



# **Student Handbook**

## **2021 - 2022**

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# UMS – University Model School

## Background

The UMS model originated with Grace Preparatory Academy (GPA), a Christian, university-model school in Arlington, Texas. GPA founders sought a unique private school that utilized an integrated instructional approach to education in order to produce a higher degree of academic achievement. The result was essentially a new educational model, in which two proven elements of educational success – the professional instruction of a classroom teacher and the close involvement and guidance of parents – was combined in a unified program. Other proven elements of success included in this model are low student/teacher ratio, hands-on learning, a strong work ethic for students, Christian curriculum, and local school operation and management.

## The Model

University-Model education (UMS) includes a rigorous academic program, co-curricular opportunities, and character development.

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

## Educational Philosophy

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

- (1) A Biblical Foundation:** All education is inescapably Christian in that all truth is God's truth. The Bible, as the infallible, inerrant, and inspired Word of God, is the foundation and guide for all knowledge and basic to all elements of education. Because God created, sustains, and will consummate all things through His Son, the Lord Jesus Christ, the universe and all life are dynamically related to Him and have the purpose of glorifying Him. This purpose is fundamental to Christian education and will permeate

every aspect of our goals and objectives, our teaching methods, and our curriculum. All representatives of the school will strive to demonstrate and teach values, character, and “Christ-likeness” as well as facts.

**(2) Preparing Each Student for Life:** The primary goal of all Christian education is to prepare each student to glorify and honor God in all that he does. We seek to fulfill this goal by: training and encouraging students to become committed disciples of Christ, supporting the family as the primary social and educational unit instituted by God, promoting personal responsibility for academic excellence and a strong work ethic, and integrating home and school development of life skills and strong Christian character in balance with academics and co-curricular activities. Students will be encouraged to assume personal responsibility for learning as part of the maturation process. We expect Fellowship Academy students to be prepared for pursuing any chosen profession, through rigorous academic instruction and discipline, and be committed to a lifetime of learning and service to their families, their churches, and their communities through an intimate relationship with Jesus Christ.

**(3) The Role of Parents:** We recognize that parents are commanded to rear their children for God’s glory by bringing them up in the nurture and discipline of the Lord (Deut. 6; Eph. 6:4). The home, therefore, is to be a place of training and teaching one’s own children as is seen from God’s command. Also, the community of believers, the church, is commanded and authorized by God for training and discipline. Fellowship Academy is designed to enable parents to more adequately fulfill the Lord’s commands for education and training of children for His glory. Fellowship Academy will seek to provide parents with academic expertise, challenge, pacing, direction, and accountability, in a way that enhances and assists the parents’ efforts at teaching their children. Also, research has proven that parents are the single most influential factor in a child’s educational performance. The parents’ role is to oversee and involve themselves in their child’s education and academic progress. Parents have flexibility in determining what courses the child will take at the school and what training will be received at home. Parents share joint responsibility with the school for properly placing students, for helping them build the character qualities and work ethic that lead to academic success, and for encouraging students to accept increasing responsibility for the consequences of their actions. The parental teaching role ranges from direct progresses from elementary to high school. Fellowship Academy is committed to providing a vital learning experience for students that encourages and facilitates the parent/child relationship.

## **Relationship Through Communication**

Communication is vital in the university model of education. It is our desire to cultivate a positive and effective relationship with the parents to ensure the students’ success. The school communicates regularly through the school website, telephone, email, letter, meetings, and most importantly the weekly assignment sheet. Parents and students are encouraged to contact teachers to clarify assignments or expectations. Also, parents should attend all school meetings and training opportunities designed to inform the parents of important topics or events and help the parent learn how to be effective in this model. If there are questions or problems within a particular class, the parent or student should first talk with the teacher. If the issue cannot be resolved satisfactorily, the parent or student should talk with the appropriate Supervisor, and finally the appropriate Director.

## Parental Conduct

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

Our communication to and about one another must be seasoned with grace, edifying to others, and glorifying to God. If a parent (or student) acts or speaks in an unkind or disrespectful manner to or any faculty or staff member at Fellowship Academy, the matter will be taken up by the Director, who according to biblical instruction will give the offending party an opportunity to reconcile differences with the offended party, thus encouraging unity and grace. If the offending party is unwilling to comply with these guidelines, the student(s) of that parent or parents may be withdrawn from the Academy, or barred from admission to the Academy for the following semester.

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

## Statement of Faith

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

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

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

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

**One Body;** with many parts, the church,

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

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

dissension that may be caused by denominational distinctiveness. Students and parents must sign their agreement with the Statement of Faith.

## 7 Pillars of Fellowship Academy

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

- **Prayer and Faith:** Fellowship Academy is founded upon faith in God, and we will rely on Him to meet all our needs.
- **“God is”:** Submitting to God’s truth in all things, Fellowship Academy will promote and teach a biblical worldview.
- **Strengthening Families:** Fellowship Academy will affirm and train parents in their God-given responsibility to disciple their children.
- **Communication:** Fellowship Academy will communicate accurate information about who we are and what we do to facilitate relationships within the school and our communities.
- **Servanthood:** Fellowship Academy leadership, administrative staff, and teaching staff are all called by God to faithfully serve our families through Christian education.
- **Excellence:** Fellowship Academy will pursue excellence through Christian character in all things.
- **Use of the Tongue:** We expect each other to use the tongue in a manner that praises God, encourages and heals, speaks the truth, and seeks to build and not destroy.

## Vision and Mission

Fellowship Academy’s mission is to partner with families in order to provide an excellent education and make disciples of Jesus who are equipped to influence the world in a way that brings glory to God.

Love: Fellowship Academy will share the love of Jesus with our students and families

Grow: Fellowship Academy desires to see our students to grow in their knowledge and in God’s Truth

Connect: Fellowship Academy will connect with their community and the world in order to use their academic and biblical knowledge to serve others.

## Fellowship Academy Academic Program

Fellowship Academy is an approved UMS school whose academic program meets the following requirements:

- Fellowship Academy has a college-stimulated scheduling of courses, organized in 16-week semesters with elementary classes (K-5) meeting on Tuesday, Wednesday, and Thursday as a self contained program. Grades 6-9 experience a departmentalized program with Teachers specialized in the subject matter. On independent days, Monday and Friday, students spend a minimum of one hour working at home for every hour spent at school (1-1 ratio). This standard is the minimum for participation, however, most students who want to excel in the program spend more time working at home than is required. Teachers provide parents with detailed instructions for independent days.
- Our core academic classes are offered as single subject courses to best utilize available instructional time. We may, due to small class sizes, combine course levels for our elective classes.
- Students must successfully complete the prerequisite for each course, confirmed by a passing grade in a Fellowship Academy course or a transcript from another accredited school. Students will demonstrate mastery of previous knowledge through placement testing to provide teachers with a starting point for each semester's instruction.
- Fellowship Academy allows semester-by-semester enrollment. Once a semester is underway, new students may not be admitted (unless circumstances such as a move made it impossible for a student to register at the beginning of a semester) until the beginning of a new semester.
- Students register for individual courses, not complete grade levels (with exception of Kindergarten through fifth grades). Fellowship Academy allows students to deviate from grade level based on mastery of individual subject matter: elementary may go back or advance one grade level.
- Continuity of instruction is insured through well-developed and clearly articulated curriculum documents, both within the departments and within the home.
- Each course has a defined, off-campus role for parents that gradually decreases the parents' academic responsibilities (direct teaching) while increasing those of the student (dependent and independent study) as the student progresses through the grade levels.
- Fellowship Academy teachers are responsible for organizing instruction that includes a partnership with parents. Teachers facilitate this partnership through effective communication, leadership, and instruction in the classroom that extends to the parent. This also includes using textbooks and other educational materials that are both academically sound and parent/student friendly to use.
- The Fellowship Academy academic program will maintain high academic standards emphasizing strong student work ethic and college preparation. Our academic standards will meet or exceed the local and state laws that govern education.
- Fellowship Academy will maintain a low student/teacher ratio to encourage student success in the classroom: 12:1 for elementary academics and 24:1 for electives.

## Difficult or Controversial Issues and Topics

Fellowship Academy will follow these guidelines concerning the relationship between sound education, that is both Biblical and college-preparatory, and the treatment of difficult or controversial issues.

1. Because one of God's purposes in the training of disciples is to equip them to reach others with the gospel of Christ and then teach them to obey all He has taught us, **we will not encourage our students to retreat from contact with a sinful world, but rather train them to effectively reach out to unbelievers.**

2. Because we must learn to build personal and cultural bridges for the sake of reaching others with the gospel, **we will engage in the study of other cultures and thought forms, including godless ones, so that our students will have a better understanding and ability to communicate with all people.**
3. Because God expects His children to be ready to make a defense, acting as salt and light to a world that is often foolish in its understanding and in its principles, **we will teach our students to evaluate and correctly respond to difficult or controversial realities in light of God’s Word so that they may be able to confront the world without becoming stained by it.**
4. Because dealing effectively with difficult or controversial topics generally requires the use of higher order thinking skills, **we will support our teachers’ use of opportunities presented through the treatment of difficult or controversial topics to challenge their students to develop the skills of analysis, evaluation, synthesis, and proper applications and to apply these skills to godly purposes.**

We do not intend to shield students from the sin and wrong thinking inherent in a fallen world. Rather, we will teach them to confront those realities openly and honestly, from a God-centered perspective, so that they might be prepared to have an impact on the world without becoming part of the world.

## Admission Policies and Procedures

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

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

### **Non-Discrimination Policy**

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

### **Parent and Student Responsibility**

Students must be accepted to Fellowship Academy through a formal admission process. Both parental involvement and student cooperation is essential for Fellowship Academy to fulfill its mission. Therefore, as a condition of acceptance to this school, the parents and student applying for admission must fulfill the following requirements:

- a.) Parents must provide Fellowship Academy with an application form for each student applying for admission, including academic records, health forms, and other information as specified in the application packet.
- b.) Parents and students must sign a form stating their agreement with our Statement of Faith as an expression of who we are and what will be taught in the classroom AND expressing their own personal commitment to Jesus Christ.
- c.) Parents and students must be willing to abide by the school's rules and regulations as expressed in our handbook or by the director. Each year, parents and students are required to sign an agreement stating they have reviewed the student handbook.
- d.) **Parents must be committed to providing partnership instruction in the satellite classroom on the days that the child is not attending Fellowship Academy in order to provide quality education in accordance with the laws of the state of Texas.** Parents are responsible for providing regular structure for completing home assignments, checking assignment sheets and monitoring the student's completion of these assignments, and helping students as needed.
- e.) The family must be active members of the Body of Christ and regularly attend a Christian church.
- f.) Parents and students must be committed to the university-model learning experience and Christian environment of Fellowship Academy. Each student must be willing to adhere to Fellowship Academy's Student Code of Conduct, Dress Policy, and all other policies.
- g.) Parents must be willing to use a Christian Conciliation Service to settle any disputes.

## **Admission Procedure**

### **Attend an Informational Meeting**

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

### **Review All Fellowship Academy Material and Pray**

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

### **Complete the Admissions Forms**

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

### **Family Interview**

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

### **Testing and Evaluation**

Placement testing (applies to all new students that return after missing a semester or more) can be completed at any point during the application process. Testing must be completed and results determined prior to registration for the upcoming semester. The tests are given to determine the entrance grade level

based on your child's Math and English in relation to our curriculum. To schedule the placement test, parents should complete the Placement Testing Form and submit a copy of the most current report card to the Director. All academic records must be received by the school prior to testing. A one-time testing fee per student is required prior to testing.

## Financial Policies

### Application Fee

Families must pay an application fee; this is non-refundable.

### Testing Fee

A one-time testing fee must be paid per student. Should a student request additional Placement Testing, no additional fee will be charged.

### Monthly Payment Fee

Families choosing to pay their tuition monthly will be assessed an installment fee per family.

### Payment of Course Fees

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

8. All fees will be handled through the school office and not with faculty members.

### **Textbooks**

Students are responsible for purchasing all textbook materials required for each class. A textbook list will be furnished each semester to facilitate learning materials. Fellowship Academy will make every effort to supply an exhaustive list of textbooks but reserves the right to add materials as necessary throughout the school year. If a class must be cancelled, Fellowship Academy is not financially responsible for materials purchased for the class. In order to facilitate the use of textbooks in the classroom, students will not be allowed to share with a sibling attending classes on the same day. In order not to infringe upon copyright laws, copying textbook pages should be limited and done only after the text has been ordered.

### **School Supplies**

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

### **Apparel**

Fellowship Academy- approved student uniforms are required. Parents are responsible for providing the student uniform.

## **Academic Policies**

### **Attendance Requirements**

After two weeks, teachers will record daily absences and tardies, each semester and these will be reported on the student's report card. The student will be counted absent if not in class for any reason; if a parent does not contact the school about an absence, the absence is counted as unexcused. Students who are absent can pick up assignment sheets and other class materials at the end of the school day. Students (and parents) are responsible for contacting the teacher or another classmate for information about what was missed in class. Parents picking up students early must notify the office.

### **Minimum per Credit Attendance Requirement**

In order to successfully complete a course of study, students must attend at least 80% of that course's regularly scheduled class sessions. This means that **they may not be absent more than six times during a semester for a course meeting twice a week or nine times during a semester for a course meeting three times each week.** Students failing to meet these requirements will not be recognized as having completed the course (they will be given a grade of incomplete). In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next class in the sequence. Students failing to meet attendance requirements will be withdrawn and not allowed to enroll in the same course for the following semester.

*Exceptions:* An exception may be granted by the administrators if a student has been unable to meet the attendance requirements due to circumstances beyond the family's control (such as extended illness), and provided the student has, in the judgment of the teacher overseeing his work, achieved minimum mastery of the course content.

### **Absences and Tardies**

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

A student who comes in after 10:00 will be counted absent. Teachers, at their discretion may refuse to allow the student to "make up" any work, quizzes, or tests missed because of a tardy. Also, it is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave class before class has been dismissed. Therefore, unless prior arrangements have been made or the teacher grants special permission, leaving a class early will be considered a breach of good conduct and treated as a discipline issue.

## Late Work Policies

The fast pace of the university model requires students to stay on task and be responsible for turning in work on the assigned due date. The qualities of self-discipline, diligence, and self-control, are encouraged in each class. Failure to turn in work because the student did not manage his or her time, forgot the assignment or materials needed to complete the assignment, or other excuses relating to academic irresponsibility will not be tolerated in any class, and the student will receive a "0" for the assignment. Late work will be accepted in the following cases:

### **Communication**

Parents must call or email ([shannon@fellowshipplh.com](mailto:shannon@fellowshipplh.com)) the office on the morning of the absence if the student is ill and will not be attending class. In any situation other than illness, the parent must contact the teacher and office prior to the absence to make arrangements with and receive permission from the teacher. Failure to properly notify administration when a student is absent will result in an unexcused absence and a zero for all assignments due that day.

### **Turning in Work**

To receive partial credit, students may turn in work during class (to the teacher) or in the office by 2:00 pm of the day work is due. Students must have someone in the office sign the work, recording the date and time turned in before giving it to the teacher. This will result in a 20 point deduction; based upon teacher discretion and circumstance of the situation. The teacher may also use discretion when deciding whether or not to accept late work.

## **Absent due to Illness**

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

## **Other Situations**

### **Unprepared Due to Illness**

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

### **Multiple, Consecutive Absences Due to a Prolonged Illness**

The parent should make special arrangements with the individual teacher(s) to obtain assignment sheets and work out a schedule for turning in missed work. Failure to make special arrangements with the teacher(s) could result in the student not obtaining credit.

### **Absent Due to Reasons Other Than Illness**

In any situation other than illness, the parent must contact the teacher (not the office) prior to the absence to make arrangements with and receive permission from the teacher (see situations below). When students expect to miss a class, previously assigned work should be turned in early or the student/parent(s) should make prior arrangements with the teacher if it will be difficult to meet the assigned due date. Assignment sheets should be picked up from the teacher before the missed class (if available) or in the office at the end of the day.

### **Failure to Turn in Work for Special Circumstances**

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

### **Inability to Complete Assignments**

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

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

### **Missed Testing**

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

- The parent must contact the office (via phone call or email to [shannon@fellowshipplh.org](mailto:shannon@fellowshipplh.org)) by noon on the day of the absence to notify the school that the student will be absent. The student’s name will be placed on an “approved” list, and he will be allowed to make-up a test if he has missed a class test.
- The parent must contact the teacher prior to the day of the absence if the student will be absent for reasons other than illness. Permission to take the make-up test in these circumstances is at the discretion of the teacher.

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

## Grading, Evaluation, and Feedback

### **Philosophy**

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

1. to help us teach, correct, and train;
2. to help us in the on-going placement of students at a level and in subjects responsive to their needs, background, and abilities;
3. to provide us with a just and legitimate means of holding students accountable for the quality of their work; and

4. to provide us with an ongoing and widely understood means of communicating a student's progress and achievement to his/her parents and other parties (other schools to which the student may transfer).

We will establish just and objective standards based on legitimate expectations: students will be graded by comparing their level of accomplishment against reasonable expectations of what they should be able to accomplish. We will make every effort to place students properly, basing placement upon their background and abilities rather than any social criteria (such as age). Finally, students will receive (or not receive) credit based on what they have done (or not done) relative to a common standard, rather than upon individual considerations (such as learning disabilities). The grading standards themselves will be oriented toward the work of the student rather than the student himself. They will recognize multiple levels of legitimate achievement, so that less is expected of elementary students than of secondary students. They will be objective and evenly applied within a given class. They will also allow for individual differences by defining minimum passing standards in terms that allow for a range (as it currently stands, 70-100% proficiency) of acceptable achievement. The ultimate purposes of these standards will be to define the standard, to provide valid and meaningful feedback, to encourage disciplined academic study, and to encourage student progress in both learning and achievement.

### **Grading Standards and Grade Point Average (GPA)**

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

The letter grade equivalents of this system are as follows:

Cum. Ave.	Letter	GPA
100-90	A	4.0
89-80	B	3.0
79-70	C	2.0
Below 70	F	0.0

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

### **Reporting of Grades**

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

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

### **Student Promotion**

All students will be promoted to the next course in sequence when they master the concepts in the previous course. To ensure mastery of the essential skills and knowledge required for success in the next course in sequence, students are expected to attain a 70 or better for each of their classes. Student promotion is on a course-by-course basis. Students are not promoted based on their grade level.

### **Auditing of Classes**

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

### **Modifications to Standard Instruction/Evaluation Practices**

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

## **Student Conduct**

### **Code of Conduct**

*Even a child is known by his actions, but whether his conduct is pure and right (Prov. 20:11)* The purpose of this Code of Conduct is to promote a Christ-like attitude in the learning environment and to encourage the development of positive Christian relationships among students. We want to ensure a safe, orderly environment that supports learning, achievement, and appropriate, enjoyable social interaction among students and staff. However, we fully expect the students of Fellowship Academy to follow these guidelines on and off campus, striving to represent a positive image at school, at home, at church, and in the community. Therefore, we have set the following guidelines regarding student behavior that should help to build the character qualities and work ethic of every student. The student should use every opportunity at Fellowship Academy to develop and strengthen these qualities.

### **School Integrity**

A fundamental expectation of those who are a part of Fellowship Academy family is that all students, parents, and staff members will represent the cross and Biblical standards at all times, not just during school hours. It is crucial that each person guard the reputation and public perception of the school and refrain from any activity that would cast a negative light on Fellowship Academy or cause someone to question the authenticity of the Savior we represent. Examples of such activities include but are not limited to any display of inappropriate content or any reference by name or disparaging remark about Fellowship Academy or anyone affiliated with Fellowship Academy on personal internet sites (public or private) or chat rooms, participation in any group or organization whose reputation is not above reproach, as well as behaving immorally, such as physical altercations with others. Individuals are not authorized to use the school name, logo, or insignias on any public forum without prior permission from the school administration. Fellowship Academy will guard the reputation of the school and individual persons affiliated with the school by implementing appropriate discipline for behavior in violation of this policy.

### **School Climate (student culture)**

It is incumbent upon Fellowship Academy to provide its students with a safe, secure school climate, conducive to learning and free from distractions or disruptive occurrences. To maintain a proactive position, a strong effort will be made to minimize distractions and disruptive occurrences through the following actions: (1) encouraging/requiring/equipping students to comply with academic and behavioral expectations as delineated by the Student Code of Conduct, (2) helping parents to assist their students in complying with all expectations, and (3) by investing, and if necessary, eliminating any cause(s) of distractions or disruptions that are affecting or have the potential to adversely affect the school climate or culture.

### **Bullying**

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

### **Classroom**

The Fellowship Academy classroom will be a place of learning where the teacher is able to teach and the student is able to learn. Teachers will strive for consistency and fairness for all students.

Conduct that disrupts teaching or learning will NOT be tolerated. Students should ALWAYS:

- come to class on time and be prepared with all required materials;
- conduct themselves in an orderly, respectful manner;
- make an effort to learn by participating in class activities and following teacher instructions;
- strive to stay on task the entire class period and not engage in activities such as social conversations, grooming, sleeping, or personal note-writing;
- obey all school rules and regulations (both written and verbal); and
- when in violation of these guidelines, comply with the resulting discipline.

### **Courtesy**

Students have the responsibility to respect the rights and property of fellow students, teachers, administrators, and visitors. At all times, adults should be addressed with a title (Mr., Mrs., Coach, etc.) and “No, Sir”/“Yes, Sir” or “Yes, Ma’am”/ “No, Ma’am.” Students should treat each other with respect, kindness, and compassion. Harassment or rude behavior by a student will not be tolerated. Fellowship Academy desires to encourage students to learn to edify one another.

### **Fighting**

Students are not allowed to fight physically or verbally. There should be no horseplay, running, or rough play during or between classes.

### **Immoral or Illegal Behavior**

Students should refrain from any distribution or display of materials which are obscene, slanderous, or which advocate the commission of unlawful actions. Students should not be involved in or create an impression of involvement in immoral activities. Tobacco products, non-prescription drugs, alcohol, or weapons are not allowed on campus or at Fellowship Academy sponsored events.

### **Language**

Improper or disrespectful speech (e.g. profanity, lying, back-talking, gossip, etc.) in the presence of classmates or staff will not be tolerated on campus or while involved in a school-related activity. As Fellowship Academy representatives, students should strive to speak in a godly manner on and off campus. See *“Use of the Tongue”* on page 6.

### **Stealing**

Stealing from another student, staff, or the school will not be tolerated. Committing or attempting to commit a theft is considered a serious offense.

### **Sick Children or Children with Symptoms**

Fellowship Academy desires to maintain a healthy campus for all students and to limit as much as possible the transfer of contagious illnesses and diseases from student to student. As such, no child with a fever of 99 degrees or above shall attend class at Fellowship Academy until fever is broken for a minimum of 24 hours. Likewise, students with symptoms of infection (including congestive cough, mucus discharge from nose or eyes) or experiencing nausea/vomiting the day of school should not attend school until such symptoms have cleared completely.

Any student experiencing such symptoms of infection, nausea/vomiting or fever while at school will be sent to the Administrative office until parents can be notified and arrangements made for the child to be picked up.

### **Use of Property and Buildings**

Students have the responsibility to be good stewards of the physical resources God provides for our use. Students should actively protect and take care of the school’s property and assist the school staff in operating a school that is safe for everyone. Students should demonstrate consideration of others and school property by keeping the facility and grounds clean at all times and by refraining from any action that may cause property damage. Students should not:

- chew gum while in the classroom,
- throw trash on the grounds or leave trash in the classroom or lunch area,
- write on tables, walls, or other property,
- sit or stand on tables or chairs

## Discipline Procedures

In order to promote good discipline, Fellowship Academy will strive to enable each student to feel loved and accepted, to know and accept the boundaries for behavior, and to understand how to avoid repeating wrong decisions or actions. The key to Fellowship Academy’s discipline will be to give students support and discretion while working in harmony with the parents. Fellowship Academy staff will practice “preventive” discipline through use of positive teaching techniques. If the need arises, the school may employ mild forms of reproof, rebuke, and correction. Fellowship Academy will not practice spanking or other forms of corporal punishment. The school will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students. Fellowship Academy believes that the school staff is primarily responsible to utilize mild forms of discipline for the purpose of sound classroom management, and the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature.

### **Student Conduct Enforcement**

Each teacher has the responsibility to enforce classroom and school rules, with assistance from supervisors when needed. Students will be treated fairly and equitably. Disciplinary procedures will always take into account the student’s age, attitude, and the seriousness of the offense. We do not conduct corporal punishment. All disciplinary actions will be documented.

### **Classroom and Campus Issues**

- Verbal Warning
- Official Write Up (parents are notified with the details)
- After the second write up: a student that receives a third write up will serve an in-school detention, parents are notified with the details.
- If a student is issued a fourth write up after serving one detention within a semester, student may be suspended and there shall be a mandatory meeting with the administration and parent(s)

### **Tardy/Dress Code Violation**

Students will be marked tardy in the classroom if they arrive after the start of class.

- First Tardy: warning

- Second Tardy: official write up
- Third Tardy: official write up
- After fourth cumulative tardy, meeting with administration and parent(s)

### **Student Conduct Probation**

A student may be placed on student conduct probation for repeated or severe student conduct violations indicating a pattern of disobedience and an unwillingness to submit to authority. Additional violations may result in immediate expulsion, or the student may be blocked from registration the following semester. The administration’s recommendation and approval is required for re-admission into Fellowship Academy.

## Academic Dishonesty

Fellowship Academy will not tolerate academic dishonesty (i.e. cheating). Academic dishonesty is both a serious breach of personal integrity and a serious hindrance to real student learning. Therefore, we exhort our students and their parents to adhere to high standards of personal integrity, both in school and in the home 1 Chronicles 29:17a reminds us that God “tests the heart” and is “pleased with integrity.” We want to encourage and equip our students to become Disciples of Christ committed to serving and pleasing God in all he/she may do. Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represent the student’s level of achievement or mastery in a given course or with regard to any element of the course. This includes, but is not limited to:

- Lying or giving false information about completed assignments,
- Copying the work of others at any time without direct authorization from the teacher,
- Using any resources, such as solution manuals and teacher edition textbooks, to complete assignments without the direct authorization of the teacher,
- Obtaining any quizzes, tests, or academic materials, created by or belonging to the school;
- Engaging in plagiarism-“to take ideas or writings from another and offer them as one’s own”;
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade; and
- Communicating by any means with another student during any quiz, test, or academic assignment without direct authorization from the teacher.

### **Enforcement**

- 1) First violation:
  - Student receives 0 for the assignment, documented, and mandatory meeting with administration and parents.
- 2) Second violation:
  - Student receives 0 for the assignment, documented, and mandatory meeting with administration and parents in which student may be suspended.
- 3) Third violation:
  - Student receives 0 for the assignment, documented, and mandatory meeting with administration and parents in which the student may be expelled.

# Electronic Devices

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

## Cell Phones

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

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

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

# Visitor Policy

To enhance both student safety and operational efficiency, Fellowship Academy will enforce the following guidelines governing the presence of visitors on campus during regular school hours, except for parents who are dropping off or picking up students. Students and parents should make potential visitors aware of this policy.

- All visitors must check in with the office upon arriving on campus to obtain permission from the office to remain on campus. They will have to sign in and show proper i.d.
- Guests of students who attend a school-sponsored function or event will need to be registered in advance.
- Parents are allowed in the classroom only when invited by the teacher or administration.
- All visitors must be willing to comply with the rules and regulations governing student and staff conduct, including appropriate dress regulations.

# Fellowship Academy Elementary K-1<sup>st</sup>

A Placement test/evaluation will be given to all new students wishing to register for classes at Fellowship Academy. Parents should contact the school office to schedule an appointment.

## **Parental Role**

At the early elementary level (K-1<sup>st</sup>), parents will act as “co-instructors” in the satellite classroom at home. Parents will receive instructions from the classroom teacher on a regular basis outlining home assignments, drill practice, follow-up study over covered material, and preparation needed for the next class. They will also take extensive responsibility for direct instruction in some courses (e.g. spelling, vocabulary, and penmanship in English.)

## **Student Role**

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

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

## **Classroom Teacher Role**

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

- Sets high but achievable expectations for each student and monitors and adjusts teaching to help student be successful
- Demonstrates a mastery of the subject material assigned
- Uses effective teaching techniques to achieve curriculum goals and affect student learning
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work
- Employs a variety of instructional aides, methods, and materials that will provide for creative teaching and appeal to a variety of learning styles
- Prepares weekly assignments sheets for the satellite classroom time supervised by parents at home
- Assesses the learning of students on a regular basis and supplies proper feedback to administration and parents
- Uses proper classroom management techniques to ensure proper discipline in the classroom
- Helps ensure proper discipline on the school premises and at school events

- Demonstrates support for the role of parents as educational partners and supports them in that task
- Maintains regular and accurate attendance and grade records to meet the demands for comprehensive knowledge of each student's progress
- Keeps students, parents, and the Principal adequately informed of deficiencies and give sufficient notice of failure
- Maintains a clean, attractive, well-ordered classroom

### **Course Prerequisites**

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

### **Kindergarten**

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

### **1<sup>st</sup> Grade:**

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

## Fellowship Academy Grades 2-5

### **Parental Role**

At the Elementary level (Grades 2-5), parents will act as “co-instructors” in the satellite classroom at home (Monday and Friday). Parents will receive instructions from the classroom teacher on a regular basis outlining home assignments, drill practice, follow-up study over covered material, and preparation needed for the next class. They will also take extensive responsibility for direct instruction in some courses (e.g. spelling, vocabulary, and Math).

### **Student Role**

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

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

### **Classroom Teacher Role**

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

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

## **Course Prerequisites**

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

## **Academic Departments**

### **Elementary English**

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

### **Elementary Math**

This program focuses on teaching students structured mathematical systems that will enable students to think logically and analytically. The math curriculum will have a strong application emphasis, encouraging students to view God's world through precision and structure. Importance is placed on learning basic math skills and facts during the early years to provide a strong foundation for secondary mathematics. Each grade level will also adhere to TEKS standards.

### **Elementary Science**

The primary goals of the science program are to teach essential scientific concepts, skills, and methodologies; to encourage the development and appropriate use of higher-level thinking skills; and to help students better understand the Creator-creation relationship. In the elementary courses, students will be presented with the information and skills needed to understand and appreciate the miracle of God's creative genius. These courses will lead students continually from the known to the unknown by teaching important scientific concepts within the context of the things they can see and recognize. As students study the environments, creatures of the environment, the universe, space, and matter, emphasis will be placed on the entire universe (and all that is in it) as the direct creation of God, and the man-made idea of evolution will be refuted. Each grade level will follow the topics in TEKS.

### **Elementary Social Studies**

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

geographical regions with an introduction to worldwide missions, and a study of the Western hemisphere including recent United States and worldwide events. Each grade level will follow topics in TEKS.

## Safety Procedures and Emergency Drills

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

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

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

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

## Fellowship Academy Dress Code

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

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

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

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

**P.E.**

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

**Guidelines for Boys (K – 5th grades)**

POLO SHIRTS	DRESS SHIRTS	BOTTOMS	SHOES
<p>Long or short-sleeved Colors: purple, navy or white</p> <p><u>Do's for shirts:</u> Tucked in neat</p> <p><u>Don't for shirts:</u> Wrinkled, dirty, torn too small or too large tail hanging out</p>	<p>Long or short-sleeved collared WHITE only.</p> <p><u>Undershirts:</u> Short-sleeved only</p> <p>Turtlenecks may be worn under long-sleeved uniform shirts or sweatshirts</p> <p>Colors: purple, navy or white</p>	<p>Pants or shorts</p> <p>Colors: black or khaki no jean material</p> <p><u>Don't for pants:</u> Wrinkled, dirty, torn, frayed hems No cuffs or rolled hems Too small or too large no corduroy</p> <p>Skirts, pants, and shorts must not have stitching on the pockets, no extra pockets, no cargo style shorts.</p>	<p>Leather (synthetic leather) or canvas Styles:</p> <ul style="list-style-type: none"> <li>▪ Slip-on loafers, Lace-up dress shoes, Oxfords</li> <li>▪ Rain boots acceptable on rainy days</li> <li>▪ Western boots</li> <li>▪ Running or athletic trainers-any color okay</li> </ul> <p><u>Do's for shoes:</u> Approved styles and colors Must enclose the heel and toe 1" or less-soles 1 ½" or less-heels Velcro or shoe laces okay laces must be tied</p> <p><u>Don't for shoes:</u></p>

BELTS	SOCKS	HAIR	HEADCOVERINGS
<p>Must be worn with any bottoms that have belt loops, fit into belt loops</p> <p>Colors: khaki, black or brown</p> <p>Leather, woven, web style</p> <p>Holes okay</p> <p><u>Don't for belts:</u> No studs, sequins, or colored decorations No large belt buckles No scarves or fabric belts</p>	<p>Not required – do not have to be visible</p> <p><u>Do's for socks:</u> No show, sport socks, anklets, or dress socks – purple, black, white, gray, or brown</p> <p><u>Don't for socks:</u> No other colors or patterns</p>	<p><u>Do:</u> Groomed and clean "Natural" hair colors only Hair length- may not touch the collar of the shirt or below eyebrows Sideburns-no lower than the ear lobe</p> <p><u>Don't:</u> No bizarre coloring, spiking partial shaving, streaking, dreadlocks, cornrows, Mohawks No bangs hanging in face No tails No facial hair</p>	<p>Scuffed, old, worn appearance sandals or flip flops, high heels, military boots crocs or frogs, no fringed boots</p> <p>There are not approved hats or caps indoors</p>

### Guidelines for Girls (K – 5th grades)

POLO SHIRTS	DRESS SHIRTS	BOTTOMS	SHOES
<p>Long or short-sleeved</p> <p>Colors: purple, navy or white</p> <p><u>Undershirts:</u> Short-sleeved only</p> <p>Turtlenecks may be worn under long-sleeved uniform shirts or sweatshirts</p> <p>Colors: purple, navy or white</p>	<p>Long or short-sleeved WHITE only.</p> <p><u>Do's for shirts:</u> Tucked in neat purple, navy or white</p> <p><u>Don't for shirts:</u> Wrinkled, dirty, torn too small or too large tail hanging out</p>	<p>Pants, shorts, skorts, or skirts</p> <p>Colors: black or khaki no jean material</p> <p><u>Do's for Pants, shorts, skorts, or skirts:</u> 8" inseam or no shorter than 2" above the front or back of the knee to knee length</p> <p><u>Don'ts for Pants, shorts, skorts, or skirts:</u> Wrinkled, dirty, torn, frayed hems. No cuffs or rolled hems Too small or too large no corduroy</p> <p>Skirts, pants, and shorts must not have stitching on the</p>	<p>Leather (synthetic leather) or canvas</p> <p>Styles:</p> <ul style="list-style-type: none"> <li>▪ Slip-on loafers, Lace-up dress shoes, Oxfords</li> <li>▪ Rain boots acceptable on rainy days</li> <li>▪ Western boots</li> <li>▪ Running or athletic trainers-any color okay</li> </ul> <p><u>Do's for shoes:</u> Approved styles and colors Must enclose the heel and toe 1" or less-soles 1 ½" or less-heels Laces must be tied</p> <p><u>Don't for shoes:</u> Scuffed, old, worn appearance sandals or flip flops, high heels, military boots, crocs or frogs no fringed boots</p>

		pockets, no extra pockets, no cargo style shorts.	
BELTS	SOCKS	HAIR	OTHER DECORATION
<p>Must be worn with any bottoms that have belt loops, fit into belt loops</p> <p>Colors: khaki, black or brown</p> <p>Leather, woven, web style</p> <p>Holes okay</p> <p><u>Don't for belts:</u> No studs, sequins, or colored decorations No large belt buckles No scarves or fabric belts</p>	<p>Not required – do not have to be visible</p> <p><u>Do's for socks:</u> No-show, sport socks, anklets, knee high socks or tights– purple, black, white, gray, or brown</p> <p><u>Leggings–</u> purple, black, white, gray, or brown</p> <p><u>Don't for socks:</u> No other colors or patterns</p>	<p><u>Do:</u> Groomed and clean “Natural” hair colors only</p> <p><u>Don't:</u> No bizarre coloring, spiking, shaving, streaking, dreadlocks, Mohawks No bangs hanging in face</p>	<p>Natural colored contacts</p> <p>Modest Makeup</p> <p>No Goth makeup</p> <p>No face painting or sparkles</p> <p>No cat-eye or exotic contacts</p> <p>No gag glasses</p> <p>No ties, jackets, or other additions not part of the school uniform</p> <p><b>HEADCOVERINGS</b> Headbands may be cloth or metal. Headbands may be worn in purple, white, grey, black, or brown or in any pattern of these approved colors.</p> <p>No bandanas, No caps or hats</p>

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