with a minimum of two credits in each discipline.

Other Electives:

Youth & Government	Medical Terms	Graphic Design	Cooperative Studies in:
Leadership	Principles of Engineering	Audio-Video Production I	Auto Mechanics
Financial Literacy	Engineering Design & Problem Solving	Audio-Video Production II	Auto Body
Speech	Environmental Science		HVAC Systems
Media Studies			Medical Technician
Psychology			Electrician
Sociology			Education & Training
International Studies			Other Trades
Historical Literature			

Note: Dual Credit courses are available on our campus, at the TCC campus and Letourneau University, and online for qualifying students.

Fellowship Academy's Pick Your Pathway curriculum includes several individualized Endorsement offerings. Students may work out a diploma plan with the Director of College and Career Pathways.

Dual Credit and Advanced Placement Courses

Students may take dual credit courses during their junior and senior years through LeTurneau University. Students must meet the eligibility criteria set by LeTU. Students who wish to pursue technical careers can coordinate with the school and Tarrant County College to receive dual credit for technical courses.

Students may apply for early enrollment during the spring semester of their sophomore year. Once accepted into the Dual Credit program, student do not need to reapply the following year. Dual Credit courses are weighted an extra grade point for GPA calculations.

Advanced Placement courses may be taken upon instructor approval. Students may elect to take the Advanced Placement test at the end of the course and may be awarded college credit based on the score they achieve and the score requirements of their target college or university. Advanced Placement courses are weighted an extra grade point for GPA calculations.

Adding and Dropping a Course

- Students will have 15 days to add or drop a class at the beginning of each semester without penalty.
- Students will have 6 weeks to switch from an Honors level course to an on-level course at the beginning of the school year.
- Students will be required to have parent and teacher recommendation and administrative approval before the changes occur.

Final Exam Exemption Policy

Students who meet the following requirements may elect to be exempt from final exams.

1. A minimum average of 90 in the course
2. Students may lose exemption status from a final exam with 3 unexcused tardies per 9 weeks in the course.
3. No more than 5 excused absences in the course for the semester. (Absences due to school events scheduled during the day do not count against final exam exemptions.)
4. Signed permission obtained from the teacher, on the exemption form, by the deadline for exemptions.
5. Signed permission from the school discipline coordinator certifying that the student has no more than three minor or one major disciplinary infraction.

**** Junior High students may not exempt final exams. ****

High School students may exempt exams on the following schedule if requirements for exemptions are met:

Grade Level	Fall Semester	Spring Semester
9	0	1
10	1	2
11	2	3
12	3	All

Family Portal

Communication is key to maintaining the school-parent partnership and to the academic success of our students. The FACTS SIS is our online portal used to communicate to parents and students' grades, performance, conduct, teacher comments and up-coming assignments. Parents may also receive emails automatically or may access SIS at any time to know their child's current progress.

It is important for parents to log in to SIS within the first week of school to verify the account information and to set alerts. Teachers will make every effort to keep grades current on SIS. However, if it appears that grades are not current, please contact the teacher first.

Many secondary teachers use Google Classroom to communicate with students and to assign and assess work. Google Classroom syncs with SIS and should be up-to-date by Monday of each school week.

Grading Scale

Early Learning	Elementary	Junior High & High School
Early Learning students receive progress reports that document each student's developmental progress.	A = 90-100; E = Excellent	A = 90-100
	B = 80-89; S = Satisfactory	B = 80-89
	C = 70-79; N = Needs to Improve	C = 70=79
	D = 65-69; U = Unsatisfactory	D = 65-69
	F = less than 65	F = less than 65

Grade Weighting & Calculation

Grades are calculated and recorded at the end of each nine weeks and at the end of each semester each year. A running average is reported on the progress report. For Elementary School, nine weeks grades are calculated.

For Junior High and High School, grades are calculated according to the following percentages:

Grade Level	Course Level	Nine weeks Grade	Semester Exam
Grades 7/8	Honors	Major Grades: 70% Minor Grades: 30%	15%
	Regular	Major Grades: 70% Minor Grades: 30%	10%
Grades 9-12	AP	Major Grades: 75% Minor Grades: 25%	20%
	Honors, DC	Major Grades: 75% Minor Grades: 25%	15%
	Regular	Major Grades: 70% Minor Grades: 30%	15%

Graduated GPA Calculation Table

The GPA Calculation Table has been revised, effective with the Class of 2027. The new GPA calculation table is in keeping with those established by the Princeton Review and the College Board.

Students who take courses for high school courses in 8th grade receive credit, but those credits do not count toward overall GPA calculations.

Old GPA Calculation Table

Numerical Grade	Letter Grade	4-point Scale	5-point Scale
90-100	A	4	5
80-89	B	3	4
70-79	C	2	3
<70	F	1	2

New GPA Calculation Table

Numerical Grade	Letter Grade	4-point Scale	5-point Scale
98-100	A+	4.0	5.0
93-95	A	3.8	4.8
90-92	A-	3.5	4.5
87-89	B+	3.2	4.2
83-86	B	3.0	4.0
80-82	B-	2.8	3.8
77-79	C+	2.5	3.5
73-76	C	2.2	3.2
70-72	C-	2.0	3.0
60-69	D	1.0	2.0
< 60	F	0	0

Graduation Requirements

The graduation plan for Fellowship Academy students follows graduation guidelines established by the State of Texas with the addition of a group of core Leadership classes. Students will graduate with a Distinguished Diploma Plan unless they have been approved (because of diagnosed learning differences) to graduate under the Foundation Plan. Student graduation plans include core class requirements plus electives. To earn a Distinguished Diploma, students must complete at least one Endorsement.

Fellowship Academy currently offers the following endorsements:

- STEM – Math
- STEM – Science
- STEM - Engineering
- Arts and Humanities – Social Studies
- Art and Humanities – LOTE (Language Other Than English)
- Arts & Humanities – Fine Arts
- Multidisciplinary Studies
- Public Service – Health Science
- Public Service – Education & Training
- Business Industry - Arts and Audio/Visual
- CTE

Students meet with an Administrator to lay out their graduation plan to “pick their pathway” toward earning their high school diploma. The exact number of credits required depends upon a student’s diploma plan.

Homework

Homework is assigned for review of knowledge and skills or to prepare students for upcoming instruction.

If a student fails to turn in an assignment when it is due, the student’s grade will be lowered according to the 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. Below 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.

Honors Program/Advanced Measure Courses

Fellowship Academy offers advanced measure courses that are designated as Honors, AP, or Dual Credit. A Students interested in taking advanced measures need to meet the following criteria:

- Applicants must have a cumulative GPA of at least 3.5
- If an applicant has not yet taken an honors course at Fellowship Academy, or a Pre-AP or AP course at another school, applicant must have an “A” average in the course prerequisite

- Applicant must maintain at least a 3.25 GPA to remain in the honors or other advanced measure courses
- Acceptable scores on MAPS, PreACT, and PSAT, as applicable

Honors classes are weighted with an extra grade point for GPA calculations.

Late Work, Makeup Work, & Test Corrections

Students who have work assigned to them on a scheduled basis, such as term papers, projects, etc., should have the work ready on the due date even with an excused absence. Students who miss daily assignments due to absences must make the work up in a timely manner. The **Makeup Work Policy** provides students who miss class because of an **excused** absence with the same number of days to make up the work as the number of days of class missed. If work is not made up on time, the student may receive a zero.

Students who do not turn in work on time because of an **unexcused** absence or who simply do not complete their work on time are subject to the **Late Work Policy**. Points are deducted for late work according to the following scale:

Grades 3-4	Grades 5-6	7 th -12 th Grade
1 Day = 10 points	1 Day = 20 points	1 Class Day = 20 points
2 Days = 20 points	> 1 Day = ZAP	> 1 Class Day = ZAP
3 Days = 50 points	ZAP = 50 points	ZAP = 50 points
>3 Days = No credit	>3 Days = No Credit	>3 Days = No Credit

Students who fail a test may obtain up to two passes per quarter to submit test corrections. The student must submit the test corrections on the date and time required by the teacher and may obtain up to 70 percent credit for corrections submitted.

ZAP – Zeros are Preventable

The ZAP program assists students in developing the work habit of completing tasks in a timely manner. Each Friday, teachers will submit a list of students with missing work to the ZAP coordinator. ZAP class will be each Wednesday from 2:45-3:35 pm and is mandatory for all students with overdue work. Work completed during ZAP class may earn 50 percent credit. Students are required to remain in ZAP class for the entire period. Students who skip ZAP will be subject to further disciplinary action.

Promotion Requirements

- Students in Kindergarten through 2nd grade will be considered for retention if they have an F or U average in reading, phonics, or mathematics.
- Students in 3rd through 6th 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 to graduate from Fellowship Academy. Students in grades 9-12 will not receive credit for courses with an incomplete not resolved.
- Students who accumulate 18 or more absences during the school term may not pass to the next grade level.

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.

Progress Reports and Report Cards

Early Learning progress report documents the student's progress in gross and fine motor skills, reading and language skills, handwriting, math concepts and number skills and understandings of social studies and science foundational

concepts and skills. Development is measured along the following pathways: social, emotional, cognitive, language, physical, moral, and spiritual.

Parents of students in 1st – 12th grade will be provided with a report card every nine weeks. All report cards are posted to SIS. Academic grades are calculated according to the grading policies outlined above, under Grade Weighting and Calculation. Conduct grades are determined by a student's adherence to the Fellowship Academy Standards of Conduct. Progress reports go home at 3 weeks and at 6 weeks during each quarter.

SIS notifications alert parents and students of low/failing grades. If a child is performing below average in a given grading period, it may be necessary for the parent and teacher to meet and discuss the student's progress.

Days are set aside each fall for Parent-Teacher conferences. In addition, 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 a meeting time. Teachers are not available during class time for unscheduled parent conferences.

Report cards will not be issued to any student who has a delinquent account.

Honor Rolls

Students achievement will be recognized on the following Honor Rolls:

Grade Level	Recognized	Honor Rolls and Criteria
2 - 6	Each nine weeks	A Honor Roll – All grades of 90 and above and E and above A/B Honor Roll – All grades of 80 and above and S and above
7 & 8	Each nine weeks	A Honor Roll – All grades of 90 and above and E and above A/B Honor Roll – All grades of 80 and above and S and above
9 - 12	Each semester	A Honor Roll – All grades of 90 and above and E and above A/B Honor Roll – All grades of 80 and above and S and above

Special recognition is made at the end of the year for all students who remain on the honor roll throughout the school year.

Standardized Testing

Grade	Assessment	Schedule
K-11	MAPS for Reading, Language Arts, Mathematics	Beginning, Mid-Year, and End-of-Year
8-10	PreACT	Spring
10-11	PSAT	Fall
10-12	TSI for Dual Credit placement (if required)	Multiple opportunities
11-12	ASVAB	Multiple opportunities
11-12	ACT	Multiple opprtunities
11-12	SAT	Multiple opportunities

Study Hall/Advisory

Study Hall will be 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.

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.

ADMISSIONS POLICIES

Non-Discriminatory Policy

Fellowship Academy accepts students of any race, color, 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.

Admission Procedures

The enrollment process at Fellowship Academy is as follows:

- Call the school office to schedule a tour or schedule a tour on our website.
- Apply online. If the application is accepted, the family will be invited to enroll their student(s).
- If invited to enroll: pay the non-refundable registration fee and submit all required documents, including birth certificate, immunization record, most recent report cards, IEPs if applicable, and transcript for high school students
- A Student Recommendation Form will be sent to the previous school to be completed by the principal, counselor, or other administration.
- Once enrolled, testing may be scheduled to affirm course and grade level placement.
- Receive final acceptance from Fellowship Academy.

All students wishing to enroll at Fellowship Academy must complete the enrollment process. 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 school 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. Applicants who withhold pertinent information, or who falsify information may be required to withdraw from Fellowship Academy.

Fellowship Academy reserves the right to refuse admission or re-admission to a student who has been dismissed / 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 school 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.

Withdrawal Procedures

Tuition and fees paid to Fellowship Academy are not refundable.

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 dismissed / expelled, or for any reason cannot continue at the school, **a \$500 fee per student will be charged to the family's account.** School records will not be forwarded or released until the account is cleared and any school property returned.

FINANCIAL POLICIES

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 and prepaid tuition are non-refundable.

Tuition payments are collected by FACTS, an online tuition management service. The collection policies set by FACTS must be followed. If payments become habitually late, Fellowship Academy will review the account and decide if further action should be taken. Students may be dismissed from Fellowship 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.

Tuition and fee schedules are published each spring for the next school year. Tuition is due annually and may be paid in full or divided into twelve equal payments from June to May. Students who register later may pay in full or their tuition may be divided into equal monthly payments with the final payment due in May. Tuition paid out monthly will be assessed a service charge.

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.

Other Financial Procedures

Accounts are created for each family, not each student. Credits posted to one family's account may not be transferred to another family's account.

Gifts and Fundraising (Friends of Fellowship)

Fellowship Academy desires to inform and inspire prospective donors (parents, alumni, local community, etc.) the school's vision, mission, and programs of the school. Fellowship Academy is a corporate entity and is a registered charitable organization (501c3 status). Donations received by the school 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. All new fundraising ideas must be approved annually by the Board of Trustees.