



# FELLOWSHIP

## CHRISTIAN SCHOOL

COLOSSIANS 1:9-12

2023-24 Parent/Student  
Handbook

# Student/Parent Handbook

<b>Fellowship Christian School</b>	<b>15</b>
Purpose of Handbook	15
Statement of Faith	15
Purpose Statement	16
Philosophy	16
Mission Statement	16
Family Covenant Statement	17
History	17
Accreditation and Memberships	18
Organizational Structure	18
Board of Directors	18
Executive Leadership Team	18
Head of School	18
Chief Academic & Innovation Officer	18
Chief Financial / Operations Officer	19
Chief Advancement Officer	19
Athletic Director	19
Academic Leadership Team	19
Principal	19
Head of Academic Collaboration & Culture	19
Director of Arts	19
Director of STEM	19
Extended Academic Leadership Team	19
Assistant Principal	19
Staff & Faculty	20
Administrative Support Team	20
Faculty	20
Parent Teacher Fellowship	20
Parents	20
Core Values	20
Biblical Truth	20
Relationship	21

Stewardship	21
Intentionality	21
Character	21
Core Characteristics of Fellowship	21
Portrait of a Fellowship Student	21
Christian Character	22
Academic Achievement	22
Personal Development	22
Social Responsibility	22
Portrait of a Graduate	23
Truth Seeker	23
Creative Thinker	23
Servant Leader	23
Kingdom Influencer	23
Image Bearer	23
Bridge Builder	23
Biblical Position Statements	24
Biblical Statements on Relationships	24
Biblical Statement on Marriage	24
Biblical Statement on Identity	24
Biblical Statement on Behavior	24
Biblical Statements on Diversity	24
Biblical Definition of Diversity	24
Response to Critical Race Theory (CRT)	25
Parent/School Partnership and Expectations	25
Expectations of Student	25
Expectations of Parent	26
Expectations of Faculty	27
Admissions and Records Policies	28
General Policies	28
Statement of Non-Discrimination	28
Admissions Procedure	28
Re-Enrollment	30
Student Records and Information	30
Transcript Requests	30
Permanent Records Request	30
Good Student Report for Automobile Insurance Discounts	30
Student Directory Usage	31
Financial Policies	31

Budget Development	31
Enrollment Fees	31
Tuition Information	31
Incidental Fees	32
Delinquent Accounts	32
Withdrawal Policy	32
Financial Aid Information	32
Solicitation and Sales	33
Academic Policies	33
Academic Standards	33
Biblical Integration and Prayer	33
Attendance	33
Curriculum	34
Dress Code	34
Student Academic Support	34
Homework	34
Behavioral Policies and Expectations	35
Honor, Honesty and Respect	35
Honor Code	35
Fellowship Christian School Honor Code Pledge	35
Conduct	35
Harassment, Bullying, and Cyberbullying	36
Hazing	38
Investigations	38
Language	38
Off Campus Behavior	39
Offensive Materials	39
Sportsmanship	39
Stewardship of Property	39
Sexual Behavior Expectations	40
Premarital Pregnancy Policy	40
Tobacco, Alcohol, and Drugs	40
Tobacco	40
Drugs and Alcohol	40
Screening	41
Weapons and Threats	41
Disciplinary Policies and Procedures	41
Matthew 18 Principle	42
Suspension	42

Dismissal	43
Guidelines for Appeal Process	43
Student Health and Safety Policies	43
Student Health Form Requirements	43
Accident/Illness Procedures	44
Child Abuse Reporting	44
First Aid	44
School Counselors	44
Health Information Sharing	45
Infectious Illness Policy	45
Medication and Authorization to Administer Policy	46
Non-custodial Parents	47
Returning to School After a Mental Health Concern or Absence	47
Safety from Sexual Offenders and Predators	48
Student Disability Accommodations	48
Technology Policies	49
Technology Responsible Use Policy	50
General Guidelines	50
Limitations and Restrictions	50
Social Networking	51
Telephones	51
Email	51
Filtering	52
Consequences	52
Development and Fundraising Policies	52
Annual Fund	52
Capital Campaign	52
Georgia GOAL	53
Gifts in Kind	53
Gift Acceptance Policy	53
Matching Gifts	53
Stock Donations	53
Fundraising	53
Alumni Relations	54
Communication Policies	54
Branding	54
Advertising and Solicitation	54
Electronic Communications	54
School Directory	55

Social Media	55
Website	55
Miscellaneous School Policies and Information	55
Closed Campus Policy	55
Early Release/Dismissal Policy	55
Emergency Procedures	56
Crisis Management Plan	56
Emergency Evacuation Procedures	56
Severe Weather Plan	57
Cancellation of School Due to Inclement Weather	57
Intellectual Property	58
Parking and Driving Information	58
Cars and Parking	58
Moving Violations and Parking Infractions	58
Towing of Vehicles	59
Private Property	60
Rideshare and Taxi Service Policies	60
School Lunch Program	60
Search and Seizure Policy	60
Security	61
Security Cameras	61
Access to Buildings	61
Security Gates	62
Visitor Policy	63
Student/Adult Interaction and Communication	63
Transportation To and From School	64
<b>Elementary School</b>	<b>65</b>
Hours of Operation	65
Academic Policies	65
Pre-K- Kindergarten and Pre-1st	65
Homework	65
Meaning of Grades	65
1st and 2nd Grades	65
Homework	65
Meaning of Grades	66
3rd-5th Grades	66
Homework	66
Meaning of Grades	66
Assessment	67

Report Cards	67
Attendance and Absence Policies	67
Excused Absences	68
Unexcused Absences	69
Early Check Outs	69
Early Release Days	69
Late Start Wednesday	69
Behavior Policies	69
Guiding Principles	70
Hallway Rules	70
Playground Safety Rules**	70
Playground Misconduct Penalties/Consequences	71
Student-Owned Devices	71
Classroom Discipline	71
Dismissal Policy	71
Behavioral Probation	72
Guidelines for Student Appeal	72
Computer, Network and Internet Policies	72
Dress Code	73
General Information	74
Athletics	74
Paladin Adventure Club (Before/After School Care Program)	74
Carpool	75
AM Carpool Procedures	75
PM Carpool Procedures	75
PM Carpool Procedures for ½ Pre-K and Kindergarten Students	75
Sidewalk Family Procedures	75
Carpool Courtesy	76
Chapel	76
Communication	76
Conferences	76
Curriculum	76
Pre-K:	76
Half-day	76
Full-day	77
Kindergarten and Transitional Kindergarten (T-K):	78
Grades 1 and 2:	78
Grades 3rd-5th:	78
Student Academic Support (SAS)	79

Field Trips	79
Lost and Found	79
Lunchroom Procedures	79
Media Center	80
Lost or Damaged Books	80
Book Selection	80
Ministry and Community Service	80
Parties	80
Pledges Recited in Classrooms	80
Pledge of Allegiance	80
Pledge to the Christian Flag	81
Pledge to the Bible	81
Student Placement	81
Student Records	81
Telephone Calls, Messages and Deliveries to Students	81
Textbooks	82
Visitors	82
<b>Middle School</b>	<b>83</b>
Hours of Operation	83
Communication	83
Information from School	83
Faculty and Staff Availability and Communication	83
Student Email	83
Parent/Student Communication during School Hours	83
Student Support	83
Student Counseling	83
Academic Support	84
Student Academic Support Program (SAS)	84
Use of Extended Time	84
Use of Note Support	84
Long Term Absences	84
Academics	84
Academic Probation	85
Ending Academic Probation	85
Eligibility Requirements for Extracurricular Activities	85
Athletic Eligibility	85
Drama Production Eligibility	86
Grading System	86
Meaning of Grades	86



Grade Changes	86
Homework	86
Academic Dishonesty	87
Honor Roll	87
Report Cards	87
Requests for Missed Work for Illness	88
Semester Examinations	88
Standardized Testing	88
Teacher/Parent Conferences	89
Tests	89
Middle School Math Placement Guidelines	89
Course Placement Requirements and/or Data Benchmarks for New Students	90
Attendance	90
Absences	90
Excused Absences	90
Unexcused Absences	91
Unplanned Absence Due to Illness or Major Life Event	91
Pre-Planned Absences	91
School-related Absences and Make-up Work	91
Excessive Class Absences	92
Late Arrivals	92
Early Dismissals	92
Tardies	93
Class Tardies	93
Morning Tardies	93
Athletic/Extracurricular Participation Attendance Requirements	93
Chapel Program	93
Make-up Work Policy	93
School-related Absences and Make-up Work	93
Behavior	94
Conduct	94
Standard Expectations	95
Behavior Response Plan	95
Level One Infraction	95
Consequences for Level One infraction (following one warning)	95
Level Two Infraction (Does not require a prior warning)	96
Possible Consequences for Level two infraction (no warning prior)	96
Level Three Infraction (automatically includes administrative intervention)	96
Possible Consequences for Level Three Infraction (no warning prior)	96

Fellowship Christian School Honor Code Pledge	97
Fellowship Christian School Honor Code Philosophy	97
Student Responsibilities	97
Faculty Responsibilities	97
Student-Owned Devices	98
Behavioral Probation	98
Classroom Discipline	99
Detention Hours	99
Guidelines for Student Appeal	99
Loss of Privileges	99
Suspension	99
Standardized Dress Code	100
Philosophy	100
Special Events Dress Code	102
8th Grade Celebration	102
Boys	102
Girls	102
Field Trip Attire	103
School–Related Activities	103
Dress Code Enforcement	103
Student Life	103
Chapel Program	103
Field Trips	103
Chaperone Selection	104
Ministry and Community Service	104
Arts	104
Athletics	104
Sportsmanship Expectations	105
National Junior Beta Club	105
General Information	105
Carpool Drop Off	105
Carpool Pick Up	106
Late Carpool Pick up	106
Lockers	106
Lost and Found	106
Lunchroom Procedure	106
Student Identification Cards	106
Telephone Calls, Messages and Deliveries to Students	107
Textbooks	107

Visitors	107
<b>High School</b>	<b>109</b>
Hours of Operation	109
Communication	109
Information from School	109
Faculty and Staff Availability and Communication	109
Student Email	109
Student Support	109
Student Counseling	109
Academic Counseling	109
College Counseling	110
Student Academic Support Program (SAS)	110
Additional SAS Policies:	110
Use of Extended Time	110
Use of Note Support	110
Reporting to Colleges	110
Academics	111
Fellowship Christian School Honor Code Pledge	111
Fellowship Christian School Honor Code Philosophy*	111
Student Responsibilities	111
Faculty Responsibilities	112
Diploma Concentrations	112
College Preparatory	112
Scholars	112
Artisan	112
STEM	112
Course Selection	112
Course Drop/Add Policy	113
Course Advancement Grade Requirements	113
Change of Grade for Advancement Grade Requirement	113
Honors, Dual Enrollment, & Advanced Placement Information	114
AP or DE Course(s) Offered	114
Dual Enrollment & Advanced Placement Course Requirements	114
Recommendations and Appeals Process	114
FCS Athletic and TREAD Physical Education Completion Options	114
FAQ	115
Non-FCS Coursework	116
Credit Requirements	116
Grading System	117

Meaning of Grades	117
Grading Policy	118
Grade Changes	118
Homework	118
Winterim	118
Plagiarism Disciplinary Responses	118
Honor Roll	119
HOPE & Zell Miller Scholarships	120
Parent/Teacher Conferences	120
Report Cards	120
School Work Requests for Extended Absences	120
Tests and Semester Examinations	120
Tests	120
Semester Examinations	121
Extended Time on Examinations	121
Examination Exemption Guidelines	121
Advanced Placement Exams and STEM Exams	122
Standardized Testing	122
Academic Probation	122
Ending Academic Probation	123
Grade Monitoring and Academic Probation	123
Valedictorian and Salutatorian Policy	123
Senior Distinguished Service Award Policy	124
Technology/Laptop/Tablet Policy	124
Attendance	124
Absences	124
Excused Absences	124
Exam Exemption Correspondence to Absences	125
Unexcused Absences	125
Late Arrivals	125
Morning Tardies	126
Class Tardies	126
Early Dismissals	126
Pre-planned Absences	127
Excessive Class Absences	127
Rebound and Long-Term Absences	127
Make-up Work Policy for Excused Absences	128
School-related Absences and Make-up Work	128
College Visits	128

Athletic/Extracurricular Participation Attendance Requirements	128
Senior Guidelines	128
Students who are 18 at FCS	129
Student Life	129
Honor Societies	129
Chapel Program	129
Field Trips	130
Junior/Senior Prom	130
Athletics	130
Ministry and Community Service	130
International Missions	131
Dress Code	131
Philosophy	131
Game Day Dress Code	133
After School Events Dress Code	133
Special Events Dress Code	133
Homecoming	133
For Ladies	134
For Gentlemen	134
Prom	134
For Ladies	134
For Gentleman	134
Leaving a Legacy	135
Leaving a Legacy is a senior event held outside on Bob Lord Field in May.	135
Baccalaureate	135
Dress Code Enforcement/Consequences	135
Dress Code Infraction Consequences by Semester	135
Approach to Discipline	136
Respect and Restoration	136
Behavior Response Plan	136
Discipline Advisory Committee	137
Classroom Discipline	137
Administrative Discretion	137
Elastic Clause	137
Examples of Basic Conduct Expectations and Consequences	137
Morning Detention	138
Lunch Detention	138
Saturday School	138
In-School Suspension (ISS)	138

Out-of-School Suspension (OSS)	139
Reporting Disciplinary Records	139
Behavioral Probation	140
Dress Code Violations	140
Cell Phone Expectations	140
Classroom Cell Phone Pocket Holders:	141
Inappropriate Communication, Social Media and Apps	141
Inappropriate Use of Language	142
Driving	142
School 24/7 Policy	142
Dismissal Policy	142
Guidelines for Student Appeal	143
General Information	143
Cars and Parking	143
Closed Campus Policy	144
Emergency Procedures (Fire, Tornado, etc.)	144
Inclement Weather Closing	144
Lockers	145
Lost and Found	145
Lunchroom Procedure	145
Private Property	145
Telephone Calls, Messages and Deliveries to Students	145
Uber/Lyft/Food Delivery	146
Textbooks	146

# Fellowship Christian School

Our goal at Fellowship Christian School (FCS) is to provide an education that is both educationally sound and thoroughly Christian. As a covenant Christian school, Fellowship partners with parents who are actively following Christ as their Savior to educate their children for the glory of God. Our commitment is to integrate God's truth into every academic subject and program: to see all FCS offerings as a part of the total truth of God. Since all truth is God's truth, Christian education must recognize God's authority and what He has revealed about Himself and His creation. We also commit to aid our students in living out God's truth in every area of their lives.

## Purpose of Handbook

Because of the primary role of the family in a child's education, Fellowship believes that partnership is paramount. The school's role is to aid the parent in the overall education of the children that God has given them.

Therefore, the design and content of this Parent/Student Handbook has a fourfold purpose:

1. To invite and encourage parents to play an active role in their child's education by understanding why Fellowship operates the way it does, by getting involved in every way possible, and by cooperating with Fellowship to provide the best Christian education available.
2. To inspire parents to see and understand potential effects in their child's life because of a God-centered education.
3. To instruct parents on how our philosophy, purpose, values, programs and policies all work together. We attempt to do nothing haphazardly; we aim at unity, consistency and integrity in all that we do.
4. To inform parents on what they need to know regarding the details of their student's education.

Fellowship Christian School reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. Fellowship Christian School reserves the right to modify and/or amend the content of this handbook at any time during the year.

## Statement of Faith

FCS was established to assist Christian families in nurturing their children academically, spiritually, physically and socially. As one of the school's foundational standards, the Statement of Faith serves to formally acknowledge the theological basis of its educational philosophy and practices. All employees sign the following Statement of Faith identifying our commitment to the Christ-centered purpose of FCS.

1. The Bible, as originally given by God, is divinely inspired, infallible, entirely trustworthy, and the supreme authority in all matters of faith and practice.

2. There is one God, eternally existent in three persons--Father, Son and Holy Spirit. Jesus Christ was fully God, yet fully man, born of a virgin, and lived a sinless life, performing many miracles.
3. We acknowledge His substitutionary death, resurrection, ascension and individual mediation for us, and eagerly await His personal return in power and glory.
4. Man is sinful and separated from God, and a reunion, called salvation, is possible only by faith in Jesus Christ, apart from works, through the regeneration of the Holy Spirit.
5. The Holy Spirit indwells the believer and enables us to live a holy life and to witness and work for the Lord Jesus Christ.
6. All true believers are united by the Holy Spirit as the church, the Body of Christ.
7. Everyone will be resurrected--the saved to everlasting life, the unsaved to everlasting torment.

## Purpose Statement

The purpose of Fellowship Christian School is to provide an education—in support of the Christian family—in which students can grow in Christian character, academic achievement, personal development and social responsibility. To help fulfill this purpose, the faculty and staff commit to model Christ and to adhere to educational integrity, accuracy and excellence. With the Scripture of the Old and New Testaments as its foundation, Fellowship Christian School seeks to challenge its students to think critically from a Christian life and worldview and to prepare them to live successfully as godly men and women in the world.

Recognizing that God has blessed each student with different gifts and abilities, Fellowship Christian School respects each student as an individual and strives to help each one reach his or her potential by pursuing excellence in every area of life.

## Philosophy

Because God is central in the universe and the source of all truth, education must be God-centered rather than man-centered, leading the student to see things as God sees them. Since the Bible is the inerrant revelation of God, it is normative in the educative process. The Bible provides content of its own, is the interpreter of content drawn from other sources and guides the application of truth to the student's life. While the Bible does not speak directly to every issue or give exhaustive details on all academic disciplines, its general principles provide guidance in determining the truth or falsehood of ideas or information drawn from other sources. God, as the source of all truth, and the Bible, as the reference point for every idea, point the student toward a Christian world and life view.

## Mission Statement

The mission of Fellowship Christian School is to partner with Christian parents to inspire academic curiosity, impeccable character, and Christian leadership grounded in biblical truth.



## Family Covenant Statement

As a covenant commitment with Fellowship Christian School, we, as a family, hereby agree to the following partnership standards for the 2023-2024 school year:

1. We as parent(s) or guardian(s), do affirm that biblical training in our home will provide a secure haven of safety and loving care, as indicated in the Word, accepting God's responsibility as stated in Proverbs 22:6, Train up a child in the way he should go and when he is old he will not depart from it.
2. We have carefully examined and agree with the Statement of Faith of Fellowship Christian School (FCS) and desire FCS to work as partners with our household.
3. In full cooperation with FCS, we will regularly attend functions requiring our participation.
4. We pledge our loyalty to the aims and ideals of FCS and will bring any criticisms directly to the teacher and/or administration so that they may be handled in a biblically appropriate manner (Matthew 18). We will avoid discussions with those not involved so as to avoid a spirit of dissension or division at the expense of our child or the school.
5. We pledge that if, for any reason, our child does not meet the academic requirements or cooperate with the disciplinary standards of FCS, we will withdraw him/her without delay and cooperate with the administration in completing the withdrawal process.
6. FCS reserves the right to dismiss, suspend, or otherwise discipline any student who does not adhere to the standards in the Student/Parent Handbook. We understand that a student may also be dismissed due to parental noncompliance of school policy or if an administrative decision is made that FCS is not the most appropriate setting for the student/family.
7. We, as the parents, commit to give as regularly as God provides to meet the financial needs, to perform services when needed, and to uphold the school consistently in family prayer.
8. We pledge to support an environment at home and school which fosters socially responsible behavior and speech. We also agree to train our children to be respectful toward others who are different than they, be it academically, physically, racially, ethnically, or socio-economically.

## History

The school was established in 1986 as a ministry of Fellowship Bible Church with 48 students. The Fellowship Christian Academy began as a small elementary school that has since grown to a K4-12 school that has over 930 students serving the greater Roswell area and other Atlanta metro communities. The high school was added in 1993 and the school incorporated and separated from the church in 2001 creating its own board, joining the high school and elementary school under one administration. Since then, the school has grown to be one of the premier K-12 Christian Schools in the metro Atlanta area. 2015 started with a campaign to raise a new state of the art high school building and a renovation that would lead to a beautiful new elementary and middle school building. At the start of school in August of 2017 all three

divisions of the school became ONE campus owned and operated by Fellowship Christian School. These new spaces (STEM/FAB Lab, new turf field, playground, etc.) allow FCS to accomplish the type of Kingdom building and education that is consistent with our mission. Since then Fellowship has continued to fuel its mission and has grown to an enrollment of about 962 students by the end of 2021.

## Accreditation and Memberships

FCS is fully accredited by the Council on Educational Standards and Accountability (CESA), Cognia, and Southern Association of Independent Schools (SAIS). We are also accredited by the Evangelical Council for Financial Accountability (ECFA).

## Organizational Structure

### Board of Directors

Fellowship Christian School is operated under the authority of the Fellowship Christian School Board of Directors. This board shall oversee the continuing operation of this ministry and generally oversee the school's business affairs. The responsibilities of the board shall include, but not be limited to, making policy, establishing tuition and fees, promoting Christian education in the community, and praying for the ministry of the school. The number of directors shall be at least nine but not more than thirteen. The head of school will serve as a non-voting member of the board.

### Executive Leadership Team

#### Head of School

The Head of School is hired by the FCS Board of Directors. The Head of School is responsible for all other FCS staff hiring and for the daily operation and function of the entire school. In line with the philosophy, purpose, goals, values and policies adopted by the school board, she oversees the principals, faculty, staff and any parent organizations. The Head of School sits on the board of directors as a non-voting member while at the same time being responsible to the school board for her performance. The head of school is an equipper, encourager, evaluator and leader of the teachers.

#### Chief Academic & Innovation Officer

The primary role of the CAIO is to support the Head of School. This person also oversees the academic educational aspects of FCS. This person also oversees accreditation and licensure of the school and its employees as well as the cyclical strategic planning process. The CAIO oversees the academic programs and curriculum from PK-12 and supports many of the school's PK-12 directors. He also plans and often executes particular K-12 professional development initiatives.

### Chief Financial / Operations Officer

The primary role of the CF/OO is to support the Head of school. This person also oversees the Finance Office, Facilities, IT, Security, and Transportation.

### Chief Advancement Officer

The primary role of the CAO is to support the Head of School. This person also oversees Development, Admissions, and Marketing/Communications.

### Athletic Director

The primary role of the AD is to support the Head of School. This person also oversees and manages all athletic teams, coaches, and programs from Pk-12.

## Academic Leadership Team

### Principal

The principal, under the supervision of the CAIO, is responsible for the daily operation of his or her division and for creating a positive school culture that embraces Biblical truth in our respective divisions. The principal shepherds and supervises faculty and staff, assigns duties, and manages his or her division. The principal directs student-life decisions and discipline/conduct issues and oversees the academic, social and spiritual development of students.

### Head of Academic Collaboration & Culture

The HACC, under the supervision of the CAIO, is primarily responsible for the collaborative oversight of curriculum, Student Academic Support, Counselors (social and emotional), and the school's diversity initiatives.

### Director of Arts

The Director of Arts, under the supervision of the CAIO, is responsible for oversight of all Arts programs and events in collaboration with the division heads.

### Director of STEM

The Director of STEM, under the supervision of the CAIO, is responsible for the oversight of all STEM programs and events in collaboration with the division heads.

## Extended Academic Leadership Team

### Assistant Principal

The assistant principal is a critical leadership position that supports the principal in providing a school setting that generates students who embrace Biblical truth, strive for academic excellence, demonstrate discipline, and exhibit leadership and influence in their homes, churches and communities. The assistant principal remains visible and accessible on campus and assists the principal in the day to day operation of the division. He or she confers with

students, parents, and teachers to resolve problems that inhibit learning as well as to communicate effectively with a variety of people and groups and to collaborate with peers in the other divisions to create an excellent educational experience for all students.

## Staff & Faculty

### Administrative Support Team

This team assists the leadership team as necessary in areas of teacher supervision, student discipline, facility operation and extracurricular activities. This team assists the principals in areas of student academics and guidance counseling, and assumes additional responsibilities as designated by the principal or particular department or division head.

### Faculty

The teacher ministers under the authority and guidance of the principal and assistant principal. The principal is the one to whom the teacher looks first for wisdom, evaluation, correction, direction, and inspiration. The teacher is the model, facilitator, inspirer, guide, corrector and, most importantly, the integrator of truth into the student's world and life view. In short, the teacher is the guardian (at school) of the inculcation into the student's mind of truth about God, His creation and His view of and desire for men. The teacher is a professional in a chosen field of study: academically excellent, biblically competent and personally godly.

### Parent Teacher Fellowship

The PTF includes all parents of students enrolled in FCS. The PTF functions under the authority of the PTF board who reports to the division principals. The purpose of the PTF is to involve the parents of FCS in certain planned activities to enhance and enrich the student's school experience and to assist the faculty and staff in regular or special activities.

### Parents

Parents retain the ultimate responsibility for their child's education. We strongly urge parents to support their child and the school in the educational process. All parents who volunteer in the classroom, assist in school activities during the school day, or drive on/chaperone field trips must have a background check on file in the school office.

## Core Values

### Biblical Truth

God has revealed all that we as Christians need for a life committed to Jesus in His perfect and Holy Word. We hold the 66 books of the Bible as authoritative and relevant to our lives and the lives of our students. We teach biblical truth both explicitly and implicitly across all divisions and disciplines and believe that seeing the world through the lens of a biblical worldview is the only way to understand it.

## Relationship

Foundational to our belief as Christians as well as educators is relationship. The God of the Bible is a relational God as is evidenced both in His Trinitarian nature (an example of perfect community) as well as in the person and work of Jesus Christ. As educators we know that the best and most impactful teaching happens within the context of relationship.

## Stewardship

At Fellowship we believe it is our responsibility to steward well all our resources. We steward physical and financial resources, the hearts and minds entrusted to us, as well as opportunities and relationships.

## Intentionality

We know that God has a purpose for everything He created and every story He has written. Because of His intentionality, we believe it is our responsibility to be like Him in that way. Whether it is the curriculum we choose, the employee we hire, the program we develop, the space we build or the furniture we put in it, we believe that we need a reason to make that decision.

## Character

We believe that we are called by God to imitate Jesus and those who imitate Him. That starts with character. If our vision for our students is for them to be Godly men and women, then that starts with their being inspired to impeccable character ...character like Christ's.

## Core Characteristics of Fellowship

We are

- purposeful: we question boldly, explore courageously, and create curiously in pursuit of excellence in education
- substantial: confident in experience and trustworthy in tradition, we act in wisdom and integrity
- nurturing: gracious, kind and good-natured, we are active in developing and protecting our people
- spirited: with energy that's inspiring, we are generous in camaraderie and free to have fun.
- determined: humble, authentic and grounded, yet hard working, tough and tireless

## Portrait of a Fellowship Student

FCS is designed and structured to assist parents in equipping and educating their children to live life in harmony with God's design and desire for them. FCS believes this goal will be met by concentrating on four major areas: the development of Christian character, academic achievement, personal development, and social responsibility.

These four areas comprise the school's core tenants that help define the educational activities or concepts to which it is committed:

## Christian Character

A balanced Christian character, molded by Jesus Christ, is the most important goal for each student. Christian character involves many components: a biblical value system based upon conviction that God's Word is true; a desire to submit to the Holy Spirit's guidance in life's actions, interactions and decisions; familiarity with and desire to practice biblical character traits. FCS diligently seeks opportunities to affect this goal. Biblical integration in the classroom is key: making sure that truth is integrated not only with the academic subjects, but also with all other areas of the student's life. The teacher plays a crucial role, as he or she recognizes and takes advantage of a student's unexpected, teachable moments.

## Academic Achievement

The high priority FCS places on Christian character development in no way diminishes its concern for individual academic achievement. In creating us in His image, God has given each individual incredible intellectual potential, and we are responsible to be good stewards of this gift. FCS wants to encourage, challenge, motivate and aid each student to work to the best of his or her ability.

Fellowship Christian School's goal is to love and accept all students including their unique abilities and gifts with which God has blessed them and to help them reach their greatest potential.

## Personal Development

Personal development of areas not specifically addressed in the character and academic values are also important to us at FCS. The school desires to play a significant role in helping students develop into well-rounded individuals.

FCS provides opportunities for physical development through physical education and athletic competition and for artistic development through the fine arts program. Leadership opportunities are offered to students in line with their interests, giving them the chance to develop leadership skills.

In providing these opportunities for students, two very crucial concepts drive what FCS does. First, the school believes it is its responsibility to aid each student in developing a biblical view of self: an image-bearer of God, a fallen creation, and a regenerated child of God with incredible worth, abilities and potential. Second, the school strongly desires that each student grow in awareness of and commitment to personal responsibility: that as a creature, formed by God in His image, each is responsible to develop and use the gifts God has given him or her.

## Social Responsibility

While we are individuals, uniquely created by God, we have been placed by God in a life environment, which, by His design, involves many and varied social interactions and responsibilities. Interpersonal relationships within the student's family and among school peers

obviously rank high on the student's list of social responsibilities. FCS attempts to help students develop appropriate interactive sensitivities and skills in accordance with biblical principles.

Our social responsibilities, however, extend beyond those closest to us, for God has commissioned us to be concerned for the world. Therefore, FCS provides opportunities to introduce students to a broader range of social involvement: discussions of the needs of others in the community and around the world; actual experiences meeting people outside the students' accustomed arenas of life; and exposure to missionaries and other Christians who challenge students to reach out in the name of Christ.

Finally, our social responsibility also includes understanding and exercising the duties and rights that come with being citizens of the United States of America. FCS hopes to make students aware of the blessing we have of living in this country, so that they will be eager to assume the responsibilities that go with that blessing.

## Portrait of a Graduate

### Truth Seeker

Exhibits a thirst for learning, desires wisdom and discernment, and pursues truth while filtering knowledge through a Biblical lens. 1 Thessalonians 5:21

### Creative Thinker

Expresses an insatiable curiosity and strives to create positive change by contributing original solutions to challenges and opportunities. Ephesians 2:10

### Servant Leader

Humbly values the interests of others above self and seeks to collaborate and inspire. Mark 10:13-15

### Kingdom Influencer

Aspires to live a life that impacts the kingdom of God by reflecting Christ's love and character. Matthew 28:19-20

### Image Bearer

Embraces, with confidence, the assurance and self-awareness of being created uniquely in God's image for His purpose. 2 Corinthians 3:18

### Bridge Builder

Champions the uniqueness of others and supports harmony by extending love, compassion, and empathy. Romans 12:18

## Biblical Position Statements

Fellowship Christian School desires to partner with Christian parents in helping their children to embrace biblical truth and mature into godly men/women, who exhibit a Christ-like lifestyle. We believe that there are certain truths that are basic to Christian faith in keeping with the Word of God:

1. The Bible, as originally given by God, is divinely inspired, infallible, entirely trustworthy, and the supreme authority in all matters of faith and practice. (2 Timothy 3:16; 2 Peter 1:21)
2. The Holy Spirit indwells the believer and enables us to live a holy life and to be a witness and work for the Lord Jesus Christ. (John 14:15-18; John 16:7,12-14; Acts 1:8)

## Biblical Statements on Relationships

### Biblical Statement on Marriage

The Bible defines marriage as a sacramental covenant between one man and one woman; God-designed human sexuality is expressed and affirmed within a monogamous, heterosexual marriage. (Genesis 2: 23-24; Romans 1:26-27; I Corinthians 6: 9-10; Colossians 3: 5-7)

### Biblical Statement on Identity

Christians are compelled by Scripture to believe that God creates life in the womb of a mother at conception and that life, being divinely ordained, is sacred and should be protected and preserved. The Bible also affirms that the sexual nature and identity of a person is determined by God at conception and not to be confused or changed by man's will. (Genesis 1:27; Psalms 22: 9-10; Psalms 139:13-16; Galatians 1:15)

### Biblical Statement on Behavior

God's Word clearly identifies sinful behaviors and practices. Students, faculty, and staff are expected to conduct themselves in a manner that reflects God's character, attributes, and commands. Any habitual or pattern of behavior or activity that is contrary to God's directives and/or principles may result in student dismissal or severing of employment. These behaviors include, but are not limited to theft, lying, cheating, plagiarism, slander, profanity, vulgarity, sexual activities outside the biblical definition of marriage (including but not limited to homosexuality, extra-marital sexuality, and cohabitation), pornography, drunkenness, immodesty, occult practices, and heresies. (Galatians 5:19-21; I Corinthians 6:9-11)

## Biblical Statements on Diversity

### Biblical Definition of Diversity

God created men and women in His image. Scripture clearly shows that every race, nation, and ethnicity will be included in His Kingdom forever for those who have responded to God's invitation to receive Jesus Christ as one's personal Savior. As a covenant Christian school, Fellowship recognizes diversity according to one's God-given race, ethnicity, nationality, or socio-economic status. (Genesis 1:27; Acts 17:26; Revelation 7:9-10)



## Response to Critical Race Theory (CRT)

Fellowship does not and will not support teaching from the perspective of any academic or philosophical Critical Theory including Critical Race Theory (CRT). Our mission is focused on “Partnering to inspire academic curiosity, impeccable character, and Christian leadership grounded in biblical truth.” Furthermore, we aim to produce “Students who live with purpose and lead with intent for God’s glory alone.” Because CRT, like many contemporary social and cultural perspectives of the world and history, assumes and requires beliefs that run contrary to the Word of God, Fellowship will not teach from that or any perspective that does so. Therefore, in practice, FCS does not and will not implement anything into the curriculum that is not biblically integrated or aligned with scripture. This is first and foremost our esteemed value, the fountainhead of truth, and the foundation of our faith. These guiding principles provide the filter by which we evaluate each aspect of education and programming at FCS.

## Parent/School Partnership and Expectations

The Bible clearly states that parents retain the ultimate responsibility for their child’s education. Parental involvement and commitment are foundational components of Fellowship Christian School’s educational philosophy and we desire to work in partnership with our parents. We define partnership as a friendly working relationship between administration, teachers, students, and parents. It is our expectation that all parties show respect, communicate effectively, choose trust over suspicion, and work together for the greater good of the FCS philosophy and mission.

The FCS mission is rooted in purposeful partnership between students, parents, and faculty. Successful accomplishment of our mission requires that each party meet certain expectations, thereby ensuring a healthy partnership. Expectations of our three-braided cord include:

## Expectations of Student

Students of Fellowship Christian School will understand that their teachers and administrators expect the following of them:

1. Meet the expectations established by teachers and communicated in the classroom
2. Come to school prepared to learn and not serve as a distraction to others in the classroom
3. Maintain academic integrity by ensuring that any work turned in is the work of that student or is properly cited
4. Seek help when in need of academic assistance
5. Take responsibility for all academic work missed due to planned absences, unplanned absences and school activities
6. Be completely honest with teachers and administrators
7. Respect the school’s policies by adhering to them regardless of whether the student agrees with them or not
8. Respect and follow the school’s dress code policy with an understanding of its intent
9. Take responsibility for actions and accept the consequences of those actions
10. Treat faculty members and fellow students in a respectful manner as image bearers of Christ

11. Show respect and care for the property of Fellowship Christian school, including materials entrusted to students as part of the learning strategy
12. Strive to maintain a teachable spirit by listening positively to constructive criticism from teachers and administrators
13. Respect and be sensitive to the cultural and ethnic differences of others in the FCS community
14. Strive to be an advocate for school peers that need assistance, support, or encouragement
15. Take pride in being an FCS student and represent the school well in the community, both geographically and digitally (social media, etc.)
16. Report any situations that might be dangerous or unhealthy for other students
17. Report bullying whether direct or observed

## Expectations of Parent

Parents at Fellowship Christian School understand that the school expects the following of them:

1. Support the school's faculty and policies at home and refrain from comments that undermine the partnership
2. Assist their children in utilizing the communication venues provided by the school regarding homework, class materials and upcoming assessments
3. Encourage their children to meet the teachers' expectations by doing their best work on all assignments
4. Encourage their children to advocate for themselves when age-appropriate
5. Communicate with teachers first when there are issues or concerns that the child is unable to resolve
6. Attempt to resolve any conflict with the teacher before contacting administration
7. Support the school's policies on academic integrity
8. Work with the teachers to set reasonable expectations for their children, celebrating strengths and helping to improve on areas of weakness
9. Be completely honest in all situations with the school
10. Respect the school's calendar and strive to ensure that their children are in school as much as possible and on time
11. Respect the judgment, professionalism, and commitment of faculty with respect to their children's academic and character development
12. Model mature behavior for their children when conflict arises
18. Respect and be sensitive to the cultural and ethnic differences of others in the FCS community
13. Maintain an awareness of school policies and stay up-to-date on changes
14. Respect teacher and administrator time outside of class and expect an appropriate response time when emailing at night or on weekends
15. Strive to maintain a teachable spirit by listening positively to constructive criticism from teachers and administrators regarding their children
16. Communicate any significant changes in family or home life to the school that may impact a student's academic or behavioral performance.
17. Partner with the school by reporting any situations that might be dangerous or unhealthy for other students, even in their children's peer groups

18. Not tolerate behavior that they may deem as any form of bullying in verbal or written form, including social media.

## Expectations of Faculty

Faculty members at Fellowship Christian School understand that students and parents expect the following:

1. Help instill in students a love for learning that is lifelong and satisfies our God-given curiosity to understand His creation
2. Biblically integrate God's Word in the teaching so that students may connect Biblical truth to the content
3. Show respect to all students and parents, recognizing each person's inherent value as an image bearer of Christ
4. Maintain a high standard of academic achievement that challenges but does not overwhelm the students, and prepares them for important transitions between divisions
5. Recognize that students learn differently and provide learning strategies that communicate that all students can learn and be successful
6. Model biblical, professional behavior in dealing with students and parents
7. Maintain a high standard of behavior in the classroom that aligns with school policies and provide appropriate discipline when the standard is violated
8. Communicate clearly with a student when there is a discipline problem and what the consequence will be
9. Diligently strive to make students feel loved and valued regardless of their academic or behavioral performance
10. Ensure a classroom environment where every student can feel safe
11. Require appropriate behavior from interactions between students and not tolerate disrespect that is demeaning to another student
12. Communicate clearly and honestly with parents in a timely manner when there are any issues or concerns regarding academic performance or behavior
13. Model respect for intellectual, cultural, and personal diversity among students
14. Promote opportunity for students to discover their God-given passions and strengths in the classroom, in sports, in fine arts, and elsewhere within their community
15. Help students understand their Godly influence in all of the communities they inhabit--school, home, churches and neighborhoods--and provide opportunities for them to serve in those communities
16. Serve as the model of mature behavior and expect from students age-appropriate levels of maturity
17. Respect safe and confidential communication between parents and students
18. Respect and support family time and student commitments outside of school by being mindful of homework load
19. Strive to maintain a teachable spirit by listening positively to constructive criticism from parents and students and be willing to consider a different point of view
20. Acknowledge and celebrate the achievements of all students in the classroom, in school activities and participation in their community

## Admissions and Records Policies

### General Policies

1. Fellowship Christian School is a covenant Christian school partnering with parents who have a personal relationship with Jesus Christ and believe the Bible to be the supreme authority in all matters of faith and practice. Therefore, students enrolled by FCS must have at least one parent who is a believer and follower of Jesus Christ.
2. Final acceptance of students will be determined by the administration.
3. All current or applicant families and students may be subject to a social media check. The school reserves the right to dismiss a student based on this information.
4. All students are expected to meet the academic standards of the school. They must conform to the regulations and customs of the school.
5. The school reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interests of the student himself or herself, his or her fellow students, or the school in general.

### Statement of Non-Discrimination

Fellowship Christian School admits students of any gender, race, color, or national/ethnic origin and grants to those students all rights, privileges, programs and activities generally accorded or made available to students at the school. FCS does not discriminate on the basis of gender, race, color or national/ethnic origin in its hiring practices, administration of its educational policies, admissions policies, scholarship programs, athletic programs and all other school-administered programs. Christians are compelled by Scripture to believe that God creates life in the womb of a mother and that life, being divinely ordained, is sacred and should be protected and preserved by a Christian community. The Bible also affirms that the sexual nature and identity of a person is determined by God at conception. This God-given gender is recognized and verified by a legal document at the time of birth. (Psalms 139:13-15, Psalms 22:10-11, Galatians 1:15)

### Admissions Procedure

1. Applications for the next school year will be accepted and processed beginning November 1st for the next school year. If a student is NOT accepted to FCS for any reason, they must wait a full calendar year before reapplying to FCS.
2. Siblings of current students are given priority consideration in the month of November.
3. It is the responsibility of each parent to confirm FCS receives all components of the application. The submission of an application and enrollment fee does not guarantee a binding contractual agreement has been made. The submission of an application does not guarantee acceptance, nor does it guarantee space is available.
4. The admissions office must receive each of the following required documents (where applicable) to proceed with scheduling the family interview:
  - a. \$170 Non-Refundable Application Fee per student
  - b. \$85 Non-Refundable Assessment Fee per student (Grades 6-12); \$100 (Grades K5-5th)
  - c. Admission Application--To be completed by parents

- d. Parent Testimony--To be completed by both parents
- e. Applicant Questionnaire--To be completed by each applying student (Grades 6-12 only)
- f. Parent Questionnaire--To be completed by parent (If a student has been diagnosed with a learning disability, the most recent psychological evaluation and/or educational testing must be provided)
- g. Confidential Teacher Evaluations for Grades 6-12 (Four required)--One to be completed by an educator who has taught the student within the last year in the area of Math, and one evaluation from a previous teacher in the area of Math. One evaluation from a current teacher in the area of English and one from a previous teacher in the area of English.
- h. Confidential Teacher Evaluation for Pre-K-Grade 5 (Two required)--One to be completed by an educator who has taught the student within the last year, and one from a teacher who has taught the student in a previous year.
- i. Confidential Ministry Leader Evaluation (Grades 6-12 only)--To be completed by a pastor, youth pastor, small group leader, or Sunday School teacher
- j. Confidential Family Evaluation (Grades Pre-K-5 only)--To be completed by a pastor, small group leader, or Sunday School teacher
- k. Authorization for Release of Records: To be completed by the parent and submitted to current school by the parent. The last four years of report cards and standardized testing are required
- l. Discipline Records: To be requested by the parent for each school student attended. FCS reserves the right to deny acceptance of students due to their conduct record, as well as other information presented in the student application.
- m. Immunization Records:
  - i. GA Dept. of Human Resources - Certificate of Immunization Form 3231
  - ii. GA Dept. of Human Resources - Certificate of Ear, Eye & Dental Form 3300
  - iii. Birth Certificate
- n. Letters of notification will be sent to applicants based on academic and discipline records, references and interviews. FCS reserves the right to determine the placement of an applicant into a grade level and/or classes and subjects deemed most appropriate for his/her school experience.
- o. Enrollment of new students will be complete when the following four requirements are met:
  - i. Electronic signature agreement to tuition obligation
  - ii. Submission of completed enrollment packet online
  - iii. Submission of \$750 enrollment fee online
  - iv. Completion of FACTS agreement set-up
- p. The non-refundable, non-transferable enrollment fee of \$750 pays the \$250 registration fee and \$500 tuition deposit. For accounts in good standing, the \$500 tuition deposit will be credited to the January tuition payment or one-time payment if paid in full. It cannot be reclassified as a gift, refunded or applied to another student.
- q. FCS is respectful of student privacy and the confidentiality of all student records. Parents may request any non-confidential records to be returned if their child is not accepted to FCS.

## Re-Enrollment

1. Re-enrollment of current students will be at the beginning of the second semester.
2. Re-enrollment of current students will be complete when the following four requirements are met:
  - a. Electronic signature agreement to tuition obligation
  - b. Submission of completed re-enrollment packet online
  - c. Submission of \$750 enrollment fee online
  - d. Completion of FACTS agreement set-up for tuition and fee payments
3. The non-refundable, non-transferable enrollment fee of \$750 pays the \$250 registration fee and \$500 tuition deposit. For accounts in good standing, the \$500 tuition deposit will be credited to the January tuition payment or one-time payment if paid in full. It cannot be reclassified as a gift, refunded or applied to another student.
4. The \$250 registration fee will be waived for students whose re-enrollment is completed during the re-enrollment period.
5. Returning students must have met academic and behavioral requirements.
6. Returning students must be current with all tuition and fees.

## Student Records and Information

The Office of the Registrar maintains student records and contact information. The Registrar handles student report cards, transcripts, and sends/receives records for students. Records requests will not be processed for families whose financial accounts are not current.

## Transcript Requests

To request a transcript for a student, please contact the Registrar for the appropriate signed release form with the name and address of the institution, or individual to which the transcript should be sent. Seniors applying for college admission should request transcripts through the College Counselor. For a transcript to be official, it must be sealed and mailed from the Registrar's office. Elementary and middle school transcripts are also handled through the Registrar's office.

## Permanent Records Request

To request a student's transcript, report card, and/or record please contact the Registrar for the appropriate release form. Once the release form is completed and returned, all outstanding tuition, fees, and any other monies owed to FCS must be paid in full which includes: book fees, athletic participation fees, after school care tuition and any other charges that have been incurred. Once outstanding fees have been paid the records request will be processed.

## Good Student Report for Automobile Insurance Discounts

Please send insurance company "Good Student" requests to the Registrar's Office for grade verification and completion.

## Student Directory Usage

The FCS Board of Directors has established a policy that no person or group of persons will be permitted to solicit for personal profit from the staff or families who attend FCS. Under no circumstances should the student directory or the staff mailboxes be used by individuals for personal or business mailings or recruitment.

## Financial Policies

Tuition is the primary source of funding and is the responsibility of parents. Parents and the Christian community who benefit from the school are encouraged to assist in its ministry through alternative means of funding, such as scholarships and general gift donations to the annual fund. The School may make changes to its program, curriculum, student-teacher ratios, class sizes, staffing, course offerings, location of services being provided (whether remote or in-person), and other aspects of the School in its sole discretion without amending the enrollment contract. The School is not responsible for providing additional or alternative services outside of its regular educational programs unless otherwise required by law.

## Budget Development

The fiscal year for FCS runs from July 1 through June 30. The Head of School is responsible for developing the FCS budget annually. The school board is the final decision-making body for the annual budget.

## Enrollment Fees

Upon acceptance, the school requires a non-refundable, non-transferable enrollment fee of \$750 per student to complete the enrollment process and reserve placement. It cannot be reclassified as a gift, refunded, or applied to another student. This fee pays your \$250 registration fee and \$500 tuition deposit. For accounts in good standing, the \$500 tuition deposit will be credited to the January tuition payment or one-time payment if paid in full.

## Tuition Information

1. The school board is responsible for establishing tuition rates. These rates are reviewed annually.
2. Tuition is non-refundable.
3. FCS uses FACTS for collection of tuition with two payment options:
  - a. One time payment
    - i. withdrawal will occur on June 1st.
  - b. Twelve-month payment plan
    - i. the financially responsible party may choose to have the withdrawal on the 5th or 20th day of the month. The payments begin in June and continue through May.
4. Returned payments will be subject to additional fees per FACTS policy. Other fees may apply per the account owner's institution's policy. FACTS will re-attempt (maximum of

three times) a tuition payment withdrawal on the 5th or 20th of the month, whichever comes first, following the return.

## Incidental Fees

1. FCS uses FACTS Management for collection of incidental fees. Examples of these types of fees include AP course fees, athletic fees, trip fees, and other charges FCS families may incur.
2. The financially responsible party has the option of utilizing the Auto-pay feature or paying the invoices manually as billed.
3. Invoices are generated after the incidental charges are received by the business office, and are due within 10 days of notification.
4. Charges for trip fees are non-refundable once the student has committed to the trip.

## Delinquent Accounts

Accounts that become delinquent (over 30 days) will be placed on Hold. Grades, transcripts, report cards and RenWeb access will be unavailable until the account is made current. The head of school will be notified of accounts that become delinquent over 60 days and may require a meeting to discuss a plan to return the account to current status.

Students whose accounts become delinquent will be unable to re-enroll for the following school year.

Students whose accounts become delinquent after re-enrolling will not be provided a schedule or be placed on a class roster until the account returns to good standing.

The school reserves the right to deny class attendance and participation in other school activities. Records requests will not be processed for families whose account is not current. Final grades, report cards, and transcripts will not be released until all tuition and fees have been paid for the school year.

## Withdrawal Policy

When a child enrolls at FCS, a place is reserved for the entire school year based on the contract signed during online enrollment. Since the school hires faculty, purchases supplies, and makes other financial commitments on a yearly basis, an annual commitment is required of the family. In the event of withdrawal during the term of the enrollment contract, the family will be responsible for the tuition deposit and tuition due. Tuition due will be calculated beginning June 1st through the end of the month of withdrawal.

## Financial Aid Information

Financial aid is based upon available funding, the number of applicants requesting assistance, and demonstrated financial need. Funding is made available through the operating budget and Georgia GOAL Scholarship contributions. Financial aid is awarded on a case-by-case basis. The amount of aid funded by the operating budget may not exceed 60% of tuition for HS students and 50% for ES/MS students. Generally, it is less than these percentages. The amount of aid funded by Georgia GOAL Scholarships may not exceed the maximum scholarship



amounts published by GOAL. Returning students are given priority. PK and Kindergarten programs are only eligible for aid from Georgia GOAL Scholarships.

To make an informed determination, the applicant must submit an application online through the FACTS grant and aid program. The process does require submission of tax returns to verify the application. Additional documentation may be required as the situation warrants. Upon verification by FACTS, the financial aid committee will review the applications. Students must be re-enrolled or have received an offer of acceptance prior to their application being reviewed by the committee. Applicants will be informed in writing of the decision. All information is kept strictly confidential. Families must apply for financial aid each year.

## Solicitation and Sales

Students may not solicit money or sell items on campus without the school's sponsorship. Students must direct written requests to conduct sales or solicitations to the administration.

## Academic Policies

### Academic Standards

FCS holds to a high academic standard and expects all students to meet those standards. In our desire to protect the integrity of that standard, teachers are asked to grade in a fair but rigorous fashion. Students admitted to FCS must attempt to meet the requirements for a college preparatory diploma. Students who are struggling in a course are urged to attempt mastery of the subject even if a course must be repeated. For more detailed academic policies and standards, please see the division pertaining to your child.

### Biblical Integration and Prayer

Each teacher has committed to do his or her best to integrate biblical content and truth into the entire scope of academic endeavor. The principal is responsible for evaluating and ensuring the integration process in each classroom.

Each day will begin with prayer. Regular opportunities will be given for students to share prayer requests and to pray together, and teachers will look for opportunities for spontaneous times of prayer. The chapel program will include time for prayer.

### Attendance

FCS believes that class attendance is important for academic growth and for the development of responsibility. Most subject materials are presented in a sequential manner. When a student is absent, a gap in learning can result, affecting mastery of future topics. As a result, the student may be at a disadvantage. Clarification, discussion and instruction are also lost when a student is not in class.

Therefore, families are asked to thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to a school break, or for family vacations. FCS follows Georgia law regarding school

attendance, and has purposely built sufficient vacation time into its yearly calendar. More detailed information may be found in the following division guidelines.

## Curriculum

The curriculum for Fellowship Christian School is a standards based curriculum. It is woven with biblical principles, Fellowship community habits of mind, and the National and State standards. The teaching curriculum follows a backwards design model with essential questions and enduring understandings. Teachers implement curriculum following overarching Strands and Objectives. Many varied forms of resources are used for classroom instruction with a continued effort towards differentiated instruction and innovative learning environments and experiences.

## Dress Code

A direct relationship exists between dress, grooming, conduct, and success at school. All FCS students are expected to follow the dress code and hairstyle requirements specified by division. Please consult the appropriate division section for detailed dress code information.

## Student Academic Support

FCS is a rigorous college preparatory school. The Student Academic Support program (SAS) can accommodate students with mild learning challenges. The mission of the Student Academic Support (SAS) program is to provide students with the opportunity to maximize their learning abilities in order to reach their full academic potential. Each student is evaluated through the admissions process to determine the level of support needed to be academically successful within the FCS program. The level of support is determined by the Student Academic Support team based on the documentation provided. FCS is not equipped to provide support for behavior challenges, significant accommodations or any modification that fundamentally alters the college preparatory program. Enrollment is considered a commitment for one school year. Additional information can be obtained on the [Student Academic Support](#) page on the FCS website.

## Homework

Fellowship believes that homework is a means to an end, not an end in and of itself. FCS strives to adopt pedagogical methodology as well as assessment practices that align with intended student outcomes as well as a diverse student population with various learning styles and modalities. FCS also strives to balance the requirements it makes of students' time across the spectrum of interests and opportunities while in this community. The school makes every attempt at accomplishing authentic learning and growth in every class. Homework may or may not be a part of that process.

That being said, homework is at times an essential part of the student's day as it is a time for the learner to review the day's lessons, master additional material, and prepare for class the following day. As both short and longer term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned; to return homework assignments to the teacher by the designated time; and to submit homework

assignments that reflect careful attention to detail and quality of work. In addition, all student work must be appropriate for FCS.

## Behavioral Policies and Expectations

Fellowship Christian School desires to partner with Christian parents in helping their children to embrace biblical truth, mature into godly men/women, who will exhibit a Christ-like life. We believe that there are certain truths that are basic to Christian faith in keeping with the Word of God:

1. The Bible, as originally given by God, is divinely inspired, infallible, entirely trustworthy, and the supreme authority in all matters of faith and practice.
2. The Holy Spirit indwells the believer and enables us to live a holy life and to be a witness and work for the Lord Jesus Christ.

To guarantee a good social and educational climate, it is important for students to understand that acceptable behavior will be expected at all times. Students should interact with adults and one another in a respectful manner, and should treat the school building and all other school property in that same manner.

## Honor, Honesty and Respect

We are reminded by the scriptures to set an example “in speech, in life, in love, in faith, and in purity” (I Timothy 4:12). Our lives should be characterized by holiness (I Peter 1:15). As followers of Christ, we are to treat others as we ourselves desire to be treated.

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with FCS standards and contrary to our Honor Code as established under Core Values. Dishonesty is considered a fundamental breach of our community’s expectations. A student’s dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

## Honor Code

Fellowship Christian School has adopted an honor code to guide the students in the area of academic honesty and integrity. The Honor Code Pledge reads as follows:

### Fellowship Christian School Honor Code Pledge



**On my honor, I will protect my integrity  
by keeping the trust given to me by choosing what is right  
as a student at Fellowship Christian School.**

## Conduct

FCS aspires to guide students into effective and productive lives that reflect self-discipline and good conduct. Generally, the student body is goal-oriented, kind, thoughtful and respectful in their interactions with FCS staff and with each other. A growing Christian student senses this

responsibility for self-control as a mandate from God. When the ideal of self-discipline breaks down, correction becomes necessary. In harmony with Scripture, any corrective discipline will be handled with love and concern for the student's welfare as a child of God.

In certain cases of extended or gross misconduct or disobedience, a student can receive suspension or expulsion. During a period of suspension, all missed school work must be completed. Expulsion may occur for repeated incidents of misconduct or for gross misconduct or disobedience.

*Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord, not for men."*

Generally, the school expects that all students will abide by the following principles:

1. Respect the biblically defined world view that the school ascribes to and love one's neighbor as oneself
2. Respect the person, rights, and property of others
3. Be honest in all matters
4. Promote a positive classroom learning environment with cooperation, calmness and respect
5. Follow biblical mandates by not engaging in illegal, immoral, unethical, or unbiblical activities on or off campus
6. Meet all commitments and obligations

Since the Scriptures teach that we should conduct matters "decently and in order," FCS has established the following expectations for school conduct:

1. Students may not bring onto campus or into the classroom items that are disturbing, distracting or annoying, such as water pistols, matches, noisemakers, stink bombs, etc.
2. Students may not bring into the school building items that are not normally used there including any type of electronics other than laptops, iPads, and phones
3. Books and book bags should not be left in the hallways
4. Food and water are permitted in the classrooms at the teacher's discretion
5. Students may not lounge around on the floor, nor sleep or put their feet on tables or desks in the classroom
6. Everyone is expected to help keep the campus clean by picking up paper or garbage in the hallways, classrooms and lunch areas
7. Students should respect both the teacher and the other students by not talking, passing notes, grooming inappropriately, getting out of their seats, etc, during class time

## Harassment, Bullying, and Cyberbullying

"Harassment", "bullying" and "cyberbullying" consist of verbal, visual, electronic, or physical conduct of a nature that denigrates or shows hostility, aversion, or denigration toward an individual because of his or her race, color, national origin, gender, disability, age or status. FCS neither condones nor allows sexual harassment, verbal harassment, cyberbullying, or bullying of others by anyone attending, employed by, or associated with the school. This would include, but is not limited to, the following:

1. Sexual advances

2. Threatening speech or action
3. Visual conduct such as leering or inappropriate gestures
4. Written or graphic material that belittles or is hostile toward another person
5. Epithets, slurs, or negative stereotyping
6. Threatening, intimidating or hostile acts
7. Graphic verbal comments about an individual's body
8. Sexually degrading words used to describe an individual
9. Suggestive or obscene letters, notes, or invitation
10. Physical conduct such as touching, assaulting, impeding, or blocking movements
11. Harming, intimidating, or harassing through use of phone calls, text messages, instant messenger or other social media platforms
12. Posting or spreading hurtful comments, videos, pictures, or audio records online through personal websites and and/or social networking websites
13. Taking pictures or videotaping of another student who is unaware of that action while on campus
14. Posting of recordings or pictures of other students or faculty members on social media sites without their consent or knowledge

Any person who believes he or she has been subjected to harassment or bullying should report it immediately to an appropriate superior, i.e., the head of school, assistant head of school, principal, or school counselor. This report initiates the following procedure:

1. This individual files a written report with the administration as to the nature of the incident.
2. The administration appoints an investigative team composed of at least one counselor and one teacher.
3. The administration will advise the parents of any allegations and the procedure to be followed. The school, however, will strive to keep matters confidential, limiting information only to those directly involved.
4. Following the report of the investigative team, the administration will evaluate the findings and determine the validity of the complaint.
5. If the complaint is substantiated, appropriate corrective measures will be taken, including, but not limited to disciplinary warning or probation, suspension or dismissal. If the complaint is not substantiated, the matter will be closed. All concerned students and parents will be advised of the results of the investigation and the determination made by the school.

Retaliation against anyone who files a complaint in good faith is strictly prohibited, even if insufficient evidence is found. Equally serious is knowingly filing a false accusation of harassment or false information related to such accusations. Anyone who knowingly files a false accusation or provides false information may be subject to discipline up to and including expulsion.

## Hazing

Although we encourage students to participate in school-related athletics, clubs, associations, organizations and other groups, FCS prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to: acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or FCS policy, and any other activity that could fall within the definition of hazing. If there is any question whether a particular activity could possibly be determined to be a form of hazing, please contact either the division principal or the athletic director for determination.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off FCS property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to either the division principal or athletic director. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from FCS for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

## Investigations

Students are expected to cooperate in all investigations, providing honest testimony when required. If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason including pending criminal charges, the school reserves the right to take action. Failure of a student to cooperate with an investigation may be cause for requiring the student to withdraw from FCS.

## Language

Students and parents are prohibited from speaking, typing, or writing profane, obscene, sexual, bigoted, racial, or other type of offensive language or gestures on campus or at school-sponsored events. Parents or students who do will be addressed by the administration regarding appropriate next steps.

## Off Campus Behavior

The school's rules and regulations apply at all times when a student is enrolled at FCS. In addition, the school reserves the right to take action to the extent that off campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off campus internet activity, criminal activity, sexual activity, use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from school.

Observed off-campus behavior at non-school events that does not meet the standards set out in the handbook should be addressed in the following manner:

1. Individuals with first-hand knowledge of activities inconsistent with the standards detailed in the handbook should go to the offending student, and if necessary, to the parents, according to the spirit of reconciliation described in the Matthew 18 principle of love, correction and good communication.
2. Because we have entered into a covenant with one another, we hope that accordance with the spirit of the Matthew 18 principle will result in the clarification and understanding of the problem and a commitment from the family to address the issue.
3. If the directly affected parties are still unreconciled on the matter after pursuing the above steps, they may contact a committee composed of an administrator and the head of school. After investigating the issue, this committee will determine if further steps are recommended.

## Offensive Materials

The school reserves the right to permanently confiscate and destroy immoral or offensive materials (books, magazines, posters, tapes, cards, and other media, digital or otherwise) brought to school. The administration reserves the right to determine whether an item meets this description.

## Sportsmanship

In partnering with FCS, it is the school's expectation that all students and parents exhibit good sportsmanship and courtesy at all school-sponsored events on and off campus. These expectations extend to both participants and spectators in all types of activities. Any person showing unsportsmanlike conduct may be asked to leave the event and may not be permitted to attend future events.

## Stewardship of Property

Students are responsible for the proper care of classrooms, restrooms, athletic fields, gyms, parking lots, supplies and furniture. Students who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item/s. For the protection of furniture and carpet, only water may be consumed in carpeted rooms and hallways unless in an approved container. Students will be required to pay for any lost or damaged materials checked out to them.

## Sexual Behavior Expectations

Students are expected to conduct themselves in accordance with Biblical truths including but not limited to inappropriate public displays of affection. Premarital heterosexual or homosexual activities are incompatible with biblical teaching and are not to be promoted or practiced by members of the FCS community, either on or off campus. The school reserves the right, within its sole discretion, to refuse enrollment or to terminate enrollment for any student who engages in sexual immorality or promotes such practices.

## Premarital Pregnancy Policy

A student who is pregnant, married, or a parent of a child will not be allowed to attend FCS. If a student becomes pregnant, she will be asked to withdraw immediately or be placed on homebound status. A homebound student will remain a student at FCS until the end of the term and then be asked to withdraw. Young men responsible for pregnancy will be held accountable in a similar manner.

## Tobacco, Alcohol, and Drugs

### Tobacco

Students shall not use or possess any type of tobacco products on school property or when being transported to and from school. This includes all educational activities, school-sponsored events, field trips, athletic functions, or while participating in an activity under the direct supervision of a school staff member.

### Drugs and Alcohol

It is the intent of FCS to provide a safe and healthy environment for its students based on godly principles. Accordingly, our policy is as follows:

A student shall not possess, sell, use, transmit, or be under the influence of narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, cocaine, marijuana, controlled substances, alcoholic beverages, anabolic steroids, or intoxicants of any kind:

1. On the school grounds during, immediately before, or immediately after school hours
2. On the school grounds at any other time when the school is being used by any school group
3. Off the school grounds at a school activity, function or event
4. En route to and from school or school activities on school buses or transportation vehicles
5. Non-school related: Confirmation of any students violating the FCS drug policy will also result in disciplinary action by the school administration which can include suspension, expulsion, and legal action. Consequences for such violations will depend upon the scope and nature of the infraction.

Voluntary disclosure of personal drug abuse will be taken into consideration in discipline; however, such disclosure does not guarantee mitigation of disciplinary procedures. (Voluntary



disclosure does not mean coming forward after the administration, faculty, or student government has knowledge of an incident.)

### Screening

Drug and alcohol screening for FCS students may be required at the discretion of administration, and may be requested without prior notice. Screening may be performed at the school or by the school staff; however, the administration may refer the student to an approved outside medical facility or physician for this screening at the discretion of the school administration. Any results will be sent directly to the school's administration for review. Parents will be responsible for the costs of these procedures and will be informed of the results of the testing by the school's administration.

### Weapons and Threats

FCS takes all threats seriously, even when students make comments in jest, on the internet, by text, or away from school toward or about another student, employee, or FCS. Students are prohibited from bringing any type of weapon to FCS or FCS-sponsored events, including knives, guns (all types), fireworks, laser pointers, etc. Any such items may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

## Disciplinary Policies and Procedures

Discipline will be administered when any individual's actions interfere with the right of the teachers to teach and students to learn. Teachers will be responsible for the normal day to day discipline in the classroom which may take the form of after school detention, lunch detention, extra assignments, etc. The student is expected to respectfully comply with whatever regulations or disciplinary measures the teacher may impose. Confrontational behavior with the teacher is contrary to conduct expected from all FCS students and parents. Each situation will be handled at the school's discretion, from a biblical perspective, in accordance with the school's rules, policies and practices.

Disciplinary matters or incidents in violation of school rules and regulations will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences, the level depending upon a variety of circumstances.

The following behaviors may result in short-term in or out of school suspension or dismissal:

1. Repeated violations of general conduct expectations (stated under Behavioral Expectations)
2. Cheating, plagiarism, dishonesty, lying
3. Disrespect toward a teacher, coach, administrator or guest
4. Leaving campus without permission
5. Physical or verbal fighting or provoking same
6. Use of spoken or written profane, vulgar, or obscene language or gestures
7. Negative attitude or negative influence upon other students

The following behaviors are considered severe and may result in a lengthy suspension or probable expulsion:

1. Repeated misconduct or violation of classroom/school policy
2. Open defiance of authority
3. Failure to respond positively to repeated efforts at correction by the school or staff
4. Any action or activity, especially of an immoral or illegal nature, on or off campus that seriously harms the school's reputation in the community such as, but not limited to, stealing, vandalism, premarital sex, use or possession of alcoholic beverages, use or possession of illicit non-prescription drugs, sexual abuse, occult involvement or physical assault
5. Possession of a weapon, fireworks or dangerous articles while on campus or at school-related activities
6. Being arrested or taken into custody for a felonious reason, sexual harassment or intimidation
7. A habitual attitude not in harmony with the goals and spirit of the school

## Matthew 18 Principle

Matthew 18 provides a model of conflict resolution which emphasizes love, correction, and good communication when dealing with interpersonal problems. If a problem arises between a parent and teacher, parent and administrator, or parent and parent, the issue must be resolved quickly and prayerfully with love, patience, and forgiveness. Open communication and Christ-like relationships are two keys to developing a school environment that is positive, mature and glorifying to God. This is the Matthew 18 principle:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two witnesses. If he refuses to listen to them, take it to the church; and if he refuses to listen to the church, treat him as you would a pagan or a tax collector."

In the event of a conflict, the following lines of authority are to be followed:

1. Classroom problems should be handled between the student/parent and teacher primarily. If either party does not receive satisfaction, the next step will involve the principal, teacher, and student/parent. If a resolution is not reached, the next step will involve the head of school, principal, teacher and student/parent.
2. Parent to parent problems should be resolved between the persons involved, without the involvement of teachers, administrators, or (in particular) other parents.

## Suspension

In certain cases of extended or gross misconduct or disobedience, a student may receive an in-school suspension or an out-of-school suspension. Specific academic policies relating to suspensions are set by each division. However, all school work missed during this process must be made up by the student regardless of the academic penalty. Out-of-school suspension dictates that the student may not be on campus at any time for any reason for the duration of the suspension, including after school activities. For an in-house or out-of-school suspension,

participation or attendance in sporting events, extracurricular activities and evening activities is prohibited. Failure to comply with this policy will compound the period of suspension. All classwork and homework must be completed for the days missed.

## Dismissal

The school reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interests of that student, other fellow students, or the school in general. Students who have been removed from school due to disciplinary reasons are not allowed on campus without the permission of the school administration. In addition, students who are suspended or dismissed from school may forfeit their right to receive public recognition for earned awards at assemblies or banquets. Students may re-apply to FCS one full semester after the semester in which they were dismissed.

## Guidelines for Appeal Process

All questions, problems or complaints should be brought first to the teacher, coach or school employee with whom the conflict is concerned. This should be done before anyone else is involved. A majority of problems are resolvable at this level. Although it may seem easier to pick up the telephone and address the issue with the head of school or principal, this is not consistent with the Matthew 18 principle. The head of school or principal will verify that appropriate channels have been followed prior to entering into the conversation.

If the issue is not resolved through direct contact with the person involved, then the problem should be addressed with the principal or head of school. Conflicts with the head of school should be addressed first with the head of school and then with the chairman of the school board if no solution is found.

## Student Health and Safety Policies

FCS is committed to protecting and maintaining the physical, mental and emotional health of its students. To that end, we have in place the following policies.

### Student Health Form Requirements

To protect the health and safety of the students at FCS, the following forms are required for school attendance:

1. Student Medical Information Form: An up-to-date form with a parent/guardian signature must be completed prior to starting school. The instructions for completing the form electronically through RenWeb are provided before the school year begins. If a student is admitted after the beginning of the school year, a hard copy of the Student Medical Information Form is required to be completed and signed by a parent. This student medical information is referenced while the student is at school and may be copied for use on field trips and retreats. It is the parent's responsibility to keep the child's records current. The only way to make changes or additions to the form during the school year will be to contact the school nurse. All health information is considered confidential. It is shared on a need to know basis with EMS, administrators, counselors, teachers, certified

athletic trainers or other staff members who are responsible for students during the school day.

2. GA Dept. of Public Health Certificate of Immunization Form 3231 marked complete for the student's grade level or with an expiration date greater than 30 days in the future or with a certificate showing medical exemption is required for every student. Immunization forms from other states are not accepted and must be replaced with a Georgia form in the first 30 days of attendance. A notarized affidavit for religious exemption is also acceptable. All new entrants after June 2015 claiming religious exemption must present a notarized GA DPH Form 2208.
3. GA Dept. of Public Health Certificate of Ear, Eye & Dental Form 3300

No student will be allowed to attend school without these documents.

## Accident/Illness Procedures

When a student becomes ill or injured while at school, a parent/guardian will be contacted immediately. If a parent/guardian cannot be reached, a designated contact person will be notified. If a student is unable to return to class, arrangements will be made to have the student sent home per information provided in the Student Medical Information Form.

In case of an extreme emergency, and if the school is unable to contact a parent or designated contact person, 911 will be called to administer emergency aid to the student. A representative from the school will accompany the student to the emergency room.

## Child Abuse Reporting

School teachers and other staff are classified as mandatory reporters under the state of Georgia child abuse reporting laws. FCS abides by the state of Georgia mandatory reporting requirements for all individuals who have contact with our students. Please understand that we must take our obligations seriously. If after reasonable consideration we assess that a situation requires it, we will report suspected abuse or neglect to child abuse authorities. Depending upon the circumstances, we may not be able to communicate with parents regarding the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

## First Aid

First aid supplies are available in the school clinic for all students. Emergency first aid will be administered if needed; however, no further medical treatment or medication will be given without prior written parental approval to treat which is provided on the Student Medical Form completed at the beginning of the school year.

## School Counselors

The School Counseling Department is staffed by professionally trained school counselors. School counselors are available to help students and parents with personal, emotional or social concerns that may arise and which affect the student's academic performance or social conduct.

The enrollment of your child is consent to allow your child to receive services through our school counseling office.

Students and parents should be aware that conversations with a school counselor may be privileged and confidential, unless the nature of the communication reveals the immediate risk of harm to the student or others or a violation of child abuse laws.

In some instances, the school counselors may communicate directly with parents. However, the school counselors will always encourage the student to communicate with the student's parents or other adults regarding the circumstances disclosed.

## Health Information Sharing

Parents and their student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

## Infectious Illness Policy

Students with any type of infectious illness or communicable disease must have resolving symptoms and be fever free for 24 hours without the use of medication before returning to school. A temperature of 100.0 degrees or greater is considered a fever. An example of a resolving symptom would be a productive hacking cough which has improved to a mild intermittent cough. A student who is ill and has vomited at home or at school may not return until 24 hours has passed after the last bout of vomiting. A student with two or more episodes of diarrhea at school must go home. These policies exist to protect the health of all students.

If the school suspects your child has head lice, your child will be sent home and asked to seek treatment before he/she can return to school. If you suspect your child has head lice, please contact or see a health provider and notify the school's health clinic. It is important to continuously examine your child's hair every day for at least two weeks because nits can live up to two weeks. Nits may persist, but there should be no living lice. The student must be examined by the school nurse before returning to class and weekly for three weeks. Additional resources are available at: [www.cdc.gov/lice/head/](http://www.cdc.gov/lice/head/) or [www.headlice.org](http://www.headlice.org).

Any student or employee with a communicable disease for which immunization is required by law or is available will be temporarily excluded from school while ill and during recognized periods of communicability. Students or employees with a communicable disease for which no immunization is currently available may be excluded from school while ill.

Students or employees without completed immunizations or with affidavits for religious exemption for communicable diseases will be excluded from school should there be an outbreak of that disease. The student or employee may return 21 days after the onset of the last case of the disease in the school. These policies align with the Georgia Department of Public Health.

The determination of whether a student or employee diagnosed as having a form of the AIDS (Acquired Immune Deficiency Syndrome) virus will attend classes, participate in school activities or remain employed will be made on an individual basis and reevaluated periodically by a team of appropriate medical experts and school board representatives. Such teams will be appointed by the head of school and principal. Final determination will be made by the head of school and principal.

In making a determination, the head of school and principal will consider a) the physical and psychological condition of the student or employee; b) the expected type of interaction with others in the school setting; c) the impact on both the infected party and others in that setting; and d) the general welfare of the school environment. Employees or students with any form of the AIDS virus will be required to inform the head of school as soon as they have knowledge of their diagnosis.

## Medication and Authorization to Administer Policy

Commonly used over-the-counter medications are stocked in the clinic and will be dispensed based on parent consent given electronically when completing the student medical form upon admission and at the beginning of each school year. Students may keep personal over-the-counter or prescription medications in the school clinic for use when needed. These medications must be brought to the clinic by the parent/guardian. The medication must be in the original, labeled container with a signed Authorization to Give Medication Form stating any specific instructions. FCS does not assume responsibility for the effects any medication may produce.

Students with allergies, asthma, diabetes or other medical conditions should supply the clinic with the proper medications needed for the condition accompanied by a signed Authorization to Give Medication Form. The medication should be labeled by a pharmacist, stating the proper dosage and full name of the medication. Some medical conditions require an action plan form signed by a physician. The school nurse will notify the parent if such a form is required. Some parents choose to allow their students to carry their own epipen or inhaler medication with them. In such cases, parents must complete a form, which informs the school of the medication in the student's possession, ensures that the student will use the medication appropriately, and releases the school from responsibility in relation to use and possession of the medication. This form must be signed by a physician and kept on file in the clinic. In elementary school, the clinic nurse has the authority to decide if a student is eligible to carry his/her own epipen or inhaler.

## Non-custodial Parents

Due to the social realities of legal separation and divorce, which can affect the school's responsibility to the student, FCS has elected to observe the following guidelines in situations where a non-custodial parent wishes 1) to become involved in a school-related activity of a child; 2) to have contact with the child while at school; or 3) to take custody of the child while the child is at school.

As a general guideline, the school will not interfere or resist a non-custodial parent's involvement in school-related activities or access to the child or the child's records, unless the school is presented with a court order or a similar state/county legal document which restricts such involvement or access. Otherwise, the school will not involve itself in choosing sides between parents in conflict. The following additional guidelines will be followed:

1. A non-custodial parent may not remove the child from school premises unless the parent presents written authorization signed by the custodial parent, or a written court order which permits such an arrangement.
2. In school-related activities which require parental consent, the school will recognize only the consent of the custodial parent, unless such authority is granted by a court order or a comparable legal document.
3. If the actions of the custodial parent(s), non-custodial parent(s), or legal guardians become disruptive to school operations, the school reserves the right to restrict access by such parent(s) or guardian(s), and to take reasonably necessary action.

It is not the intention of the school to interfere with the interaction of parent and child, but the school must adhere to the above guidelines to promote order in school operations and to serve the best interests of all students.

In situations where a student is living with a guardian or with one parent following a divorce, copies of custody papers or guardianship papers must be on file in the registrar's office. Unless FCS has official documentation on file, the school cannot prevent a natural parent from picking up a child.

A non-custodial parent may not remove the child from the school premises unless the parent presents a written authorization signed by the custodial parent or a written court order which permits such an arrangement.

In school-related activities which require parental consent, the school will recognize only the consent of the custodial parent, unless such authority is granted by a court order or a comparable legal document.

## Returning to School After a Mental Health Concern or Absence

Students who experience a mental health issue such as: threat or action to constitute self-harm or harm to others, behavior that impacts day to day school functions resulting from a mental health condition, or other mental health concern that may impact a student's ability to navigate the school setting must have written documentation from the attending doctor stating the

student is clear to return to school. Furthermore, documentation must state the student is not considered a threat to his or her self or others.

## Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with supervised or unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit <http://www.familywatchdog.us> or <https://gbi.georgia.gov/georgia-sex-offender-registry>.

## Student Disability Accommodations

We understand that there may be circumstances in which a parent may request that FCS provides an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the school believes that it is appropriate at this time to outline FCS' policy and general guidelines for addressing such requests:

1. General Policy: In general, it is the school's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the school and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. FCS also asks parents to realize that, given the size of the school and its available resources, FCS may not be able to provide all requested accommodations. To the extent FCS agrees to provide accommodations, the school may require a sharing of responsibility for the accommodation.
2. Request and Documentation: For any type of medical accommodation (including administration of medication at school), the parent must contact the school nurse to



discuss the need. The school nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

3. **Release for Communications with Physician:** Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the school to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.
4. **Assessment of Request:** Once the parent's request and medical documentation has been received by the school, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the school will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the school will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school or nurse believe are beyond the scope of the school's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.
5. **Limitations on Requests:** Please understand that the school is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time for testing, use of computers, and/or dispensing with medication through the clinic.

## Technology Policies

The Information Technology (TEKe) Department of FCS has a Technology Responsible Use Policy that is to be read by each student. As you sign your statement of agreement to uphold school policy, you will also be asked to sign (on the same form) a statement that you have read the Technology Responsible Use Policy issued by the TEKe Department.

The computer unit and equipment, software, operating systems, servers and storage media, network accounts (email), and web browsing are all property of FCS and are to be used for educational purposes. These guidelines are also in place to provide a level of security to the school systems from risks of virus attacks, compromise of network systems and services, and legal issues.

The policy applies to students, parents and volunteers. The policy applies to all equipment owned or leased by FCS.

## Technology Responsible Use Policy

The purpose of this policy is to document expectations for students regarding the use of computers, tablets, phones and all other electronic devices used on FCS property.

### General Guidelines

1. The use of all technology must be in accordance with the morals and standards of FCS.
2. All school equipment, software and data on campus is considered the property of FCS and is subject to inspection/audit, maintenance, configuration and security by the FCS TEKe Department.
3. Any non-end user devices (e.g. wireless router, etc..) brought onto campus may not be connected to our network, either wirelessly or by wire, without the express written permission of the TEKe Department.
4. Software may not be installed on FCS owned computers without the express permission of the TEKe Department.
5. iTunes purchases made by the TEKe Department fall under the FCS Volume Purchase Agreement with Apple.
6. Users should be aware that while FCS desires to provide a reasonable level of privacy, all data created on the school network system remains the property of FCS.
7. FCS does not guarantee the confidentiality of personal information stored on any FCS device. At times it is necessary to review user activity and information. It is the student's responsibility to provide reasonable care and supervision in the use of any school technology, equipment, or other school property.
8. FCS is not responsible for the loss or deletion of personal data stored on the FCS network or computers (e.g. photos, music, videos, and personal files).
9. PASSWORDS – must be kept secure. Do not share your password with anyone. All systems are to be secured with a password.
10. NETWORK – Access to our wireless network is a privilege for educational purposes. Do not share ANY passwords to our wireless network without the express permission of the TEKe Department.
11. EMAILING and SPAM – Please do NOT use your FCS email account to send any type of bulk or personal mailings or “chain” emails.
12. BLOG SITES, PERSONAL WEBSITES, SOCIAL MEDIA, ETC are encouraged. Please remember that just as your conduct outside of school is a reflection of the school, so is your activity online. If you have a blog site, please blog responsibly.
13. HELP DESK – The technology team maintains a help desk in the TEKe office to help students resolve technology issues. This is where student technology interns are available at certain times of the day to help you. Please come to the help desk whenever you need to resolve any issues with your school issued device or account.
14. QUESTIONS about responsible use or appropriateness should be brought to the TEKe Department for clarification.

### Limitations and Restrictions

1. Copyright Infringement--Movies, books (both hardcopy and digital), and software have their content protected by U.S. and International Copyright laws. Do not install, copy,

give away or show any content that you do not have a digital license for. No use of peer-to-peer file sharing services is permitted.

2. Logging of Internet Usage—All internet usage and visited websites, via our network, regardless of ownership of the equipment, will be logged and reviewed periodically by the TEKe Department to maintain the safety of the students and employees.
3. Assuming the identity of another student or employee for any reason whatsoever is prohibited.
4. Sharing Personal Information--Providing information about, or lists of, FCS employees or students to parties outside FCS is prohibited.
5. The following uses of technology on FCS property is strictly prohibited:
  - a. Pornography
  - b. Gambling
  - c. Harassment
  - d. Illegal Activities
6. Accessing information of which the student is not the intended recipient, or is not authorized to view or use during the course of their regular duties, is prohibited.
7. Students are forbidden from recording and/or posting or publishing any classroom activities without express written consent from school personnel.

### Social Networking

1. Students are discouraged from including current FCS staff members as “friends” on social network sites.
2. Emailing and texting by students to staff members should generally be for an educational rather than for a casual or social purpose.

### Telephones

1. Fellowship Christian School’s telephone systems are available for conducting official school business, in the direct support of assigned duties and responsibilities of users. FCS understands that individuals occasionally need to make telephone calls from their school telephones to meet their personal needs and responsibilities. Students shall exercise common sense and good judgment in the personal use of telephone equipment. Any use shall be reasonably brief and infrequent in nature.
2. The use of classroom phones by students is discouraged and should only be allowed under direct supervision of an FCS employee. At no time should a student use a phone in a teacher or administrative workroom.
3. The use of personal cell phones by students during instructional time is discouraged.

### Email

The Fellowship Christian School email system exists to support the school’s mission and facilitate communication. It is protected by filters, firewalls and antivirus software.

All email on the school email account is subject to inspection and discovery, and retained for a period of time according to school policies.

1. Email is for legitimate education and FCS related correspondence.
2. Attachments are limited to 10GB or smaller; larger files must be transmitted using some other method.

3. Students must use extreme caution when opening email attachments from unknown senders. Attachments may contain viruses or other malicious content that can do damage to FCS systems.
4. Please do NOT use your FCS email to sign up with agencies such as shopping, Facebook, non-educational subscriptions, list servers, personal groups, etc.

### Filtering

The TEKe Department employs a number of physical and virtual devices to filter and track information accessed by all devices on FCS property.

1. The TEKe Department defines inappropriate content and blocks it from all devices.
2. All internet usage, visited websites, and blocked websites will be logged and reviewed periodically to maintain the safety of the students and employees at FCS.

### Consequences

Any student found in violation of any policy outlined in the Responsible Use Policy herein may be subject to disciplinary action.

## Development and Fundraising Policies

### Annual Fund

The FCS Annual Fund is our yearly school-wide fundraising effort which provides for campus needs and initiatives that enhance the experience of our students. While tuition covers the entire operating budget which includes personnel, facilities, programs, and curriculum, the annual fund allows our school community to experience innovative teaching methods and technological advances, improvements to our campus security, and much more. Our participation goal is “Every Family, Every Year” and with that in mind, all board members, faculty/staff members, parents, alumni, and grandparents are asked to contribute. Both fund participation and donation value are important factors in measuring our success each year. A high board, faculty/staff, and especially parent participation rate is an invaluable tool used in assessing our candidacy for foundation and corporate grants. The Annual Fund follows the FCS fiscal year, beginning July 1st and ending June 30th of every year. All pledges are due each year by/on June 30th. Solicitations begin with board members and faculty/staff members in August and then are extended to our families in the Fall semester. Fellowship’s Annual Fund participation drive includes direct mail appeals, personal asks, online giving, email requests, website and social media postings, school publications, videos, phone calls, and parent volunteer recruitment. FCS families and friends may contribute to the Annual Fund via check, credit card, cash, online giving, or transfer of stocks.

### Capital Campaign

A Capital Campaign is a targeted fundraising effort that takes place over a defined period of time. A campaign is designed to fund specific projects such as new buildings, additions, and renovations. Donations to a capital campaign are above and beyond annual giving. A Capital Campaign usually spans 3-5 years.

## Georgia GOAL

The Georgia GOAL Scholarship Program is a state-approved student scholarship organization FCS partners with allowing Georgia taxpayers the opportunity to redirect a portion of their Georgia tax dollars to provide financial aid assistance to eligible FCS students. Participants who utilize the Georgia GOAL tax strategy receive a 100% tax credit against their Georgia income tax liability for the amount contributed to GOAL. For more information visit the Fellowship website under “Support FCS” or contact the development office.

## Gifts in Kind

Gifts in kind are non-cash gifts. Examples are computers, office furniture, equipment, supplies and property. Gifts in kind that have a fair market value of more than \$5,000 require the completion of IRS Form 8283. However, by law, value for tax purposes must be determined by the donor.

## Gift Acceptance Policy

All monetary and in-kind gifts are subject to review for acceptance by the Development Department.

## Matching Gifts

Many employers sponsor matching gift programs that supplement their employees' charitable donations. To find out more, please contact your company directly to see if they offer a matching gift program and if you would be eligible to receive a match from the company.

## Stock Donations

Gifting stock to FCS is easy to do and a great way to give. The stock gift form and instructions can be found by going to the FCS homepage of the website, clicking on the “Support FCS” bar and then the “Ways to Give” page. Please contact the development office for guidance and specific stock transfer instructions.

## Fundraising

All fundraising initiatives and donation solicitations must be reviewed by the school administrative team and the development office in advance. Those who wish to fundraise or solicit for donations are advised to plan ahead to allow for the review process to take place. The completed review form and a sample flier and/or any publicity materials should be submitted to the Development Department. The Development office will maintain a calendar to record all fundraising efforts to avoid overlap of dates and continuous solicitation of our community businesses. For the purpose of this policy, “fundraising” is defined as “the solicitation, direct or indirect, of money, goods, or services, within the school families or larger community in order to fund, create, or enhance any project/event/entity that is not underwritten by the operating budget.”

The use of any FCS logo in any fundraising activity must have specific approval of the marketing/communications department. Solicitations which seek individual/business cash or in-kind donations must be reviewed and approved by the Director of Development to ensure that such a solicitation does not interfere with other approved fundraisers.

## Alumni Relations

The development office is growing an exciting alumni program, offering special events, opportunities for giving, and better communication between alumni and the school. An alumni association has been established in order to keep alumni engaged in the FCS community. The main opportunity for alumni each year is the Homecoming weekend where they may attend the alumni dinner. FCS has established a Facebook group especially for alumni to reconnect and plan their reunions. The development office provides support for reunion planning.

## Communication Policies

### Branding

The Fellowship Christian School communication philosophy is to deliver succinct communication that builds and maintains brand integrity, streamlines the communication process, and creates a uniform delivery mechanism for all colleagues who represent FCS.

We create and nurture a sense of community with all internal or external communication, and drive our key mission, vision and values into every communication distributed to fellow colleagues, current families, prospects, students, and community leaders. Each email, letter, flier, etc. should resonate that Fellowship Christian School is the premiere K-12 college preparatory school in the Atlanta area, with an emphasis on unity, community, diversity, and inclusivity.

In this light, all communication including e-mails, promotional signs, event flyers, event programs, PowerPoints (ex. Announcements), and newsletters should align with this philosophy and brand guidelines and must be approved by the Marketing and Communications Department prior to communication. Please refer to the Communications and Policy guidelines and/or the Fundraising and Donation Solicitation form for the full process. If in doubt, please contact the Marketing and Communications department so we may assist you in an expeditious manner.

### Advertising and Solicitation

FCS does not distribute to students, families, faculty, or staff any form of advertisement or solicitation from outside businesses or FCS family or employee businesses. By distribution this means that no materials are placed in Friday Folders, faculty/staff mailboxes, e-mailed to faculty/staff, or placed on vehicles. Business advertisements may be placed in the workroom to be picked up by staff at their discretion.

### Electronic Communications

Electronic communications will be sent periodically to all staff and parents regarding important upcoming events, changes in institutional policies, or significant announcements. Requests for

all school electronic communication should be submitted to the marketing and communications office at least 48 hours prior to the actual date.

## School Directory

A school directory is updated in RenWeb in the fall of each school year, listing all students and family contact information. We respect the privacy of our families. Under no circumstances should the school directory be used for solicitations of any type by faculty, staff, parents, or outside organizations.

## Social Media

FCS also communicates with families via multiple social media platforms such as Facebook, Twitter, and Instagram. You can find FCS on Facebook at @FellowshipChristianSchool, Twitter at @FellowshipCS and Instagram at FellowshipChristianSchool. If you use social media, please remember to “like us”, share, retweet and/or “follow us” to help stay updated on all the great things happening at FCS.

## Website

The FCS website serves as a promotional tool for the school as well as the primary means of communication for FCS and our greater community. The website is overseen by the Marketing and Communications Department. To request an addition to the site, or to provide news stories, event information, or calendar information, please contact the Marketing and Communications Department.

## Miscellaneous School Policies and Information

### Closed Campus Policy

FCS has a closed campus policy which allows visitation by family members, alumni (a graduate from FCS) and spiritual leaders after first signing in at the appropriate office and receiving a visitor's tag. Students from other schools are not allowed to visit unless they are shadowing a FCS student and it has been pre-arranged through the admissions office.

Students cannot leave campus or have unauthorized visitors during the day without administrative approval. Students who need to leave must follow the early dismissal policy. Parents, pastors and group leaders who wish to check students out for lunch off campus should prearrange this with the office. Students are not allowed to miss classes or chapel for these lunches and should return in time for class.

### Early Release/Dismissal Policy

FCS teachers and staff are prohibited from excusing a child to any adult before the regular school dismissal time. If a situation arises which necessitates taking a child out of school, the parent/guardian is required to come to the office and sign the early release log. The office will notify the teacher to send the student to the office. This procedure is to safeguard children from unauthorized persons seeking to remove them from class. Students will not be allowed to leave

the school grounds except for an authorized school trip or as under the conditions described above.

## Emergency Procedures

FCS teachers and staff understand and are prepared to follow the appropriate procedures in the event of an emergency situation. They will instruct and guide the students as needs arise. In preparation for possible evacuation or secure sheltering, FCS holds monthly drills of varying types including fire, severe weather, and lockdowns.

### Crisis Management Plan

The State Office of Homeland Security has issued guidelines for school safety. Many of these guidelines are integrated into the FCS Crisis Management Plan. The school conducts CMP drills to ensure our entire campus is well-educated on procedures. The Roswell Police Department has spent time on the FCS campus learning the buildings and grounds and has conducted training on the property also.

FCS has an emergency response team in place and provides training to the total staff on the CMP. In the event of a possible threat to the school, the Head of School or a delegate will make a campus-wide announcement indicating that the school is in lockdown mode. Faculty and Staff will then follow CMP procedures.

The Crisis Management Plan is on file in the office of the Chief Financial Officer/Chief Operations Officer and is reviewed yearly with faculty and staff.

### Emergency Evacuation Procedures

Fire and tornado drills are conducted periodically during the school year to prepare students and teachers to handle these emergencies. The school is equipped with an automatic fire alarm system, which, when activated, can be heard throughout the building. To train students in proper emergency exit procedure, fire drills are scheduled regularly. In each room is posted a fire drill exit chart so faculty and students know which route they are to use when vacating the building. Teachers should ensure that the following rules are followed:

1. Teachers must prominently display the emergency exit chart in the classroom and inform students of the primary and secondary evacuation routes and procedures.
2. When the alarm is sounded, all class activities must cease and everyone must exit promptly.
3. Students must walk in a single-file line and must not run or push.
4. There is to be no talking while exiting or re-entering the building.
5. Students are to listen to any directions given.
6. Classroom doors are to be closed and lights are to be turned off.
7. Teachers must take a class roster and colored coded emergency plan cards outside, check roll, and immediately display the appropriate colored card. If a student is missing, an administrator should be notified promptly.



## Severe Weather Plan

Severe weather radios are located in the front office area. Severe weather alerts will be announced over the intercom system. When evacuating to safe locations within the buildings, the school will avoid placing students in gymnasiums, or any area with a large-spanned roof. Students will be placed away from glass windows, doors, and skylights and on the safest level of the building for tornados. When conducting severe weather drills, including tornado threats, students should be instructed to assume the duck and cover position against interior hallway walls, or in bathrooms in the lowest level of the structure away from any glass. The fire alarm will not be used for severe weather drills and practices. Practice each function in the manner you would want students to act in a real severe weather incident. *TAKE EVERY DRILL SERIOUSLY.*

The school will inform our families through the use of social media outlets, email, the FCS website, school-wide texting via FACTS, and through contact with the local TV stations whenever we have early dismissals, late starts, closings, etc. Information will be available on a broad scale in an expedient manner in order to avoid any unnecessary individual communication. Please do not call the offices. Be assured that the information will be dispensed to all constituents of the school as soon as the changes are deemed necessary.

## Cancellation of School Due to Inclement Weather

Canceling school is a complicated decision that affects students, staff and families. The decision is further complicated by the fact that school families reside in many different geographic areas throughout North Georgia. With the understanding that canceling school may cause hardship for some families, exceptional consideration is given to this decision, and FCS does everything possible to keep the school open. The primary criteria considered when making a decision include:

1. The safety and well-being of students and staff
2. Severity of the weather
3. Timing of the weather hazard
4. The ability for buses and cars to travel safely

FCS continually monitors the forecast from the National Weather Service. The Head of School, administrators, and campus officer evaluate all information available in order to make the best decision for students, staff and families. While FCS knows some decisions will be very inconvenient and that the weather does not affect every family in the same way, the school takes this as a very serious responsibility.

In cases of inclement weather, a decision about a delayed start, early dismissal or school closing will be made by 6:00 a.m. on the day in question. While the Head of School will make the decision for the school, each family has the right and responsibility to decide what is in their best interest. Because our school families are in many different geographic areas, families, for any reason on any day, who fear they cannot get to school safely, should not attempt it and will not be penalized for making this kind of decision. It will simply be considered an excused absence.

## Intellectual Property

By enrolling the student in the School, the parent and student acknowledge that all Intellectual Property as defined herein is the exclusive property of the School. Intellectual Property includes all inventions, creations, videos, audios, writings, prototypes, discoveries, developments, formulas, techniques, derivatives and improvements and all works of original authorship or images that are fixed in any tangible medium of expression and know-how related thereto, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the school's students, solely or in conjunction with others, during the period of the student's attendance at the school and related to or used in connection with the student's participation in any school activity (classroom, athletic, artistic, scientific, etc.). As examples only, Intellectual Property would include projects, music, performances, videos, audios, photographs, website materials and/or creation, inventions created in any science or other class, results of science research and/or experiments, and other similar work done while attending the school and as a part of the student's participation in any School activity.

## Parking and Driving Information

FCS provides parking for students, faculty and staff cars that display a valid parking permit. Parking permits are issued by the high school front desk. Student drivers must affix the permit to the rear view mirror inside of their vehicles and display it at all times when the vehicle is on campus. Should the student or employee need to drive another car, he will notify the front office of the vehicle change.

Throughout the year the campus hosts several special events that require reserved parking for the patrons. This may result in some inconvenience to students, faculty and staff but does not authorize drivers to violate parking regulations. Following are some additional parking regulations:

1. Students, faculty and staff shall not park in the visitor's parking spaces.
2. Anyone driving on campus is required to have a valid driver's license and valid proof of insurance in his possession.
3. The speed limit on campus is 15 MPH, and will be strictly enforced. Violators may be issued a citation from the school for the violation.
4. Rules and regulations are enforced year-round, including weekends, holidays, breaks and summer.

## Cars and Parking

All parents, faculty and visitors park their cars on campus at their own risk. The school assumes no responsibility for damage due to theft, vandalism, accidental or malicious actions of others, acts of nature, etc. Parents are expected to comply with the school's carpool procedures.

## Moving Violations and Parking Infractions

While facility and security team members have the primary responsibility for traffic and parking compliance, ALL employees are encouraged to be vigilant and report issues observed. Citations

or demerits for student violations will be issued and observed adult violations will be reported to the Head of School for follow-up. Student violations may lead to a suspension of driving privileges on campus.

Violations include but are not limited to:

1. Parking in any of the following areas: handicapped without a placard/permit, reserved or numbered spaces, or other restricted areas
2. Parking in fire lanes or driveways, blocking roads or dumpsters
3. Taking more than one space or overextending lanes
4. Parking on grass, in flower beds, or on curbs
5. Not displaying a parking decal (students and employees)
6. Exceeding the speed limit
7. Disregarding traffic control signs
8. Reckless driving
9. Disregarding facility, staff, or officer directing traffic
10. Moving barricades and/or cones
11. Allowing Children to hang out of car windows or sunroofs - Below are two **Georgia laws** that apply to this issue:
  - a. **Reckless Driving – 40-6-390:** “Any person who drives any vehicle in reckless disregard for the safety of persons or property commits the offense of reckless driving.” Upon conviction, the person's driver's license can be suspended for 6 months. This can be enforced on private property.
  - b. **Reckless Conduct – 16-5-90:** “A person who causes bodily harm to or endangers the bodily safety of another person by consciously disregarding a substantial and unjustifiable risk that his act or omission will cause harm or endanger the safety of the other person and the disregard constitutes a gross deviation from the standard of care which a reasonable person would exercise in the situation is guilty of a misdemeanor.”

### Towing of Vehicles

A vehicle may be towed or property removed when it has been determined that the vehicle or property poses a safety hazard, property destruction, property obstruction, or unapproved use of campus parking, especially if the immediate removal of the vehicle is necessary for public safety purposes. Vehicles may be towed for any of the following reasons:

1. Having numerous citations on file,
2. Blocking roads, dumpsters or in handicapped spaces,
3. Parking on the grass or in landscaped area (flower beds)
4. Abandoned vehicles: Campus Police will monitor such vehicles and tow vehicles once it is deemed abandoned
5. When it has been determined that a vehicle or property poses a safety hazard and the immediate removal of the vehicle is necessary for public safety purposes

## Private Property

FCS is not responsible for damage to or loss of private property brought to school, including at extracurricular events or programs. Individuals are responsible for securing their own property in a responsible manner. The administration has the right to restrict what items are brought to school; the teacher may restrict what can be brought into the classroom.

## Rideshare and Taxi Service Policies

Out of concern for the safety of our students, Fellowship Christian School discourages the use of taxis and other for-hire personal transportation or rideshare services. Many of the rideshare services have policies prohibiting minors from riding unaccompanied. That being said, FCS understands that it may become necessary for parents to secure these services from time to time.

Parents agree to hold harmless and indemnify Fellowship Christian School and its representatives from and against any and all claims, suits, liens, judgments, damages, loss and expenses, including legal fees and all court costs and liability arising in whole or in part based on the utilization of such services.

In the event that it becomes necessary to use such services, the following procedure must be followed:

1. An email from the parent must be sent to the appropriate division receptionist giving permission for FCS to release the student to the driver. The email must include:
  - a. The name of the service being used
  - b. Specific driver information (name and picture if provided by the service)
  - c. The license plate, make and color of the vehicle
2. The driver will need to park the car and come into the office where the student will be waiting.
3. Once the driver's identity has been verified, FCS will release the student.

## School Lunch Program

FCS offers a hot lunch program from k-12. Menu options are available for a cost and are prepared off-campus. Students are always welcome to bring their own lunches being aware of any allergies in their classes. \*Adjustments to this program are in progress due to COVID-19.

## Search and Seizure Policy

To maintain order and discipline on school property and at school related events, and to protect the safety and welfare of students and school personnel, FCS has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a threat to themselves and others. The Head of School and other authorized school personnel may allow a random and blanket search of a student's pockets, purse, backpack, gym bag, desk, locker, vehicle, or other personal property. The parents authorize the School to conduct routine and/or random searches of any place or item on the FCS campus. Students must provide any passwords or other access required to

inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

## Security

Safety and Security is a top priority at Fellowship Christian School and is a 24 hour a day, 7 day a week practice. We highly value the safety of our students, faculty, staff, parents and visitors. At all times, please be conscious of safety policies and take any necessary steps to ensure student safety.

A POST certified police officer will be present on campus during school hours. The officer will patrol the campus and will periodically check in with all the offices. The officer will carry a portable radio, and will be able to be contacted at all times. This officer is your first line of defense in any safety or security situation.

For ease in identification and for student safety, all school employees are issued and are required to wear identification badges and name tags anytime they are on campus. Please feel free to seek assistance from any FCS staff should a safety or security issue arise.

## Security Cameras

Security cameras may be used as needed on campus as is deemed reasonable and necessary to monitor the safety and security of FCS staff, students and property. Cameras will not be placed in areas used for personal privacy, such as restrooms or locker rooms.

Campus Police, Facilities Director, Leadership Team, IT, Head of School and designees will have access to any surveillance equipment and videos. Videos will be kept secure and password protected. Other staff may have access to the video cameras with the permission of one of these people. Videos will be kept for a limited number of days after recording unless an incident requires retention of that video longer for legal or record keeping purposes.

## Access to Buildings

Most exterior school doors are locked during school hours to ensure that strangers are not able to enter the building. The following doors will be locked during school hours:

1. **Elementary School** - All exterior doors will be locked during school hours. Due to current Covid restrictions, classroom doors will remain open to allow for greater air circulation. It is imperative that ALL visitors and ALL parents use the main entrance, sign-in, and receive a visitor's pass. This applies to any person who is not a student, faculty or staff member.
2. **Middle School** - All exterior doors will be locked during school hours. All classroom doors will be locked during school hours, even if the classroom is not occupied. It is imperative that ALL visitors and ALL parents use the main

entrance, sign-in, and receive a visitor's pass. This applies to any person who is not a student, faculty or staff member.

3. **High School** - All exterior doors except the main entrance door will be locked during school hours. All classroom doors will be locked during school hours, even if the classroom is not occupied. It is imperative that ALL visitors and ALL parents use the main entrance, sign-in, and receive a visitor's pass. This applies to any person who is not a student, faculty or staff member.
4. **Mobile Classrooms** - As with all classrooms, mobile unit doors shall remain locked during instructional hours and when no one is in the classrooms, to prevent unregistered or unwanted visitors from gaining access to the unit. Signs directing visitors to check in at the office should be posted.
  - Exterior doors will not be opened for any visitor unless announced at the front office
  - These classrooms have two-way communication with the main office and all occupants can hear intercom announcements
  - Each classroom has a smoke detector, fire alarm pull, or audible fire alarm speaker
  - Students will be moved into the main building in the event of severe weather emergency

### Security Gates

All gates will be open 6:30-8:30 am Monday through Friday with the exception of Wednesday being until 9:30 and then again from 2:30-10:00 pm. They will also be open for the church from 6:30 am -2:00 pm on Sundays. Drivers must enter/exit campus one car at a time and not tailgate another vehicle. FCS is not responsible for any damage which occurs to your vehicle and/or personal property for any reason. Additionally, FCS may seek remuneration of damages when a violation of this policy requires repairs to the gates. Any parent or student who causes damage to any FCS gate is required to report the accident or damage to the school as soon as possible after the incident occurs.

No access will be granted to campus between the hours of 11:00 p.m. and 6:30 a.m. during the school week. Access will be limited to employee access using their swipe card to open the gates. The swipe card WILL NOT be shared with any student, parent, family member, or any other non-employee of Fellowship Christian School.

Visitors wanting access after the gates are closed, will use the Jones Road entrance and use the call box for access to the campus.

After hours and weekend access will vary based on scheduled campus activities. The event planner will notify the facilities team and campus police of the times of the event and the times they are requesting the gates to be opened.

This policy may be subject to change based on need but will be communicated through the website.

## Visitor Policy

The safety of our community and campus is a top priority. Beginning with the 2022-23 school year, Fellowship Christian School will be utilizing the Raptor Visitor Management System. The Raptor system will provide a consistent way to track visitors and volunteers, while identifying people who may present a danger to students and staff. The system quickly prints visitor badges identifying the visitor, the date, and the purpose of the visit. We appreciate visitors' patience as we transition to this system and work through any issues that may arise. Our goal is to make our campus as safe as possible for our school community.

All guests on campus are required to present proper identification at the appropriate main office front desk, where they will receive an identification name tag. Guests include parents, vendors, maintenance personnel, etc. FCS staff are trained to question anyone who is not wearing proper identification and to advise them to proceed to the front office to sign in. FCS staff will also contact the security officer for notification of a visitor's presence.

## Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Some examples of behaviors that should not occur and which should be reported include school employees:

1. Calling students at home for a non-school matter;
2. Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
3. Making comments that are too personal (about a student's clothing, hair, personal habits, etc.)
4. Sending emails, texts, or writing notes to students of a personal nature;
5. Flirting or asking a student on a date;
6. Visiting students to "hang out" in their hotel rooms when on field trips or sporting events or when the student's parents are not at home;
7. Asking students to sit on a teacher's lap;
8. Telling secrets or telling the student not to tell something that's a secret;
9. Swearing, making inappropriate sexual, racial/or ethnic comments;
10. Inviting students to visit the adult's social networking profile or become a "friend" on a social network;
11. Telling off-color jokes; and
12. Dating or engaging in consensual relationships with students.

Similarly, we expect that our parents will not take it upon themselves to address a situation with a student relating to a disagreement with the student or the student's parents. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

### Transportation To and From School

When there is no bus service available, parent(s) are expected to provide transportation for their students. FCS staff will be glad to help identify neighboring families; however, FCS personnel cannot be responsible for the formation of carpools. Students must go home with their own parents or carpool unless prior arrangements have been made, and the appropriate FCS division office has been notified. A note or email to the classroom teacher, an email to the office or, in an emergency, a telephone call to the office will serve as notification.



# Elementary School

## Hours of Operation

Classes: 8:00 a.m. – 2:45 p.m. (M, T, Th, F)

Wednesday 9:00 a.m. – 2:45 p.m.

Office Hours: 7:30 a.m. – 4:00 p.m. (M, T, Th, F) W 8:30 a.m.- 4:00 p.m.

\*Students should not arrive at school prior to 7:30 a.m. unless prearranged supervision with the Paladin Adventure Club before care program has been made.

## Academic Policies

### Pre-K- Kindergarten and Pre-1st

#### Homework

Homework (on a regular basis) is not believed to be developmentally appropriate for the young child. There may be occasions throughout the year when the child will be given a project to do with family members, a game or activity to reinforce an academic skill or Bible memory work.

The most important element of homework for children is reading. Parents should be reading to and with their children on a daily basis.

#### Meaning of Grades

1. E - Exceeds expectations (indicates mastery of a skill)
2. M - Meets expectations (indicates that a child is on target for his or her developmental age)
3. P- Progressing towards expectations (needs more time, attention and/or focus)
4. AC – Area of Concern

### 1st and 2nd Grades

#### Homework

FCS recognizes the need to balance family time, church, ministry, extracurricular activity, recreation, rest and school work. We also recognize, however, our accountability in preparing each student for the future.

The primary purpose of homework in elementary school is for the student to develop a sense of responsibility and accountability. Throughout the year children may be given a project to do with family members, a game or activity to reinforce an academic skill, spelling, vocabulary and word work or Bible memory work. Assignments generally provide students with opportunities to practice skills learned in the classroom and are usually short in duration and skill specific. An adult should supervise homework time by providing a consistent place and time for completion,

by answering questions the student asks, and by reviewing the homework for accuracy and completeness.

The most important element of homework for elementary age children is reading. Parents should be reading to and with their children on a daily basis.

### Meaning of Grades

1. E - Exceeds expectations (indicates mastery of a skill)
2. M - Meets expectations (indicates that a child is on target for his or her developmental age)
3. P- Progressing towards expectations (needs more time, attention and/or focus)
4. AC – Area of Concern

## 3<sup>rd</sup>-5<sup>th</sup> Grades

### Homework

FCS recognizes the need to balance family time, church, ministry, extracurricular activity, recreation, rest and school work. We also recognize, however, our accountability in preparing each student for the future.

The primary purpose of homework in elementary school is for the student to develop a sense of responsibility and accountability. Assignments generally provide students with opportunities to practice skills learned in the classroom and are usually short in duration and skill specific.

An adult should supervise homework time by providing a consistent place and time for completion, by answering questions the student asks, and by reviewing the homework for accuracy and completeness. Students are expected to complete the work independently.

The most important element of homework in elementary school is reading. The goal of reading homework is to foster a love of reading. While sometimes specific reading assignments may be given, most of the time the student is allowed to read whatever reading material he or she enjoys. The teacher may recommend a certain number of minutes that students in that grade are assigned to read, but of course extra reading is encouraged and applauded.

Occasionally, projects related to subjects introduced in the classroom are assigned to allow students to further investigate a specific topic.

### Meaning of Grades

1. 100 – 90      excellent achievement in the subject or skill areas
2. 89 – 80      good achievement in the subject or skill areas
3. 79 – 74      acceptable level of achievement in subject or skill areas
4. 73 – 70      inadequate level of achievement in subject or skill—improvement needed
5. 69 or below    unsatisfactory level of achievement in subject or skill area
6. E - Exceeds expectations (indicates mastery of a skill)
7. M - Meets expectations (indicates that a child is on target for his or her developmental age)

8. P- Progressing towards expectations (needs more time, attention and/or focus)
9. AC – Area of Concern

Grades of zero (0) may be due to incomplete work, unexcused student absence, dishonesty on a test or assignment, or administrative reasons for credit loss, such as suspension.

The academic grade is a measurement of a student's educational achievement. A numerical grade will be recorded on report cards and academic transcripts.

## Assessment

Ongoing assessments enable teachers to identify strengths on which to build, as well as weaknesses for remediation.

Standardized testing supplements the classroom information about a child's progress. Each spring, standardized tests are used in grades second through fifth to provide an objective estimate of each student's performance in comparison to students in the same grade throughout the country.

## Report Cards

Report Cards are distributed two times per year, with a progress report issued mid-semester. Grades may be checked online on a daily basis via Renweb.

## Attendance and Absence Policies

FCS takes an ardent position that regular class attendance is essential for academic continuity and progress. Parents should do whatever necessary to assure consistent class attendance by their children. Regular tardiness is also viewed as unacceptable behavior by students and will also be addressed by the school's administration. Parents should note the following regarding attendance and punctuality:

1. Parents are strongly discouraged from planning family or other non-school related trips at times that do not correspond to FCS designated vacations. If extraordinary circumstances require an absence, parents must submit a written request to the principal at least one week prior to the date(s) in question. All pre-assigned classwork and homework must be completed by the day the student returns to school. Missed tests will be made up the day the student returns to class by arrangement with the teacher.
2. Parents will be notified when a student has reached an unacceptable number of absences or tardies during the semester.
3. Due to best practice as well as GHSA regulations, no student who is absent for more than half a day will be permitted to participate in any school related activity the evening of the absence.
4. Parents should at all times avoid enabling children by excusing them (i.e. checking them out of school) due to pressures of exams or unpreparedness on the part of a student.
5. A student who exhibits a pattern of consistent tardiness or absence may be prohibited from re-enrollment.
6. Parents/guardians and students are reminded that Georgia law requires students to be enrolled in and regularly attending school.

7. Students are required to attend all classes, assemblies, chapels, and class/club meetings unless excused by administration.
8. **No student is permitted to leave campus without obtaining permission from the office and from his/her parent or guardian.** An adult must sign-out a student in the school office prior to leaving.

## Excused Absences

An excused absence is:

1. An absence due to personal illness.
2. An absence due to grave illness of an immediate family member.
3. Bereavement.
4. Participation in a school-sponsored event.
5. An absence otherwise approved by the administration.

Except for participation in school-sponsored events, the student must bring a written excuse for the absence, detailing the reason for the absence and the dates of absence within 48 hours of the student's return to school. The note must be signed by the parent/guardian, dated, and should list daytime phone numbers. In the elementary division, the note should be given to the homeroom teacher.

The following will apply for excused absences:

1. The written excuse must accompany the student within 48 hours of return in order for the student to be allowed to make up work. Teachers cannot be held responsible for seeing that students make up work for an excused absence. It is the student's responsibility to take the initiative to make up a test or complete assignments. A grade of "0" will be issued for all assignments and/or tests not completed in the designated time.
2. All work missed due to an excused absence must be made up as follows:
  - a. Students have a period of make-up time equal to the number of days absent. This includes all tests, major papers, homework, and daily assignments.
  - b. If a test was scheduled for the day the student returns to class, the student must take the test within the time frame equal to the number of days absent.
  - c. Work not made up during the specified time will result in a grade of "0" for each missing assignment.
  - d. Students should check with their homeroom teacher for all assignments when absent.

The appropriate administrator will handle extended absences due to illness. The administrator will determine whether or not the school can provide educational services during the student's extended absence. A written doctor's excuse must be given to the school for extended absences. The school must be given written permission to confer with the doctor during and after the absence of the student. Make-up work will be assigned and administered by the teacher at a time of his/her discretion.

In any subject that work has not been completed because of extended absence due to illness, students will receive an incomplete (I). If ALL work is not made up at the conclusion of the quarter the report card will be withheld until the work is completed.

FCS reserves the right to question a large accumulation of absences. In the event that absences are excessive, affect the school community, or interfere with the student's ability to complete assignments, a conference will be scheduled.

## Unexcused Absences

Absences that are not specifically listed in this document as excused are considered unexcused. When a student receives an unexcused absence, the following will happen:

1. The student may not be given credit for missed assignments, tests, quizzes, homework, etc. during the days of absence.
2. A "0" may be given for missed work.

## Early Check Outs

When Checking-Out Early Is Necessary:

1. An elementary school student's parent should email his/her teacher on the day of an appointment, specifying the time the child will be checked-out. The parent or guardian should report to the elementary school office to sign the child out of school.
2. Parents/guardians are requested to arrange doctor, dental and orthodontist appointments for after-school hours.

## Early Release Days

Several times a year elementary students are dismissed at noon. On these pre scheduled dates all students will need to be picked up on time. **Aftercare will not be provided on these dates.** Please refer to the master calendar on our website for your planning purposes.

## Late Start Wednesday

Wednesday classes for all students will begin at a later time to allow our faculty time for professional development.

1. Morning drop-off on Wednesdays will be from 8:30-9:00 a.m. Students are considered tardy at 9:01 a.m.
2. If necessary, for households with two working parents, students may be dropped off as early as 7:00 a.m. and will be required to attend a monitored morning room for a small fee until 8:30 a.m.

## Behavior Policies

Discipline is necessary for the welfare of the individual as well as for the entire school. The desire of the staff at FCS is to assist in training children so that they become more self-disciplined and responsible. Students are nurtured in the acknowledgement of, acceptance of, and proper response toward biblical standards of behavior. For students, this involves responding to faculty members, staff members and peers with respect.

As students progress through school, there is increased responsibility for behavior and attitude. There is an understanding between teachers, students, and parents that additional independence requires each student to exercise greater levels of responsibility in following

established norms of behavior. Teachers and students work together to create an appropriate learning environment.

## Guiding Principles

Generally, the elementary division expects that all students will abide by the following principles:

1. Love God supremely and love one's neighbor as oneself
2. Respect the personal rights and property of others
3. Be honest in all matters
4. Promote a positive classroom learning environment with cooperation, calmness and respect
5. Follow biblical mandates by not engaging in illegal, immoral or even questionable activities on or off campus
6. Meet all commitments and obligations

The following rules and expectations are based on these guiding principles.

## Hallway Rules

Expectations for students as they pass through the hallways include:

1. Walking quietly to show respect for other classes
2. Keeping hands by their sides and refraining from touching the walls or the displayed work of other students
3. Remaining in a line

## Playground Safety Rules\*\*

During regularly scheduled recess time, teachers and assistants supervise children. So that children will have fun while remaining safe, they will be taught to behave as follows:

1. To play safely on the playground equipment
2. To swing in a straight line.
3. To leave rocks, sticks, dirt, etc. where they belong (Note: Throwing items at others is prohibited.)
4. To abstain from contact sports, i.e. fighting, wrestling, "karate" kicks or chops
5. To resist from playing recklessly on the equipment (i.e. jumping from it or other high areas)
6. To stay away from the fence (There should not be any climbing or playing on the fence.)
7. To stay inside the fenced playground or in the area designated by the teacher

\*\* A review of these rules at home is advisable and appreciated.

Students should refrain from:

1. Touching other students
2. Climbing on top of the playground equipment
3. Climbing up the slides
4. Going down the slides headfirst or on one's stomach
5. Having more than one child sliding at a time
6. Twisting or swinging sideways

7. Flipping the seat of the swing over the bar to raise the swing's level
8. Jumping off the swings
9. Standing on the swing seat
10. Eating or drinking on the turf field
11. Climbing the retaining wall on the turf field

### Playground Misconduct Penalties/Consequences

In order to ensure the safety and well-being of the children, and to teach responsibility, the consequences for playground misconduct may consist of but not limited to:

1. All or part of recess may be missed.
2. Parents may be notified either by email, note or phone.
3. A conference with the elementary principal or assistant principal may be called.
4. Before or after school detention may be served.
5. Suspension may be invoked (in-school or out-of-school).

*Note: Children with excessive behavioral issues may be placed on behavioral probation. If behavior does not improve during the probationary period, enrollment may be terminated. Extreme or injurious behavior may be cause of immediate expulsion, without benefit of a probationary period.*

Disciplinary procedures are not limited to the above, and the administration has final discretion in decisions involving detention, suspension, or expulsion. Repeated suspensions may result in expulsion or denial of re-enrollment.

### Student-Owned Devices

Student owned devices may not be brought to school in the elementary division. This includes cell phones, smart phones, smart watches and bluetooth speakers that are connected to those devices.

### Classroom Discipline

Teachers are instructed to provide discipline accountability for their classes, which may take the form of time out from an activity, removal from a specials' class to think about behavioral changes, extra assignments, etc., as determined by the teacher. Teachers will notify parents of behavioral infractions in an effort to partner well with families. Furthermore, teachers are instructed to have a classroom behavior plan that is redemptive in nature. If a student misbehaves or breaks a school rule, the teacher will be looking for that student to turn the behavior around in a timely manner. A student who is brought to the administration may receive a half or a full day suspension from school at the discretion of the administration.

### Dismissal Policy

The school reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interests of that student, other fellow students, or the school in general. Students who have been removed from school due to disciplinary reasons are not allowed on campus without the permission of the school administration. In addition, students who are suspended or dismissed from school may forfeit their right to receive public recognition for

earned awards at assemblies or banquets. Students may re-apply to FCS one full semester after the semester in which they were dismissed.

### Behavioral Probation

Students who repeatedly violate school rules and policies will be placed on behavioral probation. Standards for behavioral change will be established with the family of the student. If those standards are not met the student may be dismissed immediately and may not be invited to reenroll the following year.

### Guidelines for Student Appeal

Our children need to learn how to address grievances biblically when offended. If a student believes that he or she has been wronged by a teacher, the student should not argue with the teacher in front of others or discuss the matter with other students, but rather employ the following steps according to the spirit of Matthew 18:

1. Go to the teacher after class and respectfully ask for a time to discuss the matter privately.
2. Meet with the teacher to attempt to resolve the problem.
3. If the issue is not resolved, discuss the problem with parents and ask them to contact the teacher for discussion and clarification.
4. If the matter is still not resolved by direct contact with the person involved, the issue should then be taken to the principal first, followed by the head of school. Conflicts with the head of school should be addressed with the head of school and then with the chairman of the school board if no solution is found.

Parents and students must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. If you find fault with a school employee, teacher, principal, head of school, board member or another parent, please do not give Satan an opportunity by discussing the issue with other uninvolved people. This often starts rumors, gossiping and hearsay reports, which only exacerbate the problem. The good reputation of other people and the school are to be protected and promoted. FCS reserves the right to discipline or to dismiss any student who is involved on or off campus in an activity that reflects in a negative way on the school.

### Computer, Network and Internet Policies

Access to the technology resources at FCS is a privilege. Any student who chooses to misuse technology is in jeopardy of losing his/her right to use school technology.

FCS strives to protect students from exposure to information that may be considered offensive or inappropriate by school, staff, or parents and guardians by the use of content filters and internet restrictions. If such an event occurs, students should terminate the exposure and report the incident to the teacher in charge who will then notify the parents. FCS, at its discretion, also blocks selected sites which are deemed as distractions to its academic goals.

For more complete policies and expectations regarding technology at FCS, please consult the General Section.





## Dress Code

### ELEMENTARY, MIDDLE, AND HIGH SCHOOL STUDENTS DRESS CODE

#### TOPS:

- Collared shirts, button down shirts, sweaters
- Tops may be solid or have a pattern (ex. stripes, plaid, floral).
- Non-FCS logos/branding must be smaller than a half-dollar coin. No repeating logos.
- All tops must have sleeves.

#### Girls:

*Tops may be untucked.  
Crew neck shirts (plain or patterned) may be worn.  
Blouses may be worn.*

#### Boys:

*Shirts with a straight hem may be worn untucked.  
Shirts tucked in require a belt.*

#### BOTTOMS:

- Chino, twill, or corduroy pants and shorts (solid color, plaid, or pattern)
- Colored denim (No blue jeans may be worn Monday-Thursday.)
- Shorts must have a 7-inch or more inseam.

#### Girls:

*Skirts and dresses should be no more than 5 inches above the top of the knee.  
Dresses must have sleeves with a modest neckline.*

#### OUTERWEAR:

- Hoodies, jackets, sweatshirts,  $\frac{3}{4}$  zip pullovers, or fleeces must be FCS Spirit Wear or solid school colors (navy blue, gray, white and any non-FCS logos/branding must be smaller than a half-dollar coin). FCS Spirit Wear T-shirts will be allowed under outerwear, Monday-Thursday.
- If outerwear is removed, students must meet the dress code requirements for tops. Ex. For boys, a collared shirt.
- **Once high school seniors have been accepted to college, they may wear that college's outerwear Monday-Friday.**

#### FOOTWEAR:

- Athletic shoes, loafers, dress shoes, boots
- Specific shoe styles may be required for certain PE/Elective classes.
- **Middle and High School students may wear leather and athletic sandals (Birkenstocks, Chacos, Tevas, etc.).**

#### HAIR/ACCESSORIES:

- Hair color must be a natural color and non-distracting.
- Boys - Hair length must not go below the collar and eyebrows. Eyes should always be visible.

#### Girls:

*Body piercings are prohibited with the exception of the ears.*

#### Boys:

*Body piercings are prohibited. No earrings or ear studs of any kind.*

#### FRIDAY DRESS:

- FCS Spirit Wear tops (t-shirts, hoodies, fleece, other school-branded shirts)
- Blue jeans may only be worn on Fridays with approved Spirit Wear tops.
- T-shirts and outerwear that fall into the following categories: Sharp Top, Camp Highland, Rock Eagle, Field Day, Field Trips, Young Life, and Christian-themed shirts are also considered approved Spirit Wear.
- **College sweatshirts (Seniors Only)**

#### ATHLETIC WEAR:

Occasionally the school will allow events where athletic wear is allowed (i.e. Retreat or Field Day). The following dress code applies:

- FCS or other athletic shorts
- Shorts must have a MINIMUM 4" inseam
- FCS shirt or t-shirt color assigned by Event Coordinator
- No white shirts or white shorts (MS/HS Only)
- Athletic shoes only

#### CLOTHING & OTHER ITEMS NOT ALLOWED IN THE FCS DRESS CODE

- Non-FCS T-shirts or outerwear with pictures or words
- Tops with low necklines, v-necks or exposed cleavage

- Sweatpants, athletic shorts/pants/ joggers (except SGA or for an approved event)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Visible undergarments (bras, bralettes, sports bras)</li> <li>• Form-fitting, tight tops or see through tops</li> <li>• Sleeveless and spaghetti strap tops</li> <li>• House shoes, moccasins, slippers, flip flops, Crocs/foam sandals, slides, mules with wool/fur</li> <li>• Tie-dye shirts</li> <li>• Cropped tops</li> </ul> | <ul style="list-style-type: none"> <li>• Pants with holes and/or ripped, frayed hems</li> <li>• Tight, form-fitting dresses or skirts</li> <li>• Oversized or tight pants</li> <li>• Leggings, yoga pants</li> <li>• Hoods in the building</li> <li>• Tattoos</li> <li>• Hats</li> </ul> |
|--|--|

## General Information

### Athletics

The Elementary School offers an intramural program for grades Pre-K through 5th Grade. These students will be assigned to a team with their peers and with students from other schools throughout the community. This program is designed to allow students the opportunity to gain experience in the sport of the season and to work on team-building skills. During the school year, various sports are offered.

Season	Group	Grades	Sport
Fall	Boys	Pre-K-5 <sup>th</sup>	Soccer/ Flag football
Fall	Girls	Pre-K-5 <sup>th</sup>	Soccer
Winter	Boys	Pre-K-5 <sup>th</sup>	Basketball
Winter	Girls	Pre-K-5 <sup>th</sup>	Basketball
Spring	Boys	Pre-K-5 <sup>th</sup>	Baseball
Spring	Boys	Pre-K-5 <sup>th</sup>	Soccer
Spring	Girls	Pre-K-3 <sup>rd</sup>	Baseball
Spring	Girls	Pre-K-5 <sup>th</sup>	Soccer
Spring	Girls	4th-5th	FastPitch Softball

All practices and games are located on or near the school campus. Soccer, Flag Football, and Baseball hold one practice during the week and one game on Saturday for 1st-5th grades; Pre-K/Kindergarten holds one practice prior to their game on Saturday. Basketball holds one practice during the week and one game on Saturday for grades 2nd-5th; Pre-K/Kindergarten and 1st grade holds one practice prior to their Saturday game.

### Paladin Adventure Club (Before/After School Care Program)

The FCS Paladin Adventure Club Before and After School Programs are designed to meet the needs of working families and their elementary age children by providing an adult supervised, safe and nurturing environment that promotes the physical, intellectual, emotional and social development of each student. The programs will provide study/homework time, social enrichment, creative time and outdoor play time to enhance fitness.

Here is a link for the program policy: [PAC Program Policy](#)

## Carpool

### AM Carpool Procedures

1. Morning drop off begins at 7:30 am and ends at 8:00 am.
2. Families may enter the parking lot from either Highway 92 or Woodstock Road.
3. If entering from Highway 92, parents should drive through the Fellowship Bible Church parking lot to the sidewalk in front of the new middle school entrance. You will need to go around the circle prior to dropping off your child at the door. Children will walk down the sidewalk near the birdhouses and enter Gym 2.
4. If entering from Woodstock Road, please drive through the Fellowship Bible Church parking lot and drive toward the new middle school entrance. You will need to go around the circle prior to dropping off your child at the door. Children will walk down the sidewalk to the adjacent walkway that leads to the Gym 2 entrance.
5. Staff members will be directing traffic the first few days of school.

### PM Carpool Procedures

1. Afternoon carpool begins at 2:40 pm.
2. Families may enter the parking lot from either Highway 92 or Woodstock Road.
3. If entering from Highway 92 from the Fellowship Bible Church entrance,, you will follow the signs for elementary carpool.
4. If entering from Woodstock Road, parents will follow the elementary carpool signs.
5. Display your preprinted carpool sign in your window. ( If you need additional cards, please email Mrs. Yates and she will gladly print more for you).
6. Staff members will call student names and they will be dismissed to cars.
7. Once your child is in your car, you should turn on your emergency flashers.
8. When all students have safely entered the vehicles we will dismiss traffic. (Please be patient)
9. Once children have been released to your care after carpool, please ensure that you are monitoring their behavior if you are still on the school campus or in the church parking lot. Children should be with an adult at all times and should refrain from aggressive play and /or running the trails between the church and school without adult supervision.

### PM Carpool Procedures for ½ Pre-K and Kindergarten Students

1. Carpool begins at 12:00 pm for half day students.
2. Enter through the Jones Road gate and form a line in front of the Elementary School entrance.
3. Display your preprinted carpool sign in your window.
4. Staff members will call student names and students will be dismissed to cars. Once your child is safely in your car, you should turn on your emergency flashers.
5. When students are safely in their vehicles we will dismiss cars.

### Sidewalk Family Procedures

1. If you desire to pick your child up from the sidewalk, you will need to park in the lower parking lot between Fellowship Bible Church and the new Middle School entrance.

2. You may wait near the benches and hold up your pre printed carpool sign.
3. A staff member will call your child to come and meet you.
4. You will need to return to your car via the sidewalk between the church and the school.

### Carpool Courtesy

1. Refrain from using cell phones.
2. Please keep your children from climbing on the trees in the church parking lot.
3. Use your pre printed carpool card and place it in the dashboard of your car on the driver's side. If you need additional pre printed cards you may request them from the Elementary School office. We will only dismiss students to individuals who have the school made pre printed cards for safety reasons.

**If your child has an appointment after school and you need to check them out prior to dismissal, please do so prior to 2:00.**

### Chapel

Chapel will be held weekly. It will include worship, prayer and a biblical message. Attendance at chapel is required. The same attendance and tardy policies apply to chapel as to class attendance. Parents are always welcome to attend.

### Communication

The elementary team believes effective communication is essential. We have a variety of tools we use to communicate information with families

1. Consult our website for up to date information about school wide events and activities.
2. Newsletters are sent out from grade level teachers and from administration on a weekly basis to communicate classroom and school news.
3. Renweb is a tool for communication of grades, homework and classwork.

### Conferences

Scheduled classroom conferences are held in the fall. If at any other time a conference regarding the academic, spiritual or emotional progress of a child is needed or desired, parents are strongly encouraged to contact their child's teacher. If a telephone conference is inadequate, please call or email the teacher at school with the request for a meeting. The teacher will make the necessary appointment arrangements. Please attempt to resolve any conflict with the teacher before approaching the administration.

### Curriculum

#### Pre-K:

#### Half-day

Our half-day academic program is developmental and child-centered in nature with a learning environment designed to meet the needs of the individual student. In our Pre-K classrooms you will find:

- Developmentally appropriate centers
- Guided discovery activities
- Teaching modalities that meet a variety of learning styles
- Curriculum emphasizing a manipulative approach for children to see, feel, and explore with hands-on experiences
- Saxon early childhood phonics and math program is introduced.
- A Biblical worldview integrated in creative and interactive ways including daily Bible stories and age-appropriate scripture memory and character trait curriculum
- Music, art, Spanish, computer and physical education classes designed to meet the needs of the whole child

### Full-day

In an effort to partner with our families who need a full-day plan, we offer a full-day Pre K program. This program is identical to our half-day program (see above). Our entire Pre K scope and sequence is met in the morning for both the half-day and full-day PreK programs. Full-day Pre K afternoons will also include:

- Lunch
- Rest-time
- Additional recess
- Developmentally appropriate enrichment activity based on a current unit of study

*Please note:*

1. *It will be a first come-first serve enrollment process. We will attempt to accommodate all preferences but may not be able to if a classroom reaches its capacity.*
2. *Full-day Pre K ends at 2:45 p.m. and half-day Pre K ends at noon.*
3. *Re-enrollment for kindergarten requires a \$100 fee for the Gesell Developmental Assessment. This fee will be added to your tuition deposit.*
4. *Parents who enroll in the half day program will have the option of changing to a full day program in January.*

The half-day Pre-K program is developmental and child-centered. Modeled after our kindergarten program, it is designed to meet the needs of the individual student. With a focus on pre-writing and pre-reading skills, students are given a variety of opportunities to stimulate learning and to promote creativity. We emphasize a manipulative approach to learning with many “senses rich” experiences. These experiences, as well as a carefully thought through curriculum, serve to strengthen academics, fine motor and gross motor skills.

Biblical integration takes place throughout our day, and age appropriate scripture memory coincides with our various units of study. Library time and chapel serve to enrich our weekly schedule. Pre-K students also attend art, computer, music, physical education and Spanish classes.

Fellowship’s Pre-K program has received an exemption from the state’s licensure requirements. The program is not licensed, nor required to be licensed by the Georgia Department of Early Care and Learning. Our Pre-K program has received full accreditation from the Southern Association of Independent Schools (SAIS), The Southern Association of Colleges and Schools (SACS) and the Council on Educational Standards and Accountability (CESA).

### Kindergarten and Transitional Kindergarten (T-K):

Our half-day Kindergarten program is developmental and child-centered. The learning environment is designed to meet the needs of the individual student. Students are given developmentally appropriate choices designed to meet a variety of learning styles and modalities in centers involving small group instruction in both language arts and math. Our curriculum emphasizes a manipulative approach so that children can see, feel and explore with many “hands-on” experiences.

In our kindergarten classrooms, the foundation for success in reading, writing and language arts is laid with basic decoding, phonics and vocabulary building skills. Patterning, weighing, measuring, basic problem solving, counting and studying graphs are some of the components to our “hands-on” mathematics approach. Bible is taught and integrated each day in creative and interactive ways using age-appropriate scripture memory and a character trait curriculum based on biblical principles. Art, computer, music, physical education and Spanish are also integral parts of this well-rounded educational program.

Our full-day Kindergarten program was designed in an effort to meet the needs of our families who need a full-day option for their children. The entire kindergarten scope and sequence is met in the morning for both half-day and full-day kindergarten programs. Our full-day Kindergarten program will include lunch, rest-time, an additional recess and developmentally appropriate enrichment activities based on a current unit of study. In addition to the half-day electives, the full-day program will also include library time.

### Grades 1 and 2:

In the elementary classrooms, the learning environment fosters an interactive program that promotes independent thinking, abstract concepts and ideas. In first and second grades, the core curriculum includes Bible, language, math, phonics, reading, science, social studies and writing. The learning environment is a place of wonder, excitement, and hands-on learning experiences. Teachers use various innovative strategies to create and prepare differentiated lessons that foster creativity and critical thinking. Children engage in learning through developmentally appropriate centers, small group instruction and whole group instruction. Hands-on instruction in art, computer, music, physical education and Spanish enhances the student's core curriculum. Biblical truth is integrated into all subjects and electives, the desire being for each student to understand that God's Word is relevant to every aspect of his or her life.

### Grades 3<sup>rd</sup>-5<sup>th</sup>:

Academic excellence continues in the intermediate grades as students continue to build a crucial foundation for the college preparatory courses offered in the middle and high school. The classroom environment fosters an interactive program that utilizes learning centers, science experiments, math projects and novel studies. Teachers utilize an “I do, We do, You do” approach to teaching and learning. The concepts are modeled and explained. Then they allow for practice in teams, groups or shared experiences. Finally, students are encouraged to work independently and innovatively on new concepts.

Third grade students are provided hands-on instruction in art, computer, music, physical education and Spanish which enhances the student's core curriculum. The fourth and fifth grades participate in a more specific elective offering titled Spark and Ignite. Students are given the choice to enroll in a total of four classes during the year. The Spark and Ignite classes include: Home Economics, STEM, Newscast, Worship and Dance, Drama and Advanced Art. Biblical truth is integrated into all subjects and electives with the desired end result being for each student to understand that God's Word is relevant to every aspect of his or her life.

## Student Academic Support (SAS)

The SAS program for elementary students provides a leveled approach to accommodations. The level of support is determined by the SAS team based on the documentation provided. SAS students are provided testing and classroom accommodations within the regular classroom. A learning lab support class is available, based on the level of support needed, to provide guidance with executive functioning skills. The SAS teacher supports students 4-5 times each week for 30 minutes each session. The session may take place within the classroom or in a separate location in a small group setting.

## Field Trips

Throughout the year, each class will take trips outside the classroom to enrich the school experience. Parents will be notified regarding the nature of the trip and any other necessary information, including opportunities to chaperone our field trip experiences. While on field trips all participants are expected to exemplify Christ-like behavior by listening attentively, using self control and actively engaging in the off-campus learning experiences. Parents who wish to attend school sponsored field trips are subject to a background check. Refer to the dress code section for further information on what to wear on a field trip. For all overnight trips, once a parent has committed their child or themselves as a chaperone to go on a trip, all fees paid are non-refundable.

## Lost and Found

All lost articles will be collected and placed in the designated lost-and-found areas. At the end of each grading period all unclaimed items will be donated to a local charity.

## Lunchroom Procedures

FCS provides a 30-minute lunch period. Students need to either bring lunch from home or participate in the lunch program option. Microwave ovens are available and allowed for student use according to the classroom teacher. Students are expected to exhibit appropriate table manners and to clean up after themselves. Students with allergies may sit at a specified table to avoid exposure to foods that may cause an allergic reaction. Furthermore, all tables are cleaned between each lunch period to ensure an uncontaminated eating place. Parents are welcome to come and eat lunch with their children after the first 6 weeks of school have passed. Students are not permitted to leave campus for lunch unless signed out and escorted by an approved adult.

## Media Center

The FCS Media Center provides resources for student interests and assists in meeting the needs of our academic program. The media center includes book collections, resource materials and periodicals. Internet access is available in the library as well.

### Lost or Damaged Books

The media center will invoice the student's FACTS account for the current cost of replacing the book. If a lost book is returned at a later date, the amount will be credited back to the account. In the case of damaged books, the staff will make a judgment regarding the degree of damage and the fine to be imposed.

### Book Selection

The media center staff attempts to select books that support the curriculum and contain wholesome language and content in keeping with the FCS philosophy of education. However, if we overlook any controversial material, please bring it to our attention.

We also have a wonderful collection of parenting books available.

## Ministry and Community Service

FCS is committed to engaging students actively in the education process. The biblical view of knowledge is a commitment that acts upon what is known. Believing that students should act upon what they know, we encourage students to apply a biblically based curriculum with biblically based involvement. Students should be engaged in ministry and community service projects. Students are required to participate in school-sponsored service experiences. Some examples of school sponsored service projects include: supporting those in local nursing homes, creating blankets and scarves for the homeless, writing letters to our service men and women, and encouraging our local service representatives through letters and gifts. Each homeroom class selects at least one service project and we minister in the local community during the month of February.

## Parties

Elementary classes may have parties to celebrate Christmas, Valentine's Day, Easter, and the end of the year. All parties are to be held on campus, including the end of the year party. These parties should be limited to approximately one-two hours.

## Pledges Recited in Classrooms

### Pledge of Allegiance

I pledge allegiance to the flag  
Of the United States of America  
And to the republic for which it stands  
One nation, under God, indivisible,  
With liberty and justice for all.



### Pledge to the Christian Flag

I pledge allegiance to the Christian flag  
And to the Savior, for whose Kingdom it stands  
One Savior, crucified, risen, and coming again  
With life and liberty to all who believe.

### Pledge to the Bible

I pledge allegiance to the Bible,  
God's Holy Word.  
I will make it a lamp unto my feet  
And a light unto my path.  
I will hide its words in my heart  
That I might not sin against Thee.

## Student Placement

It is our desire that classes be heterogeneous in nature. The responsibility for class placement rests solely with staff; therefore, it is our policy not to accept requests for placement of a student with a preferred teacher. We seek to have the appropriate balance in our classes and attempt to ensure that students are placed in an environment that is beneficial to both the individual student and the group as a whole.

## Student Records

A permanent cumulative file is maintained for each student. The main content of each file relates to grades, and standardized test results. FCS will release the contents of the cumulative records to another school upon request. Before any records can be released, the financial account of the student's family must be current. Records will not be released until this condition is met. With a two-business day notice and barring a court order to the contrary, any parent may request access to his/her child's cumulative file. This file may be reviewed in the presence of a school administrator. All requests for academic records must be in writing from the custodial parent. All inquiries and requests for financial records must be in writing from the custodial parent. All inquiries and requests for financial records must be in writing from the person who signed the tuition financial contract.

To provide greater protection for our Fellowship students and their families we will no longer mail immunization certificates and birth certificates with student records. As always we never provide Social Security numbers.

## Telephone Calls, Messages and Deliveries to Students

1. Please limit your phone messages to emergencies only.
2. Classes will not be interrupted to deliver messages except in cases of dire emergency.
3. Students who need to make an emergency telephone call should use the phone in the office.

If a phone or similar device is confiscated during class, it will be given to the principal, and the parent and student must meet the principal to retrieve it.

## Textbooks

Textbooks for each class will be provided by the school. Students are responsible for exercising reasonable care for these books. When the books are turned in at the end of the year, they will be assessed a damage fee based upon the severity of any damage. Parents will be charged the replacement cost for lost books or books that are returned in unusable condition. Report cards/transcripts will not be released until fees are paid.

## Visitors

Any parents/guardians who wish to visit the classroom are asked to clear such visitation, in advance, with the teacher. Note: Visitors and parents must first check in at the school office and show proper identification before going to the classroom. Visitor name tags must be worn.

# Middle School

## Hours of Operation

Classes: 8:00 a.m. – 3:10 p.m. (M, T, Th, F)

Wednesday 9:00 a.m. – 3:10 p.m.

Office Hours: 7:30 a.m. – 4:00 p.m. (M, T, Th, F) W 8:30 a.m.- 4:00 p.m.

*\*Students should not arrive at school prior to 7:30 a.m. unless prearranged supervision has been made.*

## Communication

### Information from School

Communication between the school and home will be through our weekly newsletter, and emails. Information is also sent through official FCS social media outlets, specifically Facebook, Instagram, and Twitter.

### Faculty and Staff Availability and Communication

Teacher and staff contact information is available at [fellowshipchristianschool.org](http://fellowshipchristianschool.org). Teachers are available before school from 7:30-7:50, and after school from 3:15-3:45. Students are encouraged to make an appointment with the teacher.

### Student Email

Communication and messages to students will be accomplished through their school email address. An example of the FCS student email is: [s.firstname.lastname@fcsweb.org](mailto:s.firstname.lastname@fcsweb.org).

### Parent/Student Communication during School Hours

Cell phone use during school hours is prohibited unless a teacher gives permission. Therefore, parents should refrain from texting students during the school day. Students should also refrain from using their cell phone to call home. If communication is needed with a student during school hours, please contact the front office.

## Student Support

Student support is essential to the success of students during the middle school journey. Our support team is available to help students in the following ways:

### Student Counseling

Schoolwork, social dynamics, or challenging circumstances often contribute to a difficult day and present unique challenges that affect our students emotionally, and at times, socially, mentally

and even spiritually. We have a counseling team that provides student support from a Christian perspective with care and sensitivity.

## Academic Support

The FCS MS administrative team monitors struggling students and sets up plans for those students to get back on track academically. These plans are specific to each student's needs and involve collaboration between the teachers, parents, and our SAS faculty. In addition to SAS services, short term support is provided through our Student Success Intervention (SSI) program while a student has a failing grade in one or more classes.

## Student Academic Support Program (SAS)

The SAS program for middle school students provides a leveled approach to accommodations. The level of support is determined by the SAS team based on the documentation provided. SAS students are provided testing and classroom accommodations within the regular classroom. A learning lab support class is available, based on the level of support needed, to provide guidance with executive functioning skills.

### Use of Extended Time

- Extended time for assessments must be completed on the same day the student begins the main section of the assessment in their regular classroom. A student can be given one page/section at a time and will be required to finish the given page/section in one sitting.
  - Students are required to arrange extended time with their classroom and learning lab teacher (if applicable) prior to the start of the assessment.

### Use of Note Support

- Copies of notes may be provided to the student upon request. The notes format is determined by the classroom teacher. Note support is meant to be a supplement, not to replace active, independent note taking.

## Long Term Absences

Any family or medical issue that prevents a student from attending school for two weeks or more or needs accommodations for 2-6 weeks following an injury or illness will be handled as a long term absence. Academic accommodations will be put in place under the Rebound Plan and will be instituted after the administration and parents have met and reviewed medical recommendations. The Rebound plan will be accessible to teachers, students and parents and reevaluated at the end of the accommodation period. Accommodations that extend beyond 6 weeks are referred to SAS for more long-term support.

## Academics

FCS middle school academics provides a college preparatory liberal arts education taught through a Biblical Worldview toward a life lived in Christ. The mission of FCS is both compelling

and challenging in a culture often at odds with a Christian worldview and life. FCS sees a unique opportunity for discipleship and stewardship in this learning community. Fellowship believes that the middle school years can provide unique memories through academic achievement, artistic expression and athletic competition. Each of these areas of a student's life provides moments that play a role in their overall Fellowship experience.

## Academic Probation

Academic Probation places the student under increased oversight, will include a parent conference, and may involve extracurricular consequences. Academic probation follows continued efforts to assist students toward a better academic standing. Students who are failing one or more courses at mid-semester may be placed on academic probation. Students will be informed of their probationary status. If the student fails two courses for the year, the student will be asked to make up those specific courses or other equivalent courses. Each case is handled individually, but in considering continued enrollment at FCS, the administration will evaluate the student's completion of assignments, work habits, use of time in class, attitude, ability, behavior and effort. In cases where a student may not return to FCS, the parents and student will be notified. If the student remains at FCS, he/she will be retained on a continued probationary status.

A student entering FCS may be placed on academic probation if their transcript shows academic challenges or failures in course work at prior institutions.

## Ending Academic Probation

Students must maintain a passing grade in all classes to end their academic probation. If they successfully complete the criteria by the first semester meeting and are not considered by the staff to be at risk, they will be removed from probationary status. However, at the end of the first semester, if the students are still considered to be at risk, they will remain on probation for the duration of the year.

If either of the criteria is not met by the end of the first semester, the administration will determine if FCS is the appropriate academic setting for the student, or if the student would be better served in another educational environment. At the end of the first semester, the student and parents will receive a letter notifying them of their child's probationary status.

## Eligibility Requirements for Extracurricular Activities

### Athletic Eligibility

FCS athletes and student trainers must be in good academic and behavioral standing to participate in athletics. Students must maintain a passing grade (70% or higher) in all core courses (Bible, English, history, math, and science). Failure to do so makes them ineligible to compete in games. Eligibility will be checked at the end of the first 6 weeks and regular intervals thereafter. If athletes are ineligible at the 6 week check, they will be excluded from competing in games. It is expected that athletes will practice with the team. If athletes are declared ineligible, their grades will be checked at the next checkpoint and if they are passing all core courses at that time, they will then be eligible to fully participate in athletics. Ineligible students are not

allowed to leave early for games. The head of school, principal, and athletic director will review any special circumstances that may have bearing upon a student's eligibility.

### Drama Production Eligibility

Students must be in good academic and behavioral standing to be cast in a drama production. Students found to be struggling academically and/or behaviorally during the show season will receive case by case discipline that could result in their removal from the cast.

## Grading System

Fellowship's grading system is designed to give the student and the parent an indication of academic performance. Semester grades include a semester exam, which is a percentage of the grade as determined by the school.

Each academic department determines uniform standards within the department as to the relative value of tests, quizzes, homework, class participation, etc.

### Meaning of Grades

100 – 90	excellent achievement in the subject or skill areas
89 – 80	good achievement in the subject or skill areas
79 – 74	acceptable level of achievement in subject or skill areas
73 – 70	inadequate level of achievement in subject or skill – improvement needed
69 or below	unsatisfactory level of achievement in subject or skill area (courses with this final average must be repeated)

Grades of zero (0) may be due to incomplete work, unexcused absences or dishonesty on tests or assignments.

### Grade Changes

Semester grades will only be changed in the following situations:

1. A computational error is found
2. A grade is incorrectly recorded in the grade book or report card
3. A teacher's grading policy is determined to be unacceptable by the school administration
4. An incomplete is changed to a completed grade

Both students and parents have the right to inquire about how a grade was determined by a teacher.

## Homework

Homework is a necessary element in providing enrichment, reinforcing principles learned in class, incorporating good work habits and time-management skills, supplementing classroom learning and providing practice in needed skills. FCS recognizes the tension in family life as you attempt to balance family time, church, ministry, extracurricular activity, recreation, rest and school work. We also recognize, however, our accountability in preparing each student for the future.

If a student experiences consistent difficulty in completing assignments in an acceptable time frame (i.e., 70 minutes maximum each night for a seventh grader), the teacher and parents should consider the following possible causes:

1. Too many assignments
2. Insufficient time management
3. Student fatigue or illness
4. Amount of time spent in extracurricular activities
5. Learning differences

Students are encouraged to use time efficiently. If the student workload appears excessive, please contact the appropriate teachers and address the issue. Homework and class assignments may be accessed through RenWeb or Google Classroom.

## Academic Dishonesty

Students will refrain from cheating and will encourage others to do the same. Cheating is unauthorized assistance sought, received, or offered on any type of schoolwork that could result in an unfair advantage. This includes plagiarism which is the representation of another's work as one's own. A student found guilty of violating this policy shall be subject to the consequences as outlined in the behavior plan.

## Honor Roll

FCS encourages high levels of academic proficiency but also recognizes that as image-bearers of the Creator, children have many areas of achievement that may not be readily identified in a school setting.

1. High Honor Roll - students who have earned 95% or above in all core courses
2. Honor Roll - students who have earned 90% or above in all core courses

## Report Cards

Semester report cards may be accessed on RenWeb at the end of each semester. Report card and standardized test score results will be mailed home at the end of the second semester. Grades are available to be checked on a daily basis in RenWeb in order to monitor student progress.

Work in any course which is incomplete at the end of the grading period may receive a grade of "I" for Incomplete. All such grades must be converted to regular grades during the first two weeks of the new grading period or within two weeks of the closing of school. Grades not converted will automatically be recorded as "F."

\*After spring break, students must finish the semester and take exams to receive a grade, otherwise an incomplete will be assigned.

A student who fails one or two courses (for the year) must make up those or equivalent courses during the summer. Any middle school student who fails one or two courses may be allowed to progress to the next grade if he or she meets one of the following criteria:

1. Attends approved summer school for those courses
2. Receives 20 hours of tutoring for each course failed by a certified teacher in that subject area. Content covered must be coordinated and approved by the administration and a verification letter sent by the tutor stating that the agreed upon material was completed.
3. Completes an approved curriculum in the failed courses

Any failed course that is a high school class will follow the high school policy.

Any middle school student who fails more than two courses must repeat the grade. Semesters will be averaged together to determine a final grade in each course.

## Requests for Missed Work for Illness

Daily homework assignments are posted on RenWeb or Google Classroom. For prolonged absences administration will be available to assist students in getting caught up in their school work.

## Semester Examinations

At the end of each semester, students in 6<sup>th</sup> - 8<sup>th</sup> grade take examinations in most subjects. Scheduled 90-minute examinations will count for 10% of the semester grade for 7<sup>th</sup> and 8<sup>th</sup> grade and 5% of the semester grade for 6<sup>th</sup> grade. Courses taken for high school credit will follow high school policy regarding weight of the exam grade."

Students who are unable to take their exams at the appointed time due to illness or a death in the immediate family should notify the office immediately. A doctor's note may be required if an illness prevents the student from taking an exam. Students will not be permitted to take an exam earlier than scheduled. Parents should make vacation and travel plans that accommodate the exam schedule. Students will receive a "0" for an unexcused absence.

No student will be required to take more than two exams per day. Students will be excused from campus after the completion of their exams for the day. Transportation should be arranged accordingly.

Students out of dress code will be moved to an alternate location for testing and will be required to stay after exams are over to serve an afternoon detention.

## Standardized Testing

The standardized testing program for students provides an annual assessment of each student's progress. The school may elect to administer personality profiles and spiritual gift tests. We expect all students to be present for standardized testing and avoid pre-planned absences. Please also see the unexcused absence policy below.



## Teacher/Parent Conferences

Parents are strongly encouraged to contact the FCS faculty regarding their child's spiritual, academic, and emotional progress. If a telephone conference is inadequate, please call or email the teacher at school with the request for a teacher conference. The teacher will make the necessary appointment arrangements. In cases where a student is having difficulties in a number of classes, a combined teacher/parent conference may be arranged through the school office. Please attempt to resolve any conflict with the teacher before approaching the administration.

## Tests

Students are not usually required to take more than the following in a single day: one test and two quizzes, or three quizzes. Exceptions to this may be made by the administration when it is in the best interest of the students. 8th grade students may have up to two tests per day if one of those tests is for an honors class receiving high school credit. Tests made or announced prior to a student's absence are to be made up on the day of the student's return. If a student signs in late and misses a test, they must be prepared to make up the test during the school day or after school.

Making arrangements to complete missed work is the responsibility of the student, not the teacher.

## Middle School Math Placement Guidelines

As a school of academic excellence, we continually challenge our students to live up to their potential in all subject areas. In mathematics, students exhibiting exceptional reasoning, problem solving, and critical thinking abilities are granted opportunities to skip ahead in their math course sequence either by one year (to the advanced track) or by two years (to the accelerated track), in order to be challenged appropriately. A handful of requirements must be met by each student, since a move this considerable will not only impact the student's middle school math course sequence but also his/her high school succession. We desire for all students to have a balanced experience throughout their years in school, and we would not want a student to be overwhelmed taking a course which is beyond his/her aptitude.

Students who progress one and/or two years ahead in middle school, will be on track to take AP (advanced placement) math courses as a junior and/or as a senior in high school, as long as they continue to earn "A's" in math for the semester averages. The guidelines below have been carefully developed by our mathematics department and administration, and we strongly believe that these requirements position our middle school students in the appropriate math courses.

Course Placement Requirements and/or Data Benchmarks for New Students								
Grade Entering	Pre-requisite Course	Course Option	Final Avg	Test avg	ERB score	FCS ** Placement Adjusted Score	OH Test score	MAPS Screen score
6th	5th grade math	Math 6	on level					>215
		Transition Math 7	92	92	80	90		>230
	Accelerated Math 6 Class	Accelerated Math 7	95	95	90	94		>235
7th	Math 6	Math 7	on level					
	Transition or Accelerated Math 7	Pre- Algebra	90	90	90	90		>235
	Accelerated Math 7	H Algebra	92	92	92	95	90	>245
8th	Math 7	Pre-Algebra	on level					
	Pre-Algebra	H Algebra	95	94	90	95	90	>245
	Algebra	H Geometry				97	97	>255

Placement evaluation /testing will be done in March/April for current students. New/transferring students will be evaluated in the spring prior to enrollment and ongoing after that as part of the admissions process.

This policy was developed to ensure a quality math program that maintains rigorous standards. Only in the case of extraordinary circumstances, e.g., lengthy illness, death in the family, etc. will an appeal be considered.

## Attendance

### Absences

#### Excused Absences

Attendance is essential to a student's academic success, and students are required to attend all classes and activities during school hours. Absences (including late arrivals and early dismissals) are considered excused only for the following reasons:

1. Illness
2. Medical or dental appointment that cannot be scheduled outside of school hours
3. Serious illness or death of a family member
4. School-sponsored activities (must follow makeup work policy)
5. Religious observances
6. Pre-planned family obligations will be reviewed and handled on a case-by-case basis

Absence from school must be communicated to the middle school office by email to [msattendance@fcspaladins.org](mailto:msattendance@fcspaladins.org) before the start of the school day on the day of the absence, stating the specific reason for the absence. Teachers will be given an absentee list at the beginning of the day, notifying them of all student absences. Excuses by phone are not accepted. Absences for any reason not listed above will be unexcused. See below for further information on unexcused absences, pre-planned absences, and make-up work. Exceptions to this policy can only be made by the administration.

### Unexcused Absences

Student absences from school for any reason not listed above will be considered unexcused. Following a student's unexcused absence, the student will receive a morning detention. The highest grade a student can receive for the work missed is 70% of the grade. Out of school suspension is considered an unexcused absence. Pre-planned absences during standardized testing or semester exams will not be approved and will be treated as unexcused. Parents may appeal in writing for administrative approval due to extenuating and unavoidable circumstances.

### Unplanned Absence Due to Illness or Major Life Event

Student absences due to illness or major life events are considered excused with a note from the parent sent to [msattendance@fcspaladins.org](mailto:msattendance@fcspaladins.org). Students with excused absences DUE TO ILLNESS OR MAJOR LIFE EVENT are allowed to make up work according to the following policy:

1. Major projects and papers assigned well in advance of the illness or life event must be delivered to the school on the assigned date even if the student is unable to attend. Any exceptions to this can be made at the discretion of the teacher or administration.
2. The student will be given as many days as were missed to complete work assigned during the absence and make up assessments. It is the student's responsibility to identify missed assignments and to turn in completed work within this time frame.

### Pre-Planned Absences

Because of the importance of maintaining the integrity of the academic day, the school does not endorse absences requested for the purpose of family convenience, outside social activities or extended vacation time. Students are expected to be in school for the entire day on the day preceding and following an official school holiday. If extraordinary circumstances require such an absence, parents must submit a written request to the middle school office at least 10 days prior to the date in question.

All pre-assigned projects and assignments must be turned in and completed the same day the student returns to school. Pre-assigned missed tests and quizzes will be made up the day the student returns to class by arrangement with the teacher. It is the student's responsibility to get all class work and assignments before they leave for a pre-planned absence.

### School-related Absences and Make-up Work

School-related absences include those for competitions, field trips, various performances, and sports. Homework assignments due in classes that will be missed during the absence are to be completed and turned in to the teacher or the office prior to leaving for the event. The students are responsible for getting their assignments beforehand to turn in the next class for absences

due to these reasons and to make arrangements for missed tests and quizzes. There will be no extended deadlines for athletes unless approved by the teacher and the principal. Student-athletes with an average of 70% or below are not allowed to miss that class to leave early for games.

### Excessive Class Absences

Students with excessive absences may jeopardize their credit for a class. The school considers 10 absences in a semester to be excessive. School-related absences are excluded from the absence total. Students with more than 10 absences (excused or unexcused) without extenuating circumstances, will be required to attend a detention for each absence greater than 10. An appeal may be made if extenuating circumstances are evident.

### Late Arrivals

If a student is arriving late to school, the parent should email the middle school office at [msattendance@fcspaladins.org](mailto:msattendance@fcspaladins.org) before the start of the school day with a specific excuse and an estimated time of late arrival. Phone calls are not accepted. Teachers will be notified of all late arrivals at the beginning of the day. Late arrivals are excused only for the reasons cited above with the noted documentation (see Excused Absences). Exceptions to this policy can only be made by the administration.

If an athletic or extracurricular event ends at 10:00 p.m. or later on a weeknight, the student participating in the event may have a delayed start the following day, arriving no later than 10:00 a.m.

When the student arrives late to school, they must sign in at the middle school office. In the case of appointments, a note from the medical or dental office is required with the date and time of the appointment. A student arriving late to school without a note or email of excuse will be given an unexcused absence. A student must be present for at least half of the class in order to be counted present for that class.

### Early Dismissals

Requests for early dismissal must be received by the office before the start of the school day in the form of a specific, dated parent note or email. Phone calls are not accepted. Teachers will be notified of all approved early dismissals at the beginning of the day. Students may be dismissed early only for the reasons cited above (see Excused Absences). After the start of school, any requests for early dismissal must have approval from the administration.

Students must sign out at the middle school office before leaving campus and sign back in at the office if/when they return, or their absence will be unexcused. A student may not leave school for illness without first seeing the school nurse. Students may not leave school with anyone other than a parent unless the school has received written or emailed parent permission. Students may never leave school with other students. A student must be present at least half of a class period in order to be counted present for that class. (See Make-up Work Policy) Student-athletes with an average of 70% or below are not allowed to miss that class to leave early for games.

## Tardies

### Class Tardies

If a student is tardy to a class four times in one semester, a morning detention will be assigned; on the sixth tardy, another morning or afternoon detention will be assigned; on the eighth tardy and each one thereafter, a Saturday school and \$25 fine will be assessed.

### Morning Tardies

Students arriving after the tardy bell must check in at the middle school office to receive a note admitting them to first period class.

## Athletic/Extracurricular Participation Attendance Requirements

Students must attend 4 full class periods to participate in after school extracurricular activities that day sponsored by the school. Exceptions to this include a justified medical reason with a note from a doctor or a previously scheduled doctor's appointment. Extreme circumstances must be approved by the administration.

## Chapel Program

Chapel will be held weekly, and attendance at chapel is required.

## Make-up Work Policy

Students with excused absences are allowed to make up work according to the following policy:

1. Major projects and papers must be delivered to the school on the assigned date by the start of the school day if the student is unable to attend. Any exceptions are made only by the principal.
2. All missed assignments, tests, and quizzes assigned prior to the absence are due and should be turned in completed on the day the student returns to school. An alternate time may be arranged with each individual teacher at the teacher's discretion.
3. The student will be given as many days as were missed to complete work assigned during the absence. It is the student's responsibility to determine missed assignments and to turn in completed work within this time frame.

### School-related Absences and Make-up Work

For field trips, sporting events, performances, and competitions, homework assignments due in classes that will be missed during the absence are to be completed and turned in to the teacher or the office prior to leaving for the event. The students are responsible for getting their assignments beforehand to turn in the next class for absences due to these reasons and to make arrangements for missed tests and quizzes. There will be no extended deadlines for athletes unless approved by the teacher and the principal. Student-athletes with an average of 70% or below are not allowed to miss that class to leave early for games.

## Behavior

### Conduct

FCS aspires to guide students into effective and productive lives that reflect self-discipline and good conduct. Generally, the student body is goal-oriented, kind, thoughtful and respectful in their interactions with FCS staff and with each other. A growing Christian student senses this responsibility for self-control as a mandate from God. In harmony with Scripture, any corrective discipline will be handled in love and concern for the student's welfare as a child of God. Its purpose is not intended to be punitive in nature but designed to provide correction, training, and an opportunity for restoration while communicating the inherent value of all persons as image bearers of God and loved by Him as a parent loves a child.

"My son, do not make light of the Lord's discipline, and do not lose heart when he rebukes you, because the Lord disciplines those he loves, and he punishes everyone he accepts as a son"  
-Hebrews 12: 5-6.

With that in mind, every student has four basic rights in the discipline process:

1. The right to feel loved and valued unconditionally upon the behavior choice
2. The right to be and feel safe
3. The right to learn
4. The right to be given opportunity to repent and reflect repentance in future choices

All behavior infractions fall into four categories:

1. Behaviors that cause physical harm to oneself or others
2. Behaviors that devalue another person as an image bearer of Christ including peers and faculty
3. Behaviors that cause damage to school property
4. Behaviors that disrupt learning for oneself and others in the classroom

In the spirit of correction and training, discipline infractions, depending on severity, will include the following elements:

1. Handled first within the classroom discipline structure by the teacher when appropriate
2. Involve student-teacher conversation about the behavior issue
3. Inform parents of the behavior issue so that they can partner with the school to train the child
4. Involve administration when teacher efforts have not produced correction or the behavior is of a more serious nature that extends beyond the classroom or violates school policy.

In certain cases of extended or gross misconduct or disobedience, a student can receive suspension or expulsion. During a period of suspension, all missed school work must be completed. Expulsion may occur for repeated incidents of misconduct or for gross misconduct or disobedience.

## Standard Expectations

1. Listen and speak respectfully
2. Obey instructions the first time they are given
3. Keep hands, feet, and other objects to yourself—includes play fighting
4. Walk quietly; be polite and courteous as you move about the building
5. Books and/or book bags should not be left in the hallways
6. Refrain from using cell phones throughout the school day
7. Respect property (discard trash, avoid writing on or inside desks, lockers or walls, beating/kicking lockers and doors, etc.)
8. Maintain decorum in the classroom (disruptive/distracting behavior and non-curricular materials are not acceptable at school)
9. No food or drinks (other than water) in the building other than in the lunchroom or on the turf fields
10. Refrain from chewing gum while on campus
11. Obey dress code policies
12. Adhere to each teacher's individual classroom expectations

## Behavior Response Plan

Part of the behavior response plan is to assign demerit points to each discipline infraction beyond a verbal warning. The assigned point values are appropriate for the infraction severity. An accumulation of excessive demerit points is considered representation of consistently poor behavior choices regardless of level and will be addressed by administration. An accumulation of 20 or more demerit points will receive automatic consequences as deemed appropriate. Demerit points in excess of 30 will result in an automatic behavior consequence of a minimum of Saturday School regardless of the infraction. The severity of the infraction will determine the consequences for the infraction.

### Level One Infraction

Include but not limited to:

1. Chewing gum
2. Dress code violation
3. Classroom distraction
4. Consistently missing homework and/or class materials
5. Excessive talking
6. Hallway behavior including respect for others, respect for property and noise level
7. Food and drink in undesignated areas
8. Inappropriate language in general context
9. Inappropriate use of technology
10. Lunchroom Decorum
11. Chapel behavior

### Consequences for Level One infraction (following one warning)

1. First offense will result in a verbal warning by the teacher based on the classroom policy for consequence

2. Second offense will result in a conference with the teacher, classroom consequence, or loss of Flextime privileges, and an email to the parent.
3. Third offense will generate a disciplinary referral form to administration and will result in a detention
4. Two demerit points issued per infraction.

#### Level Two Infraction (Does not require a prior warning)

Include but not limited to:

1. Repeated level one infractions of similar nature
2. Disrespect toward peers, faculty, staff or substitute teachers
3. Repeated disobedience infractions
4. Leaving a designated area without permission
5. Inappropriate use of technology to communicate with another student that is not school related and without teacher permission.
6. Dishonesty
7. Cheating
8. Damage to school property
9. Inappropriate language directed towards another individual in verbal, written or digital form (this includes social media)

#### Possible Consequences for Level two infraction (no warning prior)

1. Morning or afternoon one hour detention (s) plus behavior reflection submitted to Administration
2. Loss of Flextime privileges set by administration
3. Saturday school or 2-hour detention accompanied by \$25 fine
4. Four demerit points issued per infraction.

#### Level Three Infraction (automatically includes administrative intervention)

Include but not limited to:

1. Repeated level one and/or level two infractions
2. Threats/intimidation
3. Fighting
4. Intentional destruction of property
5. Stealing
6. Inappropriate objects (harmful to self or others) brought onto school campus
7. Gross misconduct
8. Bullying
9. Sexual harassment
10. Truancy

#### Possible Consequences for Level Three Infraction (no warning prior)

1. 2 hour detention or Saturday School with \$25 fine
2. Possible in-school or out of school Suspension (1-3 days)
3. Behavior Probation
4. Possible Expulsion
5. A minimum of 6 or more demerit points issued per infraction.



## Fellowship Christian School Honor Code Pledge



On my honor, I will protect my integrity  
by keeping the trust given to me by choosing what is right  
as a student at Fellowship Christian School.

### Fellowship Christian School Honor Code Philosophy

Fellowship believes its students are able to achieve academic excellence without ethical compromise. Academic honesty and integrity is a manifestation of a desire to glorify God at school. Self-control and discipline are necessary to keep this pledge. FCS believes that academic honesty strengthens its learning community while academic dishonesty weakens it. With this in mind, the FCS Honor Code encompasses its purpose, as well as student and faculty responsibilities.

The purpose of the Honor Code at Fellowship Christian School is to cultivate a community based on trust, academic integrity, and honor. It specifically aims to accomplish the following:

1. Ensure that students, faculty and administrators understand that the responsibility for upholding academic honesty at FCS relies on them;
2. Prevent any students from gaining an unfair advantage over other students through academic misconduct;
3. Clarify what constitutes academic misconduct among students at FCS; and
4. Cultivate an environment where academic dishonesty is not tolerated by or among the students.

### Student Responsibilities

1. Students are expected to act according to the highest ethical standards.
2. Some examples of unethical academic behavior are: cheating, plagiarism, unauthorized collaboration with other students, unauthorized access to information for an academic assignment.
3. To not tolerate cheating in others. This is not an exhaustive list.

### Faculty Responsibilities

Faculty members are expected to create an environment where honesty flourishes. In creating this environment, Faculty are expected to do the following:

1. Clarity in assignments and assessments as to what constitutes academic dishonesty.
2. Include a paragraph of the Honor Code pledge and philosophy on the syllabus for each class they teach.
3. Report instances of academic dishonesty to the MS Administration.

*(\*This content and language is borrowed in some form from the Georgia Tech and the University of Georgia Academic Honor Codes.)*

## Student-Owned Devices

Student owned devices may not be used once a student enters the building and throughout the school day unless given specific permission by the teacher for educational purposes. This includes smartphones, smart watches, or any other device that connects to the student's smartphone. Smartphones and devices are to be turned off and remain in backpacks during school hours, which includes both between classes and at lunch. Smartphones and devices are not to be carried by the student except in a backpack while at school. Phones that go off during class should be retrieved from the backpack by the student and turned over to the teacher or administrator. A parent may be texted if it is important that they be made aware of the fact that the student's phone is not in their possession.

Use of other personal technology including laptops, iPads, etc. is appropriate for educational purposes only and under the supervision of the class instructor. Otherwise, device usage that distracts from the learning environment is not permitted. Technology devices that sync with smartphone devices such as bluetooth speakers are also not allowed. Administration reserves the right to confiscate student owned devices at any time with additional action if deemed appropriate.

Consequences for violating cell phone usage specifically include:

- First offense
  - Teacher takes the phone and enters the details in Renweb. Student picks up the phone from the office at the end of the school day.
- Second offense
  - Student picks up the phone at the end of the school day from the division office and meets with the Grade Level Coordinator or administrator. A detention is assigned.
- Third offense
  - Parent picks up the phone from division office at the end of the school day with a two hour detention and a \$25 fine.
- Fourth offense
  - Cell phone privileges while at school are terminated. If brought to school, the cell phone will be turned into the division office at the beginning of the school day and picked up at the end for a period of time deemed by administration.

## Behavioral Probation

Students who are placed on behavioral probation, or upon entering FCS have a prior history of behavior difficulties, will be placed on behavioral probation for the following semester. Students will be informed of their probationary status. At the end of the probationary semester, a decision will be made on whether to remove the student from probation or make a recommendation to not allow the student to return to school the following semester.

## Classroom Discipline

Teachers are instructed to provide discipline accountability for their classes, which may take the form of after-school detention, silent lunch, extra assignments, etc., as determined by the teacher.

## Detention Hours

Detention will be served either before school on Wednesday mornings from 7:30-8:30 or after school from 3:15-4:15. A detention notice will be sent home advising parents of detention assignments. Your student will be advised of his or her assigned detention time.

## Guidelines for Student Appeal

Our children need to learn how to address grievances biblically when offended. If a student believes that he or she has been wronged by a teacher, the student should not argue with the teacher in front of others or discuss the matter with other students, but rather employ the following steps according to the spirit of Matthew 18:

1. Go to the teacher after class and respectfully ask for a time to discuss the matter privately.
2. Meet with the teacher to attempt to resolve the problem.
3. If the issue is not resolved, discuss the problem with parents and ask them to contact the teacher for discussion and clarification.

Parents and students must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. As part of the school community, if a parent finds fault with a school employee, teacher, principal, head of school, board member or another parent, please refrain from discussing the issue with other people. This often results in the start of rumors, gossip and hearsay reports, which only exacerbate the problem. The good reputation of other people and the school are to be protected and promoted.

## Loss of Privileges

Students who are suspended or dismissed from school may forfeit their right to receive public recognition for earned awards at award assemblies or banquets as well as participate in overnight field trips and retreats.

## Suspension

In certain cases of extended or gross misconduct or disobedience, a student can receive an out-of-school suspension. All school work missed during suspension must be made up by the student. This mode of discipline will be used only if all other means of correction have been ineffective. Out-of-school suspension requires that the student not be on campus at any time for any reason, including extracurricular activities, for the duration of the suspension. Failure to comply with this policy will compound the period of suspension. All classwork and homework must be completed for the days missed and turned in upon the student's return to school..

## Standardized Dress Code

### Philosophy

At Fellowship Christian School we appreciate diversity in attire while affirming neatness, appropriateness and modesty. Whether it is an ordinary school day, a school function or an activity, the middle school years provide our students a variety of opportunities and occasions to demonstrate their understanding of the expectations of appropriate dress. With the freedom of diversity comes the responsibility to honor the guidelines. The FCS dress code aims to provide clear guidelines for students at school or while participating in FCS functions.

Our dress code is not a moral or character issue. Students are not “good” or “bad” based on their compliance, rather they are “in” or “out” based upon the chosen FCS dress code. Repeated infractions of the dress code may reveal a disregard for the school’s dress code. To this point, parental guidance and reinforcement is helpful as the students grow and mature physically and in understanding.

Thank you for encouraging respect and expecting adherence to the dress code by your child while they are at school or any FCS activity/function. We are grateful for your partnership as we together appreciate diversity in attire while affirming neatness, appropriateness and modesty in dress at FCS.

Individual dress code decisions are always subject to the discretion of administration and may be enforced even if not specifically listed in the policy, but deemed appropriate.



## ELEMENTARY, MIDDLE, AND HIGH SCHOOL STUDENTS DRESS CODE

### TOPS:

- Collared shirts, button down shirts, sweaters
- Tops may be solid or have a pattern (ex. stripes, plaid, floral).
- Non-FCS logos/branding must be smaller than a half-dollar coin. No repeating logos.
- All tops must have sleeves.

### Girls:

*Tops may be untucked.  
Crew neck shirts (plain or patterned) may be worn.  
Blouses may be worn.*

### Boys:

*Shirts with a straight hem may be worn untucked.  
Shirts tucked in require a belt.*

### BOTTOMS:

- Chino, twill, or corduroy pants and shorts (solid color, plaid, or pattern)
- Colored denim (No blue jeans may be worn Monday-Thursday.)
- Shorts must have a 7-inch or more inseam.

### Girls:

*Skirts and dresses should be no more than 5 inches above the top of the knee.  
Dresses must have sleeves with a modest neckline.*

### OUTERWEAR:

- Hoodies, jackets, sweatshirts,  $\frac{3}{4}$  zip pullovers, or fleeces must be FCS Spirit Wear or solid school colors (navy blue, gray, white and any non-FCS logos/branding must be smaller than a half-dollar coin). FCS Spirit Wear T-shirts will be allowed under outerwear, Monday-Thursday.
- If outerwear is removed, students must meet the dress code requirements for tops. Ex. For boys, a collared shirt.
- **Once high school seniors have been accepted to college, they may wear that college's outerwear Monday-Friday.**

### FOOTWEAR:

- Athletic shoes, loafers, dress shoes, boots
- Specific shoe styles may be required for certain PE/Elective classes.
- **Middle and High School students may wear leather and athletic sandals (Birkenstocks, Chacos, Tevas, etc.).**

### HAIR/ACCESSORIES:

- Hair color must be a natural color and non-distracting.
- Boys - Hair length must not go below the collar and eyebrows. Eyes should always be visible.

### Girls:

*Body piercings are prohibited with the exception of the ears.*

### Boys:

*Body piercings are prohibited. No earrings or ear studs of any kind.*

### FRIDAY DRESS:

- FCS Spirit Wear tops (t-shirts, hoodies, fleece, other school-branded shirts)
- Blue jeans may only be worn on Fridays with approved Spirit Wear tops.
- T-shirts and outerwear that fall into the following categories: Sharp Top, Camp Highland, Rock Eagle, Field Day, Field Trips, Young Life, and Christian-themed shirts are also considered approved Spirit Wear.
- **College sweatshirts (Seniors Only)**

### ATHLETIC WEAR:

Occasionally the school will allow events where athletic wear is allowed (i.e. Retreat or Field Day). The following dress code applies:

- FCS or other athletic shorts
- Shorts must have a MINIMUM 4" inseam
- FCS shirt or t-shirt color assigned by Event Coordinator
- No white shirts or white shorts (MS/HS Only)
- Athletic shoes only

### CLOTHING & OTHER ITEMS NOT ALLOWED IN THE FCS DRESS CODE

- Non-FCS T-shirts or outerwear with pictures or words
- Tops with low necklines, v-necks or exposed cleavage
- Visible undergarments (bras, bralettes, sports bras)
- Form-fitting, tight tops or see through tops

- Sweatpants, athletic shorts/pants/ joggers (except SGA or for an approved event)
- Pants with holes and/or ripped, frayed hems
- Tight, form-fitting dresses or skirts

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Sleeveless and spaghetti strap tops</li> <li>• House shoes, moccasins, slippers, flip flops, Crocs/foam sandals, slides, mules with wool/fur</li> <li>• Tie-dye shirts</li> <li>• Cropped tops</li> </ul> | <ul style="list-style-type: none"> <li>• Oversized or tight pants</li> <li>• Leggings, yoga pants</li> <li>• Hoods in the building</li> <li>• Tattoos</li> <li>• Hats</li> </ul> |
|--|--|

## Special Events Dress Code

You can contribute to the success of FCS special events by honoring the dress guidelines. It is important that we represent our families, our school and our Lord in a worthy manner. Most importantly, keep in mind God's guidelines of modesty and your opportunity to be a display of godliness and beauty. Students at an event with Special Events Dress Code expectations and not in compliance will be addressed by MS administration.

### 8<sup>th</sup> Grade Celebration

#### Boys

- Shirt and tie (sports jacket would be wonderful but is optional)
- Dress pants and belt
- Dress shoes and socks
- Approved hair length; bangs above the eyebrows

#### Girls

- Dress, skirt and top or dress pants and top may be worn
- Dresses and skirts that are form fitting to the body are not acceptable.
- Any dress or skirt must not be shorter than 2" above the knee measured at the top of the knee cap. This applies to both the front and the back of the knee,, including slits
- Tops worn with skirts or pants must be long enough to cover the midriff area when reaching up
- Neckline must be modest and not reveal any cleavage with movement.
- No undergarments should be visible (bras, bralettes, etc.)
- Dress may be sleeveless, but must provide ample coverage for a regular bra with straps. Strapless bras may be worn, but the dress parameters must still provide the same coverage.
- See-through or lace sections on dresses or tops are not considered acceptable coverage for the regular bra area.
- Spaghetti straps, low back or open back, strapless, or halter top are not allowed even if covered by a jacket or shawl.
- Sandals and/or heels no higher than 2 inches may be worn

For the girls, remember that being on steps or a stage can make your dress or skirt appear shorter by up to 3". All dresses must be approved according to the deadlines published by administration.

Students that arrive at the celebration not in compliance with the dress code due to changes in approved dress may not be permitted to walk across the stage or join the class on the risers.

## Field Trip Attire

This will be dictated by the teacher or sponsor in charge of the trip.

## School–Related Activities

Neat, casual attire may be worn at school games and other extracurricular events. Students are not permitted to wear clothing with writing that exhibit innuendoes, sexual comments or implications, alcohol or tobacco product advertisement, music groups that do not reflect a biblical lifestyle, or anything of a questionable nature. School guidelines are also in effect during school related extracurricular activities and events (i.e., appropriate skirt or shorts lengths, avoidance of exposed-midriff styles, exposed tattoos, etc.).

## Dress Code Enforcement

In the event that a student is out of dress code, consequences will follow the protocol of the behavior plan. Parents may be called to bring a student appropriate clothing to school.. Dress code violations may be documented by a teacher, administrator, or other school faculty member.

## Student Life

### Chapel Program

Chapel is held once a week. Chapel includes singing, prayer and a biblical message. Attendance at chapel is required. More than three absences from chapel, excused or unexcused, in a semester without a doctor's note may result in disciplinary action. Parents are welcome at chapel. Administration makes the final decision regarding all chapel speakers

### Field Trips

At FCS we enjoy the opportunity to provide a grade level academic trip each year in middle school. These keystone trips are an integral part of the curriculum, as well as providing opportunity for student learning outside of the traditional classroom. You will be notified regarding the nature of the trip and any other necessary information, including dress code, and fees. Stringent transportation policies are enforced, such as the wearing of seat belts, speed limit observance, age of driver, valid insurance, etc. if students are transported by private vehicle. **In case of an accident, the driver's private vehicle liability insurance would apply first then FCS Liability would cover any loss in excess of that policy (by law the insurance follows the vehicle).** When transportation is provided by the school, all participants are expected to use that school-provided transportation. While on field trips all participants are expected to exemplify Christ-like behavior by listening attentively, using self-control, and actively engaging in the off-campus learning experiences. For all overnight trips, once a parent has committed their child or themselves as a chaperone to go on a trip, all fees paid are non-refundable.

## Chaperone Selection

We welcome and depend on parents to assist us with chaperoning our students. Within this framework, parents who desire to chaperone with the school should consider the following parameters before volunteering:

- Only parents that have agreed to serve as chaperones can attend the trip.
- Parents selected to chaperone must have a current background check on file.
- Chaperones are able to assist with supervision of students on the transportation provided by the school.
- Chaperones are expected to be able to reinforce the trip's goals and set a high learning bar for students under their care.
- Chaperones are expected to assume all reasonable responsibilities on the trip for its full duration.
- Chaperones should model unified support with FCS staff, adhere to the rules and policies and the established itinerary, and at the same time feel free to offer constructive feedback to administration and the lead teacher(s) in private.
- Chaperones are expected to support the school's intent to give all students an equitable experience and not deviate to a large extent from what the school has provided.
- Parents that require exceptions will be considered on an as needed basis and will require administrator approval for the exception.

## Ministry and Community Service

FCS is committed to engaging students actively in the education process. The biblical view of knowledge is a commitment that acts upon what is known. Believing that students should act upon what they know, we encourage students to apply a biblically based curriculum with biblically based involvement. Students are required to participate in school-sponsored service days.

## Arts

Under the umbrella of the overarching vision for fine arts at FCS, the middle school seeks to provide opportunities for students to embrace the arts as part of a well rounded education. Students are encouraged to explore the arts through elective opportunities, drama performances and praise team participation.

## Athletics

The mission of middle school athletics is to utilize athletics as an educational tool that will glorify God by developing Biblical character qualities as we equip young people intellectually, physically, socially, and spiritually in Christ so that He may use their gifts to impact their culture for Christ.

We strive for Paladin athletics to be fiercely competitive while representing Christ on and off the field. God has given us the opportunity to witness to other schools and families through our sports teams. This fact must be kept in mind as we participate in the games, or watch them from



the stands. Right or wrong, our actions can have an impact on how someone may view our entire school community, Christianity, and ultimately Jesus.

### Sportsmanship Expectations

The FCS athlete should embody humility, grace, compassion, courage, strength, skill, respect, fairness, and honor. Above all, the FCS athletes should conduct themselves in a way that is pleasing to the Lord. We will compete with every ounce of fight we have, but do so in a manner that will bring glory and honor to God. FCS athletes and fans will accept the ruling of the officials, and will practice humility in victory and graciousness in defeat. Any athlete that does not reflect these ideals will be dealt with by the coach, then the AD if necessary. If a change is not made, the athlete will be dismissed from the team. Athletes need to remember that we are to do all things as unto the Lord.

It is expected that FCS fans will observe the same guidelines as our athletes. They will cheer loudly and support their team, but not do so at the expense of other fans or the other players. We do not want our attitudes at games to bring dishonor to the name of Christ. Fans are to refrain from any personal comments towards officials, players, coaches, or opposing fans. Spectators that reflect poor judgment and sportsmanship will be asked to leave the premises. If this is shown to be a pattern of behavior, the fan may be banned from all FCS athletic contests in that season, and possibly for the year. All fans should remember that we are not only representing our school, but we are representing Jesus Christ.

### National Junior Beta Club

The National Junior Beta Club is an honor organization that recognizes outstanding academic achievement, promotes strong moral character and social responsibility, encourages service to others, fosters leadership skills, and provides settings for you to develop strong interpersonal skills. For more information on the National Club, please visit the National Beta Club website at [www.betaclub.org](http://www.betaclub.org)

Who qualifies for membership in the FCS Junior Beta Club?

Sixth through eighth grade students with a grade of 90 and above in all individual classes who exemplify strong character, and have maintained role model behavior throughout the last school year (no administrative referrals or periods of in-school or out- of-school suspension) are eligible for membership in the FCS Junior Beta Club.

## General Information

### Carpool Drop Off

If you are only dropping off middle school students, please use the Jones Road entrance and drop off in the middle school car line.

If you are dropping off elementary and middle school students, please drop the students off together and follow the elementary carpool route.

## Carpool Pick Up

Students may be picked up at dismissal from the following two locations:

- Lower church parking lot
- Middle school carpool line

For additional information and for maps of the routes, please see the FCS website.

## Late Carpool Pick up

Any middle school student not registered for the After School Study Hall and whose parents arrive after 3:30 will be taken to the After School Study Hall and charged \$10 per hour.

## Lockers

All students are assigned lockers. Students may personalize lockers provided it is done in good taste. No student is permitted to go through another student's locker without that student's permission. The lockers are school property and are on loan as a convenience to the student; defacement or vandalism of lockers will result in disciplinary action.

All lockers should be kept neat and orderly. The school reserves the right to open and inspect lockers at the discretion of the administration. Locks are provided by the school. A \$5.00 fee will be imposed if lost.

## Lost and Found

All lost articles will be collected and placed in the MS lost and found cabinet. If clothing articles are labeled with a student's name, the student will be notified. If articles of clothing, shoes and other items are not claimed at the end of a four-week period, they will be given to a local charitable organization. Lost textbooks will be turned in to the office.

## Lunchroom Procedure

FCS provides a daily lunch period. Students need to bring lunch from home or participate in the hot lunch option provided at school. Microwave ovens are available for student use. Food and drinks are not permitted in the stairways, hallways or bleachers. Students must remain in the designated lunch area until dismissed by the lunchroom supervisor. Students are not permitted to leave campus for lunch unless signed out and escorted by an approved adult.

## Student Identification Cards

Student Identification cards will be issued to all middle school students. They are used daily for the hot lunch program at school as well as anytime they need to be identified as a student from Fellowship Christian School. The following are policies surrounding the use of student ID's:

- All students are required to keep the ID with them at school (in their book bag or on their person is fine)

- Students should present their ID Badges when purchasing lunch from our dining facilities.
- Under no circumstances are students allowed to give their ID to anyone else or use someone else's ID. To purchase lunch with someone else's ID would constitute stealing and be disciplined as such.
- If lost, notify the MS Office immediately. Replacement cost will be \$15.
- This badge identifies you as a student at Fellowship Christian School and may be used anywhere there is a student discount available.

## Telephone Calls, Messages and Deliveries to Students

The best form of communicating with your child during the school day is via the middle school office. Please do not text your child as this causes them to violate the cell phone policy resulting in their cell phone being taken by a teacher or administrator. When leaving a message for your child, please consider the following:

1. Please limit your phone messages to emergencies only
2. Classes will not be interrupted to deliver messages except in cases of dire emergency
3. A written message will be placed outside the student's classroom to be retrieved between classes or at the end of the day. No follow-up will be done to make sure the student has retrieved his or her message
4. Students who need to make an emergency telephone call should come to the office.

Make sure that you remind your child to check with the office if you are delivering any items to them, such as lunch or sport uniforms.

## Textbooks

Textbooks for each class will be issued by the school for use during the year. Teachers will note the condition of the book when it is issued to the student. Students are expected to exercise reasonable care for these books. When the books they were issued are returned at the end of the year, the condition will be noted and a damage fee assessed for other than normal wear and tear. Students will be charged the current replacement cost for any books lost or for books that are returned in unusable condition. If the damage to the book can be repaired, such as the binding, the family will incur the repair cost. Family access to RenWeb will be blocked and report cards, test scores and requested transcripts will be held until all books are returned and any assessed fines and fees are paid.

## Visitors

Alumni, family members and church staff members may visit. Students and visitors should arrange these visits in advance with the administration. When visitors arrive on campus, they must first check in with the school office where they will be given a visitor badge that they will be required to wear while on the campus.

The safety of our community and campus is a top priority. Beginning with the 2022-23 school year, Fellowship Christian School will be utilizing the Raptor Visitor Management System. The Raptor system will provide a consistent way to track visitors and volunteers, while identifying

people who may present a danger to students and staff. The system quickly prints visitor badges identifying the visitor, the date, and the purpose of the visit. We appreciate visitors' patience as we transition to this system and work through any issues that may arise. Our goal is to make our campus as safe as possible for our school community.

Visitors must follow all school policies with regard to conduct, dress and campus rules. It is the student's responsibility to inform his or her visitors of these expectations.

Students should introduce visitors to the hosting teachers.

Unregistered guests may be asked to leave the campus. Students who have withdrawn or been suspended from FCS are not allowed campus visits.

Visitors from other local schools are not permitted unless prior arrangements have been made. Any student admitting anyone other than a current FCS student into the school building will be subject to disciplinary measures.

Guests may be permitted to attend appropriate social activities provided permission is obtained from the school office at least 24 hours prior to the activity. All guests are required to adhere to school conduct, dress and policies.

# High School

## Hours of Operation

Classes: 8:00 a.m. – 3:15 p.m. (M, T, Th, F)

Wednesday 9:00 a.m. – 3:15 p.m.

Office Hours: 7:30 a.m. – 4:00 p.m. (M, T, Th, F) W 8:30 a.m.- 4:00 p.m.

\*Students should not arrive at school prior to 7:30 a.m. unless prearranged supervision has been made.

## Communication

### Information from School

Communication between the school and home will be through our weekly newsletter, and emails. Information is also sent through official FCS social media outlets, specifically Facebook, Instagram, and Twitter.

### Faculty and Staff Availability and Communication

Teacher and staff contact information is available at [fellowshipchristianschool.org](http://fellowshipchristianschool.org). Teachers are available before school from 7:30-7:50, and after school from 3:15-3:45. Students are encouraged to make an appointment with the teacher.

### Student Email

Communication and messages to students will be accomplished through their school email address. An example of the FCS student email is: [s.firstname.lastname@fcsweb.org](mailto:s.firstname.lastname@fcsweb.org).

## Student Support

Student support is essential to the success of students during the high school journey. Our support team is available to help students in the following ways:

### Student Counseling

Schoolwork, social dynamics, or challenging circumstances often contribute to a difficult day and present unique challenges that affect our students emotionally, and at times, socially, mentally and even spiritually. We have a counseling team that provides student support from a Christian perspective with care and sensitivity.

### Academic Counseling

Our academic program provides “challenge by choice” in selecting most courses, some even requiring prerequisites and/or teacher recommendations. Academic counseling is available to assist in this decision-making process. This assistance includes the coursework that will provide

the knowledge, understanding and experiences needed to become eligible for acceptance into the colleges the students may be considering. Academic counseling is a dedicated resource for Fellowship's students to find success both during their high school tenure and beyond.

## College Counseling

FCS is a college preparatory school. All classes are designed to meet that level of expectation, preparation and experience. Fellowship's college counseling partners with parents by helping and training our students in this important next step toward colleges and universities. Our college counseling educates and equips students and parents along this complex journey so that the students' future possibilities are maximized.

## Student Academic Support Program (SAS)

The SAS program for high school students provides a leveled approach to accommodations. The level of support is determined by the SAS team based on the documentation provided. SAS students are provided testing and classroom accommodations within the regular classroom. A learning lab support class is available, based on the level of support needed, to provide guidance with executive functioning skills.

### Additional SAS Policies:

#### Use of Extended Time

- Extended time for assessments must be completed on the same day the student begins the main section of the assessment in their regular classroom. A student can be given one page/section at a time and will be required to finish the given page/section in one setting.
  - Students are required to arrange extended time with their classroom and learning lab teacher (if applicable) prior to the start of the assessment.

#### Use of Note Support

- Copies of notes may be provided to the student upon request. The notes format is determined by the classroom teacher. Note support is meant to be a supplement, not to replace active, independent note taking.

#### Reporting to Colleges

- Fellowship Christian School will provide colleges with accurate information about a student's academic, extracurricular, and character record, as well as a description of those personal qualities which are relevant to the admissions process. It is FCS's policy to report that a student has a learning disability and has utilized accommodations at FCS **only with the written authorization of the parent(s) of said student.** Before authorizing release of such information, please discuss with the college counselor what is believed to be in the best interest of the student in relation to the colleges selected for admissions.
  - Nationally-standardized exams do not report whether a student used extended time for an exam administration.

## Academics

FCS high school academics provides a college preparatory liberal arts education taught through a biblical worldview toward a life lived in Christ. Fellowship's academics provide diversity in coursework which may be accomplished through STEM, Artisan or Scholar's diploma tracks designed to underscore and magnify the unique interests of FCS students. These tracks are also designed to optimize and maximize the student experience while a part of the high school of FCS.

The mission of FCS is both compelling and challenging in a culture often at odds with a Christian worldview and life. FCS sees a unique opportunity for discipleship and stewardship in this learning community. Fellowship believes that the high school years can provide unique memories through academic achievement, artistic expression, outdoor adventure and athletic competition. All of these areas of a student's life represent moments that play an integral role in his or her overall Fellowship experience.

### Fellowship Christian School Honor Code Pledge



**On my honor, I will protect my integrity  
by keeping the trust given to me by choosing what is right  
as a student at Fellowship Christian School.**

### Fellowship Christian School Honor Code Philosophy\*

Fellowship believes its students are able to achieve academic excellence without ethical compromise. Academic honesty and integrity is a manifestation of a desire to glorify God at school. Self-control and discipline are necessary to keep this pledge.

The purpose of the Honor Code at Fellowship Christian School is to cultivate a community based on trust, academic integrity, and honor. It specifically aims to accomplish the following:

1. Ensure that students, faculty and administrators understand that the responsibility for upholding academic honesty at FCS relies on them;
2. Prevent any students from gaining an unfair advantage over other students through academic misconduct;
3. Clarify what constitutes academic misconduct among students at FCS; and
4. Cultivate an environment where academic dishonesty is not tolerated by or among the students.

### Student Responsibilities

Students are expected:

1. To act according to the highest ethical standards.
2. To avoid unethical academic behaviors such as cheating, plagiarism, unauthorized collaboration with other students, unauthorized access to information for an academic assignment.
3. To not tolerate cheating in others.

## Faculty Responsibilities

Faculty members are expected to create an environment where honesty flourishes. In creating this environment, Faculty are expected to do the following:

1. Clarity in assignments and assessments as to what constitutes academic dishonesty.
2. Include a paragraph of the Honor Code pledge and philosophy on the syllabus for each class they teach.
3. Report instances of academic dishonesty to the HS administration.

(\*This content and language is borrowed in some form from the Georgia Tech and The University of Georgia Academic Honor Codes.)

## Diploma Concentrations

### College Preparatory

All of the high school courses at FCS are college preparatory. Any of our students who follow the path of taking necessary courses to graduate will do so with a college preparatory diploma. The college preparatory diploma also satisfies the required rigor-defined courses to be eligible for the HOPE & Zell Miller scholarships program.

### Scholars

The Scholar's Diploma requires three Advanced Placement courses, three foreign language courses (in the same language), and an additional credit towards graduation to be a part of the students' overall course selection.

### Artisan

The mission of our Fine Arts program is to awaken, nurture, and affirm the artisan soul within every student through creative expression. We embrace the arts as an essential element of a well-rounded education. Our Artisan Diploma concentration equips our students to create excellence and be a living example of Jesus Christ in the Arts community and beyond.

### STEM

STEM has become a widely recognized term that reflects a nationwide academic initiative to enable the U.S. to remain the economic and technological leader in the global marketplace of the 21st century. Managing technological change is now a required skill for an educated citizenry. Over the last several decades, STEM related products have changed the very fabric of our society. Our STEM program is focused on preparing students to be global citizens, ready to embrace, inhabit and evolve our economic and social landscape. It includes a STEM Diploma concentration focused on engineering, digital, life and physical sciences or architectural and industrial design.

## Course Selection

Course selection for the following academic year takes place in the spring. Students will receive a schedule based on courses requested and on several other factors including but not limited to



graduation requirements, diploma tracks, class size, and availability. All students in grades nine through eleven must be enrolled in a minimum of six academic classes. All seniors must be enrolled in a minimum of five academic classes. Enrollment in AP, DE, and honors courses requires meeting established departmental criteria and approval from department faculty.

### Course Drop/Add Policy

Course drop/add requests for on level and honors courses may only be made through the first two full academic weeks of the school year. If the drop/add request is granted, the instructor may require a student to complete missed work if determined to be essential for course content.

Course add requests for AP courses may only be made through the first two full academic weeks of the school year. Course drop requests for AP courses may only be made through the first three full academic weeks of the school year. Course drop requests for DE courses must follow the Truett-McConnell University academic calendar and could be less than two full academic weeks of the Fellowship school year. All fees are non-refundable if courses are changed. Dropping a class does incur the risk that the desired alternative course may not be open. If the drop/add request is granted, the instructor may require a student to complete missed work if determined to be essential for course content. Drop/Add for second semester needs approval by the principal and only applies to elective courses and 11th and 12th Bible courses.

Students who withdraw from a course after the drop request deadline will receive a “W” (withdrawn). The details of how this grade is calculated will be determined by the administration. This policy applies to all courses that are part of the student’s approved academic schedule.

### Course Advancement Grade Requirements

College Prep level* → Honors/DE	90 or above
College Prep level → AP	Appeal required
Honors/DE → Honors/DE	87 or above
Honors/DE → AP	90 or above
AP → AP	85 or above

**\*Math Exception:** Students in College Prep Math need a 95 or above to advance to Honors/DE without an appeal.

All requirements are based on first semester final grades. If the grade requirement is met, then there is automatic approval. If the grade requirement is not met for a desired course, then students must initiate the appeals process.

### Change of Grade for Advancement Grade Requirement

If a student’s grade in second semester falls below the advancement grade requirement, the student may be required to appeal at that time.

### Honors, Dual Enrollment, & Advanced Placement Information

In addition to college preparatory level courses, Honors, Dual Enrollment (DE) and Advanced Placement (AP) courses are offered to provide opportunities for students to add rigor to their coursework and expand their academic experience. Each year, Fellowship works with students to determine the level of academic challenge that best fits in each subject. In order to most effectively match a student with the right level course, FCS has established the following process for recommendation to Honors, Dual Enrollment, or AP courses.

#### AP or DE Course(s) Offered

For a full list of courses offered see the [Fellowship Course Catalog](#).

#### Dual Enrollment & Advanced Placement Course Requirements

- Submission of an AP application to HS Front Office.
- Any submission or course changes after this date will require an appeal.
- DE Mathematics requires a passing score on the specific College Board Accuplacer Exam (given each Spring).
- DE Only: Once enrolled in the FCS Dual Enrollment course, students will be required to submit Truett-McConnell University or Toccoa Falls College Admissions Forms, Participation Agreement, and State Funding Application to the FCS High School Office.
- AP Only: Students will be registered and take the AP exam in May. The AP weight included in a student's GPA for this course is contingent upon sitting for the subject area exam.
- AP Only: There is a required course fee of \$75 and exam fee of \$96 for each AP class and exam.
- AP Physics: Co-requisite of at least AP Calculus AB required.
- AP Arts: all classes require prerequisite courses and a Portfolio Review.

#### Recommendations and Appeals Process

- Recommendations may be requested from current year teachers to evaluate a student's motivation, work ethic, academic integrity, and attitude.
- Funding through the State of Georgia is for Juniors and Seniors. Underclassmen seeking to take Dual Enrollment classes will be required to pay for the course.
- Students who do not meet the grade requirement have the option to appeal. To begin the appeals process, contact the appropriate Department Chair.

### FCS Athletic and TREAD Physical Education Completion Options

Fellowship is pleased to offer two non-traditional options for completing the Georgia PE requirements. This is in addition to the options offered during the school year and summer school. Students now have five options to satisfy their PE requirement. Physical Education Completion Equivalent is offered to high school students who have participated in two full seasons of specific GHSA sports while attending Fellowship. Students will be able to request this half-credit (.5) after completing two seasons and submitting the P.E. Completion Equivalent form to HS Administration. Once verified with the Athletic Department, the credit will be added to a student's transcript with a "Pass" grade, which does not calculate into the FCS Overall GPA.

TREAD is Fellowship's outdoor program through which students may fulfill the criteria attached and receive a course grade for their participation. This grade will be calculated into the student's overall GPA. Students may also apply for a PE equivalency credit with approval from HS Administration for activities such as swim team, dance, etc.

## FAQ

### 1. Who is eligible?

Any student currently enrolled at Fellowship Christian School is eligible. For Athletics, completion equivalent credit will be issued after a student has completed two full seasons of specific GHSA sports for Fellowship Christian School and applied for the credit. For TREAD, course grade will be given upon completion of the criteria and submission of application.

### 2. Which sports are eligible?

Fall	Winter	Spring
JV/V Cheerleading JV/V Cross Country JV/V Football Fastpitch Softball Volleyball	JV/V Basketball Wrestling	JV/V Baseball Golf JV/V Lacrosse JV/V Soccer JV/V Tennis Track & Field

*\*Students are not required to participate in the same sport to qualify for the completion equivalent credit.*

### 3. Will sports played outside of Fellowship (before or during enrollment) count towards the two seasons?

No. In order to qualify for the credit, students must complete two full seasons of specific GHSA sports as a Fellowship athlete.

### 4. How soon can I apply? What's the process?

For Athletics PE Equivalency, athletes should apply at the end of their second season. Students will complete the [FCS Physical Education Completion Options](#) and turn in to the HS front desk. Sport participation will be verified by David Lowery (Athletic Director). For the Tread PE course, initiate the process with Mr. Hughes. TREAD participation will be verified by Trip Hughes (TREAD Director). After approval, the Registrar will add credit to the transcript. During academic planning meetings, students should notify College and Academic Counseling of their intention.

### 5. What about waivers granted by other schools?

Any waivers granted by other schools/districts should be directed to our Registrar.. Fellowship will attempt to honor (when possible) such waivers or similar completion equivalent credits.

### 6. What happens if I get injured during a sports season?

As long as you remain on the sports team and attend practice/games, this season will still count towards your Physical Education Completion Equivalent.

7. What happens if I am removed from a sports team due to disciplinary action?  
If you are removed from a team due to an infraction or a disciplinary action, that season will NOT count towards your Physical Education Completion Equivalent.
8. What if I played on a JV sports team as an 8th grader?  
Since this is a P.E. credit earned for your *high school* transcript, credit will not be given for JV seasons played while you are not an official high school student (i.e. 8th grade). JV sports played during 9th through 11th grade are eligible.
9. Is there a grade associated with this course?  
For P.E. equivalent credit will receive a "P" on the transcript for "pass." This does not calculate into Fellowship Christian School's CNA or GPA. For TREAD, the course will have a grade.

## Non-FCS Coursework

Students are allowed one credit of non-FCS coursework per department, per year, but not as a replacement for Fellowship's core graduation requirements.

Approved Reasons for non-FCS Coursework:

1. Making up failed course (Credit Recovery)
2. Foreign language (not offered on campus by FCS)
3. Supplemental course not offered at FCS (elective not required for graduation)
4. Coursework taken before FCS enrollment
5. Missed coursework (transfer students, medical exemptions)
6. Satisfy required prerequisite to advance in a more rigorous course sequence
7. Non-academic required class (e.g. Sevenstar Health)

## Credit Requirements

Fellowship Christian School offers only College Preparatory Diplomas. There are three additional types of diplomas that focus emphasis on course work, rigor and specialization:

Course Area	College Preparatory Diploma	Scholar's Diploma	STEM Diploma	Artisan Diploma
Bible	4	4	4	4
English	4	4	4	4
Mathematics	4 Math every year	4 Math every year	4 Math every year	4 Math every year
Science	4	4	4	4
Social Studies	3	3	3	3
Foreign Language	2 same language	3 same language	2 same language	2 same language

Fine Arts or Technology	1	1	Pathway dependent *See Website	1
Physical Education	½	½	½	½
Health	½	½	½	½
Additional Credits	1	2	Pathway dependent *See Website	Additional credits are satisfied by Fine Art credits
AP Classes	0	3	3 (min. 2 in STEM)	2 (Three are offered, but only two are required. Capstone is also an option)
Minimum total credits	24	26	26-28 *Pathway dependent	26
Minimum cumulative GPA	70 (C)	80 (B)	80 (B)	80 (B)

Transfer students are required to take one credit of Bible for each year that they attend FCS.

Students planning to attend a highly competitive university should take Advanced Placement and Honors courses in as many subjects as possible. Selective colleges particularly favor students who take academic electives the junior and senior year of high school instead of opting for a Study Hall option.

## Grading System

Our grading system is designed to give the parents an indication of their child's performance. Semester grades include a semester exam, which is a percentage of the final semester grade. Each academic department determines uniform standards within the department as to the relative value of final exams, tests, quizzes, homework, class participation, etc.

### Meaning of Grades

100 – 90	excellent achievement in the subject or skill areas
89 – 80	good achievement in the subject or skill areas
79 – 74	acceptable level of achievement in subject or skill areas
73 – 70	inadequate level of achievement in subject or skill – improvement needed
69 or below	unsatisfactory level of achievement in subject or skill area (semester courses with this average must be repeated)

Grades of zero (0) may be due to incomplete work, unexcused student absences, dishonesty on tests or assignments, or administrative reasons for credit loss, such as suspension.

## Grading Policy

All courses will be considered in the calculation of numerical grade average. The grading scale is 0-100. Advanced Placement, Dual Enrollment and Honors courses are weighted 10, 8 and 5 points higher, respectively, for a student's cumulative weighted numerical average only. Individual course grades do not reflect this weighting and will not be listed higher than 100 on a Fellowship transcript. Numerical course grades and cumulative numerical averages are both recorded on report cards and academic transcripts.

## Grade Changes

Semester grades will only be changed in the following situations:

1. A computational error is found
2. A grade is incorrectly recorded
3. A teacher's grading policy is determined to be unacceptable by the school administration
4. An incomplete is changed to a completed grade.

Both students and parents have the right to inquire about how a grade was determined by a teacher.

## Homework

A college-preparatory diploma requires hard work, time and discipline. FCS recognizes the tension in family life as families attempt to balance family time, church, ministry, extracurricular activity, recreation, rest and school work. FCS also recognizes, however, its accountability in preparing each student for the future. Homework is an element that provides enrichment, reinforces principles learned in class, incorporates good work habits and time-management skills, supplements classroom learning and provides practice in needed skills. Students are encouraged to use their study hall time efficiently. If the student workload appears excessive, please contact the appropriate teacher and address the issue. Homework assignments may be accessed online, through Facts/RenWeb or the class Google Classroom.

## Winterim

Winterim is held during the first two weeks of school each January. Fellowship provides additional learning opportunities for students to expand education beyond the classroom format. Winterim is a chance for students to take learning to new heights, and to experience excitement and intense study in an area that they either are passionate about or are simply interested in. During this time, 9th and 10th grade students will participate in new and different electives on and off campus, while the 11th and 12th grade students only will be participating in internship/workplace shadowing experiences. Though core academic classes will not be occurring during the Winterim session, attendance is expected and will be recorded.

## Plagiarism Disciplinary Responses

It is paramount when dealing with the sensitive issues surrounding plagiarism that a clear distinction is made between the act of plagiarism and the identity/character of the individual. The consequences are levied for the act and are not character judgments. Discipline and associated

consequences are given as corrective and restorative so that the student does not repeat the offense.

The seventh edition of the MLA for Writers of Research Papers defines plagiarism as follows:

Derived from the Latin word *plagiarius* (“kidnapper”), to plagiarize means “to commit literary theft” and to “present as new and original an idea or product derived from an existing source” (Merriam-Webster’s Collegiate Dictionary [11th ed.; 2003; print]). Plagiarism involves two kinds of wrongs. Using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft. Passing off another person’s ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud. Plagiarism is sometimes a moral and ethical offense rather than a legal one since some instances of plagiarism fall outside the scope of copyright infringement, a legal offense [...]

Students exposed as plagiarists may suffer severe penalties, ranging from failure in the assignment or in the course to expulsion from school. This is because student plagiarism does considerable harm. For one thing, it damages teachers’ relationships with students, turning teachers into detectives instead of mentors and fostering suspicion instead of trust. By undermining institutional standards for assigning grades and awarding degrees, student plagiarism also becomes a matter of significance to the public. When graduates’ skills and knowledge fail to match their grades, an institution’s reputation is damaged. For example, no one would choose to be treated by a physician who obtained a medical degree by fraud. Finally, students who plagiarize harm themselves. They lose an important opportunity to learn how to write a research paper. Knowing how to collect and analyze information and reshape it in essay form is essential to academic success. This knowledge is also required in a wide range of careers in law, journalism, engineering, public policy, teaching, business, government, and not-for-profit organizations.

This is a good, complete, but general definition. Following are some instances of plagiarism that may or may not be commonly recognized as plagiarism by students; this is by no means an exhaustive list:

1. in a paraphrase, a student uses one or two words that are from the original source but without quotation marks
2. documenting the wrong source
3. incorrectly documenting the right source
4. using quotation marks but forgetting to include the proper citation
5. incorrect citation
6. using one parenthetical citation to document an entire paragraph

## Honor Roll

FCS encourages high levels of academic proficiency but also recognizes that as image-bearers of the Creator, children have many areas of achievement that may not be readily identified in a school setting.

1. High Honor Roll - students who have earned 95% or above in all courses
2. Honor Roll - students who have earned 90% or above in all courses

## HOPE & Zell Miller Scholarships

FCS students who maintain a 3.0 GPA or above in Mathematics, Science, English, Social studies and Foreign language courses and take a minimum number of state-appointed rigorous classes are eligible to participate in the Georgia HOPE Scholarship Program. The GPA for HOPE & Zell eligibility is calculated by the state and not Fellowship Christian School. The HOPE & Zell Miller Scholarship program guidelines are set by the State of Georgia and may change from year to year. Parents should direct questions to the Academic & College Counseling Department.

## Parent/Teacher Conferences

Parents are strongly encouraged to contact the FCS faculty regarding their child's spiritual, academic, and emotional progress. If a telephone conference is inadequate, please call or email the teacher at school with the request for a teacher conference. The teacher will make the necessary appointment arrangements. In cases where a student is having difficulties in a number of classes, a multiple teacher/parent conference may be arranged through the school office. Please attempt to resolve any conflict with the teacher before approaching the administration.

## Report Cards

Report cards may be accessed on the RenWeb website at the end of each semester. Grades may be checked online on a daily basis to monitor student progress.

Access to grades will be blocked in RenWeb until all fines and fees are paid.

## School Work Requests for Extended Absences

Parents may contact the school to coordinate the recovery of schoolwork due to circumstances that resulted in missing several days of school. Students who have missed school due to illness, injury, death in their family or another circumstance that the HS administration has approved are provided an academic plan for recovery of school work. HS administration, in partnership with parents who provide documentation (i.e. doctor's note, etc.) pertaining to absences, will facilitate an academic plan accessible by the student and the teachers.

## Tests and Semester Examinations

### Tests

Students in 9<sup>th</sup> and 10<sup>th</sup> grade are not required to take more than two tests per day. Students in 11<sup>th</sup> and 12<sup>th</sup> grade are not required to take more than three tests per day. Please note that students sometimes confuse quizzes with tests. There is no restriction on the number of quizzes in a given day. Making the arrangements to complete missed work is the responsibility of the student, not the teacher.



## Semester Examinations

As we honor our students and our families, FCS seeks to do the following: limit the stress and anxiety of our students; provide/evaluate their skills so that they can move ahead successfully to the next level of study; hone test-taking skills and synthesis in preparation for college-level assessment. We believe that a variety of summative assessment practices better prepare our students for the different ways they will be evaluated in their future academic and personal lives.

Since AP and Truett-McConnell University and Toccoa Falls College/Dual Enrollment courses have their own final assessment requirements for college credit, students enrolled in these courses will have final exams. However, in May the AP students will only have the exam administered by the College Board. DE/Honors students will have to take a final exam in May for college credit/TMU.

Teachers who are not giving an official scheduled exam will have a final paper or project requirement that encompasses the skills of the semester. Regardless of their semester grade, students may not exempt as this is not an exam, but a final unit assessment that occurs before examination week.

Students who are unable to take their exams at the appointed time due to illness or a death in the immediate family should notify the office immediately. A doctor's note will be required if an illness prevented the student from taking the exam. Students will not be permitted to take an exam earlier than scheduled. Parents should make vacation and travel plans that accommodate the exam schedule.

No student will be required to take more than two exams per day. Students will be excused from campus after the completion of their exams for the day. Transportation should be arranged accordingly.

## Extended Time on Examinations

Students who are enrolled in Student Academic Support qualify for the extended time accommodation for their final exams and will stay in this cohort for all of their exams, utilizing the extended time accommodation provided. For final exams, a separate area is designated for all students enrolled in SAS to have extended time on their final exams

Requirements to qualify for extended time on exams:

1. Enrolled in Student Academic Support
2. An up-to-date Psychological Evaluation
3. On the Psychological Evaluation, it must mention the need for extended time

## Examination Exemption Guidelines

**Advanced Placement, Dual Enrollment, and Bible exams or final projects and papers may not be exempted.**

Grade	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Exemption criteria is as follows: <ul style="list-style-type: none"> <li>• Must have an A in the class</li> </ul>
9 <sup>th</sup>	None	1	

10th	1	1	<ul style="list-style-type: none"> <li>• Must have no more than 7 absences (excused and unexcused) in that class (3 tardies equal 1 absence)</li> <li>• May exempt any exam, both semesters, if meeting qualifications.</li> </ul>
11th	1	2	
12th	2	All	

### Advanced Placement Exams and STEM Exams

Students enrolled in an Advanced Placement course are required to take the Advanced Placement exam. There are Advanced Placement and STEM fees for exams and/or course materials. If the student elects to appeal the AP exam requirement, he/she must receive approval from the AP teacher and the high school principal. If approved, the student will be required to take a final exam which will be structured the same as an AP test, worth 20% of the semester grade and no exemptions. In addition, the AP designation will be removed from the transcript along with the weighted grade. All courses are subject to minimum enrollment numbers and may be canceled if that number is not met.

Students should receive their AP examination results in July. Depending on the student's achievement level, the results could allow the student to receive college credit. These standards are set by each individual college. If a student withdraws from an AP course after college acceptance, FCS will notify the college by letter of the changed course status.

### Standardized Testing

The standardized testing program for students provides an annual assessment of each student's progress. The tests used in these evaluations are:

1. PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) – Grades 9-11
2. ACT- Grade 11

In addition to the above tests, the school may elect to administer personality profile and spiritual gift tests.

Juniors and seniors are urged to take the SAT and/or ACT at least three times before August of their senior year. All testing results are available individually to families.

### Academic Probation

Academic Probation places the student under increased oversight, will include a parent conference, and may involve extracurricular consequences. Academic probation follows continued efforts to assist students toward a better academic standing. Students who are failing one or more courses at mid-semester may be placed on academic probation. Students will be informed of their probationary status. If the student fails two courses for the year, the student will be asked to make up those specific courses or other equivalent courses. Each case is handled individually, but in considering continued enrollment at FCS, the administration will

evaluate the student's completion of assignments, work habits, use of time in class, attitude, ability, behavior and effort. In cases where a student may not return to FCS, the parents and student will be notified. If the student remains at FCS, he/she will be retained on a continued probationary status.

Students entering FCS may be placed on academic probation if their transcript shows academic challenges or failures in course work at prior institutions.

If a student is in the 12th grade, senior privileges will be removed until the student is removed from Academic Probation.

### Ending Academic Probation

In order for students to be removed from academic probation, the administration must deem them not at risk of failure while passing all of their academic classes. Once done, they will be removed from probationary status.

If either of the criteria is not met by the end of the first semester, the administration will determine if FCS is the appropriate academic setting for the student, or if the student would be better served in another educational environment. At the end of the first semester, the student and parents will receive a letter notifying them of their child's probationary status.

### Grade Monitoring and Academic Probation

The Assistant Principal will monitor Grade Reports to determine students who are failing a course for three (3) consecutive weeks. Once identified as failing a course for an extended period, the Assistant Principal will intervene and notify the family. During a meeting with the Assistant Principal, the student will determine steps to academic success, which may include changes in effort, recommendations for time management, recommendations for changes in student commitments, recommendations for additional (outside) tutoring, regular check-ins with respective teacher(s), and follow-up meetings with the Assistant Principal.

A summary of the meeting is shared with the family. If the student does not progress in the class within the next three weeks, the meeting escalates to include the student, family, teacher, and Assistant Principal to continue towards developing a plan that helps the student become successful in the class.

### Valedictorian and Salutatorian Policy

The valedictorian and salutatorian shall be determined on a 100 percent weighted cumulative numeric average scale at the completion of eight semesters. We do not use grade point average to determine Valedictorian and Salutatorian. To be eligible for these honors, a student must have attended FCS for all four years of high school. The valedictorian and salutatorian at FCS must not only meet the highest academic standards in their senior class, but they must also reflect a lifestyle in keeping with biblical principles and adhere to the school's conduct code. Fellowship does not rank students.

## Senior Distinguished Service Award Policy

A Senior Distinguished Service Award will be awarded to a twelfth-grade student who has exemplified a lifestyle of service. This student has accumulated numerous hours of service through leadership roles and service opportunities. The GO community service coordinator, HS administration and pertinent HS teachers will share in the student selection process. The reception of this reward is during the graduation ceremony. The recipient will be expected to briefly share about his/her experiences and opportunities to serve while a part of FCS.

## Technology/Laptop/Tablet Policy

Technology is a normal part of the educational process. Every student is issued a device to support them in their academic endeavors and the school's educational mission. Applying information and technology skills is an integral part of teaching and learning at FCS. Students are expected to follow the requirements of the honor code and the code of conduct with regard to technology use. Any use of technology in the classroom is at the discretion of the teacher.

The student assumes complete responsibility for the use and safety of personal and school issued devices, releasing the school from any liability.

## Attendance

### Absences

#### Excused Absences

Attendance is essential to a student's academic success, and students are required to attend all classes, activities, retreats, and field trips during school hours. Absences (including late arrivals and early dismissals) are considered excused only for the following reasons:

- Illness
- Medical or dental appointment that cannot be scheduled outside of school hours\*
- Serious illness or death of an immediate family member
- Important family events/celebrations approved by administration
- Voter registration or voting in an election
- Court appearance
- College visits (see 'College Visits' below)
- School-sponsored activities
- Religious observances
- Driver's License appointments (half day only)
- Other reasons may be approved by HS administration

*\*For appointments, a note from the medical or dental office must be submitted to the school office **upon the student's arrival back to school.***

Absence from school must be communicated to the office by email ([attendance@fcspaladins.org](mailto:attendance@fcspaladins.org)) **before** the start of the school day on the day of the absence, stating the specific reason for the absence. Teachers will be given an absentee list at the beginning of the day, notifying them of all student absences. Failure to notify the office of an absence before the start of school may result in the absence being unexcused. Excuses by phone are not accepted. Absences for any reason not listed above will be unexcused. See below for further information on unexcused absences, pre-planned absences, and make-up work. Any exceptions to this policy are to be made only by the administration.

#### Exam Exemption Correspondence to Absences

A student may qualify for exam exemption(s) per semester by meeting the following criteria. Attendance: May not be absent more than seven times per class. Three class tardies per class equates to an absence for EE purposes only.

#### Unexcused Absences

Student absences from school for any reason not listed above will be considered unexcused. Consequences for unexcused absences are as follows:

1-3 classes missed: 1 detention  
4+ classes missed: 2 detentions

Any unexcused absences after the fourth will be handled by the principal or assistant principal as a behavioral issue to determine an appropriate course of action. Any class work missed (assignment/project/quiz/test) due to an unexcused absence must be made up within 24 hours. Examples of unexcused absences include but are not limited to:

- Vacation/travel
- Shopping
- Oversleeping
- Personal errands or trips home for forgotten items
- Hairdresser appointments
- Driving lessons
- Tutoring or test prep appointments
- Senior Skip Day: "Students who participate in a "skip day" will forfeit an exam exemption, and have a consequence of Saturday School or In-School-Suspension. Seniors will lose senior privileges for a time for skipping school. Students who miss chapel (unexcused) will be assigned detention.

Student absences from school for any reason listed above will be considered unexcused. Following a student's unexcused absence, the student will receive morning detention (1 for 1-3 classes missed, 2 for 4 or more classes missed).

#### Late Arrivals

If a student is arriving late to school, the parent should email the office at ([attendance@fcspaladins.org](mailto:attendance@fcspaladins.org)) **before** the start of the school day with a specific excuse and an estimated time of late arrival. Phone calls and handwritten notes from parents are not accepted. Teachers will be notified of all late arrivals at the beginning of the day. Late arrivals are excused

only for the reasons cited above (see Excused Absences). Any exceptions are to be made only by the administration.

1. When the student arrives late to school, they must sign in at the office. Failure to sign in will result in a lunch detention.
2. In the case of appointments, a note from the medical or dental office is required.
3. A student arriving late to school without a note or email of excuse will be given an unexcused absence which results in a detention.
4. A student must be present for at least half of the class, according to the bell schedule, in order to be counted present for that class.

Athletes who finish a contest after 10:45 p.m., or who do not arrive home from a contest until after midnight (assuming the student goes straight home), may have until the end of the first period the next day to report to school.

### Morning Tardies

Students arriving after the start of school must check in at the office to receive a note admitting them to class. A student is given five morning tardies per semester without consequences. At the sixth tardy, the student will receive a morning detention. For each additional three morning tardies, a Saturday school detention will be assigned. Students with a medical excuse will not receive a tardy. Should a student arrive late to school for any reason and miss an assessment, he/she must be prepared to make it up during office hours or after school the same day. Students missing more than half of a class period are no longer considered tardy but absent for that class. If a student arrives past the halfway point of the first class of the day and the reason is unexcused, they will be expected to make up seat time during a same day lunch detention.

### Class Tardies

Teachers keep track of tardies.

1. Six class tardies equates to a detention. Every three detentions after the initial consequence will result in a Saturday School (SS).
2. Five class tardies per class equates to an absence for EE purposes

Habitual tardiness, as determined by the administration, will be handled by the Principal or Assistant Principal as a behavioral issue to determine an appropriate course of action.

### Early Dismissals

Requests for early dismissal must be received by the office before the start of the school day in the form of a detailed email to [attendance@fcspaladins.org](mailto:attendance@fcspaladins.org). Phone calls are not accepted. Teachers will be notified of all approved early dismissals at the beginning of the day. Students may be dismissed early only for the reasons cited above (see Excused Absences). After the start of school, any requests for early dismissal must have approval from the administration.

Students must sign out at the office before leaving campus and sign back in at the office if/when they return. Failure to do so will result in a lunch detention. Students may not leave school with anyone other than a parent unless the school has received emailed parent permission. Students may never leave school with other students. A student must be present at least half of a class period in order to be counted present for that class. (See Make-up Work Policy)

### Pre-planned Absences

Because of the importance of maintaining the integrity of the academic day, the school does not endorse absences requested for the purpose of family convenience, outside social activities or extended vacation time. If extraordinary circumstances require such an absence, in order to request approval, parents must fill out and submit the [Pre-planned Absence Request Form](#) at least one week prior to the date in question. Pre-approved absences are granted only in exceptional circumstances. If the request is regarding an athletic or other activity that is college preparatory in nature, the parent(s) and student may schedule an appointment with the HS principal to discuss the exceptional circumstances. If the absence is not approved, consequences will follow policy for unexcused absences as listed above.

Understanding that good communication shows consideration, neglecting to fill out the Pre-planned Absence Request Form in the time frame mentioned above will result in 1 detention per day absent if notified within a week of the absence, or two detentions per day if no notice is given.

Students are expected to be in school for the entire day on the day preceding and following an official school holiday.

All pre-assigned projects and assignments must be completed by the day the student returns to school. Pre-assigned missed tests and quizzes will be made up the day the student returns to class by arrangement with the teacher. It is the student's responsibility to get assignments before they leave on a pre-planned absence.

### Excessive Class Absences

Students who are absent an excessive amount of time may jeopardize their credit for a class. The school considers absences (excused or unexcused) of 10% or more to be excessive (10 days in a semester). School-related absences and pre-approved college visits are excluded from the absence total.

After 7 absences in a class, parents will receive an email warning that the student is at risk of failure due to excessive absences. Students with more than 10 absences (excused and unexcused) will be notified by email of the potential failure of the class. Students who exceed 10 absences must submit a letter of appeal to the head of school in order to receive credit for a course.

### Rebound and Long-Term Absences

Any family or medical issue that prevents a student from attending school for two weeks or more or needs accommodations for 2-6 weeks following an injury or illness will be handled as a long-term absence. Academic accommodations will be put in place by the High School Administration under the Rebound Plan and will be instituted after the administration and parents have met and reviewed medical recommendations. The Rebound plan will be accessible to teachers, students, and parents and reevaluated at the end of the accommodation period. Absences longer than 8 weeks may result in a requirement to remediate courses.

## Make-up Work Policy for Excused Absences

Students with excused absences are allowed to make up work according to the following policy:

1. Major projects and papers must be delivered to the school on the assigned date by the start of the school day if the student is unable to attend. Any exceptions are made only by a principal.
2. All missed assignments, tests, and quizzes assigned prior to the absence should be completed on the day the student returns to school, unless an academic plan has been created in advance of the absences. An alternate time may be arranged with each individual teacher at the teacher's discretion.
3. Students who are experiencing an illness or a bereavement will be given as many days as were missed to complete work assigned during the absence. It is the student's responsibility to determine missed assignments and to turn in completed work within this time frame. An academic plan may have been created in advance of absences which includes a timetable. Other reasons may be approved by the HS Administration.

## School-related Absences and Make-up Work

School-related absences include those for college visits, competitions, field trips, performances, and sports. Homework assignments due in classes that will be missed during the absence are to be completed and turned in to the teacher or the office prior to leaving for the event. Students are responsible for getting their assignments beforehand to turn in the next class for absences due to these reasons and to make arrangements for missed tests and quizzes. There will be no extended deadlines for athletes unless approved by the teacher and the principal.

## College Visits

Juniors and seniors are allowed three school days for college visits each year. Parents must submit a request by filling out the [Pre-planned Absence Request Form](#) stating the college that will be visited and the date requested. College visits will not be counted as an absence if the visit was approved and the student turns in the College Visit Verification Form or a letter signed and dated by the college admissions office upon their return to school. Any form turned in later than 48 hours after the visit will not be accepted and the absence will be unexcused resulting in two detentions. No college visits may be scheduled for the month of May, or during retreat or senior class trip. If there is reason to believe that a college has already been chosen, or the student has no serious interest in attending it, permission to miss school will not be granted. (See Make-up Work Policy)

## Athletic/Extracurricular Participation Attendance Requirements

Students must attend at least three full class periods (or half of the academic day) to play or practice that day. Exceptions to this policy include a justified medical reason with a note from a doctor. Extreme circumstances must be approved by the HS administration.

## Senior Guidelines

Senior privileges are given by the HS administration toward the beginning of the first semester. Senior privileges correspond to study halls and lunchtime, and involve the permission to not be



on campus during study hall(s) and/or lunch or to be on campus in designated areas. All privileges are approved by parents and are subject to change according to parental discretion. Seniors are required to sign in and out of the office when leaving campus for senior privileges. Seniors are not allowed to ride in the car with another student. Late arrival, inappropriate conduct, and/or failing grades will result in losing these privileges for a designated time.

## Students who are 18 at FCS

Students who reach 18 years of age while enrolled at FCS are bound by all student and parent obligations in this handbook. A student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student turns 18, FCS will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the school. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the high school principal.

## Student Life

### Honor Societies

Each of these societies provides an opportunity for students to add distinction to their high school experience by seeking membership. The requirements vary by society; contact the sponsor of each society for specific information. General requirements include completing an application for membership, which is reviewed according to the society's standards and by an admission committee. Once membership is extended, students participate in an induction ceremony to recognize their admittance. Student membership in the society includes a specified commitment to an amount of community service hours. Additionally, the society may include opportunities for students to serve as officers and take on leadership roles. More information specific to each society can be found by reaching out to the society sponsor, a faculty member on campus. Contact high school administration for the current society sponsor.

National Honor Society  
National Beta Club  
National Hispanic Honor Society  
National Math Honor Society  
National Science Honor Society  
International Thespian Society

### Chapel Program

Chapel is held weekly to encourage students to worship the Lord and to grow in their relationship with Him. It is expected that students will have an attentive and respectful attitude. A variety of speakers and musicians present the chapel programs, and it is hoped that this diversity will enable the presenters to serve as instruments in reaching and meeting the spiritual needs of individual students. The majority of chapel services will take place in G1 or another designated place. Attendance at chapel is required. More than three absences from chapel, excused or unexcused, in a semester without a doctor's note may result in disciplinary action.

Parents are welcome to attend chapel. Chapel will be held weekly, and attendance at chapel is required. Students who miss chapel (unexcused) will be assigned detention.

## Field Trips

Throughout the year, classes may take trips off campus to enrich the school experience. You will be notified regarding the nature of the trip and any other necessary information, including dress code, and fees. Stringent transportation policies are enforced, such as the wearing of seat belts, speed limit observance, age of driver, valid insurance, etc. if students are transported by private vehicle. **In case of an accident, private vehicle liability insurance would apply first then FCS Liability would cover any loss in excess of that policy (by law the insurance follows the vehicle).** When transportation is provided by the school, all participants are expected to use the school-provided transportation. While on field trips, all participants are expected to exemplify Christ-like behavior by listening attentively, using self-control, and actively engaging in the off-campus learning experiences. For all overnight trips, once a parent has committed their child to go on a trip, all fees paid are non-refundable.

## Junior/Senior Prom

The Prom will be sponsored by the junior class. The theme, location and event details will be announced by the junior class during the school year. Prior approval of all activities must be obtained from the administration before the announcement of such details. Refer to the Special Events Dress Code section for further information. Students who have not honored and obeyed the Special Events Dress Code will not be allowed to attend the Junior/Senior Formal/Prom.

## Athletics

Students are encouraged to participate in GHSA Class A Athletics. FCS Athletics aims to honor God through athletic competition, foster teamwork and character, and pursue excellence in the skills, strength, stamina and strategy necessary for the sport. We encourage our students to be multi-sport athletes. An athlete must complete the season/post season before any participation in the following sport season. No crossover is allowed. If a student quits a sport before the season is over they will not be eligible to play the next sport season. We follow the GHSA rules concerning participation. In addition, during the season, if a player is failing a course they are not allowed to miss that class if the team is dismissed early for athletic purposes.

## Ministry and Community Service

At Fellowship Christian School we are compelled to serve our surrounding community. Jesus calls us to live our lives in a way worthy of him. One way to exhibit this glad obedience is through service. Service for a Christian school can exist within the classroom, on the court or in our community. The community service program at FCS is called the GO Program. It is hoped that the encouragement, expectations and experiences of service during their years of schooling will foster both a duty and delight in serving others.

Our community service program is designed to encourage the student body to experience a variety of service opportunities through which their hearts will be impacted as they witness first hand the effects of reaching out to help others in need...encouraging a lifestyle of service long after the students graduate. At present we serve locally in Roswell, in Atlanta, and

internationally in Zambia through our partnership with Wiphan. Serving through Operation Christmas Child and Habitat for Humanity are examples of local service.

Students are required to do 20 hours of service each year. Their hours of service may begin the summer prior to their academic year. Though all of their service hours may be accomplished through the GO program, a minimum of 10 hours must be accomplished with the FCS community through the GO program. 10 hours may be served in the broader community too.

## International Missions

We encourage our students to participate in missions. We invite opportunities for our students to obey the command to share the gospel with all people, whether through the local church or through our partnership with missions organizations and Wiphan. The two countries that we have partnered with local churches and organizations are the Dominican Republic and Zambia. If a student misses school due to a mission trip, it is considered an excused absence.

## Dress Code

### Philosophy

At Fellowship Christian School we appreciate diversity in attire while affirming neatness, appropriateness and modesty. Whether it is an ordinary school day, a school function or an activity, the high school years provide our students a variety of opportunities and occasions to demonstrate their understanding of the expectations of appropriate dress. With the freedom of diversity comes the responsibility to honor the guidelines. The FCS dress code aims to provide clear guidelines for students at school or while participating in FCS functions. The FCS dress code is tiered, graduating from elementary through high school. The high school dress code is different from the middle and elementary school in that it allows a broader spectrum of dress for school.

Our dress code is not a moral or character issue. Students are not “good” or “bad” based on their compliance, rather they are “in” or “out” based upon the chosen FCS dress code. Repeated infractions may reveal a disregard for the school’s dress code policy. To this point, parental guidance and reinforcement is helpful as the students grow and mature physically and in understanding.

Thank you for encouraging respect and expecting adherence to the dress code by your child while they are at school or any FCS activity/function. We are grateful for your partnership as together we appreciate diversity in attire while affirming neatness, appropriateness and modesty in dress at FCS.

Individual dress code decisions are always subject to the discretion of administration and may be enforced even if not specifically listed in the policy but deemed appropriate.



## ELEMENTARY, MIDDLE, AND HIGH SCHOOL STUDENTS DRESS CODE

### TOPS:

- Collared shirts, button down shirts, sweaters
- Tops may be solid or have a pattern (ex. stripes, plaid, floral).
- Non-FCS logos/branding must be smaller than a half-dollar coin. No repeating logos.
- All tops must have sleeves.

### Girls:

*Tops may be untucked.  
Crew neck shirts (plain or patterned) may be worn.  
Blouses may be worn.*

### Boys:

*Shirts with a straight hem may be worn untucked.  
Shirts tucked in require a belt.*

### BOTTOMS:

- Chino, twill, or corduroy pants and shorts (solid color, plaid, or pattern)
- Colored denim (No blue jeans may be worn Monday-Thursday.)
- Shorts must have a 7-inch or more inseam.

### Girls:

*Skirts and dresses should be no more than 5 inches above the top of the knee.  
Dresses must have sleeves with a modest neckline.*

### OUTERWEAR:

- Hoodies, jackets, sweatshirts,  $\frac{3}{4}$  zip pullovers, or fleeces must be FCS Spirit Wear or solid school colors (navy blue, gray, white and any non-FCS logos/branding must be smaller than a half-dollar coin). FCS Spirit Wear T-shirts will be allowed under outerwear, Monday-Thursday.
- If outerwear is removed, students must meet the dress code requirements for tops. Ex. For boys, a collared shirt.
- **Once high school seniors have been accepted to college, they may wear that college's outerwear Monday-Friday.**

### FOOTWEAR:

- Athletic shoes, loafers, dress shoes, boots
- Specific shoe styles may be required for certain PE/Elective classes.
- **Middle and High School students may wear leather and athletic sandals (Birkenstocks, Chacos, Tevas, etc.).**

### HAIR/ACCESSORIES:

- Hair color must be a natural color and non-distracting.
- Boys - Hair length must not go below the collar and eyebrows. Eyes should always be visible.

### Girls:

*Body piercings are prohibited with the exception of the ears.*

### Boys:

*Body piercings are prohibited. No earrings or ear studs of any kind.*

### FRIDAY DRESS:

- FCS Spirit Wear tops (t-shirts, hoodies, fleece, other school-branded shirts)
- Blue jeans may only be worn on Fridays with approved Spirit Wear tops.
- T-shirts and outerwear that fall into the following categories: Sharp Top, Camp Highland, Rock Eagle, Field Day, Field Trips, Young Life, and Christian-themed shirts are also considered approved Spirit Wear.
- **College sweatshirts (Seniors Only)**

### ATHLETIC WEAR:

Occasionally the school will allow events where athletic wear is allowed (i.e. Retreat or Field Day). The following dress code applies:

- FCS or other athletic shorts
- Shorts must have a MINIMUM 4" inseam
- FCS shirt or t-shirt color assigned by Event Coordinator
- No white shirts or shorts may be worn (MS/HS)
- Athletic shoes only

### CLOTHING & OTHER ITEMS NOT ALLOWED IN THE FCS DRESS CODE

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Non-FCS T-shirts or outerwear with pictures or words</li> <li>• Tops with low necklines, v-necks or exposed cleavage</li> <li>• Visible undergarments (bras, bralettes, sports bras)</li> <li>• Form-fitting, tight tops or see through tops</li> </ul> | <ul style="list-style-type: none"> <li>• Sweatpants, athletic shorts/pants/ joggers (except SGA or for an approved event)</li> <li>• Pants with holes and/or ripped, frayed hems</li> <li>• Tight, form-fitting dresses or skirts</li> </ul> |
|--|--|

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Sleeveless and spaghetti strap tops</li> <li>• House shoes, moccasins, slippers, flip flops, Crocs/foam sandals, slides, mules with wool/fur</li> <li>• Tie-dye shirts</li> <li>• Cropped tops</li> </ul> | <ul style="list-style-type: none"> <li>• Oversized or tight pants</li> <li>• Leggings, yoga pants</li> <li>• Hoods in the building</li> <li>• Tattoos</li> <li>• Hats</li> </ul> |
|--|--|

## Game Day Dress Code

On game days, athletic teams are permitted to wear an administration-approved FCS team top and dress code bottoms.

## After School Events Dress Code

FCS Students are required to dress in accordance with the FCS Dress Code.

At games or after school events, students are required to honor and respect the FCS Dress Code. If a student is dressed in a way that is not abiding with the stated FCS Dress Code, and not fitting the event or activity, the student will have an opportunity to change to be in compliance with the FCS Dress Code, leave the event, and/or meet with administration. HS Administrative follow up will take place on the following school day.

## Special Events Dress Code

You can contribute to the success of FCS special events by honoring the dress code policies. It is important that we represent our families, our school and our Lord in a worthy manner. This dress code applies for the Homecoming Dance, School Dances, Prom, and for those students who participate in Baccalaureate and Graduation. Students at an event with Special Events Dress Code expectations and not in compliance will be addressed by HS administration. Depending on the level of non-compliance, a student may not be allowed to attend the event or have another corresponding consequence.

The dress code for the Homecoming Dance and the Prom applies to any participant in these FCS special events, including non-FCS students. Any specific questions about dress code for a particular event should be directed to the FCS office.

When we as Fellowship Christian School hold gatherings for our community, it's not just an opportunity to have fun—although that is a great part of the goal—it is also an opportunity to learn to dress appropriately for situational context. This is part of the training and mentorship of young people in preparation to live with purpose and lead with intent for God's glory alone. Dressing appropriately for the social context is an important life skill.

## Homecoming

Homecoming is a semi-formal event. Semi-Formal is a dress code for more sophisticated and elegant attire than one might wear every day, applicable for weddings, daytime fundraisers, society events.

### For Ladies

Semi-Formal dress for women is typically defined as a knee-length dress of more elegant fabric. That said, we recognize the desire for our young ladies to enjoy picking a unique dress that they especially want to wear, and we want to help equip them to do so while still adhering to an atmosphere that is consistent with our mission.

1. Dresses should be modest in length for this school event, hitting at mid thigh or lower (7" above the top of the knee or lower).
2. Dress necklines that are plunging or low necklines or necklines that show more than a little cleavage would be inappropriate for this school event.
3. While there are a large range of midriff and back cutouts that can range in style and size, for simplicity's sake, please do not wear a dress with those cutouts to this event, and keep the backline no lower than mid back, not revealing the small of the back, to stay within the expectations of what is appropriate semi formal wear for a school event.

Last, some of our young women may desire to wear pantsuits or jumpsuits of a more elegant fabric, which would be acceptable but should follow the neckline and cutout guidelines listed above.

### For Gentlemen

1. Neat appearance
2. Slacks (dress or khaki)
3. Button-up shirt and tie (minimum) shirt must be tucked in and remain tucked in.
4. Jacket suggested, but not required
5. Dress shoes with socks (No tennis shoes, flip flops, or sandals.)

### Prom

Prom is a black tie/formal event. This is typically the dress for fancy weddings, evening galas, and high school proms! For ladies, this typically means a long gown, and for men, it means a full suit or tux.

### For Ladies

- Formal dress not exceeding 7" above the knee, including slits
- Open back should extend no lower than waist-level (no lower than your naval)
- No low or plunging necklines
- Dress must be approved by high school administration

### For Gentleman

- Suit and tie or tux required.

There are lots of fun celebrations that we all encounter in life that allow us to explore different ways of dressing. Weddings, fundraisers, job and school events all require an awareness of the situation and a tastefulness to dress accordingly. We hope the above will help equip our students and their guests with the expectation we have for the dress code.

Any young man or woman whose attire is deemed not situationally appropriate by school administration will be sent home. The above guidelines are meant to ensure that parents and administration are in good partnership with what appropriate semi-formal and formal dress means for these particular school events.

### Leaving a Legacy

Leaving a Legacy is a senior event held outside on Bob Lord Field in May.

Ladies wear white and black combination.

Gentlemen wear khaki pants or shorts and white collared shirts.

### Baccalaureate

This event is held outside in the evening on the HS turf field. It is considered a dressy casual event. Families will be seated on blankets on the ground.

Ladies:

- Tradition is for ladies to wear white.
- May be white pants and white top, dress, or romper
- Length of dress or romper should be considered since seating is on the ground. Tops should meet dress code.
- Shoes should be wedge or block heel due to the turf field

Gentlemen:

- Tradition is khaki shorts or slacks and white collared shirt
- Tennis shoes are acceptable as long as they are in good repair

### Dress Code Enforcement/Consequences

The goal of enforcement is to help students understand that they are expected to dress in a way that honors the FCS dress code and will be held accountable. The heart and desire is always to be restorative and to conduct the process in a respectful manner. Teachers are responsible for addressing and/or referring students to administration in a timely manner. Administration will follow up, assess and assign the appropriate consequence when necessary. Detention fees: 1 hour detention (\$5), Saturday School Detention (\$30).

### Dress Code Infraction Consequences by Semester

1. Warning applies first semester ONLY
2. Meeting with HS Principal or HS Assistant Principal, if necessary
3. Morning Detention(s)
4. After four Morning Detentions have been assigned, a Saturday School will be assigned
5. Thereafter, alternating of a MD and a SS will be the cycle of consequences for non-compliance.
6. The following is at the HS administrative discretion:
  - a. Dress Code Accountability\* may be administered
  - b. Conference with parent(s) about disregard of FCS Dress Code

### c. Implementation of Behavioral Probation

\*Dress Code Accountability requires that the student be checked by administration before classes begin in the morning. Dress Code infraction consequences accumulate per semester. At the beginning of 2<sup>nd</sup> semester the sequence resets. Warnings will not be given in the second semester.

## Approach to Discipline

FCS aspires to guide students into effective and productive lives that reflect self-discipline and good conduct. Generally, the student body is goal-oriented, kind, thoughtful and respectful in their interactions with FCS staff and with each other. A growing Christian student senses this responsibility for self-control as a mandate from God. When the ideal of self-discipline breaks down, correctives are necessary. In harmony with Scripture, any corrective discipline will be handled in love and concern for the student's welfare as a child of God. Colossians 3:23, "Whatever you do, work at it with all your heart, as working for the Lord, not for men."

Generally, the school expects that all students will abide by the following principles:

1. Love God supremely and love one's neighbor as oneself.
2. Respect the other person as fearfully and wonderfully made in the image of the Creator
3. Honor the right of others to get a fine education by promoting a learning environment of cooperation, calmness, and respect.
4. Follow biblical mandates by not engaging in illegal, immoral or even questionable activities on or off campus, but rather choosing to do that which is right and just.
5. Meet all commitments and obligations.

## Respect and Restoration

The school will seek to follow a course of respectful interaction with students who have difficulty following these principles. Restoration is always desired. Meetings with the principal and/or assistant principal will be conducted in a spirit of respect and consideration, listening to the student's view of the incident. At no point will the student be purposely embarrassed, shamed or humiliated publicly; discipline is administered privately and in a context of respect. Self-discipline will be encouraged and intervening measures will be incorporated to help the student when necessary.

## Behavior Response Plan

To assist the high school faculty, staff and administration in tracking student misbehavior and infractions, part of the behavior response plan is to assign demerit points to each discipline infraction beyond a verbal warning. The goal in utilizing a demerit system is for additional support of teacher classroom management, earlier intervention in student misbehavior and patterns, and partnership with parents in guiding the student toward better decision-making. The assigned point values are appropriate for the infraction severity. An accumulation of excessive demerit points is considered representation of consistently poor behavior choices regardless of level and will be addressed by administration. An accumulation of 20 or more demerit points will receive automatic consequences as deemed appropriate. Demerit points in excess of 30 will result in an automatic behavior consequence of a minimum of Saturday School



regardless of the infraction. The severity of the infraction will determine the consequences for the infraction. Please see the [Behavior Response Plan](#).

## Discipline Advisory Committee

This committee was created to assist the high school administration in investigating, deliberating and determining disciplinary responses and consequences. It consists of a group of five faculty and staff members who will meet regularly with the high school administration and as needed per major incident/Level Three Infractions as an advisory committee.

## Classroom Discipline

Teachers are the professional in the classroom and are entrusted with the responsibility to manage their classes. They are instructed to provide accountability for their classes, which may take the form of a conversation, after school detention, lunch detention, extra assignments, etc., as determined by the teacher.

## Administrative Discretion

Both the determination of the gravity and seriousness of an incident and the corresponding disciplinary consequences are at the discretion of the high school administration. Beyond the consequence of having to meet with administration because of an incident, there are other consequences that may be given. The administration may use the following options appropriately to aid in the accountability and disciplinary process. Consequences: Morning Detention(s), Saturday School Detention(s) (SS), In School Suspension(s) (ISS), Out of School Suspension(s) (OSS), Behavioral Probation, and Dismissal.

## Elastic Clause

FCS reserves the right to enforce disciplinary procedures when, in their judgment, the health and welfare of an individual student or the community is best served. The administration reserves the right to issue consequences for any behavioral infractions that are not specifically covered in this handbook. The school reserves the right to require a student to withdraw for cause, medical or otherwise. FCS board of directors and administration reserves the right to make changes to this entire handbook and the policies contained herein. Parents will be notified in writing of any changes deemed necessary.

## Examples of Basic Conduct Expectations and Consequences

1. Students may not bring onto campus or into the classroom items that are disturbing or distracting or annoying, such as water pistols, matches, noisemakers, stink bombs, etc.
2. Students may not bring into the school building items that are not normally used there (e.g., electronic games, radios, disc players, toys, iPods, scooters, skateboards, etc.).
3. Books and/or book bags should not be left in the hallways or on top of lockers.
4. Food or drink is only permitted within the guidelines established by the HS administration (e.g. no food or drink on the turf field).
5. Students may not lounge around on the floor, sleep or put their feet on tables/desks in the classroom or gathering areas.

6. Everyone should help keep the campus clean by picking up paper or garbage in the hallways, classrooms and lunch areas.
7. Students should respect both the teacher and the other students by being attentive in class; they should avoid passing notes, grooming inappropriately, getting out of their seats, etc. during class time.
8. There is to be no inappropriate personal display of affection, or holding of hands while on campus or at an extracurricular school activity.

### Morning Detention

A Morning Detention(s) is assigned to a student involved in a minor incident(s) as a way to deter them from repeating the decision that resulted in this consequence. Morning Detention is served on Tuesdays from 7-7:45 and has a \$5 cash fee to be turned in the morning of the assigned detention and is a part of the consequence. Students must be in dress code and abide by the rules for the detention served in the high school. Students will not be allowed to serve the detention if they arrive more than 10 minutes late and/or do not pay the \$5.00 fee upon arrival. If for any reason (unless pre-approved by HS Administration) the detention is not served on the assigned day, there will be a loss of class level privileges until the detention is served. This notice will be sent to the student and the parent through email. If there is a legitimate conflict please inform the attendance office prior to the assigned detention. Neglecting to serve the assigned detention will result in additional consequences.

### Lunch Detention

Lunch Detention is assigned to a student involved in a minor incident as a way to deter he/she from repeating the decision that resulted in this consequence. Lunch Detention is served on any weekday from 12:20-1:00pm.

### Saturday School

A Saturday School Detention is assigned to a student involved in a serious incident(s), or an accumulation of minor incidents, as a way to deter them from repeating the decision that resulted in this stronger consequence. Parents will be contacted concerning the consequence. Saturday Detention is served from 9-12 am and has a \$30 cash fee to be turned in no later than Friday before the assigned detention and is a part of the consequence. Students must be in dress code and abide by the rules for the detention served in a designated area at FCS. The overseer will meet students in the school lobby. This notice will be sent to the student and the parent through email. If there is a legitimate conflict please inform the attendance office prior to the assigned Saturday School detention. Neglecting to serve the assigned detention will result in additional consequences. Students will not be allowed to serve Saturday School if they do not turn in the \$30.00 fine. If for any reason (unless pre-approved by HS Administration) the Saturday School is not served on the assigned day, there will be a loss of class level privileges until the Saturday School is served.

### In-School Suspension (ISS)

An In-School Suspension(s) (ISS) is assigned to a student involved in a very serious incident(s), or an accumulation of incidents, as a way to deter them from repeating the decision that resulted in this stronger disciplinary consequence. Parents will be contacted concerning the consequence. A conference may be held with the student's parents. ISS is served during the

week for the duration of the school day, 8-3:10 pm. Students must be in dress code and abide by the rules for the ISS served in a designated area at FCS. The overseer will meet students in the school lobby. This notice will be sent to the student and the parent through email. If there is a legitimate conflict please inform the attendance office prior to the assigned ISS. Neglecting to serve the assigned ISS will result in additional consequences. A student serving ISS is not allowed to participate in any extra-curricular activity (athletics, arts, theater or other FCS event) on the day of the suspension.

### Out-of-School Suspension (OSS)

An Out-of-School Suspension(s) (OSS) is assigned to a student involved in a very serious incident(s), or an accumulation of incidents, as a way to deter them from repeating the decision-making that resulted in this stronger disciplinary consequence. Parents will be contacted concerning the consequence. A conference will be held with the student's parents. A student may not participate in any extracurricular school or GHSA activity during OSS. OSS is served during the week. This notice will be sent to the student and the parent through email. If there is a legitimate conflict please inform the attendance office prior to the assigned OSS. Neglecting to serve the assigned OSS will result in additional consequences. A student serving OSS is not allowed to participate in any extra-curricular activity (athletics, arts, theater or other FCS event) on the day of the suspension.

Students who are suspended or dismissed from school may forfeit their rights to receive public recognition for earned awards at awards assemblies or banquets. Club or organization officers may be removed from office, depending on the offense. Also, if a student is a senior, he may not be allowed to attend the Senior Trip. For Exam Exemptions purposes, serving a SS equates to one absence; serving ISS or OSS disqualifies one exam exemption.

### Reporting Disciplinary Records

Fellowship Christian School will provide colleges with accurate information about a student's academic, extracurricular, and character record, as well as a description of those personal qualities which are relevant to the admissions process. It is FCS's policy to report suspensions to colleges and other educational programs when it would be irresponsible or unprofessional not to do so. If the application asks if the student has been suspended, expelled, arrested, or faced severe disciplinary action while in high school, the student must answer truthfully and completely. The student should write an explanation of the incident and his/her thoughts regarding the incident and punishment. The counselor must review this information before the student sends it to the college because the counselor may be asked the same questions and may also be asked to write an explanation. If the student is suspended or expelled after completing the applications, then the student and counselor must notify the colleges that previously asked for that information on the application. The student and counselor should tell the institution(s) the facts that led to the punishment. If the student is not sure how to proceed, speak with the college counselor.

Colleges understand that high school students make mistakes. They are most concerned about patterns of behavior, behaviors that endanger, and violations of honor. Most suspensions are not a factor in an admissions decision, but failure to disclose one could certainly jeopardize a student's chance of admission.

## Behavioral Probation

Students who exhibit a pattern of misbehavior and disregard for school rules and/or policies may be placed on Behavioral Probation. Students on Behavioral Probation know that they must attend more carefully to the decision making and behavior. The probation extends for a semester or for the duration of the semester. For accountability and encouragement during this probation a student is assigned to a teacher. They will meet regularly, a minimum of once a month. If the student has exhibited responsible behavior, the probation will be lifted at the end of the semester. If they have not, the probation will continue, and/or, a meeting will be set with the high school principal, assistant principal, parents and student to consider future steps.

## Dress Code Violations

Almost all dress code violations are for non-compliance, usually not because of poor taste or style, nor a moral or character issue. For the first semester, students will receive a warning for a Dress Code violation, thereafter consequences will be given for repeated violations. Students who have already received a warning will serve a detention for a Dress Code violation. If the violations persist, after four detentions as a result of Dress Code violations, the student will be assigned a Saturday School. This pattern will be allowed to be repeated by the student if they persist in not complying with the FCS Dress Code, yet after the second Saturday School is served, a meeting will be set with the high school principal, parents and student. The high school administration may determine that a dress code violation warrants a student be required to change clothes promptly. In such a situation, a corresponding consequence may be given without a prior warning. Please see the [Behavior Response Plan](#)

## Cell Phone Expectations

With the growing need for communication, the high school is adopting a tiered approach to train students to interact and not abandon interpersonal “soft skills” while in a culture with high attachment to personal devices. Students, unless specifically allowed by a teacher, are not to be on their cell phones during class time from “bell to bell.”

Inappropriate use of cell phones, including unapproved and inappropriate cell phone photography during school hours, will result in the device being confiscated.

### **9th Grade: No phones allowed from 8:00-3:10**

During the school day, phones should be kept in bags, turned off. Teachers will have students place them in the phone-holders during class times. Teachers may ask students to use their phones for projects, otherwise, phones must be returned to an off position and stored in bags or phone-holders. Any phones used at any other times of the day will be confiscated.

### **10th Grade: Phones are allowed during lunch only**

During the school day, except during lunchtime, phones should be kept in bags, turned off. Teachers will have you place them in the phone-holders during class times. Teachers may ask students to use their phones for projects, otherwise, phones must be returned to an off position

and stored in bags or phone-holders. Any phones used at any other times of the day will be confiscated.

**11th Grade: Phones may be on the student's person during the day and may be checked between classes and at lunch**

Any phones used at any other times (unless specified by the teacher) will be confiscated. Students will utilize the phone-holders for all classes.

**12th Grade: Phones may be on the student's person during the day and may be checked between classes and at lunch**

Any phones used at any other times (unless specified by the teacher) will be confiscated. In the classroom, because of the class time and instruction being valued, teachers may utilize the classroom cell phone pocket holders as a tool in their classroom management. The goal of this procedure is to minimize cell phone and social media distraction during class time. All students must comply and participate in the practice. The classroom cell phone pocket holders will be utilized for phones and smart watches by teachers for test assessments.

**Classroom Cell Phone Pocket Holders:**

1. Student places cell phone into the pocket which corresponds to their class roster number.
2. All students must participate who have a cell phone.
3. Teacher will take attendance with Cell Phone Class Pocket Holder in view and mind. if a student does not have a phone, they may respond, "I do not have a cell phone with me." If the student is found to be dishonest concerning their phone location then HS administration will follow up.
4. Student may retrieve their phone at the end of class.
5. Photography, videoing and/or recording with a cell phone is not allowed unless approved by the teacher.

**Inappropriate Communication, Social Media and Apps**

Social Media can be a helpful, neutral platform for interaction, connection, communication and engagement. At Fellowship, the expectation is that our language and interactions are to be good, considerate, pure and honorable. Our words and actions matter to God and He desires that they be used for His honor and glory and the good of others, whether it is what we say, send or post. Communication and conversation can build or undermine friendship, community and general understandings of civility. It is easy to post on Social Media, but impossible to erase; once public, it is permanent. Because of this unique technological reality and potential, we want to be clear of the corresponding consequences for inappropriate use of Social Media. Communication conveying consequences will invite partnership with parents and may necessitate meetings with administration.

1. Inappropriate use of social media will result in a disciplinary consequence relative to the degree of the incident and student involvement, which may include loss of privileges, ISS, OSS or expulsion from FCS. See [HS Behavior Response Plan](#).

2. Inappropriate use of social media is the use of ideas that are profane, abusive or vulgar whether conveyed in images, speech, written or in corresponding gestures. Saying, possessing, displaying, or distributing inappropriate content; profane, vulgar, pornographic, obscene, or ethnically offensive, racist or bigoted materials will result in immediate disciplinary consequences.

### Inappropriate Use of Language

At Fellowship, the expectation is that our language and interactions are to be good, considerate, pure and honorable. Our words and actions matter to God and He desires that they be used for His honor and glory and the good of others, whether it is what we say, send or post.

Communication and conversation can build or undermine friendship, community and general understandings of civility. Because communication is necessary and important, we want to be clear of the corresponding consequences for inappropriate language. Communication conveying consequences will invite partnership with parents and may necessitate meetings with administration.

1. Inappropriate language is the use of words that are profane, abusive or vulgar whether conveyed in speech, written or in corresponding gestures. Saying, possessing, displaying, or sharing inappropriate content; profane, vulgar, pornographic, obscene, or ethnically offensive, racist or bigoted materials will result in immediate disciplinary consequences.
2. Inappropriate language will result in a disciplinary consequence relative to the degree of the incident and student involvement, which may include loss of privileges, ISS, OSS or expulsion from FCS. See [HS Behavior Response Plan](#).

### Driving

Students who are able to drive are expected to do so carefully, respectfully, legally and obeying the guidelines set forth by the school. Speeding or hazardous driving, or inappropriate parking; or playing music too loudly in a vehicle while driving on the school campus will result in a warning, or possible loss of driving privilege depending on the level of violation. Campus security will attend to driving and parking violations along with the high school administration. Students may lose their parking privileges on campus and seniors may lose their senior privileges.

### School 24/7 Policy

FCS may respond appropriately to any action or activity on or off campus that, in the opinion of the FCS administration, and/or school board, seriously harms the name of Christ and/or the school's reputation in the community. Any response from the school will have the aim of restoration in mind and will aim to have parental involvement and interaction in the response.

### Dismissal Policy

Expulsion may occur for repeated incidents of misconduct or for gross misconduct or disobedience. Students who have been removed from school due to disciplinary reasons are not allowed on campus without the permission of the school administration. Students may re-apply to FCS one full semester after the semester in which they were dismissed.

## Guidelines for Student Appeal

Students need to learn how to address grievances biblically when offended. If a student believes that he or she has been wronged by a teacher, the student should not argue with the teacher in front of others or discuss the matter with other students, but rather employ the following steps according to the spirit of Matthew 18:

1. Go to the teacher after class and respectfully ask for a time to discuss the matter privately.
2. Meet with the teacher to attempt to resolve the problem.
3. If the issue is not resolved, discuss the problem with parents and ask them to contact the teacher for discussion and clarification. The department chair will be involved and, if necessary, the HS principal.
4. If the matter is still not resolved, observe the "Guidelines for Appeal" policy.

Parents and students must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. If you find fault with a school employee, teacher, principal, head of school, board member or another parent, please do not give Satan an opportunity by discussing the issue with other uninvolved people. This often starts rumors, gossiping and hearsay reports, which only exacerbate the problem. The good reputation of other people and the school are to be protected and promoted.

## General Information

### Cars and Parking

Students who drive to school must have a valid driver's license, a signed parental consent form on file in the school office, and be in good disciplinary standing. The parking area closest to the school entrance and along the center island is reserved for school employees and visitors. All drivers must have a parking permit displayed in the car window and park in their assigned space. Students issued a parking ticket will be charged \$10.00 min. for the first ticket and \$20.00 for a second offense. All fines are due the day following the issuance of the ticket. Students may also lose their driving privileges for one week for the first offense. Habitual parking violations may result in loss of driving privileges.

The speed limit on campus is 15 mph. (Please watch for young children at the elementary school area and near the turf field). Students will receive one warning for violating the speed limit or driving recklessly or improperly while on campus. The next violation will result in a one-week parking privilege suspension and a parent conference. Further violations may result in parking privilege revocation for the remainder of the semester.

Other than when arriving and departing from school, students are not allowed in the parking lot during the academic day without the express permission of the office. Students are not allowed to go to their cars during the school day. (Cars are not to be used as a locker or storage area for books, lunches, or personal belongings to be retrieved during the school day). Loitering is not allowed.

Under no circumstances are students permitted to leave campus in their cars before the end of the class day without specific permission from the office. Car radios, CD players, etc. are to be kept at low volume until the student leaves the campus.

All students, parents, faculty and visitors park their cars on campus at their own risk. The school assumes no responsibility for damage due to theft, vandalism, accidental or malicious actions of others, acts of nature, etc.

## Closed Campus Policy

We have a closed campus policy which allows only family members, alumni (meaning a graduate from FCS, not just having attended FCS) and spiritual leaders to visit. Anyone who is not directly related to FCS must check in at the office and be accompanied by administration, faculty or staff while at school during their stay. They must sign in at the office first and receive a name tag. Students from other schools are not allowed to visit unless they are shadowing a student and it has been pre-arranged and pre-approved..

Visitors must follow all school policies with regard to conduct, dress and campus rules. It is the student's responsibility to inform his or her visitors of this expectation. Students should introduce visitors to the hosting teachers.

Unregistered guests will be asked to leave the campus. Students who have withdrawn or been suspended from FCS are not allowed campus visits.

Any student admitting anyone other than a current FCS student into the school building will be subject to disciplinary measures.

Guests may be permitted to attend appropriate social activities provided permission is obtained from the school office at least 24 hours prior to the activity.

## Emergency Procedures (Fire, Tornado, etc.)

The teachers and staff know the appropriate procedures for the various types of emergency conditions. They will instruct and guide the students. Several times annually we hold emergency procedures "drills" for the major types of emergencies. If an emergency requires evacuation of the high school building, students will be assembled in Gym 1 for reunion with parents.

## Inclement Weather Closing

The administration will make decisions regarding school closings and will not follow any county closings. Please check the FCS website, official FCS social media, and your local TV station for Fellowship Christian School closings or delays. Arrangements have been made with the following stations: WSB-TV, 11-Alive, CBS Atlanta, and FOX 5. If possible, we will send out a text or FACTS message. Therefore, please keep us updated with all changes for your cell numbers and emails.



## Lockers

All students are assigned lockers. Students may personalize the inside of their lockers provided it is done in good taste. No student is permitted to go through another student's locker without that person's permission. The lockers are school property and are on loan as a convenience to the student; defacement or vandalism of lockers will result in disciplinary action.

## Lost and Found

All lost articles will be collected and placed in the lost and found cabinet. If clothing articles are labeled with a student's name, the student will be notified. If articles of clothing, shoes and other items are not claimed at the end of a four-week period, they will be given to a local charitable organization. Lost textbooks will be turned in to the office. Lost iPads will be turned into the TEKe helpdesk. Please check with the high school office for lost valuables such as jewelry, eyeglasses and keys.

## Lunchroom Procedure

FCS provides a daily lunch period. Students need to bring lunch from home or participate in the school dining lunch option. Microwave ovens are available for student use.

Food and drinks are permitted in the high school building during lunchtime for seniors and students meeting with faculty, staff or administration, or attending club and coaches meetings. Students must remain in the designated lunch area until dismissed by the lunchroom supervisor. Underclassmen are not permitted to leave campus for lunch unless signed out and escorted by an approved adult. Seniors may leave for lunch if parent approval form has been submitted and senior privileges are in good standing. Seniors may not ride together when leaving campus for lunch. Please remember that we are a closed campus. Friends from other schools will not be allowed to visit during lunchtime.

## Private Property

FCS is not responsible for damage to or loss of private property brought to school, including at extracurricular events or programs. Students are responsible for securing their own property in a responsible manner. The administration has the right to restrict what items are brought to school; the teacher may restrict what can be brought into the classroom.

## Telephone Calls, Messages and Deliveries to Students

1. Please limit your phone messages to emergencies only.
2. Classes will not be interrupted to deliver messages except in cases of dire emergency.

Students who need to make an emergency telephone call should ask a teacher's permission during class hours. Cellular phones are permitted on campus but must not be heard or interrupt a class. If a phone is confiscated during class, the teacher will follow the Cell Phone Policy.

### Uber/Lyft/Food Delivery

Students are not allowed to utilize Uber, Lyft or any similar service as transportation to and from school. Students (or parents) are not allowed to order food to be delivered to students on campus.

### Textbooks

If textbooks are utilized as a resource for a class, they will be provided by the school. Students are expected to exercise reasonable care for these books. When the books are turned in at the end of the course, they will be assessed a fee for damage other than normal wear and tear. Students will be charged the replacement cost for lost books or books that are returned in unusable condition or a fee for damage beyond normal use. All fees for damaged or lost books must be paid before students receive their final grades and transcripts. Transcripts will not be released until fees are paid.