

Fellowship Christian Academy

Parent/Guardian & Student Handbook

“All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.” 2 Timothy 3:16-17

Dear Parents/Guardians,

Welcome to Fellowship Christian Academy! It is our sincere desire to work together with you to provide a quality, biblical, Christian education for each of your children. While a strong and challenging academic program remains a high priority, the goal of each staff member is to see every student come to know, love, and serve the Lord Jesus Christ.

Each member of the Fellowship Christian Academy staff is dedicated to serving the Lord Jesus Christ. We seek to consistently demonstrate biblical love, support, and concern for every student. We will encourage your child to follow Christ, to use his spiritual gifts, to demonstrate the love of Christ among fellow students and staff, and to seek God’s direction for his future. The result of this dedication is a safe, God-honoring atmosphere that promotes learning and Christian growth.

We are convinced that when each student graduates from Fellowship Christian Academy, he is ready for the next phase of life, whether enrolling in a Christian college or a secular university, or starting a career. Every graduate will leave with a solid spiritual and academic foundation upon which he will be able to build a life that honors our Savior.

Fellowship Christian Academy is an integral and inseparable part of the ministry of Fellowship Bible Church and is subject to its constitutions and by-laws. The elders of Fellowship Bible Church have oversight of the Academy.

This handbook was written to provide you with information and guidelines concerning life at Fellowship Christian Academy. If you have any questions or need clarification about anything, please feel free to contact the Academy administrator.

Sincerely in Christ,
Board of Elders
Fellowship Bible Church

“Jesus said unto him, ‘You shall love the Lord, your God, with all your heart, and with all your soul, and with all your mind. This is the first and great commandment. And the second is like it:

You shall love your neighbor as yourself. On these two commandments hang all the law and prophets.’”
Matthew 22:37-40

INTRODUCTION TO FCA

Academy Overview

Mission Statement

The mission of Fellowship Christian Academy (also referred to as “FCA” and “Academy”) is to provide an educational environment that will help every student to become a mature believer in Christ and a responsible, productive member of society. The Academy exists as an inseparable and integral part of Fellowship Bible Church (also referred to as “FBC”) to offer a Christian-based education that will assist every student to reach their fullest potential to serve God and their community.

History

Fellowship Christian Academy began operating in 1979. In 1978, the Elders of Fellowship Bible Church presented the concept of a Christian school to the membership of the church. After several months of prayer, convinced of the Lord’s leading, the membership approved the formation of Fellowship Bible School. In 1990, the name of the school was changed to Fellowship Christian Academy. The school began with 159 students in grades K4 through 8. Each year a grade was added until the school reached its full roster of students in Grades K4-12.

Purpose and Objectives

Fellowship Christian Academy was founded in 1979 in order to assist the families of our church who wanted to educate their children in a Christian environment. Since its inception the Academy has done just that by providing students with an academic program that weaves the creative majesty and power of God into the everyday teaching process. What makes this possible is the quality of the people who work here.

The Academy not only helps to prepare students for college but also gives them the biblical foundation needed to establish their testimony for Jesus Christ in the world. This academic and spiritual training begins in K4 and continues until graduation from high school. The earnest longing of our staff is to help the students succeed both in their career goals and their walk with God. Most of FCA's graduates have furthered their education at either Christian or secular colleges or universities. Some of them are now serving in Christian ministries and some hold professional positions.

Philosophy of Education

There are three guiding fundamental principles upon which Fellowship Christian Academy has built its philosophy of Christian education. The first is that true knowledge is possible only as we recognize the God of truth. We cannot separate God, Who is the Creator and Sustainer of all life, from history, literature, mathematics, science, language, the arts, or any other academic discipline. The entire range and content of education must be centered on God and His Word in order for students to develop a working biblical worldview (Proverbs 1:7; Romans 1:8-23). The second principle is that the primary purpose of man is to glorify God and to enjoy Him forever (Psalm 73:25-28; 1 Corinthians 10:31). God has graciously given man the ability to explore, investigate, and discover truths about the world God has made. Therefore, it is the duty of every Christian educator to strive to develop the students’ God-given capacities so that they may be used for His glory.

The third principle is that God has given the responsibility of a child's education to parents/guardians who are instructed to bring up their children in the nurture and admonition of the Lord (Deuteronomy 6:4-7; Ephesians 6:4). The Academy exists to assist parents/guardians with this God ordained responsibility.

Governing Board

The governing body of the Academy is the Board of Elders of Fellowship Bible Church. New elders are nominated by the sitting Board from the membership of the church. New elders must be approved by the membership during the church's annual meeting in accordance with the Church Constitution.

The Board of Elders oversees the establishment of and changes to all faculty, admissions, policies, procedures, regulations, and curriculum of the Academy. The Board of Elders will seek, interview, and recommend a person to be the Academy administrator when there is a vacancy to fill.

Academy Operations

The daily operations of the Academy are under the oversight and direction of the Academy administrator. The administrator is responsible for ensuring that the policies, procedures, and regulations established by the Board of Elders are followed in the Academy. The administrator is directly accountable to the Senior Pastor of FBC, who is the full-time spokesman for the Board of Elders. The administrator is responsible to recommend teachers and staff for hire to the Board of Elders who gives final approval. The administrator oversees the training and evaluation of all teachers and staff. The administrator is responsible for the evaluation of all student applications.

All teachers and staff are under the authority of and report directly to the administrator. Teaching and administrative staff may be full-time or part-time.

Volunteers are under the authority of the administrator although they may report directly to individual staff members or teachers.

All staff (full-time or part-time) and volunteers of the Academy will be expected to sign the Statement of Agreement (see Appendix C) with the policies and Statement of Faith of FBC (as outlined in Appendix A) prior to the start of each academic year or the first day of employment/volunteering at FCA.

Statement of Faith

Fellowship Christian Academy is a ministry of Fellowship Bible Church and as such the Academy shares its statement of faith with the church. For your convenience the entire statement of faith is printed here (see Appendix A—Fellowship Bible Church Constitution). These core beliefs are taught in various ways in all grade levels at the Academy. Every staff member has declared unconditional acceptance of these beliefs. All parent/guardians and students from grades 7 through 12 must sign the Statement of Agreement (see Appendix B), stating that their child will be taught according to these beliefs and will not be divisive by promoting any other teaching.

General Information

Academy Motto: "Following Christ Always"

Academy Verse: "Brethren, I do not count myself to have apprehended; but one thing I do, forgetting those things which are behind and reaching forward to those things which are ahead, I press toward the goal for the prize of the upward call of God in Christ Jesus." Philippians 3:13-14

Contact Information

Address:

Fellowship Christian Academy
One Fellowship Way
Methuen, MA 01844

Phone: (978) 686-9373 extension 310

Fax: (978) 685-7466

Website: www.fcamethuen.org

Email: fcamethuen@fcamethuen.org

Office Hours

During the School Year:

7:30AM – 3:30PM Monday through Friday.

During the Summer:

8:00AM – 2:00PM Monday through Thursday (subject to change). Summer hours begin the Monday after the last day of school in June and extend to the Monday before the first day of school.

The office is closed on designated federal and state holidays.

School Calendar

The school calendar is generally prepared in the late spring/early summer prior to the beginning of the school year. We urge all FCA families to review the school calendar at the start of each school year and make plans to participate in school events. Please note there are some events on the calendar at which attendance is required by students. The school calendar can be viewed online.

Daily Schedule

The building is open for students at 7:30AM. Any student arriving between 7:30AM and 7:50AM is to be assembled in the gymnasium where a teacher will be monitoring students. At 7:50AM, students will be dismissed to their homeroom classes.

Morning Arrival

For safety reasons, all students are dropped off under the carport, not in the parking lot. Drivers should form a single line unless directed differently by the teacher/greeter on duty. **Parking in the pick-up/drop-off zone under the carport for any reason is prohibited.** If you need to enter the building for any reason, please park your car in one of the designated parking spots, in Row 3 (see below). Please be sure that students are on the sidewalk before driving away.

The designated parking is as follows:

- 1st row: handicap accessible parking ONLY
- 2nd row (and sides): staff and faculty parking
- 3rd row: parent and visitor parking
- 4th row and beyond: student parking

Preschool Dismissal

Preschool students are dismissed from the doors in their classrooms. Parents/guardians should form a single line of cars by driving around the school to the doors of the kindergarten classrooms. During the winter months, the students will be dismissed through the front doors of the building. Please pull under the carport to meet your child and his/her teacher.

During inclement weather, preschool students will be dismissed through the front doors of the building.

Afternoon Dismissal

Elementary students (grades K-6) are dismissed from the rear of the building. Parent/guardians should form a double line of cars by driving around the school to the door at the back of the building to pick up the students. If you must come into the building, please pick up your child first, park in the front parking lot, and then return to the building with your child.

Middle school and high school students are dismissed from the east wing of the building by exiting through the front doors of the school. For the safety of the students, please do not pull under the carport, rather have your child walk to your car.

During inclement weather, all students will be dismissed through the front doors of the building.

Aftercare

Elementary students not picked up by 3:00PM and middle and high school students not picked up by 3:15PM will be brought to the aftercare classroom; students cannot be left unattended. Aftercare runs until 5:15PM and costs \$2 per 15 minutes. Parents/guardians will be charged for aftercare services. There are no exceptions to this rule.

School Closings, Delays, and Early Dismissals

In the event of inclement weather, the administrator or designee will make the decision to close the school. School closings are primarily the result of snowstorms, however other situations may warrant closing the school or deviation from normal school hours. All notifications of changes to normal school hours will be made by email, the main telephone line recording, and the optional text message updates, as well as posted on the school website and several television stations. Please consult these resources and do not call or text school personnel.

Social Media: facebook.com/FCAMethuen or instagram.com/FCAMethuen

Television Stations:

Channel 4 (WBZ)

Channel 5 (WCVB)

Channel 7 (WHDH)

Channel 25 (FOX)

Text Message Updates:

If you would like to receive text message updates for school cancellations, you may set this up by contacting the school office.

In the event of a delay, there will be no Preschool classes.

Building Security

After 8:00AM, tardy students or visitors must sign in with the school secretary. Students are not allowed to open the building's exterior doors for any other student or staff member. Visitors entering the school must sign in with the school secretary. (see "Visitors" section for more details).

Visitors

At Fellowship Christian Academy we strive to provide the best learning environment possible. In order to keep students focused on listening to and learning from their teachers, we must implement guidelines for visitors to FCA. Every visitor must present an ID to the school secretary.

Prospective Students

Prospective students are always welcome at FCA! In order to ensure the students get the optimum exposure to a day at FCA, we ask parents/guardians to plan this visit ahead of time. Parents/guardians can contact either the school administrator or school secretary to plan the date of their visit. This date will be communicated to the appropriate teacher(s) so adequate resources will be available to keep the prospective student involved in classroom activities. Parents/guardians of prospective students will be required to fill out a permission form prior to the student visiting the school.

Former School-Age Students

Students who have formerly attended FCA will only be allowed to visit the Academy during the school day at the discretion of the administrator. These students are encouraged to visit their friends, former classmates, and staff members after school hours or at school-sponsored events, but exceptions may be made based on the circumstances of the situation.

If a student left FCA due to relocation and would like to visit, we ask that the former student contact the school administrator to arrange a date and time to visit ahead of time. This visit will typically be planned during the FCA students' lunch times so class times remain uninterrupted.

FCA Graduates

It is always enjoyable to see our graduates return to the halls of FCA. If a graduate would like to visit the school, he/she must contact the school administrator to arrange a date and time to visit. This visit will typically be planned during the FCA students' lunch times so class times remain uninterrupted.

Family Pets

No pets of any kind are allowed at any indoor or outdoor function at Fellowship Christian Academy, unless approved by the administrator. This policy does not apply to trained service animals.

If a pet is brought on the property, in a family vehicle, the animal must remain in the vehicle for the duration of the event (school drop off/pick up or other FCA event). The animal should not come in contact with any non-family members. The animal is not allowed out of the vehicle to get exercise or to relieve itself.

ADMISSIONS AND FINANCIAL INFORMATION

Admissions

General Admissions Policy

Fellowship Christian Academy exists to offer a Christian education to students from Christian families. As an integral part of the ministry of Fellowship Bible Church, Fellowship Christian Academy admits students of families from Fellowship Bible Church and also Christian families from other churches in the area. Approval for admission to Fellowship Christian Academy rests with the administrator and the Board of Elders.

Admissions Requirements

Fellowship Christian Academy accepts applications from students of Christian families. Parents/guardians must give clear evidence that they are saved and must submit a written testimony of their conversion to Jesus Christ. Parents/guardians must be regularly attending either Fellowship Bible Church or a church that is similar in doctrine to that of Fellowship Bible Church. Only biological male and biological female prospective students will be considered for admission. Applications will not be accepted until all outstanding balances from any other Christian or private schools are paid in full.

Admissions Process

A complete application must be submitted with:

- The application fee
- A signed Statement of Support
- A Pastor's Recommendation Form if the family is not attending Fellowship Bible Church.
- A written testimony of the parents'/guardians' conversion to Christ
- The secondary student's written testimony of conversion to Christ
- Health and immunization records
- A school records release form and/or previous school transcripts to include:
 - o Report cards for prior three years
 - o Standardized test scores taken during the prior three years
 - o High school transcripts for applicants entering grades 10, 11, or 12
 - o Any behavioral or discipline records from prior schools
- A personal interview of parents/guardians and student with the administrator
- All students will be given an entrance exam. These tests are given to determine the academic level, and in some cases, the grade level of the applicant. Classroom teachers will contact us with a schedule.

Families will receive a pre-admission letter. After the above processes have been completed, the Academy administrator will give personal notification of acceptance or rejection. Upon acceptance, a signed Statement of Agreement will be required of all parents/guardians, and students in grades 7 through 12.

Age Requirements

To begin Preschool, a child must be at least three years old on or before September 30th of the current school year. To begin Kindergarten, a child must be at least five years old on or before September 30th of the current school year. To begin 1st grade, a child must be at least six years old on or before September 30th of the current school year. The administrator may make exceptions to the age requirements.

Financial Information

General Information

Fellowship Christian Academy is entirely tuition based. We do not receive funds from any government agency or outside group. Families may apply for a scholarship during the application process.

Tuition, registration fees, and miscellaneous fees may change from year to year. Please consult our current Tuition and Fee Schedule available from the school office or online at www.fcamethuen.org for the current costs associated with Academy enrollment. The Academy operates on an annual fiscal budget that begins on September 1 and ends on August 31.

It is the responsibility of parents/guardians to meet the tuition obligations of their students. However, the Academy is a ministry of Fellowship Bible Church, and therefore every effort will be made to assist families who are in financial hardship to be able to have their children attend the school. Families in financial hardship should meet with the business administrator to discuss their specific circumstances.

Tuition

Tuition is established for the school year by the preceding spring. The Academy administrator recommends tuition to the Board of Elders, who approves the tuition for each school year.

Payment Plans

The Academy provides a payment plan option for families to make tuition payments. This option helps ease the burden of tuition payments for families. The payment plan of ten equal monthly payments applies to tuition only, and not to miscellaneous fees or books. Each payment of one tenth (1/10) of the full tuition is posted on the first day of each month beginning on September 1 through June 1, and is due by the fifth day of each month, September through June.

Delinquent Accounts

Payments for tuition and fees must be kept current. All payments are due on the fifth of each month. There is a grace period up to the fifteenth day of each month, then late charges will be assessed. A payment reminder letter will be sent on the fifteenth day of the month. If payment is not received, the family account is not current.

All accounts must be current and paid in full before seniors or students in eighth-grade are given their diplomas at graduation and before any transcripts or records are released to another school. Home portal accounts (with access to report cards and grades) will be disabled until payment is received in full.

Books

Each school student will be charged a flat book fee for books each year. Some high school books will be borrowed or rented. Payments for books are due by October 1 of the current school year. Book payments are not a part of the payment plan.

Withdrawals

When a student withdraws from the Academy, all financial obligations to Fellowship Christian Academy must be paid in full. If the family account is not paid in full, student records will not be released to another school without the approval of the administrator and the business administrator.

ACADEMICS

General Overview

Fellowship Christian Academy is committed to providing each student at every grade level an excellent education so the student will master skills in a broad academic range. The curriculum is designed to have each elementary grade prepare and develop the student for the following grade. The secondary grades in turn prepare and develop the student for the next level of academic discipline and readiness for college or career.

Academic Schedule

The academic schedule is divided into four quarters. Academic grades are available for parents to see online through Gradelink.

The academic year begins in September and ends the following June as determined by the administrator. The administrator prepares an academic calendar each year identifying when the school year begins and ends, the dates of vacations and holidays, and other highlights in the school year.

Chapel

Because of our commitment to provide an education that integrates the truth of the Bible into every aspect of the educational experience, chapel is an important part of Fellowship Christian Academy. Though each student has Bible class daily, chapels are opportunities for students to be spiritually challenged, and to be exposed to outside pastors, missionaries, and guest speakers.

Two chapel services take place each week – one for kindergarten and elementary students, one for middle school and high school students. Though the days and times may differ, all students will have chapel once every week.

Chapel consists of a time of prayer, singing, and Bible teaching. The content of each message varies as the Lord directs each speaker.

Students are encouraged to participate in chapel services. This can be done through sharing what God has been teaching, sharing special music, or participating in a skit or drama.

Bible Translations

For consistency purposes, Fellowship Christian Academy uses the New King James translation of the Bible. Students are required to have a NKJV Bible with them each day at school as it will be used for Bible class, chapel, and verse memorization.

Doctrinal Differences

Fellowship Christian Academy teaches the historic Christian doctrines as presented in our Statement of Faith. These doctrines are taught as truth in Bible class and chapel. They are used as our guide for faith and practice and are affirmed by every staff member at the Academy. We do not allow the divisive teaching or promotion of opposing doctrines in school.

Curriculum

Preschool (PreKindergarten)

Students enrolled in the preschool program will be preparing to enter kindergarten. Their main objectives are learning Bible stories, verses, and principles, along with learning the alphabet, numbers, phonics, proper letter formation, reading skills, calendar dates, listening skills, motor skills, communication, and relationship skills. Students that complete preschool will be prepared to perform well in kindergarten.

Kindergarten

Students enrolled in the kindergarten program will be preparing to enter first grade. Their main objectives are learning Bible stories, verses, and principles, along with learning the alphabet, numbers, phonics, penmanship, reading skills, calendar dates, listening skills, motor skills, communication, and relationship skills. Students that complete K5 will be prepared to perform well in first grade.

Elementary (Grades 1-6)

Students enrolled in the elementary program will be preparing for the next academic grade. The program is designed for students to master their academic subjects and continue their development of communication and relationship skills.

The subject areas taught at each elementary grade level are: Bible, English, grammar, mathematics, history, geography, spelling, reading, phonics, music, art, penmanship, and physical education.

Middle School (Grades 7-8)

Successful completion of all required courses will allow a student to graduate from the eighth grade and be promoted to ninth grade. In addition to the courses listed, some high school electives are made available to the middle school students.

The subject areas taught at each grade level are: Bible, math, English, history, science, and physical education.

At the end of each semester (or quarter) each teacher may give a summary exam covering the information taught during that quarter or semester. The style and content of the exam will be at the discretion of the teacher. Teachers have the discretion to give higher or equal weight to end-of-semester exams.

High School (Grades 9-12)

Students enrolled in high school must successfully complete all required courses and earn the required number of credits to graduate. Students are also given the option of taking elective classes to enhance their learning experience.

Students should anticipate end of quarter or semester cumulative exams. Teachers have the discretion to give higher or equal weight to end-of-semester exams.

High School Graduation Requirements

Students who have earned 24 high school credits and completed all required classes will graduate from Fellowship Christian Academy. Failure to earn 24 credits after four years will prevent graduation. Courses failed in earlier years may be repeated as the schedule permits or may be made up in summer school courses that are approved by the administration of Fellowship Christian Academy prior to enrollment in the course.

Students will be allowed to participate in the graduation ceremony if they have met academic graduation requirements, are not on academic probation, and all payments are current. Any exceptions will be at the discretion of the Academy administrator and approved by the Senior Pastor and Board of Elders.

Course of Study Requirement

Bible	4 courses
English	4 courses
Mathematics	4 courses
Science	4 courses
Social Science	4 courses
Foreign Language	2 years of the same language
Physical Education	4 years
Electives	4 electives

NOTE: Foreign Language is a required course for graduation; it is elected as to when it is taken and which language is studied. Freshmen are scheduled to begin their foreign language requirements, as this is the recommended time to start this requirement.

Drop/Add Period

High school students who wish to add a required class **must do so prior to the tenth day of school**. The student's parent must make a written request to the administrator to add the desired class. The administrator will contact the parent with the final decision.

High school students who wish to drop a required class **must do so by September 30th of the school year**. The student's parent must make a written request to the administrator to drop the class. A meeting may be requested by the teacher or administrator to discuss the request prior to permission being given to drop the class. The administrator will contact the parent with the final decision.

Prior to the start of the school year, students will be given the option of signing up for elective classes. The elective classes offered vary from year to year depending on staffing and student interest. High school students who wish to drop or add an elective class must do so within the first two weeks of the semester. The student's parent must make a written request to the administrator to add or drop a class. The administrator will contact the parent with the final decision.

Grading

Grading Scale

All grade levels have a numeric grade posted to their report cards. High School grades have a related grade point average associated with each course. Grade point averages in high school are weighted.

Letter Grade	Numeric Grade Range	Point Value
A+	100-97	4.00
A	96-93	4.00
A-	92-90	3.67
B+	89-87	3.33
B	86-83	3.00
B-	82-80	2.67
C+	79-77	2.33
C	76-73	2.00
C-	72-70	1.67
D+	69-67	1.33
D	66-63	1.00
D-	62-60	0.67
F	59-0	0.00

Report Cards

Report cards will be available online approximately 1 week after the completion of the quarter.

Report cards are tools to aid students in their pursuit of their academic achievement. They serve as measurements of accomplishment for the student, parents/guardians, and teacher. Report cards are not an ultimate measure of success or failure or a measure of the student's value or merit. They are simply a means of communication to parents/guardians and students about academic achievement in each course of study.

Report cards are the basis for transcript information provided to other schools after receipt of the proper authorization.

Honor Roll

Students will receive the award of honors or high honors for their academic achievements. The student must be enrolled in at least five major classes and have no incomplete grades to be included on the honors or high honors list.

High Honors will consist of all A's in every subject that the student is enrolled in, satisfactory in all electives.

Honor Roll will consist of A's & B's in every subject that the student is enrolled in, satisfactory in all electives.

Achievement Testing

Standardized testing is administered to every student in grades K through 11 during the first or second week of April. Standardized testing is administered over four days. Students are given the tests for a few hours each morning. It is very important that students are well prepared for the testing by receiving plenty of rest, receiving proper nutrition, and being on time for school each day.

Standardized testing is given to measure the student's progress and academic performance as measured against other students nationwide. The test also provides a measure for the Academy to determine if our curriculum standards are adequate.

Student Responsibility

Homework

Homework is a necessary part of each student's education. It is a tool used to give extra practice, to teach students to research on their own and to solidify what they learn in the classroom. All students will receive some homework from their teachers. We expect parents/guardians to see that students complete their assignments. Although parents/guardians can help with their child's homework, the work should be primarily the student's own.

Students will receive the amount of homework that is appropriate for their grade level. The faculty will watch to ensure that the amount of homework is reasonable. At the discretion of the teacher, some students may use class time to complete their homework. Students should use their time in school and at home wisely so that all assignments are completed on time.

Individual teachers will explain their policy about completing homework and the consequences for not completing homework on time.

Parents/guardians may obtain homework for students that have an **excused absence** by contacting the school office between 9:00 AM and 11:00 AM. We may not be able to assemble student's homework for calls received after 11:00 AM.

Study Hall

Study Halls are for the purpose of reading, studying, and completing homework during school hours, sometimes with the help of fellow classmates or a teacher.

Promotion and Retention

PreK through Grade 6

Each year the teachers make an assessment of each student's academic progress. At the end of the third quarter, a decision must be made for each student whether they will meet the academic requirements for promotion or will have to be retained in a grade.

The teacher will document the reasons why he/she believes that a student should be retained in a grade. A meeting will be scheduled with the parents/guardians to discuss the retention decision. While parent

meetings would have been held throughout the school year for students having academic problems, this meeting will finalize the decision. The academic performance and reasons for retention will be discussed with the parents/guardians. The decision for retention will be left to the administrator based on the academic status of the student.

Grades 7 and 8

Students must pass a prescribed curriculum to graduate from middle school and be promoted to high school. If a student does not pass a class, he may move on to the next grade but must retake any classes not passed. This may require a student to take classes during summer school to meet middle school graduation requirements.

If it is deemed academically necessary, a student may be retained for failure to achieve passing grades. A meeting will be scheduled with the parents/guardians to discuss the retention decision. The decision for retention will be left to the administrator based on the academic status of the student.

Grades 9 through 12

Students must pass all required classes and earn the required number of credits for graduation. Students that fail any required classes must retake the class or attend summer school to earn the credit toward graduation.

If it is deemed academically necessary, a student may be retained for failure to achieve passing grades. A meeting will be scheduled with the parents/guardians to discuss the retention decision. The decision for retention will be left to the administrator based on the academic status of the student.

Academic Probation

At the end of any given quarter, a student's overall average of all major subjects for that quarter must equal a grade of 70% or higher. If it is below 70%, the student is automatically placed on academic probation. At the end of the following quarter, if no upward trend is evident in the overall average, the student may be dismissed from the Academy at the discretion of the Academy administrator.

If an upward trend is evident but still not meeting the required 70%, the student will remain on academic probation. As long as an upward trend continues the student will not be dismissed for academic reasons. If at the end of any quarter the upward trend halts or reverses, the student may be dismissed.

Each case of academic probation will be considered separately and special consideration may be given where it is deemed legitimately needed.

When a student is on academic probation, his teacher will send home weekly reports on his progress. A student on academic probation may not participate in athletics and, in some cases, other extracurricular activities.

At the end of each school year, students on academic probation will have their status automatically reviewed to determine whether or not the student will be allowed to re-enroll for the following year.

Summer School

Students in middle school and high school must pass all required classes for graduation. Any required classes that are not passed must be retaken or taken during summer school. Fellowship Christian Academy can offer limited courses for summer school.

Any student going to summer school and desiring graduation credit on his record must have the classes pre-approved by the Academy administrator prior to enrolling in the class. Credit will not be given for classes that are not pre-approved. A request to attend summer school must be sent to the administrator with a detailed description of the course curriculum.

ATHLETICS

Philosophy

Athletics are an extension of the classroom and Christian education. We therefore remind all parents/guardians, students, coaches, and assistants that athletics at FCA are considered to be Physical Education.

The objective of the athletic programs at Fellowship Christian Academy is to develop spiritual maturity through teamwork and good sportsmanship. The athletic programs are part of the overall program that assists in the development of Christian character in our students. We believe that our student athletes first represent Jesus Christ, then their school, their family, and themselves. As such they should strive to maintain the best Christian testimony possible while gratefully using whatever abilities the Lord has given them for His glory.

As part of our emphasis on representing Jesus Christ in athletics, we expect each team member to show the highest respect to coaches, teammates, opponents, and officials. Each athlete is expected to show respect to his coaches through consistent obedience and focused attention to instruction. Student athletes should demonstrate a respect toward fellow players by considering the good of the team to be more important than personal achievement and by encouraging and supporting their teammates' efforts.

Each student is to respect the opposition by demonstrating good sportsmanship avoiding any derogatory comments or gestures toward them. Each student is to honor officials by respecting their decisions as authoritative and recognizing that only the coach can question an official's decision.

The name for each team in every sport is "Rams" and the school colors are maroon and white. Both boys and girls will use restrooms, locker rooms, and changing facilities conforming to their biological sex.

Information for Participating Student Athletes

League Associations

Fellowship Christian Academy is a member school of the Massachusetts Interscholastic Athletic Association (MIAA) for all varsity sports. The Academy, at a minimum, follows all the guidelines and bylaws of the MIAA for each sport. FCA is also a member of the Commonwealth Athletic Conference (CAC), a league within the MIAA. The Academy plays most of its games against league schools as designated by CAC guidelines but may also schedule games against non-league independent schools.

Varsity Sports

The sports teams offered by the school are dependent on student interest and participation. Sports may be added or removed based on availability of eligible participants. Some sports that may be offered are:

Fall	Soccer (Boys)
	Volleyball (Girls)
Winter	Basketball (Boys & Girls)
Spring	Tennis (Boys & Girls)

The MIAA offers many other sports FCA could become involved in if there were enough interest and eligible participants.

Student Eligibility

The privilege of playing on an athletic team is extended to all middle and high school students, and at times 6th grade students. The following guidelines are established to support the Academy goals of academic and spiritual excellence.

All student athletes must exhibit a good testimony for Jesus Christ among the teaching staff, administration, and student body.

Student athletes must maintain an overall average of 70%. Students cannot be on academic probation. Students who are retained in a grade will be ineligible for the first grading period in the next year. Eligibility will be determined at the time of the first mid-term report. There is a \$100 fee for each sport that is played.

The accumulation of detentions, within the sport season (beginning the first day of pre-season practice), will result in ineligibility based on the following schedule:

3 detentions results in ineligibility for the next game.

5 detentions results in ineligibility for the next three games.

7 detentions results in ineligibility for the remainder of that season.

15 detentions results in ineligibility for the remainder of the year.

A student's academic eligibility will be determined at each grading report, including mid-term reports. The eligibility for the first quarter beginning in September will be based on the fourth quarter of the prior year. A student who does not maintain his academic eligibility will be withdrawn from participation and not eligible to participate again until the next reporting period.

The administration reserves the right to remove a student from a team for a temporary period of time or permanently.

Head Injury Policy (Concussions)

In accordance with the MIAA requirements, prior to a student being eligible to take part in any varsity or junior varsity team activities (practices or games), both the student and the parent must review the Department of Public Health approved training materials. These materials will be made available by the athletic director. Any athlete who wishes to compete as part of an FCA sports team must also fill out a Pre-Participation Head Injury Report and return it to the athletic director at the start of the season. All coaches, assistants, and athletic directors will be required to take an approved concussion course before September 1 or the start of the appropriate sports season.

Transportation

Generally, the school provides transportation to away games/matches for the team members. The school van is used, or if necessary, the coach will arrange for other transportation. The team will travel together, both to and from an away game/match, under the supervision of the team coach or other designated adult. If a parent wants to take their child home from a game/match they must notify and get the approval of the coach in advance.

Home games/matches are usually within an hour of school ending and the student athletes remain at school until the start of the game. Team members will be under the coach's supervision from 3:00PM through the end of the game/match.

When there is a home game in the evening, students must leave the school at the usual pick up time (2:45-3:00PM) and return to the school via their own transportation, unless the coach makes plans for the time between school ending and the game/match beginning.

Miscellaneous Information

Student Spectators

All students are encouraged to attend sport games/matches to support their team.

Teachers and Staff

All teachers and staff are encouraged to attend sporting events to show their support for the students and school.

Intramural Sports

Intramural sports are available to all high school and middle school students when the schedule allows. Intramural sports are offered as part of the physical education program. This sports program is under the direction of the PE teacher.

ACADEMY STANDARDS

Attendance Standards

General

Consistent attendance and punctuality are essential for a successful educational experience. Students at Fellowship Christian Academy are expected to be present and on time for every school day.

Absences

Students are required to be in school each school day. If a student is absent, it is the responsibility of the student (middle/high school) or parent (elementary) to acquire any missed notes, homework, or assignments from their teacher(s).

Students with more than 10 absences (excused, pre-planned, or unexcused) in a given semester may not receive credit for that semester.

Students with more than 15 full day absences (excused, pre-planned, or unexcused) in the year may be required to repeat the year. Students with more than 15 absences (excused, pre-planned, or unexcused) in a given course of study may have to repeat the course. Students who arrive more than 20 minutes late for any given class will be considered absent for that class. Whether or not a student will have to repeat a year or a course of study will be at the discretion of the classroom teacher and the school administrator.

Excused Absences

A student who is absent for one of the reasons listed below will be given an excused absence. All excused absences, early dismissals, or part-day absences must be accompanied by a note from the parent. Students who miss school because of an excused absence will be allowed to make up any tests, classroom work, homework, or any other work missed. However, all such make-up work will be in accordance with our makeup work policy.

- Personal illness or injury
- Doctor's appointments that could not be scheduled during non-school hours
- Death in the immediate family or verified family emergency
- Court appointments
- Any school or church-sponsored trip

Make Up Work Policy

If a student misses a test, quiz, paper, or project, one week will be given for the work to be made up. Students will coordinate times to make up the work with the appropriate classroom teachers. If more time is needed, the parents must contact the administration. If a student is out for a medical situation, the administration will meet with the necessary teachers and formulate a plan for that student to make up any missing work. It is vital that parents communicate with teachers/office if a student will be out for a medical reason.

For elementary school students - Parents may request that a teacher gather work to be done during an absence. **The work that is given will be based on the needs of the student.** Students will have one week to make up the work. Any tests or quizzes that are missed will be made up during school. If more time is needed, the teacher will coordinate that with the parents.

For middle/ high school students - If a student misses a test, quiz, paper, or project, one week will be given for the work to be made up. Students will coordinate times to make up the work with the appropriate classroom teachers. If more time is needed, the parents must contact the administration.

If the school is not notified about a student missing school, it will be considered an unexcused absence and no work will be made up.

Tardiness

Please make every effort to have your student in the class on time each morning by 8:00AM. A student is considered tardy if they are not in the classroom at the time of the bell. Elementary students that are tardy more than three times in a quarter will not be allowed to make up work that is missed. Middle and high school students that are tardy more than three times in a quarter will receive and after school detention.

Appearance Standards: Dress Code

Philosophy

Fellowship Christian Academy students wear a school uniform to class each day. The reasons for wearing a school uniform are listed below.

- There is a relationship between how a student dresses and how they perform and behave in the classroom. We believe that a school uniform helps to create an atmosphere that is conducive to learning.
- Because modern fashion trends and fads are constantly changing, choosing appropriate school clothes has become a difficult task. The uniform not only keeps fads that may be inappropriate from the school, but greatly helps parents/guardians and students in their selection of school clothes.
- Uniforms help make the enforcement of the dress code much easier for the teachers and staff.
- This enables us to identify those who are not students who may be on campus.

General

Both boys and girls are to dress in school uniforms daily. Uniforms are to be purchased online at Tommy Hilfiger or Lands' End. Uniforms should be neat and in good condition and not ripped or threadbare. Uniforms must fit modestly and not be too tight or overly baggy. Uniform outerwear and accessories may also be purchased at Tommy Hilfiger and Lands' End. Both boys and girls will dress in conformance with their biological sex.

Vendors

Clothing for school dress code may be purchased from the following vendors:

- School Uniforms by Tommy Hilfiger
www.globalschoolwear.com
School Code: FELL01
- Lands' End
www.landsend.com
Preferred School Number: 900146093
- PTO Sale on the stage in the gym (June – September)

School Dress Code

Unless otherwise specified, the school dress code is to be observed during school hours, during after-school events (including watching sporting events), and during any school-related activities. If no dress code is specified for a specific event, the school dress code will be observed. Students are not allowed to change clothes after school unless specific permission has been granted by the administrator.

For Boys

Boys are to wear school uniforms. The FCA boys' uniform consists of polo shirts in school colors (white and maroon, with the addition of black, navy and gray) with the school logo and beige, navy, gray, or black uniform pants. For warmth, boys may wear another shirt under (but not over) the uniform shirt as long as it is one of the following colors: maroon, white, navy, black, or gray.

Pants must be maroon, beige, navy, grey, or black. Shorts may be worn in September and October and from March through June. Shorts must be maroon, beige, navy, grey, or black, and must be no shorter than 3 inches from the top of the knee when standing or sitting. At least the bottom button of the uniform shirts must remain buttoned. Sweaters, fleece jackets, and fleece vests with the school logo may be worn in the classroom. Spirit wear may also be purchased at FCA, including T-shirts, pullover sweatshirts, and zip-up hooded sweatshirts. Other outerwear must have no writing, be school colors (maroon, white, navy, gray, or black), and a uniform shirt must be worn underneath.

Boys may wear shoes or sneakers that are clean and in good shape. Socks must be worn with both sneakers and shoes. Sandals are also allowed as long as there is a back strap. Slides, moccasins, slippers, flip-flops, Crocs, and any other shoe not considered to be a dress shoe or a sneaker are not permitted.

Students may wear snow boots to school during bad weather but must change into shoes or sneakers once at school.

Hair is to be clean, neat, combed, and may not be dyed an unnatural color. Hair length is to be above the shirt collar, above the top of the ear, trimmed well above the eyebrows, and masculine in appearance. Haircuts are to be traditional. Sideburns may be grown, but no longer than the middle of the ear. The young men are to be clean shaven. If cologne is worn, it must be light, without a strong scent.

Boys may wear a masculine watch, ring, necklace, or bracelet. Boys may not wear earrings. Jewelry should be tasteful and worn in moderation. If a piece of jewelry is deemed inappropriate for school the student will be expected to remove it. No hats or hoods may be worn in the building.

Tattoos (permanent or temporary), writing or drawing on the body, and body piercing are not permitted.

For Girls

Girls are to wear school uniforms. The FCA girls' uniform consists of polo shirts in school colors (white or maroon, with the addition of black, navy and gray) with the school logo and beige, maroon, navy, grey, or black pants, or beige, maroon, navy, grey, or black skirts. Shirts may be either tucked in or un-tucked. At least the bottom button of the uniform shirts must be buttoned. For warmth, girls may wear another shirt under (but not over) the uniform shirt as long as it is one of the following colors: maroon, white, navy, black, or gray.

Uniform pants and skirts must be beige, maroon, navy, grey, or black; mid-rise, chino-style and not tight-fitting. Leggings are not school pants and may only be worn under skirts, dresses, and jumpers. Shorts may be worn in September and October and from March through June. Shorts must be maroon, beige, navy, grey, or black, and must be no shorter than 3 inches from the top of the knee when standing or sitting.

Skirts must be of a length to the top of the knee when standing or sitting. If skirts must be beige, maroon, navy, gray, burgundy plaid or black; slits may be no higher than the top of the knee. Girls in the elementary grades may also wear the jumper/blouse outfits or dresses sold online at Lands' End.

Girls may wear full ankle-length leggings, tights, or nylons only under their skirts/jumpers. Pajamas or sweatpants are not allowed. Sweaters, fleece jackets, and fleece vests with the school logo may be worn in the classroom. Spirit wear may also be purchased at FCA, including T-shirts, pullover sweatshirts, and zip-up hooded sweatshirts. Other outerwear must have no writing, be school colors (maroon, white, navy, gray, or black), and a uniform shirt must be worn underneath.

Girls may wear shoes, clogs, boots, or sneakers that are clean and in good shape. Sandals are also allowed as long as there is a back strap. Slides, moccasins, slippers, flip-flops, Crocs, and any other shoe not considered to be a dress shoe or a sneaker are not permitted.

Students may wear snow boots to school during bad weather but must change into shoes or sneakers once at school.

Hair is to be clean, neat, combed, and may not be dyed an unnatural color. Hair must be worn away from the eyes and must be feminine in appearance. Girls in the 7th grade and up may use cosmetics moderately. Heavy make-up is not allowed. If perfume is worn, it must be light, without a strong scent.

Girls may wear a wristwatch, bracelet, necklace, anklet, or earrings. Jewelry should be tasteful and worn in moderation. If a piece of jewelry is deemed inappropriate for school the student will be expected to remove it.

Tattoos (permanent or temporary), writing or drawing on the body, and body piercing are not permitted.

Physical Education Dress Code

All Students

All of the general rules of fit, neatness, and modesty covered in the first paragraph apply to the physical education dress code. Fitting, modest wind-pants, sweatpants, or warm-up suits are permitted. Students may wear shorts—please refer to the grade-level paragraph below for details. FCA spirit wear shirts must be worn. Sneakers or athletic shoes and socks must be worn. Jewelry is at the discretion of the PE teacher. The Administrator is the final authority on what is appropriate attire for class. Any student not in appropriate attire will be dismissed from class and will have an unexcused absence.

Both boys and girls will use restrooms, locker rooms, and changing facilities conforming to their biological sex.

Elementary Students

Students in the elementary grades (grades K-6) may wear their PE clothes to school on the day they have PE class. Students may wear loose-fitting, modest style shorts that are no shorter than 3 inches from the top of the knee.

Middle and High School Students

Students in middle school and high school (grades 7-12) will change into their PE clothes prior to their PE class. Students may wear loose-fitting, modest style shorts that are no shorter than 3 inches from the top of the knee.

Event Dress Code

During special designated school events, students are to dress in event dress code, unless otherwise stated by the coordinators of the event (i.e. Music teacher, etc.) All of the general rules of fit, neatness, and modesty covered in the first paragraph apply to the event dress code.

For Boys

Boys and young men are to wear a traditional dress shirt (no Polo shirts), dress pants, dress shoes, and dress socks.

For Girls

Girls are to wear either a dress, or a skirt and dress blouse, and dress shoes. Dresses or skirts must be of a length to the top of the knee when standing or sitting. Dresses and blouses must be modest without a plunging neckline or back. Girls are to wear formal dress shoes. All dresses must have sleeves to the shoulder.

Girls' Dresses for Banquets

Girls should read and understand the guidelines before purchasing a dress for the high school banquet or for wearing in the high school or eighth grade ceremony.

Any dress that is purchased for these events must be approved before the dress can be worn to these events. The administrator or an appointed female staff member will approve the dresses. If a dress is not approved, it must be modified to comply with the requirements of the Academy, or it cannot be worn to the event. An email will be sent to the girls' parents/guardians to inform them of any modifications that need to be made to the dress. Girls who arrive to the event in a dress that is not approved will be asked to leave or to make the necessary modifications in order to return to the event.

Dresses worn must be modest in appearance. Modesty will be based on the fit of the dress on each girl.

Casual Dress Code

During some special designated school events students will be allowed to dress in casual dress code. All guidelines to fit, neatness, and modesty apply to casual dress. Students not adhering to the guidelines will be asked to change.

Student Code of Conduct

Philosophy

A major part of the philosophy of Fellowship Christian Academy is bringing the Word of God into the lives of the students. I Timothy 4:12 says, "Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." Even though students are young, our goal is to maintain a set of high, biblical expectations for our students without being legalistic, so they can be an example to others. Students are expected to maintain respectful, kind, controlled, obedient behavior at all times during each school day and any school event.

The code of conduct at Fellowship Christian Academy has been established for many reasons. The first and primary reason for the existence of a code of conduct is the high priority we place on living for the glory of God. The commands and principles found in the Bible are not negotiable. Rather, they are expected to be lived out in our lives. A second reason for the code of conduct is the smooth functioning of the school. When many people are gathered together in an institution like this, there are often disagreements about how a particular issue should be handled. A code of conduct addresses these issues and brings stability to the environment. A third reason for the code of conduct is that it acts as protection for the student. It will help to direct the student into patterns of godly living and responsible behavior. A fourth reason for the code of conduct is to meet the expectations of those around us and allow us to be a testimony both to one another and to those in our community.

Guidelines

1) Respect

People:

Students must respect ALL who are in authority over them including parents/guardians, teachers, pastors, elders, administrators, volunteers, substitute teachers, secretaries, and guests. Disrespect in words and attitudes will not be tolerated. All adults must be called by their proper title and name.

Property:

Students must respect the property of others. This includes school property, church property, the property of other students, teachers and personal property. Stealing, defacing, damaging, writing on or vandalizing property will not be tolerated.

2) Truthfulness

Of next priority is truthfulness in speech. Lying to anyone in authority will not be tolerated.

All students are expected to complete their own work and not receive unauthorized assistance from any student or other person. During tests, quizzes, semester examinations, report preparation or any assignment that the students are expected to do their own work, cheating will not be tolerated. Cheating is a major offense. Plagiarism is classified as cheating.

Any student who cheats in any way as defined by the teacher or monitor involved will receive a zero for the test or assignment and may be subject to other discipline as defined by the administrator. Other discipline will be based on the facts of the incident.

3) Neatness and Modesty

Students are responsible to keep their personal space neat and organized. Desks, personal lockers, locker room lockers, classrooms, the lunch room, the gym, the hallways, and any other location the students use must be kept neat and clean. All trash is to be put in trash cans – not on the floor or in their lockers. Students are to dress neatly and modestly according to the dress code. Students may NOT change clothes after school for any reason unless they have specific permission from the administrator.

General Classroom Conduct

Students are expected to maintain respectful, controlled, obedient behavior and speech in the classroom.

Recess/Playground

The students must follow the authority of the teacher assigned to the recess or playground time.

All students will stay within designated areas of play as stated by the teacher on duty. The areas of play may change depending on the weather or other things happening on the school grounds.

Bathrooms and Locker Rooms

Both boys and girls will use restrooms, locker rooms, and changing facilities conforming to their biological sex.

Physical Contact between Students, Teachers, Staff, and Volunteers

This policy is put into place in an effort to train students to respect one another and to help them maintain their testimony as followers of Christ. It is also put into place to protect the students and teachers from unwanted contact and/or accusations of inappropriate behavior.

In order to maintain an appropriate educational environment there is to be no close physical contact between students of the opposite sex or students of the same sex, or between students and teachers, staff, or volunteers.

For all students, teachers, staff, and volunteers, this includes casual or daily hugging, sitting on one another's laps, giving back rubs or massages, running fingers through or playing with someone's hair, or any other casual or romantic contact. There are times in which a friendly hug would be considered appropriate (after the death of a loved one, after a devastating loss, graduations) and will be allowed at FCA. No physical contact that is deemed inappropriate will be allowed at any time.

Any student observed crying, discouraged, or hurt may receive a hug or pat on the back from a teacher, staff, or volunteer. **If a parent would prefer the other students or the teacher not to have this type of contact with their child, they should notify the teacher and the school office in writing by the end of the first full week of school to make their expectations clear.**

In the kindergarten and elementary grades, some physical contact will be considered acceptable. Students may hold hands while playing a game or doing a classroom activity, or while playing together at recess. Although we acknowledge there may be some acceptable physical contact in the younger grades, no physical contact that is deemed inappropriate will be allowed at any time.

Cell Phones

Students may bring cell phones but **they must be placed in a designated place in the school office** from the first school bell until the last school bell.

Whether or not a cell phone is being used, if it is seen during the course of the day (from the time the student enters the building until 3:00PM) it will be held in the office and a parent will be asked to come in and pick it up. If there is a second offense, the parents can choose to leave the phone with the office or the student is not allowed to bring the phone to school for a month. At the third offense, the student will not be allowed to have a phone at school.

*Phones **may not** be used in class as a calculator, camera, or reading device.

Smart Watches

Students may have a smart watch, but it may only be used for watch purposes. All cell phone consequences apply if a smart watch is being used as a device to communicate or play games.

Student Drivers

Students who have a valid driver's license may drive to school. All student drivers must notify the office and park in a designated parking area (as outlined on page 5).

All student drivers must obey the posted speed limits (10mph in the parking lot) and drive carefully and respectfully on school property. Speeding and reckless driving will not be tolerated.

Special and Required Events

Students are expected to maintain the Fellowship Christian Academy code of conduct during all special events. Students must show respect to those who are speaking, performing, receiving awards, etc. by sitting quietly and being attentive. All students are to follow the designated dress code for each event, whether they are formally participating in the event or are attending the event as a guest.

The following events have required attendance. Please check the school calendar at the start of the year and plan ahead to be in attendance. If a special circumstance arises, and a student will be unable to attend, please contact the Academy administrator at least two weeks prior to the event.

<i>Event</i>	<i>Required to Attend</i>	<i>Dress Code</i>
*Christmas Program	All students	Event
*Fine Arts Night	All students	Event
*High School Graduation	Students in grades 9-12	Event
*Awards	Students in grades 1-11	Event

*All teachers and staff are required to attend, unless excused by the administration with a request in writing two weeks in advance.

Discipline and Consequences

Philosophy

Attendance at Fellowship Christian Academy is a privilege, not a right, and should be taken seriously. A student's behavior can become detrimental to the operation of the Academy without breaking a major rule.

In order to achieve Fellowship Christian Academy's mission of providing a Christ-centered, quality, academic environment, we understand that it will become necessary at times to discipline students and give consequences for insubordinate behavior. The purpose of these consequences is not to "punish" but to revise behavior and bring the student into compliance. We firmly believe that proper discipline, lovingly and gracefully executed, will enhance the spiritual and academic atmosphere of the Academy and will therefore enhance learning.

The consistent goal of every teacher and staff member is to reach the students' hearts to help them change by following Christ. We seek to develop a positive attitude that first respects God and then guides a person's actions in all manner of life. Any consequences given are a result of this goal to reach and teach the hearts of the students. Consideration will always be given to the specific circumstances of each situation. Because of this, we all must understand that not every violation of a rule will receive the same consequence. We repudiate legalism and strive to avoid that mindset.

We clearly understand that children at differing levels of development will require differing levels and types of consequences. Teachers have been given the general responsibility to correct students in their own classroom or any other students at their discretion.

Corporal punishment is not utilized at Fellowship Christian Academy. However, we do reserve the right to physically restrain any child who may pose a danger to himself, another student, a staff member, or anyone else who may be in the building.

Discipline at Fellowship Christian Academy includes, but is not limited to: detention, writing assignments, parental communication, suspension, and expulsion. Other forms and types of discipline may be utilized at the discretion of the teacher or staff member. The general rules students are expected to follow are found in the Student Code of Conduct and here in the Discipline and Consequences section. Please re-read the Student Code of Conduct in order to be reminded of our philosophy and intent. The emphasis in the Code of Conduct is on students living for God's glory, the smooth operating of the school, protecting our students, and being a testimony to the world around us. Discipline occurs when students behave in ways that break either the letter or the spirit of the Code of Conduct. While staff judgment and consideration of specific circumstances will be exercised in every situation, there are some consequences that will be consistently given for the violation of certain rules. What follows is a summary of consequences that will be given for the violation of rules in specific cases. Responses will be aligned as much as possible with the degree, frequency, and student attitude in relation to the offense.

Guidelines

Disrespect

When a student shows disrespect for authority which may include not obeying, using nicknames for staff, ignoring staff members, talking back, bad attitude or body language, lack of manners, etc., the initial response will be to talk with the student so that he clearly understands his actions and the impact they have had. If the disrespect continues, the student will be issued a detention.

If the disrespect still continues, a meeting will be arranged between the parents/guardians and the administrator to determine an appropriate course of action. When a student shows disrespect for another student, which may include unkindness, inappropriate behavior, name-calling, etc., the initial response will be to have the offending student apologize to the other student. If the disrespect continues, the student will be issued a detention. If the disrespect still continues, then a meeting will be arranged between the parents/guardians and the administrator to determine an appropriate course of action. If it is determined that the student is bullying another student, the procedures outlined in the Bullying Policy will be followed. When a student shows disrespect for school, church, or others' personal property which may include stealing, defacing, writing on, damaging, vandalizing, etc., the initial response will be for the student to clean, repair, or replace the damaged property at their expense. If the disrespect continues, the student will be issued a detention. If the disrespect still continues, then a meeting with parents/guardians and administrator will be arranged to determine an appropriate course of action. When a student shows consistent disrespect or manifests a poor or hostile attitude toward the Bible, administration, teachers, other students, or other aspects of the Academy, or willfully and repeatedly violates rules, the student will be asked to remove himself from the Academy. Again, these are guidelines—if specific violations require more serious consequences, even on the first offense, appropriate action may be taken by the administration.

Dress Code Violations

If a student is in violation of the dress code, a warning will be given the first time, unless it is deemed necessary by the staff for the parents/guardians to be called and asked to bring the correct clothing. The second and subsequent times the student must wait in the school office for parents/guardians to bring them the correct clothing. If the violations continue, a meeting with the parents/guardians will be called.

Missing Required Events

There are a few events on the school calendar that students are required to attend. Exceptions may be authorized by the administrator. Attendance will be taken at each required event. If a student is not present, a detention will be given the next school day. If the event is at the end of the year, an assignment will be given and must be completed before entrance to school in the fall.

Weapons

Students may not bring any item classified as a weapon onto the school premises. Items classified as weapons include guns of any kind, knives of any kind, or any other item that can cause serious harm to anyone. Toy versions of weapons are also not allowed on the school property. Students in violation of this will receive a minimum of a one day suspension. However, the discipline may range up to expulsion depending on the facts of the situation as determined by the administrator.

Consequences Defined

Detentions

Detentions are given as a corrective measure for behavior violations of the student Code of Conduct as outlined in this handbook. When a detention is issued to a student, the following steps will be taken:

1. Parents will be contacted regarding the detention.
2. The student will have 3 days to serve the detention after school at the parent's discretion.
3. Detentions last 30 minutes for the first offense. For each additional offense, 15 minutes will be added to the detention time.
4. Detentions are a service time where the student will help out with the school cleaning.
5. If a student accumulates multiple detentions in a year, the following actions will take place:
 - a. 5 detentions will result in a meeting with parents/guardians.
 - b. 10 detentions will result in an out-of-school suspension.
 - c. 20 detentions will result in a meeting with the parents/guardians and possible expulsion from the Academy.

Suspension

Students may be suspended for violation of major school rules such as, but not limited to: leaving the school without permission; using profanity; using obscene or suggestive language or gestures; bullying; accumulating more than twenty detentions; destroying school property; cheating; lying; fighting; repeatedly violating the student Code of Conduct.

Suspensions may be in-house or out of school depending on the circumstances. For an in-school suspension, the day's work will be done at school. For out-of-school suspensions, all work missed will be given zeros and no make-up work will be counted.

A suspension may be accompanied by a meeting with the administrator and parents/guardians before the student is allowed back to school. This meeting can take place before or after the suspension is given. The student may not be allowed back to the school without this meeting.

Expulsion

Students may be expelled for actions or attitudes that are repeated, disruptive, or detrimental to the spiritual atmosphere of the Academy. Expulsion may result from the first major rules violation or for repeated violations based upon the circumstances of the situation and the judgment of the administration. Examples of violations that may result in expulsion include, but are not limited to: possessing alcoholic beverages, illegal or non-prescription drugs, or tobacco products; involving themselves in sexual misconduct

including fornication, immorality, harassment, or lewdness; stealing; vandalizing; physically harassing other students; possessing weapons, firearms, knives, or other dangerous objects.

Students who are expelled from Fellowship Christian Academy may not be re-admitted to the school for a minimum of one year. After one year, an application may be submitted for readmission.

Students who have been expelled are not allowed to attend any school events for a period of one year. Permission to attend a school event during this period of one year may be given after a written request has been submitted to the school administration.

Appeals

If there is a question about discipline, parents/guardians should first contact the teacher to determine the facts of the situation. If after having discussed the issue with the teacher there is no satisfactory resolution, the parent may contact the administrator for a further meeting. The teacher and student will be part of the meeting. If the issue is not resolved after meeting with the administrator, the parent can request a meeting with the Board of Elders of Fellowship Bible Church.

The normal process for appealing suspensions and expulsions is for the parent to put a request in writing to the Board of Elders at Fellowship Bible Church. The board will hear the facts of the suspension or expulsion and uphold or reverse the decision.

MISCELLANEOUS INFORMATION

Medical Information

General Statement

Fellowship Christian Academy is committed to providing a safe and healthy environment for all students, teachers, and volunteers. We will require all students to have proper immunization prior to attending classes and will require proper authorization to dispense medication to students. We will notify parents/guardians if we become aware of any students with an infectious disease or condition that may be hazardous to other students.

Our policy is to be in compliance with the Massachusetts Department of Public Health immunization requirements of schools that operate in Massachusetts.

Immunization

All students attending Fellowship Christian Academy must have on record with the school office a current immunization record according to the laws of the Commonwealth of Massachusetts.

Every new student shall provide documented proof of adequate immunization with the prescribed number of doses of each of the vaccines listed below:

- Hepatitis B
- Diphtheria, Tetanus, and Pertussis (Whooping Cough) Vaccine (DTP)
- Polio Vaccine
- Measles Vaccine
- Rubella (German Measles) Vaccine
- Mumps Vaccine
- Varicella (Chicken pox) Vaccine

The administration, or a designee, will review documents of each student, at least annually, to insure that requirements are met for all existing students.

If a student does not have up-to-date immunizations because of a parental decision not to immunize, the parent must notify the school in writing of that decision.

Medication Approval Procedures

Each family must have on file a medication approval form for each student. This will authorize the office staff to dispense non-prescription medication (such as aspirin or Tylenol) or prescription medication as directed by a physician.

Each family must sign a medication approval form for each child every year. These forms must be received before the start of the school year or the date of admittance by a new student.

Medication Dispensed to Students

No non-prescription or prescription medication of any kind will be given to a student who does not have a medication approval form on file in the school office.

If a student must take prescription medication during the school day, that medication along with the doctor's directions must be given to the Academy secretary when the student arrives at school. A note from the parent or guardian of the student must accompany the prescription medication giving the Academy permission to administer the medication. The medication must be labeled with the name of the medication, the students' name, the doctor's name, the dosage, and the times of administration.

Students are prohibited from dispensing any medication, prescription or non-prescription, to themselves or to any other student.

Recording of Dispensed Medication

Medication that is dispensed to students, both prescription and non-prescription, is recorded in the medication log. The log is recorded by day indicating the student, the medication given, and the dosage. The log also records other medical material dispensed to a student because of injury.

If an accident occurs that breaks the skin, and blood is evident, all staff members that treat the student must do so in accordance with the general guidelines for cleaning body fluids.

Incident Reports

Any time an injury or incident occurs on school property or during a school sponsored event, an incident report must be filed with the school office by the individual who observed the incident. A copy will be sent to the parents/guardians, given to the teacher or individual who filed it, and kept in the student's file in the school office.

Medical Emergency Procedures

If there is a medical emergency for any student, the parents/guardians will be called to explain the situation and request direction. If the parents/guardians cannot be contacted, the emergency contact names will be used.

Each parent/guardian must provide, for each student, emergency contact names and telephone numbers of people who need to be notified in a medical emergency.

If the situation requires immediate medical attention, or is life threatening, the office staff will call for emergency medical services. The parents/guardians will be contacted as soon as possible by every reasonable effort.

Infectious Disease Procedures

Students who contract any infectious disease are prohibited from attending any classes until their disease is in a non-infectious stage. Any student having a fever or stomach bug must be symptom free without medication for 24 hours before they may return to school.

This includes any students that have head lice, a rash, or any other condition that can be passed on to other students.

Notification of an infectious situation will be sent to all parents of students who may have been in contact with the affected student when medical consultation directs that action. In accordance with privacy laws, the affected student's name will not be released.

Concussions

If a student has had a concussion, procedures as outlined by the Center for Disease Control (CDC) in the “Heads Up Concussion Return to Play” document will be followed before a student can return to athletic practice and competition in sports offered by FCA.

General Academy Services

Kitchen Services

Fellowship Christian Academy has a kitchen on premises where students can receive beverages, snacks, and on a limited basis, pre-purchased meals.

During lunchtime each day, students can purchase milk or packaged snacks from the kitchen staff. Ice cream can be purchased on designated days. There is a nominal cost for these items. The students can also get hot water from the kitchen for soups.

Lost and Found

Items that are left after school are picked up by the custodian or other staff members and placed in the lost and found. It is the responsibility of the student to recognize they have lost an item and go to the office to see if it was found. Items left at the end of each semester will be disposed of.

After-school Help Classes

While some students may be able to coordinate their study hall with a teacher's free period, generally extra help classes are done after school. Parents/guardians and teachers will work together to coordinate the days and times of these help classes. Parents/guardians are responsible to arrange transportation for their child at the later dismissal time.

A teacher may recommend a student receive extra help after school, or a student or parents/guardians can request extra help. Parents/guardians are expected to support the teacher's recommendations for extra help and require students to participate. Based on the student's progress the teacher may continue or terminate extra help classes.

Student Pictures

An independent photography company takes student pictures once a year. Pictures are taken of each student and a class picture is taken of each grade. The pictures are usually taken in late October. The cost of the pictures is determined by the photography company. All payments are made directly to the company on the day the pictures are taken.

The photography company usually schedules a retake day for students who are absent on the day the pictures are taken, or for those students that request a retake.

Student Telephone Use

A telephone is available in the school office for student use. Student telephone calls should be made to family members for essential information only.

High school students may use the telephone between classes, during their lunch break, or with permission from a teacher. Elementary and middle school students may request permission from their teacher.

Working Papers

Students who are under sixteen and desire employment must obtain working papers from their local town offices or superintendent of schools. These papers can be taken to the Academy office for completion. The Academy will provide the information that is requested.

Holidays and Birthdays

Holiday Observances and Vacation Weeks

Fellowship Christian Academy observes all federal and Massachusetts holidays, as well as normal school vacations throughout the year. While some Christian families may differ on how a specific holiday should be celebrated, we still observe the holiday, and allow each family to celebrate as they deem appropriate.

The following holidays are observed by the Academy: New Year's Day, Martin Luther King Day, Presidents Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas.

The Academy does not allow for decorations or celebrations in school in celebration of Halloween, Santa Claus, or the Easter Bunny.

If a holiday falls within a scheduled vacation break the holiday is part of the break and not observed at another time. If the holiday falls on a weekend, the Academy schedules the day off as deemed by the administration. If there are excessive snow days, a scheduled holiday may be eliminated at the discretion of the Academy administrator to make up lost days.

The Academy office is also closed during school vacation periods.

Student Birthdays

Students may bring in pre-packaged, individually wrapped, store bought items to celebrate a birthday. Anything that is brought in must not require refrigeration. Parents must coordinate with the classroom teacher regarding student allergies and the number of students in the class.

Field Trips

General

Field trips are a tool to enhance the educational experience of the students. Field trips supplement the teaching in the classroom. We encourage teachers to seek out opportunities to bring students to exhibits, attractions, or locations that will strengthen their understanding of what is being taught in the classroom.

All field trips should be enjoyable for the student; however, the primary purpose is to enrich learning. Teachers are encouraged to have students prepare reports or take quizzes on what they have observed and learned.

All students in the class are expected to attend. Parents/guardians are encouraged to participate as chaperones. All parents/guardians that participate are required to follow the modesty guidelines of the school dress code. Siblings are not allowed on field trips.

Students are to maintain the Fellowship Christian Academy code of conduct during any field trip or overnight trip the school sponsors. School uniforms are to be worn unless special permission is given by the administrator.

Transportation/Van

1. If seats are assigned in the van or in a seating location for a field trip, students must honor those assignments. No student(s) has assigned seats or the privilege to assign seats unless assigned by the teacher or administrator.
2. Students may not throw anything out vehicle windows or have any part of their bodies out the vehicle window.
3. Students are to use seatbelts and may not stand in the vehicle while it is in motion.
4. Students of the opposite gender may not sit together unless unusual circumstances warrant it, which must be approved by the administration.

While Visiting

1. Students are to respect the property of the location they are visiting.
2. Students are to obey all the posted rules and regulations of the location they are visiting.
3. Students are expected to maintain normal classroom conduct (quiet, respectful) while at the location they are visiting.

Field Trip Planning

Teachers plan their field trip including the destination, mode of transportation, selection of approved chaperones, and selection of approved drivers. The Academy administrator must approve all field trips. If the field trip is overnight, both male and female chaperones are required, unless those going on the trip are all one gender.

Eligibility of Chaperones

We encourage parents/guardians and volunteers to assist teachers with the oversight of students during field trips. To be chaperones of field trips, all parents/guardians and volunteers must have an approved and current Criminal Offender Record Information (CORI) on file with the Academy office. To be a driver for a field trip, all parents/guardians and volunteers must have an approved and current driving record and current proof of insurance on file with the Academy office.

The request to chaperone will be denied if the CORI requirement is not fulfilled, or a driving record is not on file for drivers.

Transportation

All transportation for field trips is to be arranged by the teacher or staff member responsible for the field trip.

All vehicles used on a field trip must be in good operating condition and must have adequate insurance coverage. Each vehicle must have two chaperones present during travel. There may be an exception granted to this by the Academy administrator based on specific circumstances. Non-drivers are not required to have a driving record on file but it is highly recommended.

Cost of Field Trip

The teacher or staff member responsible for the field trip or event determines the cost of each field trip. The cost will include coverage for transportation, admission, optional meals, overnight stays, or any other expense associated with the field trip. The cost of the chaperones will also be built into the cost of the trip.

The teacher or staff member responsible for the field trip in conjunction with the Academy administrator will determine this cost. The final cost of the trip is assessed to the students and must be paid prior to the start of the field trip.

Parents/guardians must notify the school in writing if due to financial hardship or parental discipline a child is not able or allowed to attend a field trip. At the discretion of the administrator, the student may be granted an excused absence for the school day. The student will still be responsible to do any work associated with the field trip (write a paper, present a report, etc.), although the assignment may be modified by the classroom teacher.

Parental Permission Forms

At the beginning of each school year, parents/guardians will fill out a form giving permission for teachers and staff members to take their child on field trips. This form also has important health insurance information and emergency contact phone numbers for each child. These forms will be taken on each field trip.

Teachers and staff members will notify parents/guardians of the pertinent information for any field trip they are taking at least one week prior to the field trip. The information will include the destination and the cost. This will primarily be communicated via email but may be communicated through a notice sent home with the student. Parents/guardians are expected to reply to the teacher to confirm they received the communication.

Formal Programs

All formal programs (i.e. Christmas Program, Fine Arts, Missions Trips, etc.) and any fundraising activities related to them, must be consistent with the standards of Fellowship Bible Church and must be approved by the administration a minimum of 30 days prior.

Senior Class Activities

General

The senior year for each student is one where the student completes graduation requirements from Fellowship Christian Academy and also prepares for life after graduation from high school. During the year the senior class is given the privilege of planning for, and going on, a senior trip.

The students in the senior class must see themselves as school leaders among the students, and provide the student body with a good example to follow. Their behavior and academic performance are the basis for participating in graduation and senior activities.

Senior Class Advisor

Generally the Academy administrator or an appointee fulfills the senior advisor role. The primary responsibility of the senior class advisor is to assist each senior class student with preparation for post-graduation plans. The senior advisor's primary responsibility in post-graduation planning is accomplished by meeting with each senior to guide them in college selection, making sure they take a SAT or ACT test, and keeping them on schedule for meeting deadlines. The advisor also works with students who are not planning to attend college with the goal of having them prepared for an after-graduation vocation.

The senior advisor is also responsible for guiding the students in fundraising activities. The money raised is used for a senior trip and a senior class gift to the school. Fundraising is generally done after school hours with the exception of food preparation for senior meals served to all students. The Academy administrator must approve all fundraising activities. No fundraising activities may be done that offend the testimony of Jesus Christ or the reputation of the Academy. All students of the class are expected to participate with an equal amount of effort so they may all participate in the benefits of the fundraising. The senior advisor also works with parents/guardians to have them involved with the activities.

The senior advisor recommends the details of the senior trip to the Academy administrator, who must approve the destination for the senior trip. The senior advisor makes arrangements for travel, hotels, chaperones and other details of the senior trip.

Senior Class Officers

The senior class officers will be elected from among the class members and by the class members, subject to the approval of the school administrator. The officers will consist of a president, vice president, treasurer, and secretary.

Each senior class officer must have a good testimony among their classmates, their teachers, and the school administration. Officers should have a good school spirit and be a promoter of Fellowship Christian Academy. Officers should have a reputation of being responsible and completing tasks by given due dates.

The president's role is to be the spokesperson for the class, to take leadership of the class, to control senior class meetings, to organize activities and events for the class with the senior advisor, to motivate senior class participation, and to assign responsibilities and oversee activities.

The vice president's role is to assist the president in leadership of the class, to follow up on assignments given to other class members, to take over for the president if he/she is not able to perform his/her duties, and to organize weekly sign-up of the students purchasing meals prepared by the seniors.

The treasurer is responsible for managing the senior class money, paying all bills approved by the president, vice president or senior advisor, recording cash receipts and disbursements, and providing a weekly cash report to the class and senior advisor. Bank deposits will be made by a senior class advisor.

The secretary is responsible for recording notes of all senior meetings, distributing the notes to the class and the senior advisor, accumulating helpers for senior class events, sending thank-you notes to all helpers and organizations after events, and writing all correspondence for class banquets and other activities.

Senior Trip

The senior trip is a privilege given to students of the senior class. Generally this trip is recreational, although the trip may have an educational or mission emphasis. The academy administrator approves the location, duration, and timing of each trip.

Generally, the cost of the trip is raised through fundraising. The cost of the trip must cover the chaperones' expenses. If an additional trip expense arises, senior parents will be contacted. Chaperones must include both male and female, unless the senior class is made up of only one gender.

Students are not required to participate in the senior trip. A student may elect not to travel with the class. If so, they are not refunded for any fundraising activities in which they participated.

Seniors are under all school rules of conduct while on their senior trip. If a senior's behavior should warrant, they will be sent home from the trip at the parent's expense. All guidelines of conduct and consequences will apply during the senior trip.

The Academy administrator may revoke a senior's privilege to participate in the trip because of academic, behavioral, or other problems. The class trip may be cancelled by the Academy administrator because of behavioral or other problems with the class.

PARENTS/GUARDIANS OF ACADEMY STUDENTS

Parent Responsibilities

General

We believe God gives to parents/guardians the responsibility of educating their children. Fellowship Christian Academy strives to assist parents/guardians in fulfilling their God-given responsibility. We will do everything we can to ensure children receive a sound, rigorous, and thorough academic and Biblical education. However, each child's parents/guardians will play a large role in determining their child's success.

Parents/guardians who take their responsibility seriously, who strive to ensure their child learns what God requires, and who actively encourage, exhort, admonish, and discipline their children as necessary, will help their child to succeed.

Parents/guardians who abdicate this responsibility and leave everything to Fellowship Christian Academy, (by refusing to encourage, exhort, admonish, and discipline their children as necessary) violate their God-ordained duty.

We encourage parents/guardians to be actively involved in their child's education and the activities of the Academy. Parents/guardians are also expected to support the Academy's rules and staff, to pay all financial obligations to the Academy, and to pray for the Academy regularly.

Church Attendance

Parents/guardians are expected to attend a local assembly service each week. This establishes a positive pattern and example for their children. The local assembly that is attended should be in agreement with the doctrine, teachings, and practices of Fellowship Bible Church.

Volunteer Time

Parents/guardians are expected to volunteer time at the Academy. The volunteer program at Fellowship Christian Academy is utilized to enrich students, teachers, and staff and helps parents/guardians, teachers, administration, and the students to work together. We encourage all parents/guardians to find a way to volunteer at least 4 hours per month at the Academy.

Any parent who wishes to volunteer at the Academy must have a valid CORI on file in the school office. If a parent also wishes to be able to drive for field trips or sporting events, they must have a valid driving record and proof of insurance on file in the school office.

Parents/guardians will receive a volunteer opportunity checklist at the beginning of the school year to let them know in what areas help is needed. Positions that can be filled by volunteers include: study hall monitors, kitchen/lunch helpers, field trip chaperones, monitoring of sporting events, assisting in the classroom for special programs, drama activities, music programs, administrative tasks or any other area where you may have special talents.

Communications

General

Our desire is to provide every parent with adequate communication about Academy events and activities and their child's academic and behavioral performance. There are several forms of communication used by the Academy. These include parent orientations; parent/teacher meetings; individual meetings with parents/guardians; teacher notes sent home; monthly newsletters; midterm academic reports; quarterly report cards; and other notices about upcoming events.

Most communication is given via email. Parental commitment to checking email daily is essential for optimum communication. Any parents/guardians who do not have ready access to email must contact the school office to arrange for other means of communication. Any emails sent from staff members will be addressed to the parent/guardian. Middle school and high school students may be copied on an email but never addressed independently of their parent/guardian.

The secondary means of communication is through written notices sent home by the student's teacher. We encourage parents/guardians to ask their child each day if there is any information that was sent home for the parent to read. If the teacher sends a note requesting the parent to sign and return the note, this must be done by the next school day.

Any parent that needs additional information may call the administrator or administrative staff during normal school hours to set up a conference or meeting with a staff member.

Electronic Communication

Before or after school hours, any electronic communication should take place between the staff member and the parent/guardian, **not the student**.

Phone Calls/Text Messages

No teacher or staff member is permitted to initiate or accept a phone call or text message to or from a student. Violation of this policy may result in dismissal from the Academy.

If a student does initiate a phone call or a text message to a staff member for any reason, the teacher will email or call the student's parent/guardian and the administrator to inform them of the phone call or text message and the content of the communication within 24 hours.

Email and text messages between teachers and students must be copied to parents or guardians at the same time.

Social Media Policy

Teachers, faculty, and staff of Fellowship Christian Academy shall refrain from "friending" any current FCA student on social media websites. This includes, but is not limited to Facebook, Snapchat, Twitter, Instagram, or any other social site. Teachers, faculty, and staff should not engage in posting, messaging, or otherwise conversing with students on these sights.

Any posts on social media from the school that include students of FCA needs prior approval from the parents and the school office. The school reserves the right to monitor internet usage on in-house technology systems.

Parent Orientation

Parents/guardians are required to attend the annual FCA orientation held in August. The FCA orientation night serves as a time to “get acquainted”. New families to the school are introduced to the FCA family. Parents/guardians and students are given the opportunity to meet the FCA staff and view the classrooms. The business administrator is also in his office that night to receive payments for the first month’s tuition, books, and related fees.

Parent/Teacher Meetings

Parent/teacher meetings are very important. They are scheduled once a year. The kindergarten and elementary teachers schedule their meetings, while appointments for middle school and high school students are made through the school office.

The meeting is scheduled at the end of the first quarter. This allows the teacher to discuss the student’s progress with the parent after the first quarter is completed. Any adjustments that need to be made in order to help the child succeed can be discussed and implemented as a result of this first meeting.

Parents/guardians are encouraged to make an appointment with their child’s teacher at any time during the year when they realize their child is struggling academically. The teacher may also reach out for an additional meeting to discuss the student’s academic progress. These meetings may be set up through communicating directly with the child’s teacher.

We encourage open communication between the teacher and parent to assist the student as much as possible with their academic success. Our teachers will strive to keep parents/guardians fully informed of their child’s progress throughout the school year. However, parents/guardians are encouraged to seek information whenever they think they need it, instead of waiting for information to come from a teacher.

Resolving Disputes

Occasionally during the school year problems, disagreements, or misunderstandings may arise between a parent and a teacher or other staff member. When this happens it is extremely important that they be dealt with in a biblical manner. We believe in and practice the principles found in Matthew 18:15-17 in resolving problems.

Please follow the following steps when an issue must be resolved:

1. Call the school office to make an appointment with the teacher or staff member.
2. If, after you meet with the teacher or staff member, you are not satisfied with the results, you may call the Academy administrator to make an appointment to discuss the matter.
3. If you are not satisfied after you meet with the Academy administrator, you may call a pastor of the church to discuss the matter.
4. If you are not satisfied after talking with the pastor, you may set an appointment with the Board of Elders of Fellowship Bible Church to discuss the matter. **The decision of the board is final.**

Please do not talk with other parents/guardians or students about the matter. This is gossip and must not be done as it only undermines the Academy. Please follow the steps listed above.

STATE-MANDATED POLICIES

Child Abuse Policy

General

Fellowship Christian Academy will not tolerate any form of child abuse (any act which causes or creates substantial risk of physical or emotional injury) or neglect (failure to take actions necessary to provide a child with adequate food, clothing, shelter, medical care, supervision, emotional stability or growth, or other essential care) from either within the Academy or from outside of the Academy. All types of abuse or neglect in any form will be handled when it becomes apparent. The well-being of the child is of the utmost importance.

All employees and volunteers of Fellowship Christian Academy must have a current CORI (Criminal Offender Record Information) on file in the Academy office. After the initial CORI form is on file a statement must be signed by each employee and volunteer once a year stating they have had no criminal conviction within the time period from the date of the original CORI or the last update statement. CORI reports must be renewed every three years through the state.

Legal Obligations

Fellowship Christian Academy will fulfill all obligations as identified by law. This will include notifying attorneys, the police, social services and any other people or agencies it must. The purpose is to identify any abuse and stop it as directed by law.

Procedures for Suspected Cases

If a teacher, administrator, parent, or any other person suspects there may be child abuse they must report it immediately to the administrator of the Academy or pastor of Fellowship Bible Church. They are not to talk about the suspected abuse with anyone other than the administrator or pastor.

They will document the incident completely in writing including the following information (if available):

1. Child's name, date of birth, and address
2. Information on the child's parents/guardians or person in charge of his/her care
3. The nature and extent of the neglect, abuse, and/or injuries
4. The manner in which this information was learned
5. Any other pertinent information
6. The reporter's name and contact information

The goal is to protect the student, and have the Academy follow procedures as directed by law.

Head Injury Policy

In accordance with Massachusetts Interscholastic Athletic Association (MIAA) and the Department of Public Health (DPH) regulations, Fellowship Christian Academy has established the following policy.

This policy applies to all middle through high school students, regardless of whether or not they participate in FCA's sports' program.

Please note all of the forms mentioned in this policy may be obtained through FCA's athletic director.

Pre-Season Requirements

Prior to any student being eligible to take part in any varsity or junior varsity team activities (practices or games), he/she and his/her parent/guardian must review the DPH approved training materials. This will include at least one of the following, and may include both resources: the Centers for Disease Control (CDC)'s Heads Up Concussion training and/or the National Federation of State High School (NFHS) Association's Concussion in Sports – What You Need to Know training. These resources may also be viewed online:

Student Athletes:

www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf

www.cdc.gov/concussion/pdf/Atheletes_Fact_Sheet_Spanish-a.pdf

Parents/guardians:

www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf

www.cdc.gov/concussion/pdf/Parents_Fact_Sheet_Spanish-a.pdf

For families who do not have internet access, written materials may be obtained from the Athletic Director. Each student and parent/guardian will be required to sign an acknowledgement verifying that they have reviewed the materials. If this document is not signed by both the student and the parent, the student will be ineligible to participate in FCA's sports' program. This acknowledgement will be included on the Emergency Authorization Form.

In addition to this document verifying the review of the written materials, students will also need to turn in a Pre-participation Disclosure Form. Students will not be allowed to practice or compete until the completed form is submitted. Because of DPH regulations, this form must be completed before the start of every sports season. This means, if a student competes in a fall sport, a winter sport, and a spring sport, this form will need to be submitted three times (once at the beginning of each sports season).

Since we do not have a physical trainer on staff, all FCA teaching staff members will annually take the online courses made available by the CDC and NFHS. These staff members will sign an acknowledgement verifying they have completed one of the courses.

All FCA coaches will annually take the online courses made available by the CDC and NFHS. In accordance with the MIAA policy, the coaches will provide their certificate of completion to the Athletic Director to be kept on file.

Prior Head Injuries

Students who report they have suffered one or more concussions prior to a sports season starting will only be allowed to participate on an FCA sports team after permission is granted by the student's physician or primary care provider. We will seek specific direction from the physician as to whether the student can participate fully, can participate with limited contact in practice, can participate only if their position is switched, or cannot participate at all. The focus is on protecting the health and safety of the student and avoiding long-term consequences that can occur from repeated concussions.

Head Injuries Not as a Result of School-Sponsored Athletics

Any middle school or high school student who suffers a head injury outside of school (regardless of whether or not they are a part of an FCA sports' team) must report the head injury to the Athletic Director and the student's coach (if applicable). The parent will fill out the Report of Head Injury Form and submit it to the Athletic Director.

Head Injuries as a Result of School-Sponsored Athletics

As soon as a coach or staff member becomes concerned that a student has suffered a head injury, the student will be removed from play. In an effort to protect our students, we will err on the side of caution. Immediately following the activity, the coach or staff member will complete the Report of Head Injury Form and submit it to the Athletic Director.

Medical Clearance for Return to Play

This applies to a student who suffers a head injury during the sports season. We will once again rely on the student's physician or primary care provider. The physician or primary care provider will need to sign the Permission to Begin Graduated Return Form and the student or parent will need to submit this to the Athletic Director. A student will not be allowed to begin this graduated return plan until he/she is completely symptom free when at rest ("5-Point Procedure", see Concussions on page 36.)

Once the Athletic Director receives the above form, the academic portion of the graduated return will be written specifically for the student who has suffered a head injury. If a student is still having symptoms that prevent a full return to academic activity, he/she will not be allowed to begin the graduated return to play program.

If a student is symptom free while working through the graduated return to academic activity, he/ she may begin the graduated reentry plan for return to athletic play. Once a student has completed both the academic plan and the return to play plan, he/she will need to visit his/her physician for the final clearance to return to full activity.

The physician will need to complete the DPH Medical Clearance Form. If the student's physician has cleared him/her to return to sports, but the school staff has noted that the student still has symptoms, the school reserves the right to not allow the student to participate in the sport. Again, our main concern is the safety of the student.

Reporting

At the end of each school year, FCA will report the following information to the MIAA:

1. The total number of Report of Head Injury Forms received
2. The total number of students who suffer head injuries and suspected concussions when engaged in any extracurricular athletic activities

Bullying Policy

Academic Instruction for Prevention

Since Fellowship Christian Academy strives to provide a Christ-centered education, students at FCA will receive biblical instruction on how they are to treat others. This instruction will be supplemented with guided lessons on necessary action and appropriate responses to bullying.

The curricula will include lessons that teach students to:

1. Love others – Matthew 22:39, “You shall love your neighbor as yourself.”
2. Respect others – Philippians 2:3-4, “Do nothing from selfishness or empty conceit, but with humility of mind regard one another as more important than yourselves; do not merely look out for your own personal interests, but also for the interests of others.”
3. Be kind to others-- Ephesians 4:32, “Be kind to one another, tenderhearted, forgiving one another, just as God in Christ has forgiven you.”
4. Be respectful of God’s unique design of each individual – Psalm 139:13-14, “For You formed my inward parts. “You wove me in my mother’s womb. I will give thanks to You, for I am fearfully and wonderfully made; wonderful are Your works, and my soul knows it very well.”
5. Understand the dynamics of bullying and cyber-bullying, including underlying power struggles
6. Take action by knowing what to do when they witness other students engaged in bullying or retaliation, including seeking adult assistance
7. Practice cyber-safety, including safe and appropriate use of technology

Training Staff Members

All staff members will receive training on proactive measures to utilize to prevent bullying. They will also receive training on the process for filing reports of bullying or cyber-bullying.

Staff members will implement the following approaches to help establish a safe and supportive school environment:

1. Set clear expectations for students and establish classroom routines
2. Create safe school and classroom environments for all students
3. Use appropriate and positive responses and reinforcement, even when students require discipline
4. Use positive behavioral supports
5. Encourage adults to develop appropriate positive relationships with students
6. Model, teach, and reward respectful behavior
7. Use conflict resolution and teamwork to aid in social development
8. Use Internet safety
9. Support students’ interests and participation in non-academic and extracurricular activities

Collaboration with Families

Fellowship Christian Academy will have resources available for parents/guardians who wish to further educate themselves and their children about the dynamics of bullying, cyber-bullying, and online safety. These additional resources may be obtained through the Academy administrator.

Prohibition against Bullying and Retaliation

According to M.G.L. c. 71, § 37O(b) –

Acts of bullying, which include cyber-bullying, are prohibited:

- a. on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, on a vehicle owned, leased, or used by a school district or school; or through the use of technology owned or used by the school, and
- b. at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned or used by a school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

This policy applies to all school-aged persons on school property, regardless of whether or not they attend Fellowship Christian Academy.

Prohibition against Retaliation or False Accusations

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

A person found to have intentionally, falsely accused a student of bullying shall face discipline or other consequences to be determined in accordance with applicable law.

Procedure for Reporting Bullying

The school administrator is responsible for receiving, reviewing, and acting on all written or verbal complaints of alleged bullying. Oral reports made by or to a staff member shall be recorded in writing. Upon receiving the written or verbal report, the administrator will promptly investigate the incident.

Student and Parent Reporting

1. Any student who feels that he/she has been the victim of bullying is to report the alleged bullying to either the school administrator or a staff member.
2. The school administrator will receive anonymous reports of bullying. Although students, parents/guardians, or volunteers may report anonymously, formal disciplinary action will not take place until the alleged bullying has been verified.
3. The school secretary and staff members will have reporting forms available and will assist students and parents/guardians in filing these reports.
4. An investigation, led by the administrator, will proceed even if the student (or a parent/guardian) is reluctant to fill out the designated form or chooses not to.

Staff Reporting

1. Any staff member who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred will inform the administrator as soon as possible, but no later than the end of the school day.
2. All staff members are expected to allow students to tell them about acts that may constitute bullying and assist them in filling out the necessary form.

Responding to a Report of Bullying or Retaliation—Safety

Before fully investigating the allegations of bullying or retaliation, the administrator will assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. The administrator will ensure that all students involved (the alleged aggressor, the alleged target, those who witness the incident, and those who provide any additional information during an investigation) are safe at FCA, regardless of their legal standing.

Examples of Responses to Promote Safety

Create a personal safety plan:

1. Identify a staff member as a “safe person” for the target
2. Alter classroom schedules
3. Pre-determine seating arrangements (in classroom and at lunch)

Notification

All notifications will be consistent with state regulations (603 CMR 49.00).

Notice to parents/guardians

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents/guardians of the target and the aggressor of this, and of the procedures for responding to it. The parents/guardians may be contacted prior to the investigation.

Notice to another school or district

If the reported incident involves students who do not attend Fellowship Christian Academy, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate reaction. All communications will be in accordance with state and federal privacy laws and regulations.

Notice to law enforcement

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has reasonable basis to believe that criminal charges may be pursued against the aggressor, the Methuen Police Department will be notified. If the incident occurs on school grounds and involves a former student under the age of 21, the principal or designee will notify the Methuen Police Department if there is a reasonable basis to believe that criminal charges may be pursued against the aggressor.

Investigation of Reports

The administrator, or another designated staff member, will promptly investigate all reports of bullying or retaliation, and will consider all available known information, including the nature of the allegation(s) and the ages of the students involved. The principal or designee will maintain confidentiality during the process.

During the investigation, the administrator will interview students, staff, witnesses, parents/ guardians, and others as needed. A written record of the investigation will be maintained on file.

The administrator will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

If necessary, the administrator or designee will consult with legal counsel about the investigation.

Disciplinary Consequences for Violations of this Policy

Fellowship Christian Academy reserves the right to take disciplinary action against any student or staff member who commits one or more acts of bullying or retaliation. Consequences may range from positive interventions up to and including suspension or expulsion for students, dismissal from employment for staff members, and exclusion from school property.

Consequences for a student who commits an act of bullying or retaliation shall be varied based on the nature of the incident, age of the student, and disciplinary history of the student.

Staff members are encouraged to work with students by providing intervention and dispute resolution. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented problems related to bullying.

If these measures are unsuccessful and acts of bullying are repeated, disciplinary consequences will be more severe.

The following lists are not exhaustive:

Examples of Consequences

Admonishment
Temporary removal from classroom
Deprivation of privileges
Detention
Referral to disciplinarian
In-school suspension
Out-of-school suspension
Referral to legal authorities

Examples of Remedial Measures

Biblical counseling of student
Mediation
Restitution
Corrective instruction
Behavior assessment
Parent conferences
Notification of police officials

For elementary students (K-5th grade), Fellowship Christian Academy will notify Methuen police officials when the behavior results in a suspension. For middle school (6th-8th grade) and high school (9th-12th) students, Fellowship Christian Academy will confer with Methuen police officials to determine whether or not a formal report and police involvement is necessary.

Appeals

For non-disciplinary remedial actions, the parent/guardian of the student involved in the bullying have the right to appeal the administrator's decision to the Fellowship Bible Church board of elders in writing within five school days. The board of elders will meet and provide a written decision within ten school days of receiving the appeal. The board's decision will serve as the final decision.

Access to Resources and Services

Students who have been made the target of bullying or cyberbullying should feel safe and comfortable in school. If a student requires additional services or helps, the student or the parent/guardian should inform

the school administrator. The school administrator will then determine what services and helps can be provided.

Pastoral counseling will be made available to any student who has been the target of bullying or cyberbullying or who has been determined to be an aggressor. If the student is not comfortable meeting with the pastor of Fellowship Bible Church, or the pastor of the church the student attends, another counselor will be recommended.

If an IEP team determines a student has a disability that affects social skills development, or that the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

Definitions

Several of the following definitions are copied directly from M.G.L. c. 71, § 37O, as noted below.

Aggressor is a student who engages in bullying, cyber-bullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

1. causes physical or emotional harm to the target or damage to the target's property;
2. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
3. creates a hostile environment at school for the target;
4. infringes on the rights of the target at school; or
5. materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to administrators, educators, custodians, athletic coaches, school volunteers, or paraprofessionals.

Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

Witness is a student or staff member who sees or hears of bullying, cyber-bullying, or retaliation taking place.

This is copied directly from the Commonwealth of Massachusetts Law.

269:17 Hazing; Organizing or Participating; Hazing Defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18 Failure to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19 Copy of Sections 17-19; Issuance to Student Groups, Teams, and Organizations; Report

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

FCA TECHNOLOGY POLICY

Student Responsible Use

Fellowship Christian Academy provides student access to technology as one component of our learning environment that we believe, when leveraged appropriately, enhances and accelerates learning. This access supports our mission of Preparing Hearts and Minds to serve Christ. Electronic information and research skills are fundamental in shaping tomorrow's leaders, decision-makers and team participants. While online resources provide enhanced opportunities for both learning and communication, the increased responsibility impacts all parties: students, teachers, staff and families. FCA policies are intended to promote the most effective, safe, productive, and instructionally-sound use of networked information and communication tools. Our goal is to promote responsible, ethical, respectful and academically honest practices acknowledging that one of our Core Values states that "The inspired Word of God is the source of truth and is applicable to all areas of life." (II Timothy 3:15-17)

The cost of a damaged device will be \$100 and charged to the family's account.

1. FCA Use Policy

I understand that access to the FCA Computer Network is a privilege and not a right; and that FCA:

- a. Does not guarantee uninterrupted service.
- b. Makes no warranties of any kind for the technology service.
- c. Cannot be held liable for damages suffered from delays or inability to access servers, loss of data, inability to deliver data or files or bad delivery of such, or interruptions in service for any reason.
- d. Cannot be held liable for obligations arising from unauthorized use of the FCA network.

2. Protection of the integrity and security of all electronic resources

I understand that FCA:

- a. Takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet.
- b. Reserves the right to block content that negatively impacts the academic performance of students.
- c. Cannot be held liable for breaches of filtering.
- d. Will consider any breach of the Student Responsible Use Policy as a discipline matter and will take appropriate disciplinary action.

I agree:

- a. To observe all network security practices.
- b. To report security risks or violations to a teacher.
- c. Use only passwords assigned to me.
- d. NOT TO attempt to bypass content filtering
- e. NOT TO intentionally destroy or damage data, the work of other students, networks, or other resources.
- f. NOT TO load or copy any software.
- g. NOT TO attempt repairs, contact Apple or repair facility. All repairs go through the school administrator.

3. Protection of Privacy

I understand and acknowledge that:

- a. I have no expectation of privacy within the FCA Computer Network System.
- b. Authorized personnel may access my email, files or monitor my activity on FCA Computer Network.

I agree:

- a. To keep my password secure from others.
- b. NOT TO share personal information about myself or others online. Such personal information includes my name, address, phone number, credit card numbers, password, pictures or other confidential information.
- c. NOT TO use the password of another or log on with another member's account.
- d. NOT TO impersonate another person or misrepresent any affiliations with a person or entity.

4. Respecting and practicing the principles of community

I agree:

- a. To communicate only in ways that are appropriate, kind and respectful.
- b. To use network space primarily for school-related activities.
- c. NOT TO be unkind in the use of photos or messages that violate the school's code of conduct, including but not limited to: messages that are pornographic, vulgar, profane, threatening, rude, discriminatory, or intended to harass.
- d. NOT TO use FCA Computer Network for any illegal discussions or activity. This would include sending a virus-infected file or exchanging commercial software or files. These are illegal activities.
- e. NOT TO buy, sell, or otherwise conduct business.

5. Protecting the intellectual property of others

I understand that if my school administrator:

- a. Has reason to believe that inappropriate or unauthorized use of the account is occurring, my account may be closed, my access will be denied, and my device (if rented) returned to the school while the matter is investigated.
- b. Determines that illegal behavior has occurred, legal action may be taken, and compliance reporting may be made to Federal Authorities as necessary. All provisions of this policy are subordinate to local, state and federal statute. This includes but is not limited to:
 - i. Information stored on the FCA Computer Network.
 - ii. Information retrieved through FCA computers.
 - iii. Personal devices used to access FCA Computer Network (flash drives, phones, etc.)

I agree:

- a. To cite resources, written or digital, used in my work according to the format determined by FCA staff.
- b. To properly handle copyrighted material including music, video and written material; and will direct all related questions to the Help Desk.

6. Care of laptop/electronic device

I agree to:

- a. Carry the laptop/electronic device, if rented, in an FCA approved padded carrying case.
- b. Keep laptop clear of stickers and artwork.
- c. Maintain the integrity of the devices identification codes and to report damaged codes to the school office as soon as reasonably possible.
- d. Charge the laptop daily so it arrives at school fully charged.
- e. Report problems or damage to the FCA School office as soon as reasonably possible.

I have read the Student Responsible Use Policy and agree to follow all rules and expectations contained therein. I understand that:

1. I, the student, am responsible at all times for the care and appropriate use of my issued laptop/device.
2. Any violation of these rules may result in disciplinary consequences; and, in some cases, may constitute a criminal offense.
3. If I violate any of these rules, I will be subject to school disciplinary action and/or appropriate legal action.
4. The laptop /device remains the property of Fellowship Christian Academy.

I agree to return the laptop/device to FCA in the same condition it was issued to me, less reasonable wear, at the end of the school year or upon my withdrawal from FCA.

Student Name (print) _____

Grade _____

Student Signature _____

Date _____

Student Cell Phone (if applicable) _____

TERMS OF AGREEMENT

Parent Laptop/Device Agreement

I understand that:

1. My student is responsible at all times for the care and appropriate use of the FCA issued laptop/ device.
2. The laptop/ device remains the property of Fellowship Christian Academy.
3. Software has been installed which allows the school to monitor computer use and websites visited.
4. If my child violates the above Student Responsible Use policy, his/her privilege to take the laptop/ device home may be restricted or removed and he/she may be subject to disciplinary action.

I agree to:

1. Monitor laptop/ device use at home in a location where use can be supervised.
2. Return laptop/ device at the end of the school year or upon withdrawal from FCA in the same condition it was issued to the student, less reasonable wear.
3. I agree to pay for the replacement of the laptop/device if broken while in my student's possession.

Parent Name (print) _____

Parent Signature _____

Date _____

APPENDIX A

Article 4 – Statement of Faith

Section 1. The Holy Scripture

We believe that the Holy Scripture (the Bible) is a complete written record of God's revelation to mankind. We believe that the Bible consists of a total of 66 books (39 Old Testament, 27 New Testament) and is a divine product fashioned by the Holy Spirit, who superintended the human writers. We believe that the Bible is verbally (in every word) and plenary (equally in all its parts) inspired by God; absolutely inerrant in the original documents. Thus, we believe the Bible to be infallible and God breathed. We believe the Bible to be allsufficient and complete, and that God is not giving any new or added revelation (through dreams, prophecy, visions, etc.). We believe in the literal, grammatical, and historical method of interpreting the Bible. This method takes the normal or plain meaning of a passage of Scripture, allowing for obvious figures of speech, and it considers each passage in its historical context and in the overall progress of God's revelation from Genesis through Revelation. We reject allegorizing or spiritualizing of Scripture, except where clearly indicated by the Scripture itself (for example Galatians 4:21-31 which personifies Law and Grace). We believe that the Bible is the only, final, and infallible authority for faith and practice in both public and private life⁴. For purposes of Fellowship Bible Church's faith, doctrine, practice, policy, and discipline, Board of Elders is Fellowship Bible Church's final interpretive authority on the Bible's meaning and application.

Section 2. God

We believe that there is but one living and true God, who is Spirit, self-existent, infinite, all knowing, sovereign and perfect in all His attributes⁵. We believe that this one living and true God has revealed to us in His Word that He exists eternally as three persons — Father, Son, and Holy Spirit — and that each is one in essence, equally deserving of worship and obedience⁶.

God the Father

We believe that God the Father is the first person of the Trinity. We believe that in His providence He ordains and disposes all things according to His own purpose and grace⁷. We believe that He is the creator of all things and the omnipotent ruler of the universe⁸. As creator, He is Father to all men, but He is the spiritual Father only to believers⁹. We believe that God is neither the author nor approver of sin and holds all men accountable for their sin. We believe that God concerns Himself mercifully in the affairs of men and saves from sin all whom He draws to faith in Jesus Christ¹⁰.

4 Psalm 19:7-11; John 14:21-23; 17:17; 1 Corinthians 2:7-15; 2 Timothy 2:15; 3:15-17; 2 Peter 1:20-21; Jude 3; Revelation 22:18-19

5 Deuteronomy 6:4; Isaiah 45:5-7, 21-22; 1 Corinthians 8:4; John 4:24

6 Matthew 28:19; 2 Corinthians 13:14; 1 Peter 1:2

7 Psalm 145:8-9; Isaiah 46:9-10; 1 Corinthians 8:6

8 Genesis 1; Isaiah 45:5-7; Romans 11:34-36; Ephesians 3:9

9 Romans 8:14; 2 Corinthians 6:18; Ephesians 4:6

10 John 1:12; Romans 8:14-15; Galatians 4:5; Hebrews 12:5-9

God the Son

We believe that God the Son is the eternal second person of the Trinity and possesses all the divine attributes – He is coequal, consubstantial, and coeternal with the Father¹¹. We believe that God the Father created all things through His Son, Jesus Christ¹². We believe that our Lord Jesus Christ was virgin born¹³, and that He accepted all the essential characteristics of humanity while surrendering only certain prerogatives of deity, but nothing of the divine essence. Thus, Jesus Christ represents humanity and deity in indivisible oneness – the perfect God-Man¹⁴.

We believe that Jesus Christ came into the world to reveal God to man, to provide redemption, and rule over God's kingdom¹⁵. We believe that our Lord Jesus Christ accomplished our redemption through the shedding of His blood in His voluntary, sacrificial death as our substitute on the cross¹⁶. We believe in the literal, physical resurrection of Jesus Christ from the dead and His ascension to the right hand of the Father, where He now mediates as our advocate and High Priest, the only mediator between God and man¹⁷. We believe that He is the Head of the church, which is His Body¹⁸, and that He will one day return to earth to judge all mankind, both the living and the dead¹⁹.

God the Holy Spirit

We believe that God the Holy Spirit is the third person of the Trinity. He is a divine person who possesses all the attributes of deity and personality (such as omnipresence, intellect, emotions, and will) – He is coequal, consubstantial, and coeternal with the Father and Son²⁰.

We believe that the Holy Spirit is the divine teacher who guided the apostles and prophets, using their unique personalities and backgrounds, into all truth as they committed to writing God's revelation, the Bible²¹. We believe that the work of the Holy Spirit in the church age began at Pentecost when He came from the Father as promised by Christ to initiate and complete the building of the Church, the Body of Christ. The Holy Spirit is the supernatural and sovereign agent in regeneration, baptizing all believers into that spiritual Body²². His divine activity in this age includes glorifying the Lord Jesus Christ and convicting the world of sin, righteousness, and judgment²³.

11 John 10:30; 14:9

12 John 1:3; Colossians 1:15-17; Hebrews 1:2

13 Isaiah 7:14; 9:6; Matthew 1:23-25; Luke 1:26-35

14 Micah 5:2; John 5:23; 14:9-11; Philippians 2:5-8; Colossians 2:9

15 Psalm 2:7-9; Isaiah 9:6; John 1:1, 14, 29; Philippians 2:9-11; Hebrews 2:9-12; 7:25-26; 1 Peter 1:18-19

16 John 10:15; Romans 3:24-25; 5:8; 1 Peter 1:18-19; 2:24

17 Matthew 28:6; Luke 24:38-39; Acts 2:30-31; Romans 8:34; 1 Timothy 2:5; Hebrews 7:25; 9:24; 1 John 2:1

18 Ephesians 1:22-23; 5:23; Colossians 1:18

19 Matthew 25:31-46; John 5:22-27; Acts 17:30-31; 2 Corinthians 5:10

20 Psalm 139:7-10; Isaiah 40:13-14; Matthew 28:19; John 16:13; Acts 5:3-4; 1 Corinthians 2:10-13; 12:4-11; 2 Corinthians 13:14; Ephesians 4:30

21 2 Samuel 23:1-2; 2 Peter 1:20-21

22 John 14:16-17; 15:26; Acts 1:5; 1 Corinthians 12:13

23 John 16:7-15

We believe that every believer is indwelt by the Holy Spirit from the moment of salvation. We believe that, as the believer's Comforter, the Holy Spirit sanctifies believers, instructs them, and empowers them for service, steadily transforming them into Christ's image and sealing them unto the day of redemption²⁴. We believe that God the Holy Spirit is sovereign in how He chooses to bestow His gifts to believers today, and that He does so with the purpose of edifying and maturing the saints as they serve one another²⁵. We believe that speaking in tongues and other miraculous sign gifts in the beginning days of the church were given to identify and authenticate the apostles as revealers of divine truth and were never intended to be characteristic of the lives of believers during the church age²⁶.

Section 3. Angels

We believe that angels are personal spirit beings created to worship and serve God. We believe that He sends them as messengers of His divine providence and that they are higher than men but should never be worshipped²⁷. We believe that Satan is an angel who was perfect and held an exalted rank, but fell into sin because of his conceit and rebellion. We believe that after his fall he introduced sin into this world by tempting Adam and Eve. We believe that Satan is now the god of this world and the enemy of God and believers, but his defeat was sealed at Calvary and his doom will eventually be realized in God's perfect time²⁸. We believe that demons are angels who fell with Satan; although they are organized and powerful, they cannot indwell believers, and can be resisted with spiritual discipline and prayer²⁹.

Section 4. Man

We believe that God created man as the culmination of His creation of the universe in six 24-hour days³⁰. We believe that God created mankind as male and female, in the image and likeness of Himself, but that man does not possess the essence of deity. In contrast to other creatures, however, mankind possesses moral agency and the capacity for communion with God, along with a divine mandate for wise stewardship over creation³¹. We believe that God's design in creating the first couple in a state of innocence and moral purity is that marriage is to be between one man and one woman and that sexual relations are to be confined to the bonds of marriage³². Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Fellowship Bible Church will only perform and recognize marriages between a biological man and a biological woman.

24 John 16:13; Romans 8:9; 2 Corinthians 3:6, 18; Ephesians 1:13; 2:22; 5:18; 1 John 2:20, 27

25 Romans 12:6-8; 1 Corinthians 12:4-11; 2 Corinthians 12:12; Ephesians 4:7-12; 1 Peter 4:10-11

26 1 Corinthians 13:8-10; 14:21-22; Hebrews 2:1-4

27 Luke 1:26; Colossians 2:18; Hebrews 1:14, 2:7; Revelation 5:11-14

28 Ezekiel 28:12-19; John 12:31; 16:11; Ephesians 2:1-3; 1 Timothy 3:6-7; Hebrews 2:14; Revelation 20:1-10

29 Ephesians 6:11-13; Jude 6; Revelation 12:3-4, 9

30 Genesis 1:24-2:1; Colossians 1:16

31 Genesis 2:7, 21-22; Job 32:8; Psalm 8:4-8

32 Genesis 2:18-25; Leviticus 18:22; Romans 1:26-28; Hebrews 13:4

We believe that man is composed of a corruptible, material part that is temporary and an immaterial, spiritual part that will exist eternally³³. We believe that Adam's disobedience to the revealed will of God, by eating fruit from the only forbidden tree constituted the universal Fall of mankind and the introduction of sin and death into the world. We believe that a nature corrupted by Adam's sin has been transmitted to all men of all ages, Jesus Christ being the only exception. Thus, we believe that all men are sinners by nature, by choice, and by divine declaration. We believe that as a result of the Fall, all men are without any capacity to merit the favor of God. Therefore, we believe that man's salvation is wholly of God's grace through the redemptive work of our Lord Jesus Christ³⁴.

Section 5. Salvation

We believe that salvation is the act of God whereby He rescues man from judgment and spiritual death and delivers him to eternal life. Salvation is based on God's grace alone, through faith in the sacrificial death and shed blood of Jesus Christ alone, to the glory of God alone, and not on any human merit or works³⁵. We believe that God, before the foundation of the world, graciously chose in Jesus Christ for salvation all those He foreknew³⁶. We believe that He graciously saves anyone who, by faith, repents of his sin and believes on the Lord Jesus Christ³⁷.

We believe that at salvation God instantaneously imparts divine life to the new believer (a spiritual reality known as regeneration or the new birth)³⁸. We believe that God declares the new believer completely righteous (a spiritual reality known as justification) based on faith in Christ alone³⁹. We believe that God restores His favor to the repentant sinner, abolishes the penalty of sin (which is death), and imputes Christ's righteousness to the new believer⁴⁰. We believe that the gift of salvation, once received, is forever and cannot be lost⁴¹, and that genuine believers persevere to the end, thus evidencing that they possess eternal life⁴².

We believe that at salvation God sets the new believer apart unto Himself and declares him holy (a spiritual reality known as sanctification) irrespective of his spiritual attainments⁴³. We believe that sanctification is the work of the Holy Spirit that gradually transforms the believer's life, empowering him to become more and more like Jesus Christ — a continual process in which holiness and righteousness are increased and in which sinful attitudes and practices are decreased. Sanctification is characterized by the believer's refusal to conform to this world and by the renewal of his mind as he reads and obeys the revealed will of God⁴⁴. We believe that because sanctification is a lifelong process, the believer will continue to struggle with sin every day of his earthly life⁴⁵.

33 Psalm 139:13-16; Ecclesiastes 12:7; Zechariah 12:1; 2 Corinthians 5:6-8

34 Genesis 3:1-24; 8:21; Psalm 14:1-3; 143:2; Ecclesiastes 7:20; Isaiah 64:6; Jeremiah 13:23; 17:9; John 3:36; Romans 1:18; 3:9-18, 23; 5:10-12; Ephesians 4:17-19

35 John 1:12; 5:24; Acts 16:31; Ephesians 2:8-9; 1 Peter 1:18-19

36 Romans 8:28-30; 1 Corinthians 1:26-29; Ephesians 1:4-5, 11; 2 Thessalonians 2:13; 2 Timothy 1:9; 1 Peter 1:1-2

37 John 1:12; 3:16; 5:24; Acts 16:31; Ephesians 2:8-9; 1 Peter 1:18-19

38 John 3:5-8; 5:24; Titus 3:5

39 Romans 3:22-26; 4:23-25; 5:18-21; 8:33

40 Romans 5:12-14; 6:23; 8:16-17; 1 Corinthians 1:30; 2 Corinthians 5:21; Galatians 3:26

41 John 6:37-40; 10:28-29; Romans 8:38-39; 1 Peter 1:5

42 Philippians 1:6; 2 Timothy 1:12; Hebrews 3:14; 1 John 5:13

43 1 Corinthians 1:2, 30; 6:11; Colossians 1:2; 2 Thessalonians 2:13

44 Romans 12:2; Ephesians 4:23-24; 1 John 3:4-9

45 John 17:17, 19; Romans 6:13-7:1; 12:1-2; 2 Corinthians 3:18; Galatians 5:17; Colossians 3:8-13; 2 Timothy 3:1-5; 1 John 2:15-17
2 John 9-11

Section 6. The Church

We believe that the church is a spiritual organism made up of all true born again believers in this present age and can refer to a local assembly of believers or to all believers worldwide⁴⁶. We believe that every person who believes in Christ as Savior is immediately placed (baptized) into the church, which represents Jesus Christ on earth as His Body⁴⁷. We believe that the purpose of the church is to exalt the Lord Jesus Christ, edify believers, and evangelize the world⁴⁸. We believe that Christ commanded the observance of two church ordinances: the baptism of believers by immersion in water and the Lord's Supper⁴⁹, neither of which is efficacious for salvation. Because the authority of the church rests solely in the authority of Jesus Christ, we believe in the autonomy of the local church, free from any external authority or control, with the right of self-government independent from any hierarchy of individuals or organizations⁵⁰. We believe that each local church is responsible for its own doctrinal purity and practice, unity⁵¹, discipline of members⁵², appointing of officers, ordaining men into the Gospel ministry, and determining the extent and method of interchurch cooperation⁵³. We believe that the congregation is to participate in the work of the ministry while in submission to the godly rule of its leaders⁵⁴.

Section 7. Future Events

Death, Resurrection, and Judgment

We believe that physical death is the separation of a person's immaterial soul and spirit from their material body⁵⁵, and when that separation occurs, even though the body is dead, there is no loss of immaterial consciousness, whether the person is a believer or an unbeliever⁵⁶. We believe in the bodily resurrection of all people, believers to eternal life and unbelievers to judgment and eternal punishment⁵⁷. We believe that the soul and spirit of the New Testament believer passes immediately into the presence of Christ and remains separated from his body until Christ returns, at which time the believer's body is resurrected a glorified body and reunited with his soul and spirit to be forever with the Lord⁵⁸. We believe that at death the soul and spirit of the unbeliever is kept in a state of conscious punishment and torment in hell until resurrected for judgment, at which time the unbeliever's resurrected body will be reunited with his soul and spirit and be punished forever, cut off from life with God, a just retribution for his sinful deeds⁵⁹.

46 Acts 20:28; 1 Corinthians 1:2; Ephesians 1:22-23; Philemon 1:1-2

47 1 Corinthians 12:12-13; Ephesians 1:22-23

48 Matthew 28:19-20; Ephesians 3:20-21; Hebrews 10:24-25; 1 Peter 2:9

49 Matthew 28:19; Acts 2:38; 1 Corinthians 10:16-17; 11:23-25

50 Titus 1:5

51 Ephesians 4:1-6; Philippians 2:1-4; 1 Timothy 3:15; 1 John 4:1; Jude 3

52 Matthew 18:15-17; 1 Corinthians 5:4-5; 5:12-6:5; 2 Corinthians 2:6; 2 Thessalonians 3:6

53 Acts 6:3-5; 13:3; 15:1-30; 2 Timothy 2:2

54 Matthew 18:17; Acts 6:5; 1 Corinthians 5:4-7, 13; 1 Thessalonians 5:12-13; Hebrews 13:17

55 James 2:26

56 Luke 16:19-31; 2 Corinthians 5:8; Revelation 6:9-11

57 Daniel 12:2; John 5:29; 6:49-51; 11:25-26; Romans 8:11; 2 Corinthians 4:14; Revelation 20:13-15

58 Luke 23:43; John 5:28-29; 14:1-3; Philippians 1:23; 2 Corinthians 5:8; 1 Thessalonians 4:13-17

59 Matthew 25:41-46; Luke 16:19-26; John 5:28-29; 2 Thessalonians 1:7-9; Revelation 20:13-15

The Rapture, Tribulation, Second Coming, and Eternity

We believe in the literal, personal and bodily return of Jesus Christ to the earth in two events⁶⁰. We believe He will return to remove His church from the earth to meet Him in the air in an event called the rapture, at which time He will receive to Himself the resurrected bodies of all those who have “died in Christ” and will also translate (change from mortal into immortal) the bodies of all those who are “alive in Christ”⁶¹. We believe that in the last days, during a period of time called the tribulation, God will pour out His righteous judgments on an unbelieving world that will bring death to most, but eternal life to many who will finally embrace the good news of the Gospel⁶². We believe that Christ will physically return to the earth’s surface (an event known as His second coming), at which time He will judge the living and the dead⁶³, and that He will reign over the entire earth for a literal 1,000-year period, known as the millennium, after which He will execute another, final judgment⁶⁴. We believe that the elements of this present heaven and earth will be dissolved and replaced with a new heaven and new earth where only righteousness dwells, and that the saints of all ages will dwell there and forever enjoy fellowship with God and one another, while unbelievers of all ages will suffer eternal punishment in the lake of fire⁶⁵.

60 Matthew 24:27-31; Acts 1:11; 1 Thessalonians 4:15-17; Titus 2:13; Revelation 19:11-16

61 John 14:1-3; 1 Corinthians 15:51-54; 1 Thessalonians 1:10; 4:15-5:10

62 Daniel 9:24-27; 12:1; Matthew 24:4-31; 2 Thessalonians 2:3-12; Revelation 16

63 Daniel 12:2-3; Matthew 25:31-46; Revelation 20:4-6

64 John 5:26-29; Acts 17:30-31; 2 Thessalonians 1:7-10; Revelation 20:11-15

65 John 17:3; Ephesians 5:5; 2 Peter 3:10; Revelation 20:11-22:5

Article 12 – Use of Facilities

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and by-laws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities of beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice ⁸².

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God ⁸³.

Further, the Pastors and staff of Fellowship Bible Church shall only participate in weddings and solemnize marriages between one biological man and one biological woman. Finally, the facilities and property of Fellowship Bible Church shall only host weddings between one biological man and one biological woman.

82 2 Corinthians 6:14; 1 Thessalonians 5:22

83 Colossians 3:17

APPENDIX B

Statement of Agreement

Parents/Guardians and Students of Fellowship Christian Academy:

Fellowship Christian Academy (also referred to as “FCA” or “Academy”) is a ministry of Fellowship Bible Church and as such the Academy shares its mission and statement of faith with Fellowship Bible Church. The Academy has adopted an admissions policy that is open to families who are like-minded spiritually, and who are supportive of our philosophy, objectives, and standards of education. The purpose of the Academy is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Parents/Guardians of Fellowship Christian Academy must affirm the following:

1. I have read the Fellowship Christian Academy Parent/Student handbook and have discussed its policies with my student.
2. I understand the religious purpose, mission, and belief of Fellowship Christian Academy, that it unashamedly believes, teaches, and practices a literal interpretation of the Word of God, and that my student will be taught from a biblical viewpoint consistent with the mission and belief statement of Fellowship Bible Church.
3. I certify that I consent to, and will submit to all governing policies of the school as written in the Parent/Student Handbook. I agree to disclose any potential conflicts with the school policies to the FCA administration.
4. I understand that my student’s admission to the Academy is a privilege, not a right, and that admission for one school year does not guarantee automatic admission for future school years.
5. I understand that the services of the Academy are engaged by mutual consent and that either the Academy or I reserve the right to terminate any or all services at any time. I understand that the Parent/Student handbook does not contractually bind the Academy and is subject to change without notice by decision of the Administration.

I affirm that the above statements are true.

Signature of parents/guardians

Date

Students in grades 7 through 12 must affirm the following:

1. I have read the Parent/Student handbook and have discussed its policies with my parents/guardians.
2. I understand that the Parent/Student Handbook does not contractually bind Fellowship Christian Academy and is subject to change without notice by decision of the Administration.
3. I understand that admission to Fellowship Christian Academy is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the Academy's standards could result in the loss of that privilege.

Signature of student

Date

APPENDIX C

Fellowship Christian Academy

Statement of Agreement

Employees and Volunteers of Fellowship Christian Academy:

Fellowship Christian Academy (also referred to as “FCA” or “Academy”) is a ministry of Fellowship Bible Church and as such the Academy shares its mission and statement of faith with Fellowship Bible Church. In order to maintain a consistent message to students, parents/guardians, and the community at large, and to not violate Fellowship Bible Church’s beliefs or religious practices, it is important that the staff and volunteers of Fellowship Christian Academy adhere to the mission statements, beliefs, and practices of Fellowship Bible Church and affirm the following:

1. I have read the Statement of Faith of Fellowship Bible Church. I agree to disclose any potential conflicts in belief to the FCA administration. I further agree not to teach or promote any beliefs that contradict the Statement of Faith of Fellowship Bible Church.
2. I have read the Fellowship Christian Academy Parent/Student handbook. I certify that I consent to, and will submit to all governing policies of the school. I agree to disclose any potential conflicts with the school policies to the FCA administration.
3. I will, to the best of my ability, live my life in such a way that reflects the spirit of both the Statement of Faith of Fellowship Bible Church and the governing policies of Fellowship Christian Academy.
4. I understand that Fellowship Bible Church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict Fellowship Bible Church’s faith.

I affirm that the above statements are true.

Signature of employee/volunteer

Date