

Fellowship Academy



Student Handbook

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II. Mission and Organization

A. Mission Statement

It is the mission of Fellowship Academy to provide a Christ centered education and equip the students to reach their unique potential spiritually, academically, and socially by creating a nurturing community of learners supported by educators and families.

B. Educational Philosophy

Fellowship Academy bases its educational philosophy on three main components: (1) a Biblical foundation, (2) preparing each student for life, and (3) emphasizing the parents' role.

- (1) A Biblical Foundation:** All education is inescapably Christian in that all truth is God's truth. The Bible, as the infallible, inerrant, and inspired Word of God, is the foundation and guide for all knowledge and basic to all elements of education. Because God created, sustains, and will consummate all things through His Son, the Lord Jesus Christ, the universe and all life are dynamically related to Him and have the purpose of glorifying Him. This purpose is fundamental to Christian education and will permeate every aspect of our goals and objectives, our teaching methods, and our curriculum. All representatives of the school will strive to demonstrate and teach values, character, and "Christ-likeness" as well as facts.
- (2) Preparing Each Student for Life:** The primary goal of all Christian education is to prepare each student to glorify and honor God in all that he does. We seek to fulfill this goal by: training and encouraging students to become committed disciples of Christ, supporting the family as the primary social and educational unit instituted by God, promoting personal responsibility for academic excellence and a strong work ethic, and integrating home and school development of life skills and strong Christian character in balance with academics and co-curricular activities. Students will be encouraged to assume personal responsibility for learning as part of the maturation process. We expect Fellowship Academy students to be prepared for pursuing any chosen profession, through rigorous academic instruction and discipline, and be committed to a lifetime of learning and service to their families, their churches, and their communities through an intimate relationship with Jesus Christ.
- (3) The Role of Parents:** We recognize that parents are commanded to rear their children for God's glory by bringing them up in the nurture and discipline of the Lord (Deut. 6; Eph. 6:4). The home, therefore, is to be a place of training and teaching one's own

children as is seen from God's command. Also, the community of believers, the church, is commanded and authorized by God for training and discipline. Fellowship Academy is designed to enable parents to fulfill the Lord's commands more adequately for education and training of children for His glory. Fellowship Academy will seek to provide parents with academic expertise, challenge, pacing, direction, and accountability, in a way that enhances and assists the parents' efforts at teaching their children. Also, research has proven that parents are the single most influential factor in a child's educational performance. The parents' role is to oversee and involve themselves in their child's education and academic progress. Parents have flexibility in determining what courses the child will take at the school and what training will be received at home. Parents share joint responsibility with the school for properly placing students, for helping them build the character qualities and work ethic that lead to academic success, and for encouraging students to accept increasing responsibility for the consequences of their actions. The parental teaching role ranges from direct progresses from elementary to high school. Fellowship Academy is committed to providing a vital learning experience for students that encourages and facilitates the parent/child relationship.

C. Statement of Faith

Fellowship Academy is a discipleship school, not an evangelical school. Simply stated, we believe:

One God in three persons; God the Father, God the Son, and God the Holy Spirit;

One Way of Salvation; Jesus Christ through His virgin birth, sinless life, atoning death, and victorious resurrection made it possible for man to be saved by faith;

One Book; divinely inspired and protected, the Bible is God's written revelation to man; it is totally reliable and has no need of other documents to complete its message;

One Body; with many parts, the church,

God's design for Marriage; We believe that marriage is only between one man and one woman.

These statements are based on fundamental Christian beliefs that we strongly support as the primary doctrine for teaching. Fellowship Academy does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student. Other doctrinal issues upon which this ministry has no official stance will be considered secondary doctrine and will not be taught. In the event secondary doctrine is brought up, students will be referred back to the family and church for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissension that may be caused by denominational distinctive. Students and parents must sign their agreement with the Statement of Faith.

D. Brief History

In 2013, a group of parents and church members discussed educational options for their children where the parents could both educate and disciple their children. After mentioning this to a few others it was evident that other people were searching for the same alternative in education. The parents, along with church staff, researched several models of school and decided a hybrid model was the best solution to partner teachers and parents in their students educational model.

The result of their efforts was the formation of “Fellowship Academy” in Liberty Hill, Texas, a private school with plans to serve students in grades K-12 from the surrounding area. The school combines two proven elements of educational success. The professional classroom instruction of a teacher and the caring at-home mentoring of a parent are combined into a single, unified program.

Other elements of the school’s program include character education, low student/teacher ratios, hands-on learning, a strong student work ethic, an effective college-preparatory curriculum, character-building student activities, and servant-minded local operation and management.

The school was officially incorporated on December 10, 2014 and with The Lord’s guidance opened for its first day of class on September 8, 2015 serving Kindergarten through 4th grade.

E. Core Goals

We believe God has shown us the following critical initiatives to promote overall excellence and future development of our school.

- **Prayer and Faith:** Fellowship Academy is founded upon faith in God, and we will rely on Him to meet all our needs.
- **“God is”:** Submitting to God’s truth in all things, Fellowship Academy will promote and teach a biblical worldview.
- **Strengthening Families:** Fellowship Academy will affirm and train parents in their God-given responsibility to disciple their children.
- **Communication:** Fellowship Academy will communicate accurate information about who we are and what we do to facilitate relationship within the school and our communities.
- **Servant hood:** Fellowship Academy leadership, administrative staff, and teaching staff are all called by God to faithfully serve our families through Christian education.

- **Excellence:** Fellowship Academy will pursue excellence through Christian character in all things.
- **Use of the Tongue:** We expect each other to use the tongue in a manner that praises God, encourages and heals, speaks the truth, and seeks to build and not destroy.

F. Model

Fellowship Academy includes a rigorous academic program, co-curricular opportunities, and character development.

- The academic program utilizes the best aspects of traditional, full-time public and private schools, as well as home schools, and molds them into one model. Professional teachers teaching in their areas of expertise conduct central classroom instruction. The model provides a full academic program for Kindergarten through twelfth grades. Students spend Monday- Thursday in the classroom learning with their teacher. Friday is an off-site learning day where parents continue their instruction or monitor student progress. Teachers provide parents with detailed instructions for off-site days.
- The co-curricular program gives students an opportunity to pursue and develop special interests, talents, and abilities in addition to academics, including sports, art, speech, and others. Participation in these activities helps motivate students to succeed and provides another avenue for learning important life skills, such as teamwork, relating well to others, work ethic, time management, goal setting, and more.
- Character development permeates both the academic and co-curricular programs as the school works with the parents to reinforce Christ-like attitude and behavior by helping to encourage, support, and train parents; by reinforcing parental values and expectations while at school; and by enforcing school behavior and discipline policies based on shared core values.

G. Expectation of Parents

Academic Parent Roles- Below is a list of different roles a parent may assume as a satellite teacher. These roles may change based on assignments and grade level.

Co-Instructor - Parents with this role will receive instructions from the classroom teacher on a regular basis outlining homework assignments, follow-up study over covered material, and preparation or review needed for their next class. They will also bear the primary responsibility for instruction in some aspects of the course, especially for younger students who need review of

concepts, and monitoring their child's academic progress (including the timely submission of all assignments).

Private Tutor - In courses involving this role, parents receive instructions from the classroom teacher on a regular basis outlining homework assignments, follow-up study over covered material, and any preparation or review needed for their next class. Courses utilizing this role will usually be at the elementary level.

Guide for Dependent Study - This role will usually relate to parents with children in grades 7-10. These students are at a dependent age where disciplined study habits must be developed through positive encouragement and through the students' growing awareness of personal consequences. In order for these classes to be successful, the teacher is dependent upon the parent to make certain that their son or daughter keeps up with the course material assigned and to communicate to the teacher if difficulties should arise. In some cases, parent tutoring might even be necessary.

Guide to Independent Study - Academic courses at the 11th and 12th grade level will usually involve this role by the parent. Here, the parent has the opportunity to monitor the independent school work performed by their children while it is still possible for them to provide additional guidance if needed. Courses offered by a UMS at this level should mimic that of a Jr. College program where independent study skills and disciplined planning for completing homework assignments are necessary.

Interactive Discussion - In courses utilizing this role (ex. Health courses), parents are expected to interact with their student on teacher-directed topics throughout the semester. Students will then reflect on those interactions through class discussions and written assignments. These courses are designed in such a way as to place emphasis on the parent-student relationship by emphasizing and reinforcing the values parents are teaching within their home. These courses also provide families with the opportunity to explore and interact on issues that are of importance especially during the teen years.

Course Monitor - Some courses will involve equipment or expertise which necessitates that teaching be done in the classroom and leaves little for the parent at home. This role, therefore, will require the least amount of time by the parent, but its importance cannot be understated. The primary responsibility of the parent is to track the progress of their son or daughter and to monitor how well they are doing. Are they becoming discouraged? Are they enjoying the class? What are the activities being done each day in class? What are they learning? In short, parents need to show an interest and express this to their children. If problems should develop, then the teacher needs to know immediately.

Project Assistant - Some courses utilizing this role would include different grade levels of drama or music. The primary responsibility of the parent is to track the progress of their son or daughter and to monitor how well they are doing. They need to have a sincere interest in their child's class activities and express that interest to their children. Furthermore, help at home might be needed occasionally in support of a particular project. If problems should develop, then the teacher needs to know immediately.

Parent Coach - The role of the parent coach is to provide individual practice and instruction to their son or daughter at home. The director or team coach will organize the group activity (choir, band, team sport, etc.), direct practices, and communicate to the parent-coaches information and directions concerning regular home practice on individual skills. This role is used primarily for competitive extracurricular activities in grades 1-8 and possibly 9-10.

The Active Supporter - This parental role usually involves competitive class or extracurricular activities designed for 11th and 12th grade students (and possibly 9th and 10th grade as well). In competitive high school programs preparing students for college, conditioning training, practice, and work on individual skills goes beyond the expertise of most parents. As a result, parents are instead required to actively support their children through regular attendance at games, performances, and even at practices or rehearsals. Parents are also encouraged to show their support by participating in booster club activities that usually play a vital role in supporting high school extracurricular programs. At a time when older students are beginning to increase their time away from home as they move gradually toward independence, high school athletics offers parents a regular avenue through which to remain an active part of their child's life and interests.

Parent Expectation -Character Development

Interactive Discussion - In courses utilizing this role (ex. Health courses), parents are expected to interact with their student on teacher-directed topics throughout the semester. Students will then reflect on those interactions through class discussions and written assignments. These courses are designed in such a way as to place emphasis on the parent-student relationship by emphasizing and reinforcing the values parents are teaching within their home. These courses also provide families with the opportunity to explore and interact on issues that are of importance especially during the teen years.

Primary Teacher/Disciples – Parents will serve as a discussion leader, teacher and guide as their student explores topics that are “parent-friendly” and that focus on biblical studies, Christian theology, Christian ministry, Christian missions or worldviews. Since this role is for home study courses, parents will be given instructions on how to evaluate their student on time spent, knowledge gained, and how the student will use the material in strengthening his or her walk with Christ. The school will provide an evaluation form for parents to use at the end of each semester. Additionally, parent workshops will be available to encourage and equip parents so that this course is a benefit for the student and family. Courses utilizing this role will extend from grades 1-12. (Note: families may substitute some discipleship courses from their local church to meet this requirement.)

H. Memberships

Membership on behalf of this school into any school organization or association must be approved by the School Board.

I. Non-Discriminatory Policy

The school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its student admissions policies, staffing policies, educational policies, scholarship programs, athletic programs or other school-administered programs.

III. Communications

Communication is vital in education. It is our desire to cultivate a positive and effective relationship with the parents to ensure the students' success. The school communicates regularly through the school website, telephone, email, letter, meetings, and most importantly the weekly assignment sheet.

Parents and students are encouraged to contact teachers to clarify assignments or expectations. Parents should attend all school meetings and training opportunities designed to inform the parents of important topics or events and help the parent learn how to be effective in this model.

A. Office Hours

The school office is open Monday through Thursday from 8:00 a.m. until 3:50 p.m. during the school year.

Phone Number 512-515-5579

Email: FaAdmin@FellowshipAcademyLH.com

B. School Hours

Students should arrive between 8:00 and 8:25AM with classes starting at 8:30AM.

All grades have academic courses that end at 2:00pm. After-school electives usually end by 3:45pm unless otherwise communicated.

Students should not be dropped off before 8:00 or picked up after 3:50 unless specific plans have been made with the staff for access and supervision.

C. Parent Orientation

We prepare families for co-teaching of their students by:

- (a) The first and foremost resource is the Holy Bible as applied in the school's statement of faith and guiding principles.

- (b) Back To School Night All Parent Training - All Parents attend a Back To School Training: There are multiple break-out training sessions offered for the parents to choose. Each session is designed for target training in areas specific to their needs.
- (c) (future) Parent Panel for Home Days A panel of parents will discuss tips and tricks to making the satellite school days run more efficiently. Parents will lead this training on the following topics: organizing your school room, organizing your schedule, organizing your satellite school day, and organizing your meal plans. There will be a time for group discussion and a time for Q &A's.
- (d) As part of the admissions process to our school, parents are encouraged to read the following two books:
 - (i) *Character Driven College Preparation* by Dr. John Turner
 - (ii) *Kingdom Education* by Glen Schultz

These tools provide a framework for the ongoing conversation the school conducts with parents for the honor of the Lord and the benefit of the students. As we discover new or preferable tools, the updates the list of required resources as needed.

D. Online Communications

Web Site

The school's web site can be accessed at FellowshipAcademyLH.org. The site contains the most updated information on school happenings. The school-wide calendar and dress code are also posted there.

Fellowship Academy also uses ClassTag.com for quick text messaging of school information.

Assignment Sheets

Fellowship Academy communicates online through Planbook.com. Your student will have a unique ID and password to allow them and you to log in to see the weekly assignment sheets and grades.

Facebook and Instagram

Fellowship Academy has a Facebook and Instagram account. We use them to post pictures of school life. We will not name a student on these feeds. Only students who have turned in a photo release form will have pictures on these feeds. If you wish to keep your children off these sites, please mark that on the photo release form.

E. Newsletters

Monthly Bulletin is provided by the office each month. It contains special announcements and lists important events for the whole school system. It is sent through classtag.com on the first Thursday of the month.

F. Parent Teacher Conferences

Parent/Teacher Meetings and conferences are scheduled at the end of the first month of school and the beginning of the 3rd quarter.

Both parents are encouraged to attend each conference. The purpose of these conferences is to encourage school/home communication regarding student progress and other important matters.

Quarterly report cards are issued to parents. Parents and teachers are encouraged to schedule additional conferences throughout the year as necessary. Any parent who desires to confer with his/her child's teacher should arrange a date and time with the teacher **in advance**. Do not plan to "drop in" to see a teacher during the school day or try to confer during drop off. A teacher may be contacted by e-mail or the school office.

If there are questions or problems within a particular class, the parent or student should first talk with the teacher. If the issue cannot be resolved satisfactorily, the parent or student should talk with the appropriate Supervisor, and finally the appropriate Director. (See also the Matthew 18 Principal Explained- appendix)

G. Resolving Conflicts: Grievance Guidelines

The Matthew 18 Principle

A Scriptural Understanding and Practical Application of this Important Biblical Principle

Nobody really loves conflict and confrontation. Since, however, these relationship difficulties are normal parts of the human experience, some conflicts and confrontations are simply unavoidable. These relationship difficulties, when not handled properly, usually upset all parties and prove to be destructive and demoralizing. Therefore, it is extremely critical that a proper application of sound problem-solving skills be employed.

The Biblical Model

Christians should be encouraged to know that the ultimate textbook of knowledge and wisdom, God's Holy Word, provides very specific guidelines and mandates for effective conflict resolution. Specifically, Matthew 18:15-17 provides the following scriptural mandate for keeping communication lines open and intact.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he still refuses to listen, tell it to the church; and if he refuses to listen even to the church ..."

An analysis of these important words of Jesus Christ reveals several important principles for solving people problems. For the full article, see the Matthew 18 Principal Explained in the appendix.

If there are questions or problems within a particular class, the parent or student should first talk with the teacher. If the issue cannot be resolved satisfactorily, the parent or student should talk with the appropriate Supervisor, and finally the appropriate Director. (See also the Matthew 18 Principal Explained- appendix)

IV. General Policy and Procedures

A. Admissions

Admission to Fellowship Academy is required in order to register for any of the courses offered. Fellowship Academy will maintain a cumulative file for all students admitted to the school. Parents will be provided with a copy of this cumulative file upon request. Fellowship Academy will keep a cumulative file of the courses taken at the school and maintain records of previous courses taken at a public school.

Fellowship Academy is a privilege for our students to attend, not a right. Students and parents that do not adhere to the school's policies, procedures and code of conduct, may be asked to withdraw their students.

Non-Discrimination Policy

Fellowship Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students and do not discriminate on the basis of race in administration of its educational policies, admission policies, or other school-administered programs.

Parent and Student Responsibility upon Admission

Students must be accepted to Fellowship Academy through a formal admission process. Both parental involvement and student cooperation is essential for Fellowship Academy to fulfill its mission.

Therefore, as a condition of acceptance to this school, the parents and student applying for admission must fulfill the following requirements:

- a.) Parents must provide Fellowship Academy with an application form for each student applying for admission, including academic records, health forms, and other information as specified in the application packet.
- b.) Parents and students must sign a form stating their agreement with our Statement of Faith as an expression of who we are and what will be taught in the classroom AND expressing their own personal commitment to Jesus Christ.
- c.) Parents and students must be willing to abide by the school's rules and regulations as expressed in our handbook or by the director. Each year, parents and students are required to sign an agreement stating they have reviewed the student handbook.

- d.) **Parents must be committed to providing partnership instruction in the off-site school days that the child is not attending Fellowship Academy in order to provide quality education in accordance with the laws of the state of Texas.**
- e.) Parents are responsible for providing regular structure for completing home assignments, checking assignment sheets and monitoring the student's completion of these assignments, and helping student as needed.
- f.) The family must be active members of the Body of Christ and regularly attend a Christian church.
- g.) Parents and students must be committed to the learning experience and Christian environment of Fellowship Academy. Each student must be willing to adhere to Fellowship Academy's Student Code of Conduct, Dress Policy, and all other policies.
- h.) Parents must be willing to use a Christian Conciliation Service to settle any disputes.

Admission Procedure

a) Attend an Informational Meeting

This is required so that parents fully understand the expectations of their involvement in the education of their child at Fellowship Academy. Parental involvement is mandatory.

b) Review All Fellowship Academy Material and Pray

Please carefully go over each handout given at the informational meeting. If you have any questions, please contact us. *Pray about this important decision.*

c) Complete the Admissions Forms

Once you are convinced that this is where your family should be, complete the online application and submit the application fee and required application documents.

d) Family Interview

Each family applying for admission will be interviewed in order to verify that Fellowship Academy is the best educational option for your child. This meeting also enables us to personally answer any questions about Fellowship Academy. The admission committee conducts this one-time interview. Someone will call to arrange the interview once your application has been processed.

e) Testing and Evaluation

Placement testing (applies to all new students that return after missing a semester or more) can be completed at any point during the application process. Testing must be completed and results determined prior to registration for the upcoming semester. The tests are given to determine the entrance grade level based on your child's Math and English in relation to our curriculum. To schedule the placement test, parents should complete the Placement Testing Form and submit a copy of the most current report card to the Director. All academic records must be received by the school prior to testing. A one-time testing fee per student is required prior to testing.

B. Fees and Tuition Payments

Tuition

1. The course fee(secondary grades 6-12th) or Tuition (Primary grades K-5th) will vary for individual students based on the number of courses for which a student registers or grade level. Parents may pay for each semester that commences August 1st for the fall semester and January 1st for the spring semester. The **payment is due on the 1st of each month** and is considered late after the 5th. Accounts with past due balances will not have access to planbook.com until the account is current.
2. A late fee will be assessed for each late payment. A fee will be assessed for any returned checks.
3. Payments will be credited to past due balances first, then the current balance. If the entire balance is not current, a late fee will be assessed.
4. When payment is not made by the 25th of the month, the student is placed on suspension and is not **permitted to attend school until complete payment is made**. At this point, it is required that payment is made in the form of cash, Visa/Mastercard, or money order. Checks must clear before records can be released.
5. Student records, including report cards, are held until all finances have been paid and all school issued equipment is returned.
6. **Checks** received the last ten days of the semester will result in report cards and school records being held in order for the check to clear. To avoid delay, we accept money orders, cash, Visa/Mastercard, and cashier's checks. We do not accept postdated checks.
7. **Tuition (including any fees, etc.) is not refundable at the end of classes on the second Friday of the semester**. When a student withdraws or is expelled from Fellowship Academy in one or more classes, the tuition will not be refunded if the student has paid in full and may not be transferred to pay a balance for another family member. Tuition due by installment should still be paid or the student will not receive a report card or be allowed to register in the future.
8. All fees will be handled through the school office and not with faculty members.

Fees

- **Application Fee**
Families must pay an application fee; this is non-refundable.
- **Testing Fee**
A one-time testing fee must be paid per student. Should a student request additional Placement Testing, no additional fee will be charged.
- **Monthly Payment Fee**
Families choosing to pay their tuition monthly will be assessed a payment fee per family.

Other Costs

Textbooks

Students are responsible for purchasing all textbook materials required for each class. A textbook list will be furnished each semester to facilitate learning materials. Fellowship Academy will make every effort to supply an exhaustive list of textbooks but reserves the right to add materials as necessary throughout the school year.

If a class must be cancelled, Fellowship Academy is not financially responsible for materials purchased for the class. In order to facilitate the use of textbooks in the classroom, students will not be allowed to share with a sibling attending classes on the same day. In order not to infringe upon copyright laws, copying textbook pages should be limited and done only after the text has been ordered.

School Supplies

Fellowship Academy will furnish a list of supplies required for students. Teachers may periodically require additional supplies for special projects or assignments. Parents will be responsible for purchasing each student's supplies.

Apparel

Fellowship Academy- approved student uniforms are required. Parents are responsible for providing the student uniform. School apparel may be purchased through the school. These items are not required.

C. Tuition Assistance

This school currently does not have a financial aid fund. Fellowship Academy does have a scholarship program for current students.

Scholarships are awarded according to need, the merits of each applicant, monies available, class placement, and priorities established by the Scholarship Committee.

These priorities include:

- Single parent families with limited income
- Emergency circumstances that call for temporary assistance

Scholarship Guidelines

- Parents and/or guardians are responsible for all remaining tuition and fees. Failure to meet this financial responsibility will result in discontinuance of aid.
- A scholarship is not automatically renewed from year to year. Parents and/or guardians must reapply each school year. No assurances can be given in advance that aid will be granted the following year.
- Students must remain in good standing academically and behaviorally to receive or continue receiving financial assistance.
- A completed student application and a copy of the household's most recent federal income tax return or copy of a recent paystub must accompany the scholarship application.
- Applications will be accepted between February 1 and August 31 prior to the school year for which the aid is requested.
- Falsification of any information will disqualify the applicant from any award of benefit.
- All information submitted is considered confidential and will be reviewed only by the Scholarship Committee of Fellowship Academy.

- Should the applicant family's financial status change during the period that scholarship aid is in effect the family is required to notify the Scholarship Committee of the change. Scholarship funds are limited.
- However, you may be a candidate for benefits. In evaluating applications, factors such as family size, reasonable debt load, medical expenses, etc. may be considered.

This school does allow individuals from within the school (staff and parents of students) to directly bless other students with financial assistance (this can be done anonymously) so long as

- (1) the gift is not considered a donation (since it is directed to a specific individual)
- (2) the student recipient does not participate in high school competitive sports or other high school competitive activities.

Scholarships and/or financial assistance from sources outside of this school can be offered to our students, but not if the student participates in high school competitive sports or other high school competitive activities. Exceptions will, however, be granted for financial assistance, even if the student participates in high school competitive sports or other high school competitive activities, if the assistance comes from relatives of the student receiving the aide or from close friends of the student's parents, so long as the friends are not on staff and do not have children at the academy.

If a gift should be occasionally made to the school for the specific purpose of blessing an *unidentified* student by helping with their school expenses, then the gift would be considered a donation. The head administrator, along with at least one other staff member, will determine the recipient of the financial gift. The student receiving the aide under these circumstances cannot participate in high school competitive sports or other high school competitive activities. If such gifts become common, then the school will move toward developing a financial aide program for its students.

D. Safety Procedure and Emergency Drills

Safety Procedures And Emergency Drills

Every teacher should review the steps for each drill at the beginning of each semester. This should include drawing attention to the emergency map and cards posted on the wall near the doors and the emergency bag behind each door.

Fire Drills - When the bell sounds for a fire drill (or actual fire), all persons are to go quickly and quietly to the exit determined in advance for each class. Students proceed as a group to the designated outdoor area. The last person exiting a classroom should turn out the lights and close the door. Students gather silently with their classmates while the teacher takes attendance. When the return signal is given, everyone should return quietly and in single file to the classroom. Exit path plans are posted just inside the doors of each classroom.

Tornado Drills - When the announcement is made for a tornado drill (or actual

tornado), all persons are to go quickly and quietly as a group to the place designated by the classroom teacher. When they get to their safety area, students should sit with their backs against the wall, knees pulled up, heads bent down resting on the knees, and arms hugging the legs. Parents should **not** pick up their child from school during a tornado warning. Please wait until the warning has passed.

Lock Down Drills – Lock down drills are conducted on an as needed basis. These drills prepare the students for all other emergencies. Playground/field procedures are in place to clear the playgrounds/fields immediately should there be a need to do so. A lock down is when there is a general or specific localized threat. For the safety of the students the administration locks all entry doors and a notice of Lockdown will be posted on the door. The notices indicate that a lock down is in effect. The notice is to help parents who come across these signs and may be unaware of the potential danger.

V. Academic Policy

Fellowship Academy academic program meets the following requirements:

- Fellowship Academy has a college-stimulated scheduling of courses, organized in 16-week semesters with early elementary classes meeting on Monday through Thursday as an all-inclusive program. Students spend an estimated minimum of one hour working at home for every hour spent at school (1-1 ratio). This standard is the minimum for participation, however, most students who want to excel in the program spend more time working at home than is required.
- Our core academic classes are offered as subject blocks to best utilize available instructional time. We may, due to small class sizes, combine course levels for our core or elective classes.
- Students must successfully complete the prerequisite for each course, confirmed by a passing grade in a Fellowship Academy course, summative exam, or a transcript from another school. Students will demonstrate mastery of previous knowledge through placement testing to provide teachers with a starting point for each semester's instruction.
- Fellowship Academy allows semester-by-semester enrollment. Once a semester is underway, new students may not be admitted (unless circumstances such as a move made it impossible for a student to register at the beginning of a semester) until the beginning of a new semester.
- Students register for individual courses, not complete grade levels (with exception of Kindergarten through fifth grades). Fellowship Academy allows students to deviate from grade level based on mastery of individual subject matter: elementary may go back or advance one grade level.
- Continuity of instruction is insured through well-developed and clearly articulated curriculum, documents, both within the departments and within the home.
- Each course has a defined, off-campus role for parents that gradually decreases the parents' academic responsibilities while increasing those of the student (dependent and independent study) as the student progresses through the grade levels.
- Fellowship Academy teachers are responsible for organizing instruction that includes a partnership with parents. Teachers facilitate this partnership through effective communication, leadership, and instruction in the classroom that extends to the parent.

This also includes using textbooks and other educational materials that are both academically sound and parent/student friendly to use.

- The Fellowship Academy academic program will maintain high academic standards emphasizing strong student work ethic and college preparation. Our academic standards will meet or exceed the local and state laws that govern education.
- Fellowship Academy will maintain a low student/teacher ratio to encourage student success in the classroom: 8:1 for elementary academics and 15:1 for electives.

A. Grading Philosophy

We believe that grades are not a commentary on the relative worth and value of the individual, but rather an accurate reflection of the quality of his/her work in a given subject at a given time. At Fellowship Academy grades serve four basic purposes:

1. to help us teach, correct, and train.
2. to help us in the on-going placement of students at a level and in subjects responsive to their needs, background, and abilities.
3. to provide us with a just and legitimate means of holding students accountable for the quality of their work.
4. to provide us with an ongoing and widely understood means of communicating a student's progress and achievement to his/her parents and other parties (other schools to which the student may transfer).

We will establish just, and objective standards based on legitimate expectations: students will be graded by comparing their level of accomplishment against reasonable expectations of what they should be able to accomplish.

We will make every effort to place students properly, basing placement upon their background and abilities rather than any social criteria (such as age).

Finally, students will receive (or not receive) credit based on what they have done (or not done) relative to a common standard, rather than upon individual considerations (such as learning disabilities). The grading standards themselves will be oriented toward the work of the student rather than the student himself. They will recognize multiple levels of legitimate achievement, so that less is expected of elementary students than of secondary students. They will be objective and evenly applied within a given class. They will also allow for individual differences by defining minimum passing standards in terms that allow for a range (as it currently stands, 70-100% proficiency) of acceptable achievement. The ultimate purposes of these standards will be to define the standard, to provide valid and meaningful feedback, to encourage disciplined academic study, and to encourage student progress in both learning and achievement.

B. Grading System

Grading Standards and Grade Point Average (GPA)

Courses at Fellowship Academy are graded on a scale of 0-100 (exception: elective courses may be graded on a pass/fail or effort basis). The course grade itself represents a percentage of content mastery, which is then used to determine the grade value of individual courses. The course grade value is then multiplied by the number of credits earned for the course to determine the course grade points (may be fractional). The sum of all course grade points is divided by the sum of all credits attempted to obtain the semester or cumulative GPA.

The letter grade equivalents of this system are as follows:

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

- No credits are awarded for a failed course (grade below 70 or F)
- Other possible grades are Incomplete (I). A student will receive an “I” if unable to complete the course requirements due to circumstances beyond the control of the student, and special permission is granted by administration to complete the requirements after the semester has ended.

C. Reporting of Grades

Parents may access the online grade book for reporting of student’s grades. Teachers will update grade book as assignments are graded (one week following the assignment due date).

- Progress Reports: Each quarter is divided into two grading periods to monitor student progress. Progress Reports are sent out at the midpoint of the quarter.
- Grades are loaded into the report card at the end of each quarter grading period.
- Official Semester Grades: Students receive a final official grade for each semester. This grade will be reflected on the final report card at the end of the semester.

D. Special Needs

Fellowship Academy teachers will use research proven teaching practices in their instructional strategies to address the needs of students with varied learning styles or learning issues.

Modifications to Standard Instruction/Evaluation Practices

Fellowship Academy and its teachers are not currently equipped to modify its instructional or evaluation practices or procedures in response to a student’s learning disabilities or other special challenges, such as ADD. All students will receive (or not receive) credit based upon what they have done (or not done) relative to a common standard, rather than upon individualized standards developed in response to special needs.

E. Add/Drop & Auditing

Auditing of Classes

Fellowship Academy does not allow the auditing of classes. Any student enrolled in any classes at Fellowship Academy will receive a grade reflecting his level of achievement in the class. A student may not attend a class or participate in class activities unless registered for that class.

Add/Drop

Dropping or adding a class will only be permitted during the first two weeks of the year. Parents should email the Head of School with any request to change a class. If the family does not have email access, they can request a change through the school office. Class changes require a parent/teacher/administrator conference.

Required academic courses cannot be dropped. The following exceptions apply and must be approved by administration:

- If a student wishes to drop a class due to difficulty, the above-mentioned conference must take place and a strategy for completing requirements must be in place.
- If the student has extenuating circumstances such as medical reasons.
- If the teacher recommends the student drop the class.

Students who do not sign up for classes on the specified date will be placed in classes with available space and may not be allowed a schedule change.

F. Late Work /Makeup Work

Turning in Work

To receive partial credit, students may turn in work during class (to teacher) or in the office by 2:00pm of the day work is due. Students must have someone in the office sign the work, recording the date and time turned in before giving it to the teacher. This will result in a 20 point deduction; based upon teacher discretion and circumstance of the situation. The teacher may also use discretion when deciding whether to accept late work.

Absent due to Illness

The student will have two consecutive class days to turn in work missed while absent due to illness without incurring a penalty. This is in addition to the “new” work being assigned. Work that was due on the day of the absence (the student knew about prior to the absence) should be turned in the first class day the student returns to school. If this is not possible because of the nature of the illness, the parent should notify the teacher to obtain permission to turn in the assignment at a later date. Students who are absent for reasons other than illness are still required to turn in assignments on the due date (the student knew about it prior to the absence) or make special arrangements with the teacher prior to the absence.

Unprepared Due to Illness

If the student is ill on an “independent” class day and is unable to complete assignments or prepare for a test but is able to attend the following “classroom instruction” class day, parents should contact the teacher concerning the child’s inability to do home assignments while ill before the student returns to class. If the parent is unable to contact the teacher, he or she should call the office so the teacher can be notified. A written note is not sufficient. The student will be allowed to come to class the next class day but not be responsible for the assignments due or a test. Parents should be aware that this might keep the child from participating in all learning activities because of the work not completed. All assignments and testing may be completed and turned in to the teacher within two class days without incurring a penalty.

Failure to Turn in Work for Special Circumstances

If a student is unable to turn in an assignment by the requested due date for sufficient reasons (events or conditions outside the immediate control of either the student or his family), the parent should notify the teacher prior to class if possible or by the end of the class day the assignment is due. The parent should explain the special circumstances and obtain permission from the teacher to turn the assignment in at a later date; otherwise the work will not be accepted.

Inability to Complete Assignments

The parent and/or student should make every effort to contact the teacher if an assignment is not clear, the student has difficulty with the concepts, or the student cannot finish the assignment in a “reasonable” time before returning to class. If the teacher gives permission, the student may be allowed to turn the work in at a later time without penalty. However, without this permission, the student’s work, whether complete or not, will be turned in and graded as required. A parent’s note to the teacher on the following class day does not remove the academic penalty associated with not completing the assignment as required.

NOTE: No late work will be accepted any time after the end of the semester in which it is due unless the student receives an “Incomplete” in the course, and it is approved by administration.

Missed Testing

Students will be allowed to make-up a test when the student is absent based on the following communication procedures:

- The parent must contact the office (via phone call or email to FaAdmin@FellowshipLH.com) by noon on the day of the absence to notify the school that the student will be absent. The student’s name will be placed on an “approved” list, and he will be allowed to make-up a test if he has missed a class test.

- The parent must contact the teacher prior to the day of the absence if the student will be absent for reasons other than illness. Permission to take the make-up test in these circumstances is at the discretion of the teacher.

All make-up tests must be taken within two days of the absence. Students should confirm testing deadlines with the teacher when absent due to reasons other than illness. Students who do not make-up the test by the required deadline will receive a “0” on the test. Students who have excessive absences on test days may not be allowed to make-up the tests.

G. Academic Probation

A student may be placed on academic probation if one or more of the following stipulations is applicable:

- a) If the student's grade point average falls below 2.0.
- a) If the student has a failing grade in a course at the end of a quarter.
- b) At the discretion of administration, teachers, and coaches, a student athlete with a failing grade at the mid-term progress report may be suspended from one or more games.

At this point, a conference will be arranged for the student and his parents with the teacher and administrator/supervisor. During the conference an agreement will be made specifying the duration of the probation (minimum 2 weeks) and the actions necessary for the student to end the probationary period. Agreements may differ for each situation.

At the end of the probationary period, a review will take place to determine if the probation will end or be extended. If the probationary period is not successful in improving the student's academic performance, enrollment may be in jeopardy.

H. Standardized Testing

In addition to routine classroom examinations, students in grades K-8 are evaluated through standardized testing. At least one achievement test is administered annually to students. The tests serve as one type of measurement of a student's academic progress and potential in relationship to others in the school, state, and country. Students will take the test in the mid Spring of each year.

I. Promotion / Retention

All students will be promoted to the next course in sequence when they master the concepts in the previous course. To ensure mastery of the essential skills and knowledge required for success in the next

course in sequence, students are expected to attain a 70 or better for each of their classes. Student promotion is on a course-by-course basis. Students are not promoted based on their grade level.

J. Curriculum

It is a responsibility of Fellowship Academy to provide quality learning experiences every day for every student without exception. Fellowship Academy supports that through the creation of learning environments that encourage intellectual and social development leading to productive citizenship by selecting appropriate instructional materials.

Kindergarten and First Grade

Parental Role

At the early elementary level, parents will act as tutors in the satellite classroom at home. Parents will receive instructions from the classroom teacher, on a regular basis, outlining home assignments, drill practice, follow-up study over covered material, and preparation needed for the next class. They will also take extensive responsibility for support of instruction in some courses (e.g. spelling, vocabulary, and penmanship in English.)

Student Role

As a Christian community, we want student behavior to be guided by Jesus' command to love God above all and our neighbor as our self. This includes:

- Encourage a close relationship with God in others as well as ourselves through activities such as Bible reading, prayer, and worship.
- Bring God our first fruits by applying ourselves to our studies.
- Be respectful in our speech and conduct toward our teachers, parents and peers.
- Be obedient to those in authority over us.
- Give of ourselves to others and encourage everyone to feel included.
- Be careful in our use of school property that includes the books, furniture, equipment and the buildings.
- Accept personal responsibility for the duties of a student

Classroom Teacher Role

The Teacher will use research proven teaching methods, effective curriculum planning, and regular communication with parents to work with the parents and student to meet learning goals in the classroom. This includes:

- Sets high but achievable expectations for each student and monitors and adjusts teaching to help student be successful
- Demonstrates a mastery of the subject material assigned

- Uses effective teaching techniques to achieve curriculum goals and affect student learning
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work
- Employs a variety of instructional aides, methods, and materials that will provide for creative teaching and appeal to a variety of learning styles
- Prepares weekly assignments sheets for the satellite classroom time supervised by parents at home
- Assesses the learning of students on a regular basis and supplies proper feedback to administration and parents
- Uses proper classroom management techniques to ensure proper discipline in the classroom
- Helps ensure proper discipline on the school premises and at school events
- Demonstrates support for the role of parents as educational partners and supports them in that task
- Maintains regular and accurate attendance and grade records to meet the demands for comprehensive knowledge of each student's progress
- Keeps students, parents, and the Principal adequately informed of deficiencies and give sufficient notice of failure
- Maintains a clean, attractive, well-ordered classroom

Course Prerequisites

Satisfactory performance on the appropriate entrance test, successful completion of the preceding course in the Fellowship Academy sequence, or permission of the administration are required.

A placement test/evaluation will be given to all new students wishing to register for K-5. Contact the office to schedule an appointment.

Kindergarten Requirements

Students that have or will turn 5 years old by September 1st will be able to enroll for the Kindergarten class. Kindergarten teacher will direct the activities during the academic portion of the day. The classroom teacher will utilize skill stations as well as teacher directed activities to immerse the students in learning activities with the purpose of developing retention and application of concepts. Students will be exposed to English, Reading, Handwriting, Spelling, Math, Science, Social Studies, and Bible. Each grade level will also adhere to Texas Essential Knowledge and Skills for the topics that are covered within that document.

1st Grade Requirements

Students that have or will turn 6 years old by September 1st or who have completed a full year of kindergarten will be able to enroll for the First Grade class. First Grade teacher will direct the activities during the academic portion of the day. The classroom teacher will utilize skill stations as well as teacher directed activities to immerse the students in learning activities with the purpose of developing retention and application of concepts. Students will be exposed to English, Reading, Handwriting, Spelling, Math, Science, Social Studies, and Bible. Each grade level will also adhere to Texas Essential Knowledge and Skills for the topics that are covered within that document.

2nd – 5th Grades

Parental Role

At the early elementary level, parents may act as tutors in the satellite classroom at home. Parents will receive instructions from the classroom teacher, on a regular basis, outlining home assignments, drill practice, follow-up study over covered material, and preparation needed for the next class. Different from the lower grade levels, parents will also supervise independent work at this level. Teachers will assign work that students should be able to complete independently at this level. They will also take some responsibility for support instruction in some courses (e.g. spelling and math.)

Student Role

As a Christian community, we want student behavior to be guided by Jesus' command to love God above all and our neighbor as our self. This includes:

- Encourage a close relationship with God in others as well as ourselves through activities such as Bible reading, prayer, and worship.
- Bring God our first fruits by applying ourselves to our studies.
- Be respectful in our speech and conduct toward our teachers, parents and peers.
- Be obedient to those in authority over us.
- Give of ourselves to others and encourage everyone to feel included.
- Be careful in our use of school property that includes the books, furniture, equipment and the buildings.
- Accept personal responsibility for the duties of a student
- Remember routines and procedures taught in class that can be applied at home

Classroom Teacher Role

The Teacher will use research proven teaching methods, effective curriculum planning, and regular communication with parents to work with the parents and student to meet learning goals in the classroom. This includes:

- Sets high but achievable expectations for each student and monitors and adjusts teaching to help student be successful
- Demonstrates a mastery of the subject material assigned

- Uses effective teaching techniques to achieve curriculum goals and affect student learning
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work
- Employs a variety of instructional aides, methods, and materials that will provide for creative teaching and appeal to a variety of learning styles
- Prepares weekly assignments sheets for the satellite classroom time supervised by parents at home
- Assesses the learning of students on a regular basis and supplies proper feedback to administration and parents
- Uses proper classroom management techniques to ensure proper discipline in the classroom
- Helps ensure proper discipline on the school premises and at school events
- Demonstrates support for the role of parents as educational partners and supports them in that task
- Maintains regular and accurate attendance and grade records to meet the demands for comprehensive knowledge of each student's progress
- Keeps students, parents, and the Principal adequately informed of deficiencies and give sufficient notice of failure
- Maintains a clean, attractive, well-ordered classroom

Course Prerequisites

Satisfactory performance on the appropriate entrance test, successful completion of the preceding course in the Fellowship Academy sequence, or permission of the administration are required.

A placement test/evaluation will be given to all new students wishing to register for K-5. Contact the office to schedule an appointment.

Academic Departments Grades 2-5

Elementary English

The primary purpose of the English program is to develop and refine student skills in both oral and written communication and to promote understanding of and appreciation for fine literature. Emphasis will be placed on reading and writing proficiencies, as well as evaluating the world's great literature against the standard of scriptural truth and wisdom. Each grade level will also adhere to Texas Essential Knowledge and Skills.

Elementary Math

This program focuses on teaching students structured mathematical systems that will enable students to think logically and analytically. The math curriculum will have a strong application emphasis, encouraging students to view God's world through precision and

structure. Importance is placed on learning basic math skills and facts during the early years to provide a strong foundation for secondary mathematics. Each grade level will also adhere to Texas Essential Knowledge and Skills.

Elementary Science

The primary goals of the science program are to teach essential scientific concepts, skills, and methodologies; to encourage the development and appropriate use of higher-level thinking skills; and to help students better understand the Creator-creation relationship. In the elementary courses, students will be presented with the information and skills needed to understand and appreciate the miracle of God's creative genius. These courses will lead students continually from the known to the unknown by teaching important scientific concepts within the context of the things they can see and recognize. As students study the environments, creatures of the environment, the universe, space, and matter, emphasis will be placed on the entire universe (and all that is in it) as the direct creation of God, and the man-made idea of evolution will be refuted. Teachers will use the topics in Texas Essential Knowledge and Skills as a guide when teaching science based on a specific strand each year. All Science TEKS will be covered over the course of 3 years cycle.

Elementary Social Studies

The curriculum for Social Studies focuses on the social aspects of human existence and experiences. Specifically, it examines the origin, development, relationships, and problems of various societies and their cultures. The primary goal of the program is to give students a broad knowledge of people and their diverse societies, governments, and geography, while teaching biblical citizenship that will be useful for whatever life situation the Lord should seem appropriate for their service. Elementary courses will provide students with a study of society, culture, politics, history, and geography, beginning with a biblical analysis of man as created in the image of God. Instruction then will move outward from the individual to the family, and then to increasingly larger groups, such as city, state, nation, and world. The studies will then focus specifically on American History and principles that made America great, the Eastern hemisphere by geographical regions with an introduction to worldwide missions, and a study of the Western hemisphere including recent United States and worldwide events. Each grade level will use Texas Essential Knowledge and Skills.

K. Chapel

Chapel Schedule

As Fellowship Academy strives to make Christ central and to offer the first fruits of our time, attention, and energy to our Lord, class begins with chapel from 8:30-9:00 each day. Staff, students of every grade level, and co-teachers worship together as a community and begin the day in the Word and in prayer. Teaching and discussion time is devoted to: understanding the meaning of Bible passages, learning Bible stories and how they relate to our lives, and studying Christian influence on the world through devotionals and direct instruction.

Once per week student will be led in Chapel by a special guest. These guests may be a pastor, elder, school board members, church staff or anyone else the administration feels can shed light on our current topic.

Memory Recitation

Fellowship Academy students are given weekly memory work assignments and routinely recite memory work individually and collectively with the goal of implanting important Biblical truths and principles in hearts and minds.

- Pledges – honor and respect of authorities
- Scripture – meditate on truth.
- Chapel Sayings – character development
- History Timeline –integration of learning and understanding of the context of all subject content taught
- American Values – important national documents, foundational values and civic responsibility and leadership
- Student Presentations – public speaking is essential in leadership and in communicating faith. Students, beginning in Pre-K, receive much instruction and opportunities to practice public communication.

VI. Attendance

Parents must call or email (FaAdmin@fellowshipLH.com) the office on the morning of the absence if the student is ill and will not be attending class.

A. Attendance Requirements

After two weeks, teachers will record daily absences and tardies, each semester and these will be reported on the student's report card. The student will be counted absent if not in class for any reason. If a parent does not contact the school about an absence, the absence is counted as unexcused.

Students who are absent can pick up assignment sheets and other class materials at the end of the school day. Students (and parents) are responsible for contacting the teacher or another classmate for information about what was missed in class.

Parents picking up students early must notify the office.

In order to successfully complete a course of study, students must attend at least 80% of that course's regularly scheduled class sessions. This means that they may not be absent more than nine times during a semester for a course meeting three times each week. Students failing to meet these requirements will not be recognized as having completed the course and they will be given a grade of incomplete.

In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next class in the sequence. Students failing to meet attendance requirements will be withdrawn and not allowed to enroll in the same course for the following semester.

Exceptions: An exception may be granted by the administrators if a student has been able to keep up with the class virtually. An exception may be granted provided the student has, in the judgment of the teacher, overseeing his work, achieved minimum mastery of the course content.

B. Pre-Arranged Absences

In any situation other than illness, the parent must contact the teacher and office prior to the absence to make arrangements with and receive permission from the teacher. Failure to properly notify administration when a student is absent will result in an unexcused absence and a zero for all assignments due that day.

C. Tardiness

Students are expected to attend 80% of the scheduled class period, or they will be counted absent. Parents should make sure that students arrive to class on time to avoid unnecessary disruption to the class. Student will receive tardy slip from the office to be able to enter class if they arrive after the start of class.

A student who comes in 10 minutes late will be counted absent. Teachers, at their discretion may refuse to allow the student to "make up" any work, quizzes, or tests missed because of a tardy.

D. Early Release

It is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave class before class has been dismissed. Therefore, unless

prior arrangements have been made or the teacher grants special permission, leaving a class early will be considered a breach of good conduct and treated as a discipline issue.

VII. Student Conduct

A. School Rules

A	Arrive Ready to Learn	<i>Proverbs 18:15 An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge.</i>
R	Respect others with words and actions	<i>Philippians 2:3 Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves</i>
M	Make wise choices	<i>Romans 12:2 Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.</i>
O	Obey right away	<i>Hebrews 13:17 Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you</i>
R	Respond with self-control	<i>Proverbs 25:28 A man without self-control is like a city broken into and left without walls.</i>

B. Behavior Policy

We will begin this year by focusing on the first rule.

Parent involvement is vital to a student’s success. You can help your child with the first rule “Arrive ready to learn” in the following ways:

- Make sure that your student gets enough rest each night and eats a healthy breakfast
- Pay attention to communication that comes from the school
- Ensure homework has been completed
- Assist students in being organized with materials that go between school and home
- Model a positive attitude

Our teachers will work on this rule in the classroom by:

- teaching school and classroom procedures that develop readiness

- In the first weeks of school Bible classes will focus on readiness and the importance of being a student (Proverbs 18:15).
- Staff will model this rule by being prepared for each day in the classroom

Teachers will focus on each rule; explaining the rule, discussing what adherence to the rule looks like and modeling the rule in the classroom.

Positive, Random, Individual Reinforcement

- Students will receive tokens when caught being good. Teachers will shape class behavior by reinforcing desired responses. An example would be the teacher will give token to any student who has materials out and ready right to go.
- Teachers may use a variety of items as token such as tickets, points, marbles, or cards.
- These tokens can be collected and traded in for rewards and prizes or sent home to show parents good choices.
- Teachers will provide students with regular opportunities so students may cash in their cards for prizes and privileges.

When Correction is Needed- 1-2-3 Warning System

Each class will have a 1-2-3 warning system for behavior and/or redirection.

- First redirection will be a verbal warning about behavior and teacher's expectation.
- Second redirection will be a repeat of the expectation with a warning about consequence for not meeting expectations.
- Third redirection will result in a consequence.

More serious infractions will result in an immediate consequence (i.e. hitting).

Relevant, Redemptive, Reasonable Consequences

When a student is not following ARMOR principles, he or she will receive consequences that are:

- relevant (related to the problem)
- reasonable (equal to the severity of the infraction)
- redemptive (working toward restoring the student)

Problems between individuals such as fights, bullying, or disrespecting staff will be dealt with according to the principles of Matthew 18. Students will learn to express their issues directly and will be guided in learning to listen, apologize, and extend forgiveness as needed.

- Suggested consequences include a behavior report, note home, time out, loss of privilege, meeting at teacher’s desk
- Ongoing issues may result in missed recess or privilege, phone call home, office referral

Behaviors that are consistent may result in a parent conference.

C. Bully Policy

Bullying

Gossip and bullying will NOT be tolerated at Fellowship Academy. Fellowship Academy is a Christian school where students are expected to obey the commandment from Jesus in John 13:34, where Jesus commanded that we are to “....love one another.” Students engaged in gossiping and/or bullying other students may result in immediate expulsion.

D. Academic Integrity

1 Chronicles 29:17a reminds us that God “tests the heart” and is “pleased with integrity.” We want to encourage and equip our students to become Disciples of Christ committed to serving and pleasing God in all he/she may do.

Academic dishonesty is both a breach of personal integrity. It also prevents student learning. We ask our students and their parents to adhere to high standards of personal integrity, both in school and in the home. Fellowship Academy will not tolerate academic dishonesty.

Academic Dishonesty is cheating or misrepresentation of other’s work as your own. Whether realized or not, if one falsely represents the student’s level of achievement or mastery in a given course or assignment, then it is academic dishonesty.

This may include, but is not limited to:

- Lying or giving false information about completed assignments,
- Copying the work of others at any time without direct authorization from the teacher,
- Allowing someone to copy your work,
- Using any resources, such as solution manuals and teacher edition textbooks, to complete assignments without the direct authorization of the teacher,

- Obtaining any quizzes, tests, or academic materials, created by or belonging to the school;
- Engaging in plagiarism-“to take ideas or writings from another and offer them as one’s own”;
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade; and
- Communicating by any means with another student during any quiz, test, or academic assignment without direct authorization from the teacher.

Enforcement

1) First violation:

- Student receives 0 for the assignment, documented, and mandatory meeting with administration and parents.
- Completes an alternative assignment

2) Second violation:

- Student receives 0 for the assignment, documented, and mandatory meeting with administration and parents in which student may be suspended.
- Completes an alternative assignment

3) Third violation:

- Student receives 0 for the assignment, documented, and mandatory meeting with administration and parents in which the student may be expelled.
- Completes an alternative assignment

E. Digital Policy

Tape recorders, digital records, and laptops may be used in the classroom for academic reasons with the permission of the teacher. Teachers will take appropriate disciplinary measures for inappropriate use (e.g., playing games).

Cell Phones

Students may carry cell phones, and other such communication devices on campus, but they must be turned off and kept in a backpack while in the building, class, or meeting. Cell phones may be used outside of any building except if the class is being held outside. Once in a building all phones need to be in the silent position. If the cell phone rings, vibrates, or is used inside a classroom, the cell phone will be taken up by the teacher and given to the administration. Teachers may give students approval to use their cell phones in class for a specific activity.

- If a cell phone is discovered on a student during a test, the student will receive a “0” for that test.

**Students must pay \$25 fee to retrieve any electronic device that has been taken up.
Students must wait until the end of their school day to retrieve their item(s).**

Computer Policy

Fellowship Academy provides access to computing resources for all students, faculty, and staff. These resources include: general office and productivity applications, educational applications as well as telecommunications. These resources are not considered a privilege but instead a requirement, access to which entails responsibility.

Individuals will be given a personal account on the planbook.com and google mail. All work performed by an individual while using the school's computing resources should be done under this account.

The Technology department at Fellowship Academy provides various services for the user including: file sharing, printing, and limited internet access. Access to these services is granted and/or limited based on the users roll or course load. Users should be aware that use of these services is logged and is subject to administrative monitoring/ review at any time.

All work stations are considered as shared workstations and expendable. For this reason it is important that all work be saved in the user's home folder or a folder for a group that the user belongs to on the file server. All network servers are considered highly available.

If a user identifies a security problem on the Fellowship Church wide area network, he is responsible for notifying a administrator; Users should not demonstrate the problem to other users.

Users must respect others' privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that network's Acceptable Use Policy (AUP). Users are responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property. Users will honor the legal rights of software producers, network providers, copyright, and license agreements.

Individual users are responsible for their behavior and communication over school networks. It is presumed that users will comply with school standards for behavior in both physical and virtual environments. Ultimately, the network administrators and school administration will deem what is appropriate use and their decision is final.

The network administrators may deny access to resources at any time as required for maintenance or disciplinary action. Fellowship Academy makes no warranties of any kind, whether expressed or

implied, for the services it is providing. Fellowship Academy will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the school's own negligence or user errors or omissions.

Using the School's Internal Network

- Changing, moving or otherwise tampering with computer hardware, software or connection is forbidden.
- Students are allowed access into only those network areas for which they are authorized. Entry into unauthorized areas is a violation of others' private space.
- Students should use only those areas of the network for which they have been trained.
- The school network is for schoolwork only.
- The school network cannot be used outside of school hours without permission.
- Software may not be copied to or from the school network.
- Passwords are secret. Trying to figure out someone's password is viewed in the same manner as going into someone's files without permission.

Using the Internet

- Students will use the Internet for various research projects as directed by the school curriculum.
- Students' attendance, grades, homework assignments, classroom activities, lunch vouchers, etc. will be constantly available for all students at the school's secure website to maximize communication between the school and home.
- Internet use is restricted to school hours.
- A teacher MUST be present to monitor all Internet use.
- All information gathered from the Internet should be treated as if it were copyrighted.
- Personal information (address, phone numbers, passwords, etc.) should never be given out over the Internet.
- Downloads from the Internet should not be made without a teacher's permission.
- Using electronic mail at school is not allowed unless directed by a teacher.

General Computer Use

- Students are not allowed to load any software onto school computers without school clearance.
- Students using any computer must have adult supervision at all times.
- Any infringement of these guidelines should be reported to school authorities. Students who fail to do so will be viewed as accomplices.
- The creation or spreading of computer viruses is illegal and unethical.
- Photos of students are often incorporated into school documents and school-related presentations. All reasonable care will be taken to consider the safety of each child in these publications.

Parent and students must sign Fellowship Academy's Device Policy if they wish to check out a computer from the school or use a personal computer/device while on campus.

F. Dress Code

Fellowship Academy’s dress code is intended to encourage modesty and decency and to minimize the use of clothing as a significant means of establishing identity or social status. Fellowship Academy staff may determine the appropriateness of a student’s clothing or hairstyle and may request that any student who is not dressed appropriately follow the steps listed under dress code violations. The administrator may grant exceptions to the dress code if desired for special dress days. Students attending any Fellowship Academy approved function must observe school guidelines for dress such as modest clothing.

All uniform clothing must be approved items. Students should wear school uniforms (including shirts tucked in, belts, proper shoes, etc.) while on campus or in the classroom during their school day.

Students should use the following guidelines to maintain a modest and uniform appearance, demonstrating a spirit of compliance to the requirements. Students should avoid any item of clothing, haircut, jewelry, or other aspects of their appearance that make the school uniform look sloppy or draw attention to the wearer.

If students have any questions about whether something is acceptable or not, they should check with the administrative office before wearing it to school. Failure to comply with the Fellowship Academy dress code will be dealt with as a disciplinary issue. Students may be asked to leave class until they are dressed appropriately.

P.E.

The P.E. uniform is shorts or pants and any plain t-shirt or sweatshirt. Students must wear school uniforms to school and change into P.E. clothing before class. P.E. clothing may be worn in all elective classes that day.

Guidelines for Boys (K – 9th grades)

POLO SHIRTS	DRESS SHIRTS	BOTTOMS	SHOES
Long or short-sleeved Colors: purple, navy or white <u>Do’s for shirts:</u> Tucked in neat <u>Don’t for shirts:</u> Wrinkled, dirty, torn too small or too large	Long or short-sleeved collared WHITE only. <u>Undershirts:</u> Short-sleeved only Turtlenecks may be worn under long-sleeved uniform shirts or sweatshirts	Pants or shorts Colors: black, blue or khaki <u>Don’t for pants:</u> Wrinkled, dirty, torn, frayed hems No cuffs or rolled hems Too small or too large	Leather (synthetic leather) or canvas Styles: <ul style="list-style-type: none"> ▪ Slip-on loafers, Lace-up dress shoes, Oxfords ▪ Rain boots acceptable on rainy days <ul style="list-style-type: none"> ▪ Western boots ▪ Running or athletic

	Colors: black, purple, navy or white		trainers-any color okay <u>Do's for shoes:</u> Approved styles and colors Must enclose the heel and toe 1" or less-soles 1 ½" or less-heels Velcro or shoe laces okay laces must be tied <u>Don't for shoes:</u> Scuffed, old, worn appearance No flip flops, high heels, crocs or frogs
BELTS	SOCKS	HAIR	HEADCOVERINGS
May be worn with any bottoms that have belt loops, fit into belt loops Colors: khaki, black or brown Leather, woven, web style Holes okay <u>Don't for belts:</u> No studs, sequins, or colored decorations No large belt buckles No scarves or fabric belts	Not required – do not have to be visible <u>Do's for socks:</u> No show, sport socks, anklets, or dress socks – purple, black, white, gray, or brown <u>Don't for socks:</u> No other colors or patterns	<u>Do:</u> Groomed and clean Hair length- may not touch the collar of the shirt or below eye brows Sideburns-no lower than the ear lobe <u>Don't:</u> No spiking, partial shaving, Mohawks No bangs hanging in face No facial hair	There are not approved hats or caps indoors

Guidelines for Girls (K – 9th grades)

POLO SHIRTS	DRESS SHIRTS	BOTTOMS	SHOES
Long or short-sleeved Colors: purple, navy or white	Long or short-sleeved WHITE only.	Pants, shorts, skorts, or skirts Colors: black, blue or khaki /tan	Leather (synthetic leather) or canvas Styles:

<p><u>Undershirts:</u> Short-sleeved only</p> <p>Turtlenecks may be worn under long-sleeved uniform shirts or sweatshirts</p> <p>Colors: purple, navy or white</p>	<p><u>Do's for shirts:</u> Tucked in purple, navy or white neat</p> <p><u>Don't for shirts:</u> Wrinkled, dirty, torn too small or too large tail hanging out</p>	<p>Legging are allowed, but students backside needs to be covered with a long shirt or a pair of shorts/skirt</p> <p>No shorter than length of wearer's fingertips</p> <p><u>Don'ts for Pants, shorts, skorts, or skirts:</u> No wrinkled, dirty, torn, frayed fabric, or wear patterns, Not too small or too large</p>	<ul style="list-style-type: none"> ▪ Slip-on loafers, Lace-up dress shoes, Oxfords ▪ Rain boots acceptable on rainy days ▪ Western boots ▪ Running or athletic trainers-any color okay <p><u>Do's for shoes:</u> Approved styles and colors Must enclose the heel and toe 1" or less-soles 1 ½" or less-heels Velcro or shoe laces okay laces must be tied</p> <p><u>Don't for shoes:</u> Scuffed, old, worn appearance No flip flops, high heels, crocs or frogs</p>
BELTS	SOCKS	HAIR	OTHER DECORATION
<p>May be worn with any bottoms that have belt loops, fit into belt loops</p> <p>Colors: khaki, black or brown</p> <p>Leather, woven, web style</p> <p>Holes okay</p> <p><u>Don't for belts:</u> No studs, sequins, or colored decorations No large belt buckles No scarves or fabric belts</p>	<p>Not required – do not have to be visible</p> <p><u>Do's for socks:</u> No-show, sport socks, anklets, knee high socks or tights–</p> <p>Leggings– purple, black, white, gray, or brown</p>	<p><u>Do:</u> Groomed and clean</p> <p><u>Don't:</u> No bizarre coloring, spiking, shaving, streaking,, Mohawks No bangs hanging in face</p>	<p>Natural colored contacts</p> <p>Modest Makeup</p> <p>No Goth makeup</p> <p>No face painting or sparkles</p> <p>No cat-eye or exotic contacts</p> <p>No gag glasses</p> <p>No other additions not part of the school uniform</p> <p>HEADCOVERINGS Headbands may be cloth or metal. Headbands may be worn in purple, white, grey, black, or brown or in any pattern of these approved colors.</p> <p>No bandanas, No caps or hats</p>

Outer wear – boys & girls	Jewelry
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<p>Pull over sweaters and sweaters with buttons or zippers will be allowed</p> <p>Jackets, sweatshirts, and hoodies may be worn for outside activities.</p> <p><u>Don't for outer wear:</u> Worn, dirty, torn faded Too large or too small Any logos on jacket must be able to be covered by two finger rule</p>	<p>Girls Only: at most, two earrings per ear</p> <p>Boys may not wear earrings</p> <p><u>Don't</u> Big chains</p> <p>Large loop earrings</p> <p>No offensive logos, symbols, or slogans (e.g., skull & crossbones)</p> <p>Gauged piercings</p> <p>Excessive bracelets, necklaces, or rings</p> <p>No other visible body piercings</p> <p>No visible tattoos</p>
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G. Off Campus Behavior Policy

Fellowship Academy fully expects the students of Fellowship Academy to follow these guidelines on conduct both when they are on campus and off campus, striving to represent a positive image at school, at home, at church, and in the community. Fellowship Academy reserves the right to administer appropriate disciplinary measures for severe misbehavior of students which occurs off campus. This includes activity which may or may not be school related.

VIII. Extracurricular Activities

A. Philosophy

The Elective Department of Fellowship Academy partners with families in order to provide an excellent education and make disciples of Jesus who are equipped to influence the world in a way that brings glory to God. We believe that participation in extracurricular activities helps our students become more well-rounded individuals who will be well-prepared to serve the Lord in our community. Fellowship Academy Elective Department believes that through the mastery of the skills and knowledge of these disciplines students may worship God and appreciate His creation more deeply and using their own talents in a way that would glorify our creative Lord.

The following lists goals for our extracurricular program. This list is meant to give perspective and create a foundation for making each program an extension of our goal at Fellowship: to assist Christian parents in educating, equipping, and encouraging their children to influence the world for Christ.

Our main objective is to bring glory and honor to God.

We as a Christian school should be obviously different in our attitudes and actions. Unfortunately, it is all too often the case that many observers may be turned away from our Lord because of our conduct. We are called by our Lord to be a light on a hill in the contest. Granted, we will suffer some setbacks in this high goal, yet we need to continually encourage our performers and directors to pursue the elevation of Christ's reputation. Realistically, some students are not in a position to make this commitment. They should be "coached" in such a way that their attitude or behavior will not hinder this goal. We cannot compromise for perceived benefit or success. As a result of our main objective, we strive to demonstrate the following:

1. *A person's worth and performance should not be linked together.*

The Bible instructs us not to place our worth in circumstances but in the position we have in Christ. Therefore, success needs to be evaluated on the type of people we are producing, on the characteristics and qualities our students are claiming for themselves, and not on our title determined at competition.

2. *As authorities established by God, judges, ref and officials receive our honor and respect.*

All authority comes from God (I Peter 2:13). Often times, human authorities make human mistakes which have a negative impact on us. Our response to this "injustice" is of great importance to God. Do our groups learn from the directors NOT to blame judges or complain about performing conditions, etc. (Philippians 2:14)? We cannot change the conditions, so we need to live "above" them and let people see a difference (Romans 5:8).

3. *Allow God to grant victory or defeat.*

We must not equate an awesome performance as proof of God's blessing or approval. We must be willing to endure any situation God chooses for us and accept it as part of His omnipotence and plan. God is more concerned with the process of attaining success than the success itself. Our emphasis in this area is two-fold: prepare to do well and give 100%; then allow God to exercise His will and accept that joyfully. (Hebrews 12:1)

4. *Extracurricular Activities are a tool to help educate the whole person.*

Our God created many tools that are intended to teach us about life. Drama, music, academics, and athletics are a few. We strive to provide an environment through which God's truths can be effectively

communicated. These experiences provide opportunities for godly Christian teachers, coaches and parents to come alongside and impart God's truths about how these situations should be handled.

This list of goals is intended as a foundation from which we will build and work. It is vital to communicate clearly to our students and parents these goals. If we are to successfully influence young men and women for Christ, we must take this foundation and build upon it. To do that, we must work together, looking to God for His direction, wisdom, and strength.

B. Eligibility

Eligibility is a consent to participate in school-sponsored extracurricular activities which is granted based on an established set of guidelines.

Definition of ineligibility- An ineligible student may not participate in any way in any extracurricular school activities.

Loss of academic eligibility.

1. **GPA below 2.0:** A student with a grade point average below 2.0 will be ineligible.
2. **Failing Grades:** A student with a failing grade in any subject will be ineligible.
3. **Incomplete:** A student with an incomplete will be ineligible until the incomplete is made up. When a student makes up an incomplete, he will then be eligible if his average is above a 70 with no failing grades.
4. **Missing Records:** No student enrolling in Fellowship Academy will be eligible for any extracurricular program until a complete record of that student is on file at the office or until eligibility is determined.

Eligibility checks

1. **Progress Reports:** Grades of students will be checked at the time of mid-quarter progress reports. If a student has a GPA below 70 or an F in any class, he/she will have until the end of the quarter to improve. Quarter Grades are used to determine eligibility for the next quarter.
2. **Quarter Grades:** Report card quarter grades will be checked to determine eligibility until the following quarter.
3. Eligibility can be lost or regained at each quarter.

Notification of Ineligibility

1. **Parents:** The parents of an ineligible student will be notified of the loss of eligibility. Ineligibility will be effective on the date specified in the notification letter.
2. **Teachers and Coaches:** Teachers, coaches, and directors of extracurricular activities will be given a list of ineligible students.

Probation

1. **Conditions.** Only students ineligible because of a GPA lower than 70 may appeal for probational eligibility. Probation may be granted if all of the following are true:
 - a. The student has no failing grades.
 - b. The student has fewer than three faults.
 - c. The student is not in his first quarter at Fellowship Academy.
 - d. A written appeal is submitted to the principal.
 - e. Probation is approved by the majority of the faculty.
2. Probation can be granted only once per year and lasts only for the one quarter in which the request is made.

Behavior Eligibility

Students in extra-curricular activities represent Fellowship Academy to the community and other schools. Extra-curricular activities are not a required part of the curriculum. Therefore, extra-curricular is a privilege and not a right. Students who participate in extra-curricular programs are held to a higher standard of behavior than what is deemed necessary for academic and other school-required activities.

Depending on the severity of the offense, participants in extra-curricular activities may be required to miss part or all the current season. In cases where the offense occurs at the end of a season, the student may be required to miss part or all his/her next season of participation.

Quitting a Sport /Activity

1. If a student quits a sport after 1/3 of the season (except in the case of season ending injury), he/she is ineligible for the entire following sport's season.
2. If a student quits a non-athletic extra-curricular activity during that activity he/she is declared ineligible for that activity the next year.

Drug, Alcohol, Tobacco or Student Dignity Policies:

1. A student may be ineligible if he violates the conditions of the Drug, Alcohol, Tobacco or Student Dignity Policies.
2. Misbehavior as described above that occurs outside the season of activity may still be punished if it is deemed necessary by the administration which has determined that the violation of the policies listed have affected how the community views Calvin Christian School.
3. All discipline for behavior will be at the discretion of the administration in accord with existing school policies. Parents may appeal the decisions of the principal with regard to any violations of the above eligibility requirements to the superintendent and decisions of the superintendent to the school board.

Attendance Eligibility.

To be eligible for participation in a practice, game, play, production, school event, etc. a student must be in school for at least half of the day.

IX. Medical

A. Immunizations

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Exemptions

Texas law allows

(a) physicians to write medical exemption statements which clearly state a medical reason exists and the person cannot receive specific vaccines

(b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief.

The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

B. Emergency Contact List

An emergency card must be on file for each student. Parents will supply the names and phone numbers of the student's doctor and dentist and inform the school if the student has special medical problems or needs. Parents need to list three friends or relatives who can be contacted in the event of an emergency. Parents may also grant the school permission to dispense Tylenol or aspirin to the student. Without specific written permission, the school will not be able to dispense either.

C. Allergen Policy

Fellowship Academy recognizes that peanut and other allergies represent a health and safety hazard, which can have serious consequences for those who have such an allergy. In order to keep students safe from an environment that may be harmful to them because of such an allergy, Fellowship Academy limits the use, serving, or selling peanuts, peanut butter or any product containing peanuts or peanut oil by students, staff members, employees, visitors, or guests. Anyone with peanuts products in their lunch or snack will be asked to move to a peanut table to consume their food and may rejoin the others upon completion of eating and a thorough hand washing.

Any substance that produces a severe allergic reaction to a student will not be used in that student's classroom.

When the School has been informed of a student's severe allergy, through a doctor's note, we will work with the student's family to take further steps to assure the safest environment possible. Where the School can, the School will follow the recommendations of the student's doctor.

It is the policy of Fellowship Academy to keep an emergency action plan, submitted by a parent/guardian, on file for each student that has a severe allergy.

D. Illness Policy

We share your concern for your child's health and for the health of others. Keeping this in mind, we strongly encourage the following:

IF YOUR CHILD IS VOMITING, HAS SIGNIFICANT DIARRHEA, OR HAS FEVER OF 100.5 DEGREES OR ABOVE, PLEASE KEEP HIM/HER HOME!

When any child attends school feeling poorly, it is hard on his health, and it exposes others to illness. Poor health also adversely affects the child's ability to learn. If a child becomes ill during the day, he/she may be excused to go home. A parent or authorized person will be notified. Only pre-authorized persons may transport students from school. Please remember that in the event of an accident, school personnel can give emergency care only. Parents are responsible for any additional care needed.

Please be sure your child has fully recovered before returning the child to the classroom. We follow doctor's recommendations that your child be fever free (without fever reducing medication) for 24 hours before returning to school. If your child is well enough to do some school work while recovering at home, please contact the school in the morning or send a note to the child's teacher. You may pick up homework, or you may arrange to have it sent home with a sibling.

X. Parents at Fellowship Academy

A. Parent Conduct

Ephesians 4:2-6 states, "Be completely humble and gentle, be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit, just as you were called to one hope when you were called; one Lord, one faith, one baptism, one God and Father of all, who is over all and through all and in all." Just as students are held accountable for their words and actions, so too, are the parents of those students. Parents should model humility, gentleness, and spiritual maturity to their students by treating the Fellowship Academy faculty and staff with respect, both publicly and privately.

Our communication to and about one another must be seasoned with grace, edifying to others, and glorifying to God. If a parent (or student) acts or speaks in an unkind or disrespectful manner to or any faculty or staff member at Fellowship Academy, the matter will be taken up by the Director, who according to biblical instruction will give the offending party an opportunity to reconcile

differences with the offended party, thus encouraging unity and grace. If the offending party is unwilling to comply with these guidelines, the student(s) of that parent or parents may be withdrawn from Fellowship Academy or barred from admission to Fellowship Academy for the following semester.

In severe cases of slander, disrespect, or the creation of factions, or sowing seeds of discord within the school community or community at large, a recommendation can be made to the Fellowship Academy board for immediate expulsion of the student(s) whose parents have created a combative or adversarial dimension to their relationship with Fellowship Academy faculty and staff members.

B. Equipping

It is the mission of Fellowship Academy to provide a Christ centered education and equip the students to reach their unique potential spiritually, academically, and socially by creating a nurturing community of learners supported by educators and families. We are a 4+1 model. The significance of this model lies in its ability to effectively partner parents with highly qualified teachers to gain better academic results.

Highlights of a Family Ministry Program

- Positive Expectations of Parents
- Positive Expectation of Students
- Equipping Satellite Teachers through Training and Coaching
- A Calendar Structured for Building Relationships
- Consistent Evaluation and Continuous Improvement

Positive Expectations of Parents

Our goal is for every parent's experience with the school family is practical, relational, inspirational, confidence-building, and informative school event. This experience sets the tone of positive expectation, encouragement, and continuing education that the school will keep extending throughout the school year.

- 1) To be successful we need to ensure parents:
 - (a) Understand school programs and policies.
 - (b) Monitor and are aware of child's progress
 - (c) Interact with teachers often and feel comfortable with communication with school and teachers.
- 2) We communicate the mission of the school to families through:
 - (a) informational meetings
 - (b) parent training
 - (c) documents
 - (d) interview process prior to admission

(e) Spring Parent Conference

Our goal is to equip the parents to be the first and best teachers of their own children. We encourage the training of their student with the end goal in mind—raising them to become Godly men and women. We help them learn their child's heart and get to know his or her special gifts and passion.

- 2) For our population to be successful as Parent Teachers, we need to ensure our parents teachers are:
 - (a) Comfortable with technologies used by the school
 - (b) In regular communication with teachers and school
 - (c) In regular communication about student's progress
 - (d) Equipped with best practices for home learning
 - (e) Aware that learning styles and study needs are personal and different for each individual child even within a family

- 3) We prepare families for co-teaching of their students by:
 - a) The first and foremost resource is the Holy Bible as applied in the school's statement of faith and guiding principles.
 - b) All Parent Training Night- All Parents attend a Back To School Training: There are multiple break-out training sessions offered for the parents to choose. Each session is designed for target training in areas specific to their needs.
 - c) (future) Parent Panel for Home Days A panel of parents will discuss tips and tricks to making the satellite school days run more efficiently. Parents will lead this training on the following topics: organizing your school room, organizing your schedule, organizing your satellite school day, and organizing your meal plans. There will be a time for group discussion and a time for Q &A's.
 - d) Parent Seminar (NEW 2022) In connection with Fellowship Church we will hold a parenting Conference that is designed to equip parents in raising children of God. We will be inspired to build faith and character in the hearts of our kids. This event is held in the spring.
 - e) As part of the admissions process to our school, parents are encouraged to read the following two books:
 - i) Character Driven College Preparation by Dr. John Turner
 - ii) Kingdom Education by Glen Schultz

These tools provide a framework for the ongoing conversation the school conducts with parents for the honor of the Lord and the benefit of the students. As we discover new or preferable tools, the updates the list of required resources as needed.

C. Volunteering at Fellowship Academy

We believe that the best advertisement for our school is a parent who is actively involved at Fellowship Academy and one who can witness firsthand the quality of our educational programs. We also believe that the most balanced education a child can receive involves the school, parent, grandparents, church and community. The school seeks to actively involve the parents, siblings, and grandparents of students

in the programs and activities of the school. Some of the areas in which parents and grandparents can become involved include:

1. Attendance at parent meetings and school functions
2. Room Parent
3. Assisting in the classroom or office.
4. Daily prayer for faculty and staff
5. Fund-raisers
6. Visiting the classroom with prior teacher notification
7. Tech Support
8. Library Parent
9. Participating in field trips as drivers and chaperones.
10. Sharing personal experiences or expertise as related to the curriculum (Guest Speaker)
11. Participating in and preparing for special events sponsored by the school and/or the Parent Teacher Fellowship
12. Visiting for Lunch

Volunteer Parents are requested to dress modestly when helping on campus or at school events. Parents are also asked to avoid using tobacco products or speech inappropriate to a Christian environment when on campus or at school events.

Younger Siblings can accompany the volunteer. Always supervise these children and keep them with you.

D. Visitation

By its very nature, this academy must encourage a high level of parental participation in education. To enhance both student safety and operational efficiency, the academy has adopted the following guidelines governing the presence of visitors on the campus during regular school operating hours (8:30-4:00 on school days). For the purposes of this policy, "visitors" are defined as all individuals other than staff or students present in any part of the building other than the front foyer or office complex, or on the grounds other than the normal student pick up and drop off times.

- All visitors must check in with office staff and follow Fellowship Church's visitor check in procedures.
- All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct, including the appropriate dress regulations (variances for legitimate and honorable reasons may be granted).
- Any student who is not a current or former student of the academy (who left or graduated in good standing) must be accompanied by an adult.
- Anyone failing to abide by these provisions may be denied access to all restricted areas or be required to leave the campus. Persons having no legitimate connection with the school or reason for being present on the school campus will be expected to leave immediately.

XI. Other

A. Lunches and snack

Parents are required to provide a lunch (including a drink) for their student. Lunches may not be refrigerated. Items must be brought that do not require special preparations.

If a student has no lunch, the student may call a parent to have a lunch delivered. Students who expect a lunch delivery can stop by the office at the start of the lunch period to inquire about the delivery.

We strongly encourage balanced meals of natural foods whenever possible. Fruits, vegetables, and high protein foods will not just feed your student but also nourish him/her. Due to the possibility of adverse reactions from food allergies, students may not share lunches. Parents are encouraged to join their students for lunch. Students should bring a water bottle.

Students may bring a snack to eat during recess. Parents are encouraged to send only nutritious, light snacks. Snacks may include fruit, raw vegetables, crackers, granola bars and the like. No sodas or drinks with heavy dyes are permitted (if spilled, they might stain floors).

B. Drop off and Pick Up

Drop Off Time: 8:00-8:30

Pick Up Time: Within the 15 minutes of the end of school day for your child. (times will vary based on course load)

Please observe the following guidelines:

1. Safety is always the most important priority during drop off and pick up.
2. Drive slowly and defensively in our parking lot and please do not ever assume that the children see you! We share the parking lot with the preschool parents.
3. Parents are expected to pick up their child on time or notify the office if there is an unavoidable delay.
4. If your child is to ride home with someone other than the regularly scheduled driver, please send a note to the classroom teacher. Please include the other person's name.
5. If a child is to be picked up by someone other than a parent on a regular basis, a record of that person must be on file in the school office.
6. No child will be released to an unauthorized adult.
7. Kinder- 5th grade students will be walked down with their teachers for release.

C. Inclement Weather

In case of severe weather, Fellowship Academy will usually follow the lead of the Liberty Hill Public Schools. Information on any change to school hours due to severe weather will be communicated by:

- an email which will be sent about the change to all parents and staff
- social media posting- Facebook and Classtag

If in doubt, please contact the school office before assuming any closings have occurred. The safety of your children is our number one concern. If the weather or conditions in your area is unsafe, please make a decision to protect your family. Let the school know of your issue and we will attempt make accommodations.

D. Off Campus Trips

Field trips at Fellowship Academy have educational objectives that are a part of the integrated curriculum. Fellowship Academy students have the responsibility to conduct themselves appropriately on school-sponsored field trips. School uniforms will be worn unless otherwise stated by the teacher. Parents will be notified in advance of all field trips. Parents must sign the field trip permission slip. Students are expected to go on all field trips with their class. A student will not be able to go in a field trip if:

1. The completed permission form has not been returned.
2. The student is inappropriately dressed.
3. Field trip funds have not been paid.
4. The student behavior places him or others at risk.

Before departing the teacher will review for the class and adult supervisors the rules of conduct for the field trip. Everyone must abide by these rules.

Transportation

Parents, legal guardians, employees of Fellowship Academy or other approved persons may drive on field trips. Transportation is provided by volunteer parents in private cars unless special group transportation has been arranged by the school. All drivers must submit to the school, in advance of any field trip, a completed volunteer and a copy of driver's license and insurance card.

A background check be completed for any driver that is driving non-family students. Drivers are hereby informed that in driving they assume the risk for the children they transport. Every child must have a seatbelt/restraint as dictated by Texas law. Drivers should arrive early with the vehicle in good condition.

Supervision

The classroom teacher is the principal authority on the field trip. Parents are expected to submit to this authority. It is the responsibility of the teacher to delegate supervision in a way that ensures the safety of the children at all times. It is especially important for each supervisor to maintain sight of their charges and follow teacher directions. Siblings are permitted on school-sponsored trips with prior approval. Admission and other costs for drivers and chaperones are not covered by the school (exceptions must be approved by the headmaster).

E. Recess

Recess and involvement in outdoor activities is an integral part of education at Fellowship Academy for all students. The school seeks to train the body, as well as the mind, soul, and spirit. Students are excused from outdoor activities for health reasons only if the student has a dated note to his or her teacher signed by the parent or guardian indicating the specific reason for not participating. Those students who are excused from participating either observe the class or act as scorers or time keepers. Exceptions may be made depending on the nature of the illness and weather conditions.

Students will go outside for recess on all days unless there is bad weather. Bad weather includes:

- Rain or storms
- Temperatures below 45°

Please send the appropriate clothing for recess. Students will NOT be allowed to stay inside due to poor clothing choices. (Bring a coat if it is cold.)

F. Video Surveillance

Fellowship Church and Fellowship Academy use video cameras on school property to ensure the health, welfare and safety of all staff, students and visitors to school property, and to safeguard school facilities and equipment.

Locations

Video cameras may be used in locations such as common areas, hallways, entrances, exits, sanctuary, and exterior areas. No camera will be placed in an area where students and staff would have an expectation of privacy.

Notification

The school shall notify staff and students through student/parent and staff handbooks, as well as signage, that video surveillance may occur on school property.

Violations Recorded Under Surveillance

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others in violation of state and federal laws may be referred to law enforcement agencies. The school shall comply with all applicable state and federal laws related to record maintenance and retention. Camera surveillance at Fellowship will be viewed upon report or evidence of misbehavior or vandalism and may be used in school investigation of alleged misconduct or vandalism. Viewing in such situations will be by school administration and a church official. At least two individuals from administration and the church are to view surveillance in connection with investigation of misbehavior or vandalism.

Retention of Videos

Records are normally maintained for at least 3 months by the school upon which the records are purged. Any records of incidents or records surrounding incidents may be kept for a longer period of time. Records connected with misconduct of a student or staff member will become part of student or staff records.

G. Parties

As a school, we will observe various holiday seasons throughout the year. Holidays will be observed from a Christian perspective. As a part of this observance, we may have several parties. These may include a Fall Character Party, Thanksgiving party, a Christmas party, a Valentine's Day party and an Easter celebration.

Birthdays are very important to children. We would like to help you celebrate your child's birthday. Please arrange with your child's teacher a week in advance if you wish to share refreshments with the class. So as not to break up the continuity of the day, please schedule the party time at lunch time. Parents may send refreshments with your child to be served at lunch or snack that day.

In keeping with our goal to encourage and foster positive peer relationships, any invitations distributed "on campus" for "off campus" events must include every student in the class. This includes written and oral invitations.