



# FELLOWSHIP BAPTIST ACADEMY

## STUDENT HANDBOOK 2023-2024

*Let no man despise thy youth; but be thou an example of the believers,  
in word, in conversation, in charity, in spirit, in faith, in purity.*

*1 Timothy 4:12*



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## **Introduction**

Fellowship Baptist Academy exists to aid the parents in the training of their children and to aid the church in the training of Christians. We desire to see young people attain the highest calling that can be afforded to an individual - to be servants of Jesus Christ!

Our school's identity can be summed up by the following four distinctives:

1. Bible-based

The Bible is the foundation for everything that we do. Our weekly schedule is filled with Bible reading, preaching, and memorization. We use the King James Bible exclusively.

2. Family-oriented

It is our conviction that parents are ultimately responsible for the training of their children. The school will never replace the home from God's perspective. The goal of FBA will be to supplement the Biblical training provided at home by parents.

3. Character-focused

FBA intends to impact the heart of each student by providing a Biblically-saturated environment. We desire to see God do a work in the heart of each student that enrolls at FBA.

4. Individually-designed

Each student is an individual with a variety of talents, strengths, and interests. As these qualities are realized, students will be encouraged to use their gifts at home, at church, in school, and in the public arena.

## **I. Vision and Purpose of Fellowship Baptist Academy**

Fellowship Baptist Academy is an extension of the Christian home and the local church to train young people in a Christian environment.

It is the purpose of FBA to give every student the opportunity to know Jesus Christ as their Lord and Saviour and to receive an education based on a Biblical interpretation and philosophy of education.

## **II. Administration**

Fellowship Baptist Academy is one of the educational ministries of Fellowship Baptist Church, and therefore falls under the leadership of the Pastor. The Academy staff are members and employees of Fellowship Baptist Church.

While the Pastor is not involved in the daily operation of the Academy, he is ultimately responsible for the entire church's education, including the Academy. The Pastor shall have the authority to approve or disapprove any decision or recommendation of the school board of FBA on all matters relating to the ministry of education. The Pastor may hire administrators, principals, teachers/supervisors, and support staff to assist the Pastor in carrying out the ministry of education.

Only members of Fellowship Baptist Church shall serve as the school board of Fellowship Baptist Academy. The members of the board are selected by the Pastor of Fellowship Baptist Church. The school board is not a governing authority but an advisory committee. The board shall assist and advise the Pastor on matters relating to the ministry of education, including the Academy. The board also shall hear matters and disputes which may arise out of the ministry of education and shall advise the Pastor accordingly.

The Administrator of Fellowship Baptist Academy works closely and under the direction of the Pastor. He oversees the daily operation of the Academy. He also has the principal decision-making authority for the Academy.

Teachers at FBA are active members in a local, Bible-believing church. They have the responsibility to oversee the academic progress of students. They prescribe the students' academics and assist the students in their academic issues.

## **III. Admissions Policies**

Attendance at Fellowship Baptist Academy should be considered a privilege and not merely a right. The goal of the Academy is to train Christian youth in the principles of God's Word, stressing such vital areas as: leadership, self-discipline, responsibility, integrity, good citizenship, and consistency. FBA reserves the right to be selective in accepting students. FBA is not a correctional institution and is not equipped to take students with special needs.

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

Since Fellowship Baptist Academy is an educational ministry of Fellowship Baptist Church, the children of the church members will be given priority over other applicants. Returning students will be the next in line of priority. FBA will not accept married or divorced students, or students who are over 21 years of age by the time of graduation.

The admissions committee of FBA consists of the Pastor and the Administrator who will review applications and determine which students are admitted to the school and which are rejected.

#### **IV. Withdrawal Policies**

Parents have the right to withdraw their student from FBA for any reason. Seven (7) days advance written notice is requested. Likewise, the Academy also has the right, for any reason, to ask the parents to withdraw the student, again with notice. All requests for tuition refunds must be made in writing. If a student withdraws from school during the school year, 90 percent of the remaining quarters' tuition will be refunded. For example, if the student withdraws in the middle of the second quarter, 90 percent of the tuition for the third and fourth quarters will be refunded. Other fees are not refundable. The date used for determining refunds will be the date that FBA receives the written request.

#### **V. Financial Policies**

The parent or guardian is responsible for all fees incurred by enrolling in FBA, whether in the form of the registration fee, tuition fee, or any other fees that may apply. These fees must be paid in full to receive requested services from FBA.

#### **VI. General Policies**

It is encouraged that all students attend every service of Fellowship Baptist Church, or another church that has been acknowledged by the administration as being churches of like faith.

Every effort should be made by each student to be in the Academy every day they are able to attend. A written excuse must be presented to the Academy after an absence. This excuse must include the date(s) of the absence, the specific reason for the absence, and the parent's signature. If a student accumulates eighteen (18) absences in one school year, they may be asked to withdraw from the Academy.

Regular, prompt attendance is extremely important. Attendance is recorded after breakfast at 8:30 a.m. Five (5) late arrivals will equal one (1) day of absence.

Because of the importance of the learning process, and to keep distractions to a minimum, contact with students during school hours must be done through the school office. Students desiring to place emergency calls (to parents or guardians only) will be taken to the school secretary/administrator, who will place the call.

Students are not to come to school if they are running a fever or are too ill to maintain their daily schedule. Students who become ill while at school will be sent to the Academy office. Students must be fever free (without fever-reducing medicine) for 24 hours before returning to school. Parents will be called to come and pick up a sick student. If a student suffers a serious injury at school, the Academy will call for immediate medical assistance and then attempt to notify the parents. For minor injuries, an attempt will be made to reach the parents first for their instructions.

Student drivers may not leave the Academy grounds during school hours without permission. Students must have written permission from their parents to go home with another student driver. If an emergency arises during the day in which the parent needs their child to go home with someone else, the parent should contact the school office to let staff know.

Fellowship Baptist Academy is a closed campus. Only parents and guardians are welcome to visit their students.

In the event of inclement weather such as snow, ice, tornadoes, etc., parents may find Academy closing information on the Fellowship Baptist Church website or on NBC. Otherwise parents will be notified via text message.

Gum, laser beam lights, magazines, guns, knives, matches, lighters, headphones, electronic devices are not permitted on campus. Students may keep a cell phone in their bag to be used for emergency purposes if FBA staff is notified ahead of time. The school is not responsible for any damaged, lost, or stolen items.

For the safety of students, practice fire drills and practice tornado drills will be held during the school year.

#### *Emergency Evacuation of Building*

*In the event that Fellowship Baptist Academy must be evacuated, the students will be taken to the parking lot or the Madison County Volunteer Fire Department located at 1223 N Main Street, Madison, Virginia (540) 948-6660.*

FBA staff reserves the right to check a student's personal belongings in the event the Academy suspects the student possesses an unapproved item. A search may be conducted without the student's or the parents' permission. Registration of the student in the Academy constitutes parental consent to such search. This includes the following areas: automobiles on the school property, backpacks, purses, pockets, duffle bags, notebooks, binders, lockers, desks, offices, etc.

Individuals may be checked using the following process: (male staff will check male student with a male witness, female staff will check female student with a female witness).

The Academy is not responsible for personal property left in the building or on the premises. All clothing should be well marked with the student's name. The Academy office will have a lost and found area. Please check with the Academy office for any missing items. All clothing and personal items not claimed at the end of each semester will be discarded.

### **VII. Dress Code Policies**

Boys' hair must be neat and combed. Acceptable haircut judgments will be made at the staff's discretion. Hair is to be kept at the natural color. Hair should be kept out of the eyes. Facial hair is allowed on young men but must be groomed and neatly trimmed. Shirt tails and undershirts are to be tucked in at non-PE times. Pants should not be torn. Pants should touch the top of the shoes. No pins, badges, bracelets, necklaces, earrings, or other body piercings are allowed. Watches are acceptable.

Girls' hair should be feminine looking and neatly styled. Hair should be kept out of the eyes. Hair is to be kept a natural color. Makeup should be limited and not extreme. Small earrings may be worn on the ear lobe only. No multiple earrings may be worn - only one in each ear. No other body piercings are allowed. Rings are allowed. Bracelets (jewelry) are allowed. No pins or badges are to be worn. The required length for all skirts, dresses, and shorts is below the knee from a sitting position. If the hemline becomes too short due to growth then the student will be required to let the hem out to the required length or get a new garment. This is the dress code for all school-related activities.

The PE uniform for boys and girls will consist of any solid-colored t-shirt and athletic shorts that reach below the knee. Any color tennis shoes may be worn during PE time.

This year we are introducing a few new color options for school uniforms. All shirts must be collared. Boys are required to wear long pants and girls must wear a skirt that reaches below the knee. Shoes must not be severely worn/tattered. No flip-flops.

Color options are as follows:

Collared Tops: Navy Blue, Light Blue, Hunter Green, Lime Green, White  
Pants (boys only)/Skirts: Khaki, Navy Blue



### **VIII. Standard of Conduct**

Each student must sign a Standard of Conduct Form, agreeing to strive toward unquestionable character in the areas of conduct, speech and attitude. Any student observing questionable activities or overhearing conversations which are contrary to the policies of this Academy should immediately discuss the matter with the administration.

Students of the Academy are expected to treat everyone with the proper respect, and show proper deference to those in authority. FBA students are expected to act in an orderly and respectful manner, always careful to maintain good Christian standards of courtesy and kindness. Talking back, sarcasm addressed to those in authority, complaining, gossiping, etc., are subject to immediate disciplinary action.

### **IX. Disciplinary Policies**

Fellowship Baptist Academy is not meant to be a correctional institution. It is designed to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their God-given roles.

Fellowship Baptist Academy expects full cooperation from both student and parent in the educational process. If at any time the Academy feels that this cooperation is lacking, the student may be asked to withdraw. Attendance at Fellowship Baptist Academy is a privilege, not a right. Even though a student has not broken any specific rule or regulation, we expect them to abide by the spirit of the law as well as to abide by the letter of the law.

Students who exhibit conduct not in alignment with the standards outlined in this Student Handbook may be placed on disciplinary probation. If the administration believes that the situation has not changed after the probationary period, the parents may be asked to withdraw the child from the Academy.

### **X. Academic Policies**

FBA grading scale is as follows:

|            |                |           |
|------------|----------------|-----------|
| 98-100: A+ | 96-97: A       | 94-95: A- |
| 92-93: B+  | 90-91: B       | 88-89: B- |
| 86-87: C+  | 83-85: C       | 80-82: C- |
| 74-79: D   | 73 or below: F |           |

Fellowship Baptist Academy may utilize achievement testing that helps provide data to evaluate and guide the student's progress toward meeting academic standards. This assessment would be given in the Spring of the year.