

**FELLOWSHIP
ACADEMY
2016-2017
STUDENT HANDBOOK**

I. Statement of Faith

- A. Core Family Values
- B. Vision and Mission Statement
- C. Philosophy

II. General Information

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

III. Academic Policies

- A. Course Offerings
- B. Homework
- C. Study Hall
- D. Tutoring
- E. Report Cards and Progress Reports
- F. Gradelink
- G. Education Assistance Plan
- H. Learning Lab
- I. Grading Scale
- J. Academic Probation
- K. Standardized Testing
- L. Promotion Requirements
- M. Graduation Requirements
- N. Class Rank / Valedictorian and Salutatorian Recognition
- O. Athletics

IV. Admissions Policies

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

V. Financial Policies

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

VI. General Policies

- A. Church Attendance
- B. Arrival / Dismissal Times and Procedures

C. Attendance

D. Tardies

E. Make-Up Work

F. Snacks

G. J.A.M.

H. Conflict Resolution

I. Custody Rights

J. Deliveries or Messages for Students

K. Field Trips

L. Fire and Tornado Drills / Emergency Evacuations

M. Flyers and Outside Advertisements

N. Health Service and First Aid

O. Internet Policy

P. Library

Q. Lockers / Cubbies

R. Lost and Found

S. Lunch

T. Articles Prohibited in School

U. Weather Closing

V. Searches on Suspicion of Illegal or Unauthorized Materials

W. Student Insurance

X. Student Vehicles

Y. Telephone Use

Z. Visitors

AA. Communication Policy

VII. Dress Code

A. General

B. Guidelines

VIII. Standards of Conduct

IX. Discipline Procedures

A. General Information

B. Being Sent to the Office

C. Suspension

D. Behavioral Probation

E. Expulsion

F. Student Violence / Bullying

G. Care of Property

H. Social Media

- I. Kindergarten Discipline
- J. Elementary Discipline
- K. Junior High / High School Discipline
- L. Infractions / Penalties Guidelines
- M. Athletic / Extra-curricular Academic Eligibility

X. Miscellaneous

- A. Appearance of School Related Activities
- B. Attitude
- C. Before and After School Program (Camp Mustang)
- D. Conferences
- E. National Honor Society / National Junior Honor Society
- F. Party Policies
- G. Student Council
- H. School Records
- I. Transportation
- J. Use of Facilities
- K. School Clubs

Purpose of the Student Handbook

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

I. Statement of Faith

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

Fellowship Academy believes the Holy Bible— 66 Books of the Old and New Testaments— was written by men divinely inspired and is the record of God’s revelation of Himself to man. It is a perfect treasure, with salvation for its end, and truth, without any mixture of error, for its matter. It is the supreme standard by which all human conduct, creeds, and religious opinions should be tried. The criterion by which the Bible is to be interpreted is

Jesus Christ. (*Exodus 24:4; Psalm 19:7-10; Luke 21:33; John 5:39; Romans 15:4; II Timothy 3:15-17; Hebrews 1:1-2; II Peter 1:19-21*)

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

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

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

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

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

A. Core Family Values

All members of the Board, Administration and Staff of Fellowship Academy believe that the Bible is the Word of God without error in all its teachings. Because of our

understanding of the Old and New Testaments, our school teaches these Core Family Values:

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

B. Vision and Mission Statement

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

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

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

C. Philosophy

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

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

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

II. General Information

A. History of the School

With a desire to provide a Christian school to minister to the community, Fellowship Academy was founded in August of 2000 with grades 1 – 5. Enrollment has continually increased, paving the way for new classes and grade levels. Additions to the school have included a varied enrichment program and an expanding athletic program. In the spring of 2008, Fellowship Academy held its first high school graduation. Since 2008 there have been 179 graduates.

Our alumni have been accepted / attended the following colleges, universities, programs, and branches of military service:

Abilene Christian University
Arlington Baptist College
Art Institute of Dallas
Baylor University
Blinn College
Cedar Valley College
Christ for the Nations Institute
Dallas Baptist University
Harding University
Hardin-Simmons University
Hill College
Howard Payne University
Liberty University
Mary-Hardin Baylor University
McMurry University
Mid-American University
Midwestern State University
Navarro College
Oklahoma Baptist University
Oklahoma Panhandle State University
Palm Beach Atlantic University
Sam Houston State University
Schreiner's University
Southern Methodist University
Southwestern Assemblies of God University
Southwestern Baptist Theological Seminary
Southwestern Christian University
Stephen F. Austin University
Tarleton State University
Tarrant County College – Cornerstone Program
Texas A&M
Texas Christian University
Texas State University - San Marcos
Texas Tech University
Texas Wesleyan University
United States Air Force
United States Marine Corps
United States Navy
University of North Texas
University of Texas at Arlington
University of Texas at Dallas
Visible Music College
Western Colorado State University
Word of Life Bible Institute

WyoTech (Laramie, Wyoming)

B. Accreditation

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

C. School Governance

Fellowship Academy is led by the Administration Team with the guidance of the Board of Trustees. The members of the Board are chosen from the Fellowship Academy families and organizations that are independent ministry partners with Fellowship Academy. The primary purpose of the Board is to provide overall guidance, direction, and leadership for Fellowship Academy.

III. Academic Policies

A. Course Offerings

Pre-Kindergarten

- Bible
- Phonics
- Language Arts
- Number Skills

Kindergarten

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

Kindergarten Enrichment Classes

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

Elementary (Grades 1-5)

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

Elementary Enrichment Classes

- Library
- Computer
- Foreign Language
- Physical Education
- Music
- Art

Junior High (grades 6-8)

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

Junior High Enrichment Classes

- Physical Education / Athletics
- Fine Arts (6th-8th grade)

High School (grades 9-12)

Grade 9

- Bible
- English *H
- Algebra I *H
- Biology *H
- World Geography
- Language Other Than English
 - ASL
 - Spanish

- Athletics
- Fine Arts

Grade 10

- Bible
- English *H
- Geometry *H
- Anatomy *H
- World History
- Language Other Than English
 - ASL
 - Spanish

- Athletics
- Fine Arts

Grade 11

- Bible
- English *DC
- Algebra 2 *H
- Chemistry *H
- U.S. History *DC
- Language Other Than English
 - ASL
 - Programming
 - Spanish

- Athletics
- Fine Arts

Grade 12

- Bible
- English *DC
- Mathematics
 - Algebraic Reasoning

- Pre-Calculus *H
- Statistics *H
- Physics
- Marine Biology
- Government *DC
- Economics *DC
- Language Other Than English
 - ASL
 - Programming
 - Spanish
- Athletics
- Fine Arts

High School Electives

- Advanced Journalism I, II, III
- Introduction to Computer Science
- Leadership
- Speech

*H = Honors Available

*DC = Dual Credit Available

B. Homework

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

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

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

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

C. Study Hall

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

D. Tutoring

Tutoring may be necessary for students who do not have the academic background necessary on which to build new concepts presented, or who may have difficulty keeping up with the progress of the class.

E. Report Cards and Progress Reports

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

Students in 1st – 12th grade will receive a report card every six weeks. All report cards are posted to Gradelink. Report cards will not be issued to any student who has a delinquent account. The academic grades are based upon homework, class assignments, quizzes, projects, tests, etc. The conduct grade is determined by attitude, behavior, and obedience.

Parents are encouraged to set up Gradelink notifications to alert them of low/failing grades. If a child is performing below average in a given grading period, it may be necessary for the parent and teacher to meet and discuss the student's progress.

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

F. Gradelink

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

Teachers will make every effort to maintain Gradelink. Please contact the teacher first if your child's Gradelink account is not current.

G. Education Assistance Plan

Fellowship Academy is not structured to offer services to special needs children. If the special need is significant, parents should seek specifically focused programs for the child. Fellowship Academy recognizes the fact that some students have difficulty learning in the traditional manner.

Therefore, as this is identified through academic performance, the learning needs coordinator will work with the teachers and parents to complete an Education Assistance Plan. The plan will identify accommodations

that may be implemented in the classroom setting and possibly the learning lab setting (which would involve an additional fee). In order to remain at Fellowship Academy, the student must be able to function in a regular education class with some accommodations.

H. Learning Lab

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

I. Grading Scale

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

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

The grading scale for High School is as follows:

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

J. Academic Probation

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

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

In junior high/high school, a student who makes less than a C or an incomplete (until the incomplete is removed) in more than one subject on his/her report card will automatically go on academic probation. A student on

probation may not be able to participate in field trips, athletics, or other privileges as deemed by the administration. If a junior high student is asked to participate in a high school athletic event, the student will be held accountable to the high school academic requirements. Subjects taken for high school graduation credit must be passed for the semester, or the subject must be repeated. Fellowship Academy does NOT attempt to offer summer school. Credit recovery decisions will be made on a case by case basis by the Administration. Therefore, students must be diligent to do their best academically to avoid receiving failing grades. A student who makes less than a C in the last six weeks will begin the first six weeks of the new school year on academic probation.

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

K. Standardized Testing

Each spring, Fellowship Academy administers the **Terranova Test** to students in Grades 1 - 8.

In the fall, the **Preliminary Scholastic Aptitude Test (PSAT) 8/9** is administered to students in grade 8 and 9 and the **Preliminary Scholastic Aptitude Test (PSAT)** is administered to students in grade 10 and 11.

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

L. Promotion Requirements

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

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

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

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

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

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

M. Graduation Requirements

Fellowship Academy students follow and graduate under the guidelines as defined by the State of Texas.

Fellowship Academy offers the following endorsements:

- STEM – General (available for incoming 2016-2017 freshmen)
- STEM – Math
- STEM – Science
- Arts and Humanities – Social Studies
- Art and Humanities – LOTE (Language Other Than English)
- Multidisciplinary Studies
- Business and Industry Communications (non CTE)

N. Class Rank / Valedictorian and Salutatorian Recognition

Fellowship Academy does not rank the students in each graduating class due to class size. However, Fellowship Academy does recognize the two top graduates from each graduating class. Students must complete all 8 semesters (9th-12th grade) of their high school career to qualify for the top honor of Valedictorian or Salutatorian.

O. Athletics

Physical Education (P.E.) is required for all students in grades K - 9. Junior high and high school students must dress out for P.E. in the approved P.E. uniform.

An inter-school sports program at the varsity and junior varsity levels is offered for junior high and high school students. The high school sports program is governed by TAPPS (Texas Association of Private and Parochial Schools). TAPPS does not govern junior high school athletic programs; however, to be consistent throughout all our athletic programs, Fellowship Academy uses the rules and regulations set forth through our varsity programs to govern ALL our athletic programs including elementary and Junior High sports.

Girls may participate in cross-country, cheerleading, volleyball, basketball, track, golf and softball; boys may participate in cross-country, football, basketball, track, golf and baseball. Students who wish to participate must try out. Those who are on academic or behavioral

probation are not allowed to participate. A specific required dress code will be designated for each inter-school sports team.

IV. Admissions Policies

A. General Information

Non-Discriminatory Policy

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

B. Admission Procedures

All students wishing to enroll at Fellowship Academy must complete a registration form, meet with the administration, and complete an entrance exam. Upon completion and approval of each step, students may then enroll. The **non-refundable** registration fee must be paid to hold a child's place for enrollment. However, the Academy reserves the right to withhold acceptance of any student if after careful review of previous records, pre-admissions testing, and interview; it is determined that the school is not equipped to educate the student or enhance the home. All new students are admitted on a 6-week probation period. Applicants who withhold pertinent information, or who falsify information may be required to withdraw from Fellowship Academy.

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

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

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

Initial admittance to Fellowship Academy does not imply automatic re-admission in the future. Fellowship Academy reserves the right to refuse admission or readmission to any prospective or returning student.

C. Withdrawal Procedures

If a student withdraws prior to the first day of school, any pre-paid tuition would be refunded. All other fees are non-refundable.

If a student withdraws after the first day of school, any pre-paid tuition would be refunded except for the month the withdrawal takes place less the withdrawal fee. All other fees are non-refundable. Attendance of any part of the month will be counted as a full month.

Since the operation of Fellowship Academy must be based on an estimated enrollment, it is assumed that all students will remain for the entire school year. Should the student withdraw, be expelled, or for any reason cannot continue at the Academy, a \$300 withdrawal fee per student will be charged to the student's account. School records will not be forwarded or released until the student's account is cleared and any school property returned.

D. Parental Involvement

Fellowship Academy believes that God has given the responsibility for a child's education to his/her parents. Only parent/legal guardians will be able to receive information about a child's academic behavior at school. Parents/legal guardians are urged to attend all regularly scheduled activities, appropriate orientations, open houses, and any other specially called meetings affecting their children. It is necessary for each family to be represented at these informative and important gatherings. Parents/legal guardians may not dictate to Fellowship Academy curriculum or material to be taught or methods. Parents/legal guardians are also encouraged to volunteer to help in a variety of ways. This includes, but is not limited to, chaperoning field trips and assisting with class parties. Other opportunities are available from time to time, such as serving as room mothers/fathers or as helpers during the holidays, as well as helping with other special events such as fundraisers. Parents/legal guardians should notify the school office of their interest in volunteering.

Ministry Safe Training / Background Checks

All Fellowship Academy employees, coaches, substitute teachers, parent volunteers and anyone else deemed necessary by the administration are required to complete Ministry Safe training that educates in matters pertaining to sexual harassment and abuse and will also be required to complete a Background Check. Ministry Safe must be completed every 2 years. Background Checks must be completed every 5 years unless deemed otherwise by the Administration.

E. S.O.S

All parents are encouraged to be active in the

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

V. Financial Policies

A. Tuition and Fees

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

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

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

B. Miscellaneous Financial Obligations

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

C. Other Financial Procedures

Accounts are created for each family, not each student.

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

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

Fellowship Academy desires to inform and inspire prospective donors (parents, alumni, local community,

etc.) the Academy's vision, mission, and programs of the Academy.

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

Fellowship Academy's goal is to encourage diversity in our fund-raising strategy for both core funding (daily operations) and project funding. This may be accomplished through an annual giving campaign, special events and programs, corporate/business partners in education, and grants. All new fundraising ideas must be approved annually by the Board of Trustees.

VI. General Policies

A. Church Attendance

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

B. Arrival / Dismissal Times and Procedures

Office Hours

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

School Hours

Pre-K – Kindergarten	8:15 AM – 2:45 PM
1st – 5 th Grade	8:15 AM – 3:00 PM
Junior High	8:15 AM – 3:15 PM
High School	8:15 AM – 2:30 PM – 3:30 PM (depending on FASST)

Arrival Policy

The doors will remain locked until 8:00 am. Students should not be dropped off at Fellowship Academy until 8:00 am. The Academy is not responsible for students who arrive before 8:00 am. If a student arrives before 8:00 am, they will be required to go to Camp Mustang (before school care) and will be charged accordingly. When the doors are unlocked, students should go directly to their classroom.

ENTRANCE TO THE BUILDING IS THROUGH THE FRONT DOORS ONLY.

Classes begin at 8:15. Students will be considered tardy if they are not in their classroom by 8:15 (Please see Tardy Policy.)

Dismissal Policy

Fellowship Academy is a closed campus, except for Juniors and Seniors who have earned the privilege of off campus lunch. Once students arrive on campus, they are required to stay on school grounds until dismissal, unless signed out by a parent / guardian with the permission of the office. **Students may not leave campus after they are brought to school to go to area businesses or eating establishments.**

Pre-Kindergarten and Kindergarten students should be picked up at 2:45, no later than 3:00. Elementary students should be picked up at 3:00, no later than 3:15. Junior High students should be picked up at 3:15, no later than 3:30. High School students should be picked up at 2:30 (or 3:30 depending on FASST), no later than 2:45 (or 3:30 depending on FASST). Students not picked up by the appropriate time will be taken to Camp Mustang (the Before and After School Program) and will be charged the daily drop in rate.

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

If a student is being picked up early from school or if a parent needs to drop something off at the front desk, please remember that unauthorized parking in the handicap parking spaces and parking in the fire lane is strictly PROHIBITED at ALL TIMES.

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

C. Attendance

Students must be in attendance a minimum of 90% of the days school is in session – regardless if the absences are excused or unexcused. When the student's attendance drops below 90%, an action plan will be implemented by the Administration.

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

Reporting an Absence

Attendance will be taken at 10:00 am. **When students are absent, a parent MUST call the office before 10:00 am to report the absence. When a student returns to school after being absent, he/she must bring a written excuse stating**

the cause of the absence. All absences not reported within 24 hours are unexcused.

Health Care Provider Appointments

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

Excused / Unexcused Absences

Absences are only defined as excused or unexcused for the purpose of deciding whether a student may make up the work they missed the day of the absence. ALL absences, whether excused or unexcused, are counted towards the previously stated attendance policy.

An unexcused absence is subject to disciplinary action. The decision for determining an absence is excused or unexcused rests solely in the hands of the Administration. If a student receives 3 or more unexcused absences within a semester, the student may be placed on probation. Students who are excessively absent may be required to have a doctor's note for every absence.

What are Excused Absences?

- Health Care Provider Appointments – see policy above
- Illness – If a student misses more than 3 days in a row due to an illness, a doctor's note must be provided in order for the absence to be excused.
- Funeral – notify the Administration
- Family Emergency – notify the Administration
- Family Activity – A student may be gone up to 5 days from school for a pre-approved family activity, such as a vacation. To get **pre-approved** from the school, the following **MUST** be done:
 - At least 2 weeks before leaving, request permission from the school by submitting an “**Absence Request Form**”.
 - Before leaving, the student must get all homework and assignments and agree that all homework will be finished before the student returns to school.
 - Make sure that the student will not be gone for important tests such as the Terra Nova and PSAT.

- Agree in writing the student will miss no more than 5 days of school.

Before leaving, the student must have written approval from the Administration.

Once a student has reached 5 days of vacation, additional days of vacation will be considered unexcused absences.

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

D. Tardies

Tardiness is strongly discouraged. It is vital that students arrive to school on time. Some of the most important information and community building takes place the first 20 minutes of class. Fellowship Academy maintains a structured environment and all of the school day is important. Tardiness disrupts class time and often causes the student undue stress at the start of his/her day. The school understands that occasionally being tardy is simply unavoidable.

Students who are not in their classrooms at 8:15 a.m. will be considered “Tardy.” Students who are late must come to the office for a tardy slip before entering the classroom.

DISCIPLINE ACTION MAY BE TAKEN AFTER A STUDENT RECEIVES THREE UNEXCUSED TARDIES.

It is the parent/guardian's responsibility to get their student to school on time and/or to make sure that their driving student arrives at school in a timely manner.

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

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

Multiple/variety of other excuses that seem to “repeat” themselves.

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

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

E. Make-up work

Students who have work assigned to them on a scheduled basis, such as term papers, projects, etc., should have the work ready on the due date even with an excused absence. Students who miss daily assignments due to absences must make the work up in a timely manner. The student will have a time period consisting of the number of days missed in which to make up the work; for example, if the student is absent three days, he/she has three days in which to make up the work. If the work is not made up in the time given, the student may receive a zero. The only recognized religious holidays are those officially observed by Fellowship Academy.

F. Snacks

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

G. J.A.M.

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

H. Conflict Resolution

Because of the importance of harmony and open communication between the home and the school, parents/legal guardians are expected to bring problems or areas of confusion or misunderstanding to the attention of Fellowship Academy personnel immediately and privately. If areas of disagreement occur, they should be dealt with quickly and maturely according to Matthew 18. Social Media is not to be used by students, parents, or guardians to air grievances against Fellowship Academy, other students, teachers or staff.

- Give the staff the benefit of the doubt. Realize that the child’s reporting may be emotionally biased and may reflect only one side of the story.
- Realize that we have reasons for all rules, and we endeavor to enforce them as consistently and fairly as possible. Please do not criticize the school in front of your children, as this criticism will reduce their respect for authority in general, resulting in less willingness to obey and cooperate.
- Please pray for the teachers and staff. Support them with your love and praise. The teachers and staff are dedicated to training your children in the way they should go, resulting in upright character and behavior.
- Express any concerns promptly to avoid ill feelings and friction.
- All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
- If the situation is not cleared up at this level through direct contact (95% of them are!), it should then be brought to the Principal.
- If it is still not resolved at this level, it should then be presented to the Administrator of Fellowship Academy for consideration.
- Should parents/legal guardians lose confidence in Fellowship Academy’s ability to serve the best interest of the child, they are expected to withdraw the student immediately. In the event that this is not done voluntarily, Fellowship Academy will request such a withdrawal.

I. Custody Rights

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

J. Deliveries or Messages for Students

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

K. Field Trips

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

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

Field Trip Guidelines

- All field trip participants (students and parents) must follow the plans prepared by the teacher. Last minute changes, especially ones made without the teacher's knowledge, are very disruptive.
- Parent volunteers will be responsible for the students assigned to them at all times. The teachers rely on this support from the parents to ensure that students remain in their groups.
- Students will ride the school bus or other provided transportation. Parents may only ride if space allows. If a parents chooses to transport their own child, they may not take any other students in their vehicle.
- Appropriate behavior is expected during all school related activities. Please refrain from the following: 1) consumption of alcoholic beverages during or prior to the field trip, 2) tobacco use of any kind (including vapors), 3) use of profanity. Any games or music be pre-approved by the classroom teacher.
- Students, parents, and chaperones must adhere to the school dress code at all times.

In-Town Field Trip Policies

- If a student is not allowed to participate on a field trip due to poor conduct or unfinished assignments, the student will be required to attend school and complete an academic assignment in lieu of the field trip. Failure to attend school that day will result in an unexcused absence. Students may be banned from going on a field trip due to discipline issues or failing grades. A student must be passing in order to participate in extracurricular activities, which includes field trips.

- If a parent chooses not to allow their child to participate on a field trip, it will be the parent's responsibility to oversee the completion of an academic assignment in lieu of the field trip. This must be arranged prior to the day of the field trip. Failure to make such arrangements will result in an unexcused absence. Failure to complete the assignment will result in a "zero".
- Students must arrive at school at the appropriate time on the day of the field trip. Failure to come to class prior to a scheduled field trip may result in an unexcused absence or the student may not be allowed to participate in the scheduled field trip.

Out of Town Field Trip Policies

- The registration fee covers most of the expenses for all local field trips. When a class plans to take an out of town field trip, the parents will be notified as soon as the plans have been made so that financial arrangements can be finalized and so that parents can make plans to attend. **Non-refundable deposits will be required for all out of town field trips.** If a student or chaperone does not attend an out-of-town field trip after the deposit has been paid, the student and chaperone will be responsible for any expenses that the school has paid on their behalf (airline tickets, reservations, etc.)
- Junior High and High School students who are not allowed to participate in an out-of-town field trip for any reason may be required to attend class and complete an assignment in lieu of participating in the field trip. Failure to attend school that day will result in an unexcused absence. Students may be banned from going on a field trip due to discipline issues or failing grades. A student must be passing in order to participate in extracurricular activities, which includes field trips.

L. Fire and Tornado Drills/Emergency Evacuation

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

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

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

M. Flyers and Outside Advertisements

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

N. Health Service and First Aid

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

Students will go outside daily as weather permits. Students should be dressed accordingly. Parents/legal guardians should not ask for students to be kept inside, since there will not be proper supervision inside when teachers are outside with the other students. During allergy season, if a child needs to be kept indoors for more than a day, parents must bring a note from a doctor.

Lice

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

Pinkeye

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

Staph Infection / Undiagnosed Rash

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

Other Health Considerations

No student should have in his/her possession any type of medication during the school day. All medications should be brought by the parent to the office in its original container with a note giving specific instructions for

distribution. No student is to sell or distribute any type of medication. Proof of immunization is required by law to be kept in each student's file in the office.

O. Internet Policy

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

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

P. Library

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

Q. Lockers / Cubbies

Students will be held responsible for the contents of their lockers / cubbies. Student lockers and cubbies must be kept neat and orderly at all times. It will be the student's responsibility to periodically clean out their personal locker or cubbie. A combination lock will be provided by the school. Personal locks are prohibited. If locks are lost or broken, the student will need to pay for a replacement. ALL LOCKERS SHOULD REMAIN LOCKED. Nothing may be applied to the outside of the locker without permission from the administration. Items such as locker mirrors, shelves, etc., may be used if they are temporary in nature and if the use and/or removal of these items does not mask or in any way damage the

locker. No posters, photographs, or signs that go against the philosophy and standards of conduct of Fellowship Academy may be posted in lockers. Lockers and cubbies may be searched at any time as deemed necessary by the administration and/or staff. Valuables should not be left in student cubbies, but should be given to the teacher for safekeeping.

R. Lost and Found

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

S. Lunch

Students must bring their own **NUTRITIOUS** lunch every day. The refrigerator will not be accessible for students. Only high school students are permitted to use the microwave ovens. Parents/legal guardians should send all utensils necessary. However, no knives are allowed. Students should also bring a drink from home. Appropriate drinks include lemonade, fruit drinks, sport drinks, etc. **NO SOFT DRINKS OR ENERGY DRINKS.**

Lunch may not be professionally delivered to a student (including, but not limited to pizza or restaurant delivery).

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

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

T. Articles Prohibited in School

Other than the necessary school "tools" needed for classroom use, students should bring nothing to school or to school functions that will cause a distraction or a disturbance. No toys are allowed unless the teacher requests that students bring an item for show-and-tell or for a special project.

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

- Alcoholic beverages
- Tobacco products
- Toys

- Guns
- Matches
- Cigarette lighters and other types of lighters
- Explosives
- Knives
- Weapons of any kind
- Bullets
- Chains
- I-Pods
- Games (electronic and other)
- Drugs and other medications
- Excessive grooming products
- Video, DVD, CD players etc.
- Magazines
- Inappropriate literature
- Pornography
- Laser pens
- Pepper spray
- Collectibles
- Supernatural or occult related items
- Any items of extreme value
- Gum
- Live animals
- Anything else deemed inappropriate by the Administration

Students may not bring any item to school or to a school sponsored event that is considered a weapon or that may be construed as a weapon. Students may not have in their possession any type of material that may be considered pornographic in nature or that promotes pornography.

Drug-Free School Requirements

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

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

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

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

Cell Phone Policy

Elementary and kindergarten students who bring a cell phone to school must turn the cell phone in to their teacher each morning and then it will be returned to them each afternoon at the end of the school day. Being able to bring cell phones to school for extreme emergency use is a privilege, not a right, for middle and high school students only. No cell phones or cameras are allowed in bathrooms, locker rooms, etc. **NO PICTURES MAY BE TAKEN IN THE BATHROOM OR LOCKER ROOM.**

Students are required to keep their cell phones turned OFF, not just on silent.

1st Offense - A first violation will result in the cell phone to be taken up for the remainder of the day, parent notification, and will result in a \$10 fine to be paid before the phone may be returned.

2nd Offense - With a second violation the cell phone will be taken up for the remainder of the day, a parent will be notified and will result in a \$15 fine to be paid before the phone may be returned.

All Subsequent Offenses – Any additional violations throughout the year will result in the cell phone to be taken up for the remainder of the day, parent notification, a \$25 fine to be paid before the phone may be returned and the student will be referred to the Discipline Committee.

U. Weather Closing

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

KLTY 94.9 FM
KTVT TV Ch. 11
KDFW TV Ch. 4

KXAS TV Ch. 5
WFAA TV Ch. 8

V. Searches on Suspicion of Illegal or Unauthorized Materials

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

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

In the event the school suspects that a student possesses an unapproved item, Fellowship reserves the right to search a student's person and belongings, including but not limited to automobiles, backpacks, athletic and other bags, purses, pockets, school boxes, lunch and other boxes, lockers and desks. Registration of the child constitutes the parental consent to such searches. Additional parent or student permission is not required.

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

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

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

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

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

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

1. The student's age and previous behavior patterns.
2. The prevalence and seriousness in the school of the problem to which the search was directed.
3. The urgency requiring the search without delay.
4. The substantive value and reliability of the information used as a justification for the search.
5. The location of the student at the time of the incident which gave rise to reasonable suspicion.

Searches shall be made in the presence of at least one other school employee. Employees will not conduct strip searches or body cavity searches.

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

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

If there is reasonable suspicion to believe that a student may be impaired due to drug or alcohol use, the student may be asked to submit to a drug and alcohol screening test. The test(s) will be conducted at a doctor's office, medical laboratory, or clinic no later than the close of the next business day. Transportation to and from the doctor's office, medical laboratory, or clinic is the responsibility of the parent/legal guardian. The cost of the testing is to be paid by the parent/legal guardian. Drugs that will be tested for are those that are most commonly abused: marijuana, cocaine and opiates. A positive test may result in immediate withdrawal of the student from Fellowship Academy. Refusal to take the drug test may result in the student being expelled from the school.

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

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

If a student refuses to consent to search of a vehicle, the Kennedale Police Department will obtain a search warrant based on the dog's alert on the vehicle. If any contraband is found in a vehicle, appropriate police action will be taken.

If law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.

Dogs shall not be used in rooms occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog may not sniff the person of any individual and shall be well separated from the audience.

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

W. Student Insurance

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

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

X. Student Vehicles

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

1. The vehicle must be registered with the Fellowship Academy office. A copy of the student driver's current insurance card must be on file in the office. Should changes occur, this must be updated. A current parking sticker will be issued and must be displayed on the rear bumper of the vehicle.
2. All speed limit signs, traffic directional flow, and other traffic signs must be obeyed.
3. The vehicle must be parked in the assigned parking space.
4. Students may not go to the vehicle during the school day.
5. If a student driver is to transport other students to or from school, or school functions, the parents/legal guardians of the driver must give written permission for the specific individuals to ride with their son or daughter. This written permission must be on file with the school.
6. Parents/legal guardians of students who are transported from school by another student driver must have that driver listed on their application.
7. Students may not have any item in their vehicles that is not allowed at school. This includes, but is not limited to knives, guns, drugs, alcoholic beverages, tobacco products, etc.,
8. Offensive and inappropriate bumper or window stickers are prohibited.
9. Music should not be played from a vehicle loud enough to be heard outside the vehicle with the windows down.
10. Fellowship Academy reserves the right to inspect the vehicle if deemed necessary by the administration
11. Any transfer of the vehicle during the school day (such as the parent picking it up, etc.) must be reported to the school office.
12. No vehicle may carry more riders than there are seat belts.
13. All vehicles, drivers, and riders are not only under Fellowship Academy guidelines but also under the laws of the State of Texas when on campus or at Fellowship Academy functions.
14. If a driver is to check out of school before dismissal time (for example, for a doctor appointment), a note from the parent/legal guardian must be brought in that morning to the academy office and the parent/guardian will be called by the school for verification.
15. When a driver must leave school during the day unexpectedly (for sickness, home emergency, etc.) the parents/legal guardians will be contacted by the school office before the student is allowed to leave the campus.
16. Fellowship Academy may revoke the driving privilege at any time. After reviewing the circumstances, the privilege *may* be restored.
17. All information on the Student Driver Vehicle Registration form must be kept current.

18. No parking permit is to be transferred, sold, or given to another student.
19. Vehicles should be locked, and valuables should not be left in the vehicle. **The school assumes no responsibility for stolen items.**
20. All drivers and occupants of motor vehicles shall comply with any direction(s) given by authorized school personnel.
21. Fellowship Academy assumes no responsibility for any damage or loss to motor vehicles driven or parked on campus.
22. Upon arrival at school, students are required to enter the school building. Students are not allowed to sit in their cars at any time during the school day.
23. Students must leave campus within ten minutes of dismissal.
24. Fellowship Academy reserves the right to change periodically the rules and regulations governing the use of parking facilities. Student drivers will be bound by any such changes.

Any incident reported and verified involving misconduct or lack of safety at any time may cause a student's driving privilege to be temporarily or permanently suspended or revoked.

Y. Telephone Use

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

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

Z. Visitors

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

Guidelines:

- After being allowed into the building, visitors **MUST** stop at the front desk to check in and obtain a visitor's badge.
- Visitors must be dressed appropriately.
- Parent visits must be 30 minutes or less.
- Students from other schools or Fellowship Academy graduates will not be allowed on campus during the school day without permission. All other visitors are strongly

discouraged except for special days like Grandparents Day.

- Items forgotten by a child should be left in the Academy office. The student will be notified that the item has been delivered.
- Other visitors are not permitted to visit class or be on campus during the school day without the approval of the administration.

AA. Communication Policy

Fellowship Academy communicates school related and athletic information to our parents and students via mass email, mass text, the school website and the school app. The completed registration form gives Fellowship Academy permission to communicate with parents and students via email and text message. We ask all of our parents and students to download the Fellowship Academy app to their smart phone and / or tablet.

VII. Dress Code

A. General

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

Clothing should be clean, modest, and appropriate to a school setting and weather. Any clothing or appearance reflective of a sub-culture that rejects Biblical values is not acceptable. Student dress, hairstyle, and accessories must be in good taste and not be excessive, immodest, or disruptive. **Any appearance which results in more than ordinary attention from staff or students will be considered inappropriate.**

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

B. Guidelines

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

2. Clothing will be neat, clean, and appropriately sized. The following guidelines are to assist in determining what is "appropriately sized":
 - Pants that will not stay up without the use of a belt are inappropriate. **NO SAGGING!**
 - Students shall wear their pants appropriately, **the waist at the waist. Undergarments must not be visible above the waistband of the pant regardless if it is covered by a shirt tail.**
 - Pant leg flares must not extend beyond the end of the shoe.
 - Pants must not be too tight.
 - Shirts that have a hem that extends below the top of the inseam are inappropriate.
3. All clothing must be properly hemmed and/or cuffed with no rips, tears, cuts, or frays. Clothing should be free of stains such as paint, ink, etc. Clothing should also be free of added embellishments such as patches, pins, etc.
4. Dresses, shorts, and skirts must be no shorter than 3 inches above the kneecap in length when standing, including slits in skirts. No cut-offs or body suits will be allowed. Spandex or form-fitted bike shorts may only be worn under shorts for athletics. No writing on the rear of the pants, shorts, or skirts. Jeans or pants must be without holes, rips, or tears. Elementary girls should wear shorts under dresses at all times.
5. Girls may not wear tights, jeggings and / or leggings unless the shirt, blouse, or top is the same length as an acceptable dress, short, or skirt – which is no more than 3 inches above the knee.
6. Halter tops, tank tops, racer back tank tops, spaghetti straps, mesh shirts, strapless shirts/dresses of any kind or tops that expose the midriff (including when arms are raised) may not be worn. Any shirt or blouse that is made of lace or see-through material may only be worn with a sleeveless (not spaghetti strap) shirt underneath that meets dress code guidelines. Sleeveless shirts must measure 3 inches (approximately 3 fingers width) across the shoulder. Shirts similar to underwear or undergarments, muscle shirts, or half shirts may not be worn. No tight, form fitting, or low cut shirts may be worn. All shirts must be fastened within four inches of the collar.
7. Unacceptable shirts are defined as, but not limited to the following:
 - Anything that represents or contains words or images that represent vulgarity, profanity, alcohol, drugs, weapons, violence, video games, or of a sexual nature.
 - Anything that compromises or goes against a Christian worldview
 - Anything deemed inappropriate by the administration
8. No gang related clothing or colors may be worn.
9. No clothing or promotional items (buttons, stickers, etc.) relating to or depicting inappropriate or controversial role models may be displayed or worn.
10. Any items of a sub cultural nature are not allowed at

Fellowship Academy.

11. Good hygiene must be practiced regularly (including, but not limited to bathing, use of deodorant, washing hair).
12. Girls may wear make-up provided that is be modest and in good taste. However, NO GLITTER. Eye make-up in particular must be modest. Boys may not wear make-up of any kind. Boys or girls may not wear black finger nail polish.
13. Students may not wear gold or any other colored coverings on teeth.
14. Hats, caps, scarves, sunglasses, bandanas, and other head coverings are not permitted inside the building.
15. Tennis shoes must be worn in P.E. All shoes must be appropriately tied. Shoes must not be written or drawn on by the student. Shoes with wheels (Heelies, etc.) are not acceptable. Girl's shoes must not have a heel more than 4". No fishnet stockings. Shoes must be worn at all time.
16. Students' hair shall be clean, neat, and well-groomed and may not cause a disturbance, interfere with normal classroom activities, or constitute a health or safety hazard. While some trendy hairstyles are permitted that do not violate the hair code, absolutely no bizarre hairstyles or rattails are permitted. (Bizarre hairstyles include, but are not limited to Mohawks, shaved in designs, and hair attachments [i.e. feathers, glitter, beads, etc.] or hair color that does not appear to be natural. This includes not only colors that are unnatural, blue, pink, etc., but also other unnatural colors such as two or more colors and "peroxide" or bleached, such as yellow, orange, or white.)
 - A. Boys' hair should be short in back and neat in appearance. A boy's hair must not touch the collar of his button-type shirt; the hair may not touch the eyebrows and may not come below the middle of the ear. Length and style are to be determined by the Administration. Boys are not allowed to wear pony tails or buns.

No facial hair, including mustaches, goatees, beards, etc., is permitted except for Seniors. Senior facial hair must be kept neat, clean, and close to the face. Sideburns cannot be excessive and can be no lower than the bottom of the ear lobe.
 - B. Girls' hair should be neatly combed, and no bizarre haircuts or styles are permitted.
17. Tattoos, decals, body painting or body piercings are not allowed by either boys or girls. The wearing of earrings, pierced jewelry or spacers by male students is prohibited. Girls may have pierced ears only – limit three per ear. Earrings must be of a conservative length and size. No other pierced jewelry or spacers may be worn. No spikes, dog collars, large chains, etc.
18. No chains may hang out of pockets, belt loops, etc.

19. Outerwear (coats, heavy jackets, rain wear, etc.) must be placed in a student's locker / cubbie or designated location when the student arrives at school and may not be worn during the school day.
20. No pajamas, house shoes, or slippers.
21. No contact lenses that alter the shape and extreme color of the eye.
22. Junior High and High School students must wear the appropriate P.E. uniform at P.E. / Athletics.

VIII. Standards of Conduct

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

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

- Maintain Christian standards in courtesy, kindness, honesty, morality, modest attire, and communication spoken and written.
- Students are to refrain from participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (Leviticus 20:13 and Romans 1:27)
- Students are to refrain from inappropriate displays of affection, including holding hands, hugging and kissing.
- Students are to refrain from physical contact with members of the same or opposite sex. Physical contact includes, but is not limited to, pushing, shoving, hitting, kicking, scratching, spitting, and biting, and is not acceptable behavior.
- Students are to refrain from assaults and battery, intimidation, coercion, behavior detrimental to learning, verbal and /or physical abuse.
- Students are to refrain from the inappropriate acquisition of any information that is not the student's own on homework, class work, quizzes, tests, exams, or any other assignment. Such inappropriate acquisition is considered cheating. Any student found to be cheating or to have cheated, or to be assisting or to have assisted one or more students to cheat, will receive a zero on that assignment, and the student may receive at least a one-day suspension.

- **Plagiarism** is the act of presenting another person's literary, artistic, or musical work as one's own. A work need not be identical to the original to be plagiarism. The copyright laws make plagiarism and other unauthorized copying a crime punishable by fine or imprisonment. In addition, the creator of a copyrighted work may sue anyone who plagiarizes it. Fellowship Academy prohibits plagiarism, and a student who plagiarizes will be subject to disciplinary penalties, which could include the student being expelled.
- Students are to refrain from stealing, which includes borrowing without permission. Stealing may result in at least a one-day suspension.
- Students who run away from home may be expelled from Fellowship Academy.
- Fellowship Academy does not tolerate dishonor to the Holy Trinity and the Word of God or disrespect to the personnel of Fellowship Academy on or off school property.

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

IX. Discipline Procedures

A. General Information

The teachers and administration of Fellowship Academy use a variety of methods to promote a positive and safe school environment, and we expect full cooperation from both students and parents. Discipline is viewed as an opportunity to teach, using a biblical approach as the model. Addressing the heart of the student is vital in providing the right direction for behavior at school and throughout a student's life. Students who display disruptive behavior will be counseled with the goal of bringing the student to true repentance and restoration. While grace and forgiveness will be applied, continually disruptive students will not be permitted to remain at Fellowship Academy.

B. Being Sent to the Office

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

- Willful disobedience or defiance
- Serious disrespect
- Fighting, pinching, biting, scratching
- Theft or unauthorized borrowing
- Using profanity or foul language
- Having unauthorized items at school
- Damaging others property

- Mistreating or antagonizing others
- Harassing/bullying others
- Lying or cheating
- Conveying threats
- Unsafe conduct
- Spreading harmful rumors
- Improper drawings or writings
- Throwing tantrums
- Chronic misbehavior
- Horseplay resulting in injury
- Sexually suggestive gestures or behaviors
- Leaving class or school without permission
- Chronic failure to complete homework or schoolwork

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

Corporal punishment will not be administered on Fellowship Academy property.

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

C. Suspension

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

D. Behavioral Probation

Once a student is suspended for behavior, he/she will be placed on behavioral probation. During behavioral probation, should the student behave in a way that warrants another suspension, his/her status will be reviewed by the administration for a decision on withdrawal or other methods of improvement in his/her behavior. Students who receive an unsatisfactory (U) or less than a C- in conduct on their report card will be placed on behavioral probation for the remainder of the school year. A second D or F or U in conduct on their report card during that school year may result in expulsion of the student.

E. Expulsion

When a student is found to be insubordinate to the policies and/or personnel of Fellowship Academy and is out of harmony with the ideals of the ministry and cause of Christ, the administration will meet to consider the possibility of the student being withdrawn immediately.

The parent/legal guardian will be asked to have a conference with the administration, and may be required to withdraw the child.

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

***PLEASE NOTE: A student, who has been expelled from Fellowship Academy for participating in any illegal activity, is not allowed on campus at any time or at any FA sponsored event. A student, who has been expelled from Fellowship Academy for any other reason other than participating in illegal activity, MUST obtain approval from Fellowship Administration before coming on campus or attending at FA sponsored event.*

Student Redemptive Discipline Policy

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

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

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

The student...

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

7. is willing to be homeschooled for a specified period of time in which the student completes lessons assigned by Fellowship Academy staff and lessons are returned to Fellowship Academy for grading and academic credit if deemed necessary by school administration.
8. is willing to agree that FA may set limitations regarding student requests including participation in extra-curricular activities.

F. Student Violence / Bullying / Sexual Harassment / Child Abuse

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

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

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

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

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

Anti – Bullying Policy

Introduction

Bullying is prohibited at Fellowship Academy. It will not be tolerated during the school day nor during any school sponsored activities on or off the school campus.

Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenant of “Love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

Definition

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, “Bullying in Schools – The Hidden Curriculum” 2003)

The following actions in an ongoing form may be forms of bullying and are included in all references to “bullying” herein:

- Physical aggression – including hitting, punching, kicking
- Teasing or verbal abuse – including insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person’s property/possessions or taking them without permission
- Threatening gestures, actions, looks or words threats, putdowns, gossip or slandering
- Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic means

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

Location

Bullying in violation of school policy must occur on school grounds, or at a school sponsored activity. Conduct that occurs off-campus, e.g. harassment over the Internet, physical intimidation in the community, is not bullying under this policy unless it has a direct and

negative impact on a student’s academic performance or safety in school.

Repeated misconduct

Bullying in violation of school policy must be “repeated against the same student over time.” An isolated incident, however egregious, is not “bullying” under school policy. Similarly, numerous acts of misconduct against different students do not constitute “bullying” under school policy. While serious, both isolated incidences of bullying behavior and numerous acts of misconduct against different students will be appropriately addressed under the school's discipline policy.

Ridicule, harass, humiliation, and/or intimidation

Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.

Complaint Process

Formal Complaints

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the Administration, or directly to the Administration, for review and action.

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

Informal complaints

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or Administration. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written

complaint, including the information provided to the principal for review and action.

- Non-teaching staff should refer all allegations of bullying to a teacher of the school or the Administration.

Anonymous complaints

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s), administrator(s) who receive the complaint. Should anonymity be requested, the Administration or his/her designee shall meet with the student to review the request for anonymity and the impact that maintain anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

Staff responsibilities and intervention

All staff members who witness bullying, as defined above, shall promptly notify the Administration of the events observed, and shall promptly file a written incident report concerning the events witnessed. Teachers are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying".

Investigation of Complaint

Once a complaint has been reported, the Administration shall promptly investigate to determine if bullying has occurred. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation. An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the investigation may include restricting action to a simple review of the complaint, discussing the complaint (with or without discussing it with the alleged violator) subject to further receipt of information and/or the withdrawal by the complaining student of the condition of his/her report be anonymous.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, determination of whether acts of

bullying were verified, and, when acts of bullying were verified, and a recommendation for intervention, including disciplinary action and/or professional counselling.

Consequences of Actions

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

Non-disciplinary interventions

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

Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within our school, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age appropriate consequence. Community service may include, but not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but not limited to, making a card or writing a letter to the child, apologizing to the child, performing an act of kindness. Punitive action may include the loss of recess, detention, suspension, and expulsion. Parents of all disciplined children will be notified of the consequences. Depending upon the severity of the situation, the Administration may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

Reporting Obligations

Report to the parent or guardian of student involved in acts of bullying

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

Reports to the victim and his/her parents or guardian

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

Sexual Harassment

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

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

Child Abuse

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

G. Care of Property

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

H. Social Media

Students should not participate, "like" or "follow" any inappropriate activity on the internet or social media (ex. "Twitter", "Facebook", "You Tube", "Instagram", etc) including but not limited to defamation of character,

offensive or abusive language, pornography and threatening of others.

I. Kindergarten Discipline

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

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

The following offenses may result in immediate suspension:

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

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

J. Elementary Discipline

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

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

K. Junior High and High School Discipline

Discipline Committee

Students may be referred to the Discipline Committee for inappropriate behavior. The Discipline Committee is a group of teachers who have been assigned by the Administration to discipline minor infractions. The goal of the committee is to meet with the students or parents to create a discipline plan of action to improve behavior. If a student is habitually referred to the Discipline Committee, the student may be sent to the office and a parent conference may be held to determine the best course of action for the student which may include suspension or expulsion.

Detention

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

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

The following rules will apply to detention:

1. No class work or homework may be completed during this time. Detention is not study hall.
2. There is NO talking, sleeping, eating, or any type of disruptive behavior.
3. A student who does not comply with the rules for detention may receive additional consequences.

Code of Conduct

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

Academy. The Code of Conduct is a document that must be signed by each junior and senior high student and his/her parents that explains in detail the type of behavior that is expected at ALL times (365 days a year / 7 days a week / 24 hours a day). Failure to comply with the Code of Conduct may result in suspension or dismissal from the Academy.

L. Infractions / Penalties Guideline

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

Unacceptable Minor Infractions

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

Infractions that may result in Detention

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

8. Habitual minor infractions

Infractions that may result in Suspension

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

Infractions that may result in Expulsion

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

M. Athletic/Extracurricular Academic Eligibility

A 6th – 12th grade student who receives failing grades in two subject matters at the end of a six-week period will be academically ineligible for a minimum of three weeks. A student may regain eligibility at the end of the three-week period if he/she receives no more than one failing grade. In order to be eligible for athletics or extra-curricular activities, a student may not be on academic or behavior probation. However, this does not include the initial new student academic probationary period.

1. When a student goes on academic probation, he/she will immediately become ineligible for any extracurricular activities.
2. If a student becomes ineligible during a tryout period, the athlete will be allowed to try out for the team.
3. If the ineligible student is selected for the team, he/she will be allowed to practice with

the team but will not be allowed to dress out for the games, travel with the team, or participate in any of the team's activities.

4. It will be explained to the ineligible student that he/she is in a holding position, in that when his/her grades are acceptable, his/her eligibility will be restored.
5. If the ineligible student shows weekly progress, he/she will be able to continue the practice schedule, and at the halfway point of the next six weeks, if the grade in question has been sufficiently raised to the acceptable level, full eligibility will be restored.
6. If the grade has not been raised to at least a C-, he/she will be declared ineligible for the remainder of the current six weeks, including practice.
7. A student must be present (at school that day) in order to be eligible to play in that day's game or attend practice.

X. Miscellaneous

A. Appearance of School-Related Activities

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

B. Attitude

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

C. Before and After School Program (CAMP MUSTANG)

Time / Days / Ages:

Camp Mustang is offered in 2 daily sessions:

1st Round-Up: 7:00 - 8:00 a.m.

2nd Round-Up: 2:45 - 6:00 p.m.

Monday – Friday for grades PK – 8th grade

Cost:

\$100.00 per month for the 1st Round-Up (morning)

\$180.00 per month for the 2nd Round-Up (afternoon)

\$240.00 per month for both (a discount for multiple uses)

\$1.00 per minute late charges apply after 6:00PM

~Any student on campus earlier than 7:55a.m. or not picked up in carline will be signed in for the day and charged the daily drop-in rate.

~These fees would be charged through SMART tuition monthly regardless of specific days or times used. Anyone not signed up through SMART tuition will be charged the drop-in rate regardless of cost.

~Participation in Camp Mustang is a privilege. Any student with continuous inappropriate behavior will not be allowed to participate in Camp Mustang.

Drop-In Rate:

\$7.00 per day for 1st Round-Up (morning)
\$15.00 per day for 2nd Round-Up (afternoon)
\$20.00 per day for both sessions

Camp Mustang is available on school days only. On early dismissal days Camp Mustang will not be provided.

Snacks / Concessions:

Children will have option of bringing their own snacks from home or buying concessions for \$.25 - \$1.00.

D. Conferences

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

**E. National Honor Society
National Junior Honor Society**

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

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

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

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

F. Party Policies

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

Christmas

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

Valentine's Day

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

Easter

An Easter celebration party is held on the last school day before Easter Sunday. Seasonal activities and programs in the school at this time of year emphasize the risen Savior.

End of Year

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

Birthdays

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

invitations are given to “all boys” or “all girls” in the classroom.

G. Student Council

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

H. School Records

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

I. Transportation

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

J. Use of Facilities

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

K. School Clubs

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

