

FELLOWSHIP ACADEMY
PARENT/STUDENT HANDBOOK
2019/20



5330 AVE MARIA BOULEVARD, AVE MARIA, FLORIDA 34142



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This handbook was adapted from Liberty University Online Academy’s Student Handbook. The information you will find here supports LUOA’s values and procedures. You will also find additional information specifically pertaining to Fellowship Academy.

Fellowship Academy reserves the right to change or update this Handbook as needed. Any updated copy of this Handbook will be emailed to parents upon request and held in the school office. Updated copies of this Handbook void any previous editions.





GUIDE

FA | Fellowship Academy

FC | Fellowship Church

LUOA | Liberty University Online Academy

LUO | Liberty University Online (college level)

GPA | Grade Point Average

LMS | Learning Management System

POC | Point of Contact

DCP | Diploma Completion Plan

FN | Finished for Non-Participation

P | Pass

F | Fail

W | Withdrawn



INTRODUCTION

WELCOME

Welcome! We are so excited that you have enrolled your student(s) in Fellowship Academy for the upcoming academic year. Fellowship Academy (FA) is an extension of the mission and ministry of Fellowship Church. It is the vision of Fellowship Church to know God and make Him known. FA will operate under the same vision as we seek to equip students academically. We have three core biblical passages that serve as our school's foundation (Matthew 28:18-20; 2 Timothy 2:15; Ephesians 6:10-20).

First, and foremost, is the Great Commission of our Lord and Savior, Jesus Christ. In Matthew 28:18-20, Jesus gave His final words of exhortation to His followers. Those words culminated in the command to "make disciples." Following the command of Jesus, FA will seek to come alongside parents in the disciple-making process of their child(ren).

Second, Paul admonishes Timothy to be "rightly handling the word of truth," (2 Timothy 2:15). The central textbook for FA is the Word of God. We believe that God's Word is inerrant and sufficient for all of life and godliness. Therefore, we interpret all academics through a biblical worldview. It is our goal that students of FA will be able to interpret culture through God's Word.

Third, Paul instructs the church to be clothed in the full armor of God (Ephesians 6:10). As ambassadors for Jesus, it is paramount that we are fully protected from the schemes of Satan. Our goal is not only to be ambassadors who are protected, but also, our goal is to be warriors who are on the offensive against Satan. Therefore, at FA, students will be taught how to be warriors for Jesus through arming themselves with the armor of God.

VISION STATEMENT

Fellowship Academy (FA), in partnership with Liberty University Online Academy (LUOA), seeks to know God and make Him known by leading students to faith in Jesus Christ and developing young men and women who adhere to a Christian worldview and who are prepared to participate as Christ-like members of the home, church, and society.



SCHOOL INFORMATION

Name: Fellowship Academy

Email: info@fellowshipacademy.co

School Location: Fellowship Church, Ave Maria Campus

5330 Ave Maria Boulevard

Ave Maria, FL 34142

Mailing Address: Fellowship Church, Immokalee Campus

1411 Lake Trafford Road

Immokalee, FL 34142

Mascot: The Warriors

School Mission Statement: To help students know God and make Him known.

Supporting Scripture:

And Jesus came and said to them, "All authority in heaven and on earth has been given to Me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age." -Matthew 28:18-20 ESV

Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth. -2 Timothy 2:15 ESV

Finally, be strong in the Lord and in the strength of His might. Put on the whole armor of God, that you may be able to stand against the schemes of the devil. For we do not wrestle against flesh and blood, but against the rulers, against the authorities, against the cosmic powers over this present darkness, against the spiritual forces of evil in the heavenly places. Therefore, take up the whole armor of God, that you may be able to withstand in the evil day, and having done all, to stand firm. Stand therefore, having fastened on the belt of truth, and having put on the breastplate of righteousness, and, as shoes for your feet, having put on the readiness given by the Gospel of peace. In all circumstances take up the shield of faith, with which you can extinguish all the flaming darts of the evil one; and take the helmet of salvation, and the sword of the Spirit, which is the Word of God, praying at all times in the Spirit, with all the saints, and also for me, that words may be given to me in opening my mouth boldly to proclaim the mystery of the Gospel, for which I am an ambassador in chains, that I may declare it boldly, as I ought to speak. -Ephesians 6:10-20 ESV

School Hours: Tuesday | Wednesday | Thursday 10:00am-2:00pm

Office Hours: Monday 10:00am-2:00pm

Additional office days and hours are available for parent/teacher conferences and academic tutoring. To schedule an appointment during additional hours, please contact our Facilitator.



LUOA KEY TERMS

AFFILIATE

Refers to the church, school, or organization with whom Liberty University Online Academy has a contractual affiliation. This allows the organization to offer LUOA's curriculum to its students. The organization is financially responsible for paying the tuition of its students.

Fellowship Academy is an affiliate of LUOA. FA is responsible for paying all LUOA student tuition. This means that parents will not pay LUOA directly, but will meet financial obligations only with FA.

AFFILIATE POC

Refers to the Affiliate's Point of Contact for LUOA. This individual is usually in charge of submitting applications for new students, requesting registrations, requesting transcripts, and claiming accounts of students. The Affiliate POC for FA is our Headmaster.

AFFILIATE ADMINISTRATOR

Refers to the administrator of the LUOA Affiliate, who has deciding power regarding signing or extending the Affiliation Contract with LUOA. This person can also be the Affiliate POC. The Affiliate Administrator for FA is Fellowship Church's Pastor of Administration.

LUOA TEACHER

Refers to the online teacher hired by Liberty University, who has the responsibility of grading student work, answering student questions, and keeping records of grades among other responsibilities.

FACILITATOR

Refers to an individual (who may or may not be a licensed teacher) who is present at the Affiliate's facility helping students with minor questions, making sure they stay on task, and ensuring that they stay on schedule with every subject provided by LUOA. In FA's first year of operation, the Headmaster will also assume the role of the Facilitator.

ADVISOR/AFFILIATE ADVISOR

Refers to the LUOA representative whose main role is to help Affiliates with any questions, admissions processes, advising processes, and anything else an Affiliate needs. The Affiliate Advisor is the main point of contact at LUOA for an Affiliate. FA will remain in contact with LUOA's advisors, therefore parents should not have to contact them directly.



ACCREDITATION

Fellowship Academy is a home education program designed to come alongside parents by providing a Christian-based education. We have established an affiliate partnership with Liberty University Online Academy.

LUOA is accredited through [ACSI](#) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement ([AdvancEd](#)). LUOA is also recognized by the Commonwealth of Virginia as a member institution of the Virginia Council for Private Education. These affiliations and accreditations ensure that your student will receive the highest quality education available.

STATEMENT OF FAITH

Below you will find the doctrinal statement (Baptist Faith and Message, 2000) of Fellowship Church which serves as the subsequent doctrinal statement for Fellowship Academy. To see the Scripture references, visit: <http://www.sbc.net/bfm2000/bfm2000.asp>.

THE SCRIPTURES

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

GOD

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

GOD THE FATHER

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving,



and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

GOD THE SON

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

GOD THE HOLY SPIRIT

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

MAN

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

SALVATION

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its



broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

- A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.
- B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.
- C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.
- D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

GOD'S PURPOSE OF GRACE

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

THE CHURCH

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the Gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.



The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

BAPTISM AND THE LORD'S SUPPER

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

THE LORD'S DAY

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

THE KINGDOM

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

LAST THINGS

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.



EVANGELISM AND MISSIONS

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the Gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the Gospel of Christ.

EDUCATION

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abides all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

STEWARDSHIP

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the Gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

COOPERATION

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament



sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

THE CHRISTIAN AND THE SOCIAL ORDER

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

PEACE AND WAR

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the Gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

RELIGIOUS LIBERTY

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The Gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.



THE FAMILY

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

EDUCATIONAL GOALS AND OBJECTIVES

SPIRITUAL AND MORAL DEVELOPMENT

1. Inform students of their sinful nature and God's unconditional love for them (Romans 3:23; Romans 5:8; John 3:16).
2. Lead students to an acceptance of Christ as their Lord and Savior (Romans 10:13).
3. Help students recognize the Bible as the sufficient, inspired, inerrant, and authoritative Word of God (2 Timothy 3:16).
4. Develop a desire in students to know, love, and obey the will of God through daily prayer and Bible reading and participation in a local church (2 Timothy 2:15; Hebrews 10:24-25).
5. Instill in students the knowledge of the foundational truths and doctrines of God's Word and the desire to apply these in life (2 Timothy 2:15; Ephesians 6:13-17).
6. Instruct students about the importance of recognizing and overcoming sin, and of living Christ-like, obedient lives (Ephesians 4:21-32).



PERSONAL DEVELOPMENT

1. Help students see and accept themselves as unique individuals, created in the image of God with special gifts to be fully developed for His glory (Genesis 1:26-27; Psalm 139:13-16; 1 Corinthians 12:7-11).
2. Instruct students to develop habits of good stewardship over all that God has given them—time, talents, material possessions, and the physical environment (Genesis 1:28; Luke 12:48; Ephesians 5:16, 1 Peter 4:10).
3. Teach students personal responsibility and accountability for their words, actions, and attitudes (Romans 14:12; Galatians 6:7-8).
4. Encourage physical fitness, good health habits, and wise use of the body as the temple of God (1 Corinthians 6:19-20).
5. Teach students to develop the ability to make decisions based on biblical principles (Psalm 1:1-2; Psalm 119:105; Proverbs 3:5-6; 1 Corinthians 2:14-16).

SOCIAL DEVELOPMENT

1. Encourage students to view all others as made in God's image and to treat them with love and respect (Genesis 1:27; John 13:35; James 2:8-9).
2. Help students develop the skills, perspectives, and desire to function as cooperative members of the larger society (Romans 12:18; Romans 13:1-7; 1 Timothy 2:1-2).
3. Help students develop biblical attitudes toward marriage and the family, emphasizing the need to establish God-honoring homes (Psalm 127:1; Ephesians 5:31).
4. Help students desire to lead others to a saving knowledge of Christ and to disciple believers by precept and example (Matthew 28:18-20; 1 Timothy 4:12; 2 Timothy 2:2).
5. Help students develop the desire both to lead and serve in their communities as circumstances and God's direction permits (Matthew 25:21).

ACADEMIC DEVELOPMENT

1. Help students reach their full academic potential by providing a developmentally appropriate instructional program with high academic standards (Proverbs 1:7; Colossians 3:23).
2. Teach students to use good study habits to enhance their creative and critical thinking skills (2 Timothy 2:15; Proverbs 4:5-12).
3. Teach students to interpret and apply all knowledge from a biblical perspective (Isaiah 8:20; 1 John 4:1).
4. Help students develop independent study habits and foster a life-long love for learning and personal excellence (Proverbs 4:5-8).
5. Prepare students for future educational or vocational experiences by developing in them the abilities necessary for effective communication, thinking, and technological skills (Proverbs 4:5-12).
6. Help students become aware of changing world events and interpret them from a biblical worldview (Hebrews 13:8).
7. Instruct students to acquire knowledge and develop an appreciation of their Christian and American heritage (Deuteronomy 4:2-9; Psalm 33:12).



CALENDAR

A full-time student attending the complete school year should complete coursework in nine to ten months, including time off for holiday breaks. Semester courses are designed to be completed in five months. For more details about course extensions, see page 36.

Students may shorten their course time by increasing the hours they spend on their coursework; however, to achieve the fullest learning potential from this academic experience, students are cautioned not to rush through the curriculum. Students are expected to complete coursework on Mondays and possibly Fridays, depending on how quickly they progress through their curriculum.

See our 2019-2020 Academic Calendar on the following page.



FELLOWSHIP ACADEMY 2019-2020

CALENDAR

AUGUST							SEPTEMBER						
S	M	T	W	R	F	S	S	M	T	W	R	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

OCTOBER							NOVEMBER						
S	M	T	W	R	F	S	S	M	T	W	R	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

DECEMBER							JANUARY						
S	M	T	W	R	F	S	S	M	T	W	R	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	1

FEBRUARY							MARCH						
S	M	T	W	R	F	S	S	M	T	W	R	F	S
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
							29	30	31				

APRIL							MAY						
S	M	T	W	R	F	S	S	M	T	W	R	F	S
				1	2	3	1	2	3	4	5	6	7
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30

ACADEMIC DATES

MISSION DATES

AUGUST

19- Open House	Mission Project: Canned Food Drive
20- School Begins	

SEPTEMBER

	23- Canned Food Drive
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OCTOBER

14-18 Fall Break- No School	26- Fall Festival Trunk or Treat
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NOVEMBER

25-29 Thanksgiving Break - No School	Mission Project: Toy Drive
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DECEMBER

2-12 Parent/Teacher Conferences	18- Wrapping Party
12- Christmas Party	
13-31 Christmas Break - No School	

JANUARY

1-13 Christmas Break - No School	24- Cards for Members
13- School Returns	
20- MLK Day - No School	

FEBRUARY

10- Field Trip: Holocaust Museum	13- Muffins with Mom
	20- Donuts w Dad

MARCH

9-13 Spring Break- No School	20- Stories with Homebound Members
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APRIL

10-13 Easter Break - No School	17- Baby Supplies to PRC Immoaklee
14-30 Parent/Teacher Conferences	

MAY

14- Last Day of School	
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GENERAL INFORMATION

BENEFITS OF FELLOWSHIP ACADEMY

While your child will be considered a home education student by the state of Florida, there are still many benefits to enrolling him/her in Fellowship Academy.

1. According to Florida Statute 1002.41 (f), parents are financially responsible for providing an annual educational evaluation. The best option for meeting this responsibility is to use a state-certified teacher to evaluate your child's progress. At FA, we will provide the student portfolio and the state-certified teacher for evaluations. As the parent, you will only be responsible for submitting the provided evaluation to the county.
2. Your child will learn in a Christ-centered classroom environment. At FA, our classroom rules and conduct are Christ-centered. You can rest assured that classroom discussions and materials are theologically sound. To ensure this, our head Pastor will remain involved in all Bible curriculum.
3. Your child will receive live daily Bible lessons. In support of our church's mission statement that we desire to know God and make Him known, students will be equipped with the necessary biblical knowledge to live out the Great Commission (Matthew 28:18-20).
4. Along with learning secular history, your child will also be engaged in learning church history.
5. Your child will better understand the truth and sufficiency of Scripture. For students in public schools, it can be easy to separate "real life" from "church life". This division can be damaging to a child's view of Scripture as our ultimate authority. By attending FA, that gap will close as your child understands that what we find in Scripture is absolute truth and comprehensively sufficient for daily living (2 Timothy 3:15).
6. Your child will experience a structured classroom environment. One of the difficulties home education parents may experience is being unable to provide the type of welcoming learning environment one may find in a traditional classroom. We will provide your student with the parameters to allow him/her to learn to his/her best abilities.
7. Your child will have peer-learning opportunities. Another perceived downside to home education is a student's lack of social interaction. At FA, we allow your home education student the opportunity to work with other students and learn from them, as well. In order to truly live out the Great Commission, it is necessary to be able to communicate well with others. Our students will have practice in communicating with each other in a safe environment.
8. At FA, our Facilitator is a state-certified teacher. If you've felt intimidated about home education because of a lack of teaching certification (although not required by the state for home education), FA is a great choice for your child. We will monitor your child's progress and provide academic help during the school day.



9. Your high school student will have the opportunity to dual enroll in college courses through LUOA. This means that by the time they graduate high school, there is an opportunity for them to have also earned an Associate Degree.
10. At FA, the student-teacher ratio is significantly smaller than that of the public school system. This allows more one-on-one attention for your child with our Facilitator. Your child will also receive more individualized attention through LUOA.

TUITION

The Total Annual Fee includes the fee for Liberty University Online Academy (according to courses enrolled which are listed in the middle column) and that of Fellowship Academy.

Grade Level	Number of Courses Required for Full-Time	Total Annual Fee
K	3	\$4,983
1	4	\$5,477
2-8	5	\$5,971
9-12 Option 1 (recommended)	6.5 (to graduate within 4 years)	\$6,712
9-12 Option 2	5 (to graduate within 5.5)	\$5,971

ADD-ON COSTS

ITEM	COST
Field Trips	To Be Determined by Field Trip
Enrollment in FC School of Music & Arts	\$100/month (maximum of 9 months)
Enrollment in Fellowship Sports Ministry	(Grades K-8) Range from \$25-\$100
Academic Extended Care	\$20/Session; \$40/Day; \$120/Week (see page 37)
Tutoring	Range from \$25-\$75/Session (see page 37)



PARENT EXPECTATIONS

At Fellowship Academy, we believe that a child's education is ultimately the responsibility of his/her parents. We are committed to equipping parents to assume this responsibility with confidence. We are committed to providing your student with a Christ-centered, structured classroom environment while LUOA provides the accredited Christian curriculum.

FA will conduct regular classes from Tuesday through Thursday each week. While Mondays and Fridays are not academy days, it is still expected that students complete school work on those days if necessary to complete assignments on-time. As a parent, if you determine that your child has difficulty completing classwork on his/her own, please contact our Facilitator.

Parents are expected to complete simple surveys each semester. To ensure your involvement in your child's education, there may be other various materials throughout the school year that require parent signatures and review.

Lastly, parents are strongly encouraged to volunteer at FA once per week during either arrival or dismissal. This will help ensure student safety during high-traffic times. Our Facilitator will work with parents each semester to develop a volunteer schedule.

PARENT/TEACHER CONFERENCES

Throughout the school year, Fellowship Academy will host two parent/teacher conference sessions. The first of the individual sessions will be held in December and the final sessions will be held in April. These are progress-related sessions that parents may opt out of if they don't deem them necessary for their children during the session times.

If there are other times throughout the school year that parents or our Facilitator would like to request a conference, that is also encouraged. In the event that a conference is requested (during months other than December or April), our Facilitator will work with parents to determine the best time to meet.

LUOA COMPUTERS REQUIREMENTS & SUPPORT

TECHNICAL SUPPORT

Technical support and communication are imperative to a successful experience in an online learning environment. Below you will find information pertaining to who you should call for which type of issue, as well as important contact information. Should you ever need to contact Liberty University Online Academy, please contact Fellowship Academy's Facilitator first. Our Facilitator will communicate with LUOA on your behalf in many of the following scenarios.



CONSULT WITH YOUR LUOA TEACHER WHEN YOU HAVE:

- Questions about educational concepts
- Questions about the course content
- Questions about accessing course learning tools
- Questions concerning graded assignments
- For resubmission of an assignment based on technical error
- Need to inform them when you will not be working (vacation, medical leave, etc.)
- Questions about an end-of-course grade

You can contact your LUOA teacher through the messaging center in the Learning Management System (LMS).

FELLOWSHIP ACADEMY WILL CONTACT LUOA WHEN YOU:

- Have registration questions
- Need to request final grades
- Need to request transcripts
- Need to inform them when you will not be working

CONTACT THE LUOA HELPDESK WHEN YOU HAVE:

- Technology issues
- Questions about operating a computer or software
- Questions about accessing course learning tools

You can contact technical support by calling 1-866-418-8741 or by accessing the HelpDesk page.

MINIMUM COMPUTER SYSTEM REQUIREMENTS

Below is listed the basic technical requirements needed to successfully operate the instructional technology used by LUOA. Please be advised that the specifications below are the minimum requirements. It is recommended that users exceed the minimum requirements whenever possible in order to achieve the best available user experience.

HARDWARE REQUIREMENTS

- Laptop computers that are preferably 5 years old or newer. At this time, we cannot guarantee an optimal user experience with a Netbook, Chromebook, or mobile device, including tablets.
- Processor: 2GHz or more; Elementary requires Intel Core2 2.4GHz
- Memory: 2GB of RAM or more
- Screen: 1024×768 resolution or higher; 32 bit color or higher
- Internet: High-speed broadband internet; 1–2 Mbps or more per concurrent user



SOFTWARE REQUIREMENTS

OPERATING SYSTEMS

- PC: Windows 7 or newer—may need to download Windows 10 Anniversary Update to submit in Canvas
- Mac: Mac OS X 10.9 or newer

WEB BROWSERS

- As a general rule, please always use the most up-to-date version of your web browser available.
- Compatible: Google Chrome (Recommended); Firefox; Safari (Not recommended)
- Not Guaranteed: Internet Explorer; Microsoft Edge

REQUIRED SOFTWARE

The following software and browser settings are required for the successful use of LUOA's instructional technologies. Please note that all required software is available free of charge. Note: LUOA makes Microsoft Office 365 available to all LUOA students free of charge.

- Web Browser: Google Chrome OR Mozilla Firefox (free)
- MS Office: Microsoft Office Suit, including Word, PowerPoint, and Excel (free through LUOA)
- Adobe Flash: Adobe Flash Player, most up-to-date version (free)
- Flash Player must be enabled in the browser settings as it is required by some software vendors
- Adobe Reader: Adobe Reader is required to view some PDF documents (free)
- Java: JavaScript must be enabled in the browser settings (free). Java plugin may be required for some features.

LUNCH

Students will have a 30-minute lunch each day. Students are required to bring their lunches to school. There is no refrigerator space available; however, there is a microwave that the Facilitator can use for students. Students will not be permitted to use the microwave themselves. Students will also not be permitted to eat during class time (unless special permission is granted through a doctor's note), so it is important that they eat breakfast before arrival and that they eat a filling lunch. Students are permitted to drink water during class and are encouraged to bring a refillable water bottle to school.

SAFETY & ID BADGES

In the event of an emergency during school or extended care, parents and the necessary emergency responders will be contacted. Please ensure that contact information (and any additional emergency contact information) is correct in our files.



To ensure safety, all students will be issued identification badges at the start of each school year. Students will not be permitted to enter the building unless they are wearing their issued ID badges. School volunteers and church staff will also be required to wear ID badges.

ADMISSIONS

FELLOWSHIP ACADEMY ADMISSIONS PROCESS

At Fellowship Academy, we have a two-part admissions process. First, students and parents will apply. Once accepted, they will move onto registration. Any questions in the admissions process may be directed to FA's Headmaster. Below, we have provided a checklist to help guide you in the admissions process and make registration as seamless as possible. Note that the procedure below applies to Liberty University Online Academy applicants. Other applicants may skip the LUOA steps.

The admissions process is as follows:

- **Step 1:** Contact FA's Headmaster to set up an admissions appointment.
- **Step 2:** Before your appointment, please obtain a copy of your child's most recent school transcripts. If your child has been homeschooled and therefore does not have school transcripts, please have ready a copy of your child's educational portfolio.
- **Step 3:** Meet with FA's Headmaster for your admissions appointment.
 - *Step 3a:* At your admissions appointment, you will sit down with our Headmaster and complete the steps in LUOA's online application. It is important that this step is done with the Headmaster to 1) ensure your child applies correctly to FA as an affiliate of LUOA and 2) to waive LUOA's \$25 application fee.
 - *Step 3b:* At this time, our Headmaster will also email your child's transcripts to LUOA for their review.
 - *Step 3c:* Lastly, you will discuss the classes for which you'd like your child to register. This step applies to high school students are registering for electives.
- **Step 4:** After the "next steps" below are completed, send the county Superintendent your form of intent to provide a home education program. See Florida's Home Education Procedures checklist for more details.

The "next steps" in the admissions process are for LUOA and FA to complete.

- LUOA should respond to our admissions application within 24-28 hours of the initial application. LUOA's Strategic Affiliations Advisors will review student applications. Upon acceptance, FA's Headmaster will complete your child's admission by creating a student



account, a generic password, and registering him/her for the desired classes with an LUOA Advisor.

- Once registration is completed, FA will receive an email with the student's class information.
 - Please review FA's Supply List to ensure your child has what he/she needs when class begins.

ACADEMIC STATUS (AS RECOGNIZED BY THE STATE)

FLORIDA'S HOME EDUCATION PROCEDURES

At Fellowship Academy, our curriculum is provided through Liberty University Online Academy. Since the accredited curriculum is provided by a separate out-of-state institution, FA students will be considered home education students by the state of Florida.

According to the 2018 Florida Statute 1002.01, "A 'home education program' means the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements of ss. 1002.41, 1003.01 (13), and 1223.21 (1)." To read more about Florida's educational statutes regarding home education, view the following links.

Home Education Definition:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=1002.41&URL=1000-1099/1002/Sections/1002.01.html

Home Education Programs:

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1002.41&URL=1000-1099/1002/Sections/1002.41.html

FA is a program dedicated to coming alongside parents in their children's education. FA is not currently a FLDOE recognized private school; therefore, due to FA students' status as home education students, there are three (3) parent requirements from the state that we will help you meet. Parent requirements include:

- (July/August 2019) Parents should notify the Collier County Superintendent within 30 days of beginning the home education program. Parents will need to provide the county with the child's name, address, birth date, and a statement of intent to provide home education. This does not have to be repeated every year, but rather only when the home education program initially begins. This form may be completed online at: <https://www.collierschools.com/Page/6342>
- (May/June 2020) Maintain a portfolio of student records. FA will provide this for each student and keep them for two (2) years as required by the law. As the parent, you are also required to maintain these portfolios for two (2) years, so we will provide them to you at your request. The district Superintendent (or his/her agents) can, but is not required to, request to view these materials after 15 days' written notice.



- (May/June 2020) Provide an annual educational evaluation that must meet one of several options. We will help you meet the first option, which is for a Florida certified teacher to evaluate the student's progress. We will provide the evaluation and sign the form for you to send to the Superintendent each year. You can view the form here:
<https://www.collierschools.com/Page/6341>

To find this information on the Florida Department of Education's website, click here:
<http://www.fldoe.org/schools/school-choice/other-school-choice-options/home-edu/requirements.stml>

To find more information through Collier County Public Schools, click here:
<https://www.collierschools.com/Homeeducation>

While we will work with Liberty University Online Academy to provide your child with the finest Christian education available, Florida's home education status supports our model that education is ultimately the responsibility of the parent. We are so pleased that you've chosen us to come alongside you in providing that education.

FULL-TIME & PART-TIME STATUS WITH LUOA

Below, you will find class requirements by grade level for both full-time and part-time students.

- Kindergarten
 - Full-time: enrolled in three (3) courses per year
 - Literacy, Bible, Math
 - Part-time: enrolled in one to two (1-2) courses per year
- 1st Grade
 - Full-time: enrolled in four (4) courses per year
 - Literacy, Bible, Math, History/Science
 - Part-time: enrolled in one to three (1-3) courses per year
- 2nd-8th Grades
 - Full-time: enrolled in five (5) courses or more per year
 - Bible, Language Arts, Math, History, Science
 - Part-time: enrolled in one to four (1-4) courses per year
- 9th-12th Grades
 - Full-time (more than 4 years to graduate): enrolled in five (5) courses or more per year
 - Bible, English, Math, History, Science
 - Full-time (to graduate within 4 years): enrolled in 6.5 courses per year
 - 9th-10th: Bible, English, Math, History, Science, Health/PE, and one semester elective
 - 11th-12th: Bible, English, Math, History, Science, Fine Arts, and one semester elective
 - Part-time: enrolled in one to four (1-4) courses per year



For high school students, it is important to note that taking the minimum number of classes will require more than four (4) years to graduate. In order to graduate in four (4) years, students must take 6.5 classes per year. This means six (6) year-long classes plus one (1) semester course per year.

Part-time students are not required to take the math assessment test (with the exception of those enrolling in high school math, chemistry, and physics). Furthermore, part-time students are not required to submit previous school records in order to meet enrollment qualifications.

Part-time students may change status and enroll as full-time students by enrolling in the needed additional courses, taking any potentially required assessment tests, and submitting previous official school transcripts.

ALTERNATE HOME EDUCATION PROGRAM

If you determine that you'd like to enroll your child in Fellowship Academy, but do not want to use the Liberty University Online Academy curriculum, FA offers an alternative program at a reduced cost. This option voids any information in this handbook pertaining to LUOA. Though we highly recommend using LUOA's curriculum for the optimal educational experience, we are happy to provide other options. For pricing, availability, and more information on how FA can serve your family, please contact FA's Headmaster.

ENROLLMENT POLICIES & PROCEDURES

GUIDELINES FOR 8TH GRADE STUDENTS TAKING HIGH SCHOOL COURSES

LUOA puts course prerequisites into place to enable it the ability to ensure that all full-time students meet the standards of learning for each course and grade level.

ALGEBRA 1

Students must:

- Have successfully completed 7th grade with a grade of an A.
- Have scored 70% or higher on the comprehensive Algebra I Entrance Assessment.
- Be recommended by their current math teacher based upon the students' interest and desire to work in an academically challenging environment as demonstrated by overall attitude and performance.

LANGUAGE ARTS

Students must:

- Have earned the grade of an A in 7th grade English.



- Have a passing score on the Language Arts Entrance Assessment.
- Be recommended by the current Language Arts teacher based upon the students' interest and desire to work in an academically challenging environment as demonstrated by overall attitude and performance.

FOREIGN LANGUAGE

Students must

- Have earned the grade of an A in 7th grade English.

EARTH SCIENCE

Students must

- Have successfully completed Life Science and Physical Science with the grade of an A.
- Be recommended by the current science teacher based upon the students' interest and desire to work in an academically challenging environment as demonstrated by overall attitude and performance.

WORLD HISTORY I

Students must

- Have successfully completed Civics with an 80% or higher (a part-time student may take World History I without full-filling the Civics prerequisite).
- Have earned the grade of an A in 7th grade English.
- Be recommended by the current history teacher based upon the students' interest and desire to work in an academically challenging environment as demonstrated by overall attitude and performance.

LUOA CONDITIONAL ENROLLMENT

There are some circumstances under which the student's enrollment at Liberty University Online Academy may be jeopardized. Conditional enrollment is when a student's enrollment is contingent upon certain circumstances. LUOA students will be placed under conditional enrollment when:

- There is a history of not maintaining sufficient academic progress
- There has been a history of technical difficulties
- There is poor payment history
- The student is placed on Academic Probation
- Other items are at issue as determined by LUOA

For these students, certain conditions must be followed closely in order to remain enrolled. LUOA reserves the right to cancel enrollment at any time due to non-payment of fees, unsatisfactory academic progress, inadequate digital literacy that inhibits use of the curriculum, program abuse or plagiarism, or failure to follow LUOA procedures. Students who do not maintain satisfactory progress per course for a



period of thirty-days will be administratively withdrawn from that course and receive a grade of FN (“failure for non- participation”). The grade of FN will appear on the transcript and will negatively affect the high school student’s GPA.

CANCELLATION OF ENROLLMENT

Fellowship Academy students who enroll in Liberty University Online Academy’s curriculum are subject to representing both FA and LUOA. If the testimony of a student is detrimental at any time to FA or LUOA, he or she may forfeit the privilege of being a student. FA’s and LUOA’s administrations reserve the right to cancel a student’s enrollment at any time for non-payment of fees, unsatisfactory progress, failure to submit work on a regular basis, inadequate digital literacy that inhibits use of the curriculum, Honor Code violation, student expectations violation, or academic dishonesty. Students who do not maintain attendance by doing coursework in each course for a period of thirty-days or by remaining in blocked status due to financial hold for a period of sixty days will be administratively withdrawn from the course(s). For more information on the possibility of an administration cancelling a student’s enrollment, please see the Discipline Policy and the Administrative Withdrawal Policy on page 49.

Once a student is dismissed, reinstatement is considered only upon written application to and approval by the administration of LUOA. Reinstated students are automatically placed on probation. LUOA will consult with FA’s Headmaster as to the nature and length of the probation.

Applicants seeking reinstatement beyond the course completion deadline are considered as new student status. Depending on the length of time that has passed since enrollment in LUOA, the administration reserves the right to ask the student to take new entrance tests.

LUOA COURSE WITHDRAWAL

A request for a course withdrawal must be made to Liberty University Online Academy from Fellowship Academy’s Headmaster.

If the student has worked no further than module 1 of any full-year or semester course, and the course withdrawal occurs within the first three weeks of enrollment, that course will not be included on the student’s official transcript.

If the student has worked no further than the twelfth week of the semester, the course withdrawal will appear on the transcript as “W” (withdrawn) and will not affect the high school GPA.

If the student has progressed into the sixteenth week of the semester, a course withdrawal request cannot be accepted. The course must be completed or a final grade of FN (“finished with non-participation”) will be assigned.



Once a course withdrawal has been officially accepted, courses may not be reopened without approval from the LUOA administration.

ACADEMICS

LUOA ASSESSMENTS & ASSIGNMENTS

ASSESSMENTS

Liberty University Online Academy philosophically approaches learning and assessment from a mastery concept. Mastery learning provides students with the opportunity to demonstrate mastery through various forms of assessment in which the LUOA teacher has the authority to provide multiple attempts of an assessment to bring the student to full understanding. The underlying premise to this philosophy is that all students can learn.

Because curriculum is sequential, it is vital that students demonstrate mastery so that present success will provide the foundation for future learning. In an effort to reduce guessing and improve student motivation to develop and follow good study habits, the number of attempts is limited by the Learning Management System (LMS) to two attempts on day-to-day work. After two attempts the student will be awarded the highest of the two grades.

Students who have connectivity issues during a quiz or test should as FA's Facilitator to first contact the LUOA teacher and then contact the advisor. Both contacts are essential.

ASSIGNMENTS

For consistency in writing across the curriculum, all research projects must be properly cited using the MLA citation style. Wikipedia is not considered to be a reliable source for research. Any work that includes or cites Wikipedia may be returned to the student for revision or may result in a significantly reduced grade.

Because technology can fail, students should save copies of projects to their personal computer in the event they should need to be submitted a second time. FA's Facilitator will assist with saving documents to student computers. Any courses requiring video submissions are uploaded behind Liberty University's firewall for safety and security purposes.

For some assignments, grading rubrics are used to help prepare the student for what will be evaluated prior to submission of the work, to standardize grading by different teachers, and to categorize the feedback provided by the LUOA teacher. Clarification questions should be referred to the LUOA teacher.



TYPES OF ASSESSMENTS

To clearly identify which policies apply to which assessments, each assessment has been categorized into one of four categories: Lesson, Assignment, Quiz, or Test. Each applicable item on the course Modules page has been designated with an identifier chosen from among these categories. For example, a quiz on the American Revolution may be designated by a title like “1.2.3 Quiz: The American Revolution.” These identifiers were placed on the Modules page to help students understand which Resubmission Policy and/or which portion of the Honor Code apply to that assessment (See the Resubmission Policy on page 30 and the Honor Code on page 46 for further details).

- Lesson – Any item on the Modules page designated as a “Lesson”
 - These include instructional content and sometimes an assessment of that content. Typically, a lesson will be the day-to-day work that students complete.
- Assignment – Any item on the Modules page designated as an “Assignment”
 - Typical examples of assignments include, but are not limited to, papers, book reports, projects, labs, and speeches. Students do their best work the first time on assignments typically.
- Quiz – Any item on the Modules page designated as a “Quiz”
 - Quizzes usually take the form of traditional assessments in which the students answer questions to demonstrate knowledge of the subject. Quizzes cover a smaller amount of material than tests do.
- Test – Any item on the Modules page designated as a “Test”
 - This usually takes the form of a traditional assessment in which students answer questions to demonstrate knowledge of a subject. Tests cover a larger amount of material than quizzes cover.

Throughout this handbook, lessons, assignments, quizzes, and tests may be denoted with capital letters to specify that these are the types of assessments to which the following policies apply.

RESUBMISSION POLICY

“Whatever you do, work heartily, as for the Lord and not for men.”
Colossians 3:23

Students are expected to submit their best work on the first submission for every Lesson, Assignment, Quiz, and Test. However, resubmissions may be permitted in the following circumstances:

- Lesson – Students are automatically permitted two attempts on a Lesson. The student may freely resubmit for their first two attempts without the need for teacher approval.
- Assignment – Students are intended to do their best work the first time on all Assignments. However, any resubmissions must be completed before the student moves more than one module ahead of that Assignment. For example, a student may resubmit an Assignment from



Module 3 while in Module 4, but not an Assignment from Modules 1 or 2. High School students may not resubmit an Assignment without expressed written permission from the LUOA teacher.

- Quiz – Students may NOT resubmit for an increased grade.
- Test – Students may NOT resubmit for an increased grade.

If a student feels that he/she deserves a resubmission on a Lesson, Assignment, Quiz, or Test due to a technical issue such as a computer crashing, the student should message his/her LUOA teacher to make the request, and that request will need to be approved by the Academic team.

FINAL WORK SUBMISSIONS

Submitting the last assignment on the Modules Page in a subject signals that the student has completed the course. All assignments and the final test must be submitted before the course completion assignment is taken. Once the Course Completion Assignment has been submitted, the course is closed. Students and facilitators should be sure that they are ready to “close” that course prior to submitting the Course Completion Assignment.

DETERMINING COURSE GRADES

Students read, watch, and listen to the material in each lesson and complete problems, assignments and tests on the computer. With the instant grading feature, students and facilitators have immediate feedback regarding the student's progress. LUOA teachers grade written work such as paragraph answers, essays, and projects. Any grading or comments made by the LUOA teachers are transferred back to the student. Due dates are provided in the student's homepage and calendar to keep students on schedule.

The number of assessments for each module varies. LUOA teachers have the prerogative to award credit for an assessment, as they deem appropriate for the work submitted. Extra credit assignments are not available.

LUOA teachers are required to grade assignments within 48-hours with the exception of projects or papers, which will be graded within 4-days.

Grade averages are calculated utilizing a weighted scale. Each course is subdivided into modules. Lessons, quizzes, and the module tests are assigned a weighted value by category in determining the module grade.

The students' grades will be determined according to the following grading scale and assignment weights. The final letter grade for the course is determined by a 10-point scale. Assignments are weighted according to a tier system, which can be referenced on the Grades Page in Canvas. Each tier is weighted according to the table below. Items that do not affect the student's grade are found in Tier 0.



GRADING SCALE

A 90-100%
B 80-89%
C 70-79%
D 60-69%
F 0-59%

ASSIGNMENT WEIGHTS

Tier 0 0%
Tier 1 25%
Tier 2 35%
Tier 3 40%

If a student or our Facilitator questions an end-of-course grade, that concern should be immediately presented to the Advisor for clarification/correction.

AWARDING SEMESTER CREDIT FROM FULL-YEAR COURSES

Students registered for full-year courses occasionally do not finish due to a variety of reasons such as administrative withdrawal or requested withdrawal. Students who completed the 1st semester and earned a passing grade will be awarded the grade earned based on the average grades earned in Modules 1-5. Students will be awarded a W, F or FN for the 2nd semester depending on the situation.

COURSE CREDIT

High school courses are awarded one-half credit for each semester of successfully completed student work. Credits earned prior to LUOA enrollment can be accepted based on official transcripts and diagnostic test results. Credits earned in other schools will be recorded on LUOA transcripts as 1.0 credit for each standard high school course involving 150 to 180 clock hours of instruction.

Students who have taken high school courses through homeschooling must show documentation of work completed and demonstrate mastery on diagnostic tests in order to receive transfer credits.

Throughout a student's LUOA high school experience, additional credits may be earned for courses taken outside of LUOA, but it is standard practice for students to take courses offered at LUOA, especially core courses. Courses taken outside of LUOA will be evaluated for appropriate high school credit based on rigor, course content, and whether or not it is offered at LUOA. See Non-Institutional Credit Policy on page 34.

Students may earn both high school and college credit for enrollment in a single course. One 3-hour college course will be awarded one-half high school credit.



PREREQUISITES

Several courses contain prerequisites, meaning that the successful completion of a certain course or courses is required before entrance into a subsequent course. If a student has not met the required prerequisite(s) or fails a prerequisite course, then the student may be required to take or retake the missing or failed course(s) in order to satisfy the prerequisites of subsequent courses.

REPEATED COURSES

Previous grades of record are not replaced when a student repeats a failed or previously passed course, and all grades of record are applied when calculating the student's overall GPA. If a student repeats a previously passed course, the Virginia Standards of Learning mandates that only one of the two courses will be factored into the total number of credits required for graduation.

MATERIAL SELECTION POLICY

LUOA curates educational materials that are consistent with the school's philosophy. However, the fallen human condition depicted in literature (as in Scripture, itself) is not always pleasant. Valuable works sometimes have objectionable or profane elements. Good books provide four recognized values:

1. They build Christ-like attitudes and character traits.
2. They deepen our social and cultural awareness.
3. They strengthen our use of written language.
4. They provide a lifelong source of enjoyment and relaxation.

In order to instill these values in our students and fulfill the stated objectives of LUOA, all students are expected to read and study good books on a regular basis. FA will provide a suggested reading list for students to use for independent reading. It is recommended that students only read educational materials that have been approved by FA or LUOA.

Recognizing that materials designed for one level may not be appropriate for another, three levels of criteria are applied.

1. Elementary materials must contain no objectionable material.
2. Objectionable elements in 6th-8th grade materials must be limited and must serve a specific educational purpose.
3. Objectionable content may be included in high school materials but must be outweighed by positive literary, curricular, or Christian value.



NON-INSTITUTIONAL CREDIT POLICY

Fellowship Academy does not currently offer its own courses; however, in the future when FA does offer its own courses, this is the policy to which we will adhere. In order to meet the requirements of the Liberty University Online Academy Diploma Completion Plans (DCP), LUOA requires full-time students to take LUOA core and elective courses. In order to be considered full-time with LUOA, students must take at least five (5) credits through the LUOA curriculum. Students who would like to earn credit for a course taken outside of LUOA while enrolled full-time should follow the steps below:

- Submit the Affiliate Credit Transfer form to the Affiliate Advisor. Include textbooks/curriculum, scope & sequence, planned method of evaluation, instruction time, etc.
- LUOA will approve or deny the course.
- If approved, an LUOA representative may comment on expectations.
- Upon completion of course, update the form, include documentation of the work completed (such as example of written activities, graded assessments, final grades, etc.), and submit the form to your Advisor.
- LUOA will assess completion of paperwork and award or deny credit.
- If awarded, course will be added to the student's transcript and graduation plan as a transfer credit taken outside of LUOA.

Note: LUOA will include final course grades from outside accredited institutions in students' GPA (Grade Point Average). LUOA will issue a final grade of "P" (pass) on transcripts for homeschool courses; this grade will not affect GPA.

STUDENT RECORDS

RELEASE OF TRANSCRIPTS

After completion of a course or courses, Liberty University Online Academy will issue a school transcript upon request. Official transcripts are mailed and emailed to Fellowship Academy from LUOA. Official transcripts can only be requested by FA, not by parents/guardians of students that took LUOA courses through FA. Financial obligations to FA must be met prior to the release of official or unofficial records and graduation diplomas.

TRANSCRIPT CHANGES

Changes cannot be made to official transcripts unless there is documentation of proof that the administration made an error. Individuals expressing concern must register the matter with FA's Facilitator who will contact the Affiliate Advisor or appropriate LUOA school administrator. LUOA will determine if a change is to be made. If proof of claim is demonstrated, a transcript modification will be made and official copies will be sent to FA.



TRANSFERRING CREDITS TO LUOA

Liberty University Online Academy may accept high school credits earned prior to student enrollment based on submission of official transcripts (a combination of grades and LUOA's math assessment test will determine math placement). This measure is to ensure LUOA places students in the course that best meets their demonstrated skill levels. In order for transcripts to be considered official, previous schools must mail, fax, or email transcripts containing a seal and/or administrative signature verifying document authenticity to LUOA. Credits and grades earned at previous schools will be listed on the LUOA transcript as "transfer."

Students who have taken high school courses through homeschooling may need to show documentation of work completed for transfer credit consideration and/or evaluation. If homeschooled students took a high school course in 7th or 8th grade, they will take an entrance assessment through LUOA before the transfer credits will be awarded. Bible courses transferred in will be transferred in as Bible.

ELECTIVES

At the high school level, electives are required in order to meet graduation requirements. Liberty University Online Academy offers a wide variety of academic electives. Fellowship Academy will make available the full extent of LUOA's academic catalog in order to meet these graduation requirements.

HIGH SCHOOL DUAL ENROLLMENT

High school juniors and seniors may get a head start on their college education by enrolling in online college courses offered via Liberty University Online (LUO). Through this Dual Enrollment partnership program, academically advanced students may earn college credits in a variety of subjects.

Because all Liberty University coursework is accredited, courses are transferable to other universities if the student were to choose to attend a college other than Liberty.

Students desiring to take dual credit courses must have a minimum 2.7 cumulative GPA, completed 12+ high school credits, and be over the age of 13.

Students who fail a dual enrollment course may repeat the course one time. The student must pay the tuition for the repeated course. If the student is planning on graduating from LUOA, the original and second attempt grades are listed on the high school transcript and factored in the student's overall LUOA GPA. A second failed course will result in the removal from the LUOA dual enrollment program. The student may continue to enroll in LUOA high school courses, but will not be allowed to enroll in additional dual enrollment courses.



A complete list of courses being offered for dual high school/college credit is provided on the LUOA's website Dual Enrollment Page.

FELLOW ACADEMY ATTENDANCE & LUOA EXTENSION POLICY

The Fellowship Academy and Liberty University Online Academy school year consists of 10-months of instructional work for academic credit to be granted for full-year courses and 5-months for semester courses. At FA, it is our expectation that students will attend classes regularly. In order to gain the most from LUOA's curriculum, regular classwork is required. We desire to provide the best environment for student learning and motivation, and we can only do so when students are present.

We understand that at times, your child may be ill and unable to attend classes. In the event that your child is sick, please contact FA's Facilitator so that we can excuse your child's absence. Once back in school, it is expected that the student will make up the classwork he/she missed. As LUOA is an online curriculum, your child may also be able to complete classwork at home to ensure that he/she does not fall behind.

Under certain circumstances, students may be granted an extension to complete their coursework. Students may also find that they need to withdraw from a course or the school and have a need for transcripts. In this case, please see our LUOA Course Withdrawal Policy on page 28.

FA will assist students in ensuring that coursework is completed on time, but it is ultimately the student's responsibility to complete his/her coursework in a timely manner. LUOA Advisors will assist by alerting FA if it appears that a student is in danger of not finishing in time. By the end of the assigned time period, incomplete courses will result in a course grade of FN ("finished for non-participation"), with no credit earned or granted.

FA will track student progress. If a student still needs additional time to complete a course beyond the allotted 10 months, then FA will contact LUOA for extensions. Further details about specific extensions are below.

FULL-YEAR COURSES

While Liberty University Online Academy does offer flexibility in schoolwork, students are expected to complete their schoolwork within 10 months for full-year courses. For students requiring between 10 and 11 months' time to complete their schoolwork, a 1 month extension may be granted without penalty or fees. For students requiring between 11 and 12 months to complete their coursework, FA will request a one (1) month extension from the LUOA Strategic Affiliations Advisor. Parents will be charged \$50 per course for this extension. A student can receive up to 2 paid extensions per course.



SEMESTER COURSES

Students in semester courses are expected to complete their schoolwork within 5 months. For students requiring between 5 and 6 months' time to complete their schoolwork, a 1 month extension may be granted without penalty. For students requiring between 6 and 7 months to complete their coursework, FA will request a one (1) month extension from the LUOA Strategic Affiliations Advisor. Parents will be charged \$50 per course for this extension.

STUDENT SERVICES

LUOA ACADEMIC SUPPORT

Fellowship Academy provides academic tutoring and support. See Academic Extended Care & Tutoring on page 37 for more details on how FA can equip your child to thrive in academic classes.

Students in need of assignment assistance beyond that which can be resolved through consulting with FA or messaging the LUOA teacher may call the LUOA main office for assistance from Subject Matter Experts at 1-866-418-8741.

These services are available Monday through Friday, 8:30 am – 5:00 pm Eastern Standard Time. Tutorial assistance is limited to helping the student understand the thrust of an assignment and understanding a lesson concept. Students needing full service tutorial help should consult with FA for their academic tutoring services.

ACADEMIC EXTENDED CARE & TUTORING

At Fellowship Academy, students are required to attend class every Tuesday, Wednesday, and Thursday from 10:00am-2:00pm. Extended care is offered to parents who have appointments prior to the 10:00am arrival time and after the 2:00pm dismissal time. Extended care is divided into Before-Care and After-Care. Before-Care begins 2 hours before class at 8:00am. After-Care operates 2 hours after school until 4:00pm. Any arrival prior to 9:45am is considered Before-Care and will be charged accordingly. Late pick-ups after 2:30pm will be considered After-Care and will also be charged accordingly.

The benefits of extended care are:

- Your child has the opportunity to get ahead on the lesson modules in the presence of our Facilitator, rather than at home.
- Our Facilitator is able to provide more explanation to difficult educational concepts.
- Parents have flexibility in their ability to drop students off at school, and still arrive to their jobs or appointments early.



Each extended-care session is \$20/session and \$40/day. If you utilize both Before-Care and After-Care for a full week (3 days), it costs \$120/week. All rules and expectations for FA are in effect during all extended-care sessions; however, students will be allowed to have a snack (provided by parents) during After-Care.

Tutoring will be offered to families who desire individual help for their child in a particular subject. Tutoring is scheduled on a first-come, first-served basis. A typical tutoring session is 30-60 minutes. All tutors are either state-certified teachers or hold a degree in the specified subject, and have been approved by FA's Headmaster. The cost of individual tutoring ranges from \$25-\$75 per session.

TUTOR	30 Minute/Session	60 Minute/Session
Fellowship Academy Headmaster	\$40	\$75
State-Certified Teacher (in subject area)	\$30	\$50
Tutor with Advanced Degree (in subject area)	\$25	\$45

LUOA SECTION 504 PLAN POLICY

Liberty University Online Academy offers students individualized learning opportunities. This means that the academic goals for all students are the same, but the unique structure of our curriculum allows each student to progress at his/her own pace based on his/her own learning needs. This approach serves a variety of students, including those with special needs. At LUOA, we strive to support the educational needs of each unique learner.

SECTION 504

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

WHO IS PROTECTED?

Any otherwise qualified individual who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment.

WHAT ARE EXAMPLES OF "MAJOR LIFE ACTIVITIES"?

- | | | |
|----------------|------------|-----------|
| • Self-care | • Sleeping | • Seeing |
| • Eating | • Walking | • Lifting |
| • Manual tasks | • Standing | • Hearing |



- Bending
- Speaking
- Reading
- Breathing
- Breathing

- Concentrating
- Concentrating
- Learning
- Learning
- Thinking

- Thinking
- Working
- Working
- Communicating
- Communicating

What are “Substantially Limits”?

"Substantially limits" may be interpreted to mean that the disability substantially limits the ability of an individual to perform a major life activity as compared to most students.

WHAT IS “REASONABLE ACCOMMODATION”?

Reasonable accommodation in the school setting is a modification or adjustment of educational programs to afford students with disabilities equal opportunity to access the programs.

It is important to balance the needs of the learner with reasonable accommodations afforded through a 504 accommodation plan to provide the supports needed to “balance the playing field” for a student with an impairment that limits substantially major life activities. To start the process for accommodations through a 504 Plan, please consult with Fellowship Academy. They will contact the LUOA Office of Student Support at StudentSupport@liberty.edu.

504 ELIGIBILITY DETERMINATION

1. A committee consisting of the student (optional), head of the academic team, member of the Student Support team, the student’s parent(s) or guardian(s), the FA’s Headmaster, and a member of the LU ODAS team shall meet (via phone conference or e-mail) to determine:
 - a) The nature of the student’s disability
 - b) Review the physician’s verification and/or the student’s academic history
 - c) Determine eligibility for 504 accommodations
 - d) Write/review a plan, if needed
2. The LUOA Student Support Office will notify all stakeholders in writing at the beginning of each new academic year, during the week of the student’s start date for students with existing LUOA 504 accommodation plans to review with all stakeholders to include, but is not limited to: student (optional), academic advisor, LUOA teacher(s), and parent(s) and/or guardian(s). Stakeholders must acknowledge receipt of the accommodation plan before it can go into effect. A meeting may be requested by any of the stakeholders at any time to discuss amendments to the accommodation plan.
3. LUOA is a grade K-12 school dedicated to maintaining high academic standards within the framework of a technology-based educational program. The school believes in and is dedicated to preparing young people to fulfill elementary and secondary academic objectives that will enable them to pursue post high school goals. *(By virtue of the nature of the academic model utilized by LUOA and because there are no penalties for late work, a*



student who is deemed eligible for a 504 accommodation plan can work at the individual pace required. Frequent and descriptive feedback from the LUOA teacher is also built in to this educational model.

4. Standard student conduct is described in the Student Expectations section of this handbook on page 45. Unless otherwise specified in an accommodation plan, these expectations are required for all LUOA students. Student work should always be original and presented in the student's own understanding or words regardless of accommodations.
5. Students with a 504 accommodation plan may be eligible for a variety of reasonable accommodations on submissions or assessments, which can include, but are not limited to:
 - a) Quiz, test, and/or exam passages read aloud
 - b) Quiz, test, and/or exam directions explained/paraphrased
 - c) Repetition of quiz, test, or exam directions
 - d) Student points to answers/parent or proctor selects
 - e) Student types response into word processing document/parent or proctor copy/pastes into text box for submission
 - f) Student speaks answer/parent or proctor scribes or types answer into text box
 - g) Basic function calculator
 - h) A one month course extension for unfinished course work (the fee mentioned in the Extension Policy on page 36 is waived)

LUOA LIBRARY SYSTEM

The LUOA library offers students a thorough set of online resources through the following databases to enhance their learning.

- ERIC
 - Million (+) records and links to hundreds of thousands of full-text documents dating back to 1966
 - Newspaper collections from the United States, Australia, Canada, the United Kingdom, Pakistan, New Zealand, the United Arab Emirates, and China
 - Proquest Central
 - 10,910 academic journals
 - British Periodicals Online
 - Hundreds of magazines and journals from the late seventeenth century to the early twentieth century
- Periodicals Archive Online
 - Major collection of older scholarly magazines in subject areas such as the arts, humanities, and social sciences
 - Covers more than two centuries of content
 - 37 key subject areas
 - Multiple languages
- Digital National Security Archive
 - Declassified government documents from 1945 to the present.
 - Topics include U.S. policy toward critical world events



- Includes military, intelligence, diplomatic, and human rights dimensions
- EBSCO K-12:
 - 2,000 academic journals
 - 1,500 newspapers
 - 1,150 magazines
 - 1,000 electronic books
 - 940 biographies
- Music Periodical Database
 - Information about several hundred international music publications
 - Covers 20 countries
 - 140+ music journals

EXTRACURRICULAR ACTIVITIES

THE NATIONAL BETA CLUB

The National Beta Club is the largest independent, non-profit, educational youth organization in America. For more than 80 years, it has prepared students to be leaders in their communities. The mission of Beta Club is to promote the ideals of academic achievement, character, service, and leadership among middle and high school students.

Students who exhibit exemplary academic achievement and community involvement are invited to participate in a nationally recognized, merit-based organization. Liberty University Online Academy believes National Beta Club will allow students to showcase their unique abilities, talents, and leadership skills in a way that honors Christ and provides an excellent testimony to the community.

LUOA REQUIREMENTS FOR MEMBERSHIP:

- Full-time student with LUOA
- GPA of 3.5 or above for initial membership and 3.0 or above to maintain membership
- Letter of recommendation from a non-family member
- 15 service hours per calendar year
- \$25 membership fee per year

CCPS SPORTS TEAMS AND FELLOWSHIP SPORTS MINISTRY

Fellowship Academy wants every child to have the opportunity to participate in athletics. Therefore, in order to provide the traditional aspects of school, we offer enrollment in Fellowship Sports Ministry, which is a ministry of Fellowship Church, or we assist in helping your child register to play at an area Collier County Public School. FA students are eligible for athletics through Collier County Public Schools because of their academic classification as home education students. For more information on how to register your child(ren) for CCPS sports, please contact FA's Headmaster.



Fellowship Sports Ministry offers a variety of athletic opportunities for ages 5-14. The cost for participation varies according to the sport; however, you can anticipate the cost ranging from \$25-\$100. See below for specific details.

All athletic opportunities provided by Fellowship Sports Ministry are:

- NFL Flag Football (December - February) - \$75 per season
- Flag Football Camp - \$25 per camp
- Soccer Club League - \$50 per season
- Soccer Camp - \$25 per camp
- Baseball Lesson - \$100/four (4) 30-minute lessons
- Little League Baseball (coming soon)
- Basketball (coming soon)

For more information about these specific sports ministries, please contact FA's Headmaster.

FELLOWSHIP CHURCH SCHOOL OF MUSIC & ART

As an extracurricular activity, Fellowship Church offers their School of Music and Art. This program allows for your child to enhance their creativity and learn about the beauty of God. Lessons are scheduled with the respective instructor. The cost is \$100 for four (4) 30-minute lessons.

Fellowship School of Music & Art offers the following:

- Music Lessons
 - Guitar
 - Piano
 - Voice
 - Flute
- Art Lessons
 - Calligraphy
 - Cartoon Drawings
 - Photography

STUDENT SERVICE HOURS

All Fellowship Academy students from grades 6-12 are required to complete volunteer hours. Middle school students are required to have completed their hours by the end of 8th grade. High school students should meet their requirements by graduation.

Students are encouraged to volunteer with Fellowship Church, but they may also volunteer at other organizations that are approved by FA. Examples of volunteering with Fellowship Church include



greeting before Worship Services, set-up and tear-down Ave Maria Campus, nursery assistant on Sunday mornings at the Immokalee Campus, FC Kids helper at Ave Maria Campus, Food Pantry distribution at Immokalee Campus, etc.

The hour requirements are listed below:

Grades 6-8: 50 hours (to be completed within 3 years)

Grades 9-12: 100 hours (to be completed within 4 years)

LUOA HIGH SCHOOL GRADUATION

HIGH SCHOOL CLASS PLACEMENT

For high school class placement, the student must have:

- 9th grade- successfully completed 8th grade
- 10th grade- accumulated a minimum of 6 credits
- 11th grade- accumulated a minimum of 13 credits
- 12th grade- accumulated a minimum of 19 credits and have a tentative plan to graduate in the immediate year

CLASS RANK & GPA

Because Liberty University Online Academy students attend school year-round without a declared intuitional school year start or end date, computing class rank is impossible. Student grade point averages are calculated on a quality point system. For transfer students, LUOA will honor conventional school course statuses such as honors or Ap. LUOA will weigh such transfer courses on the LUOA conversion system. For new students transferring to LUO, homeschool courses will be weighted according to LUOA descriptors. Homeschool AP courses will be weighted upon submission of AP national test scores. Non-institutional Credit courses will be accepted as Pass/Fail.

Standard Courses	Honors Courses	College or AP Courses
A= 4.0	A= 4.5	A= 5.0
B= 3.0	B= 3.5	B= 4.0
C= 2.0	C= 2.5	C= 3.0
D= 1.0	D= 1.5	D= 2.0
F= 0	F= 0	F= 0

DIPLOMA COMPLETION PLANS

A Diploma Completion Plan (DCP) is a visual path for your child's education. Liberty University Online Academy offers three DCP tracks that students may take, depending on which diploma they desire



to pursue. Please note that degree specifications change based on Liberty University Registrar requirements. See High School Graduation Requirements on page 44 for more details.

1. **The Standard Diploma:** This enables prospective students to attend most universities, some vocational or technical schools, and community college. Students will graduate with a High School Diploma from LUOA. See [Standard Diploma Completion Plan](#).
2. **The Advanced Diploma:** This is rigorous and enables students to be somewhat more selective when choosing post-secondary education. Students will graduate with a high school diploma from LUOA. See [Advanced Diploma Completion Plan](#).
3. **The Associate Degree:** Upon completing high school requirements for the Standard Diploma, students in this track will be awarded an Associate Degree through Liberty University. See [Associate Degree](#).

GRADUATION REQUIREMENTS

Full-time students in grades 9-12 must be enrolled in a minimum of five (5) classes. *It is important to note that taking the minimum number of classes will require more than four (4) years to graduate.*

Students transferring to LUOA for their senior year must take five credits to establish full-time status. LUOA will not issue a diploma to part-time students who have not established full-time status for their final year of high school at LUOA. Re-enrolling students entering the 12th grade who have already reached full-time status will be assigned courses based on LUOA DCP requirements.

Students who establish full-time status prior to their senior year must successfully complete at least 5 LUOA credit hours each year thereafter. Students may meet the credit hour requirement using LUOA courses, LUO dual credit courses, or combinations thereof.

Students who break enrollment with LUOA for a minimum of one academic year must re-establish full-time LUOA status for at least one year prior to graduation.

CEREMONY

LUOA hosts a formal cap and gown commencement ceremony as a part of Liberty University's on-campus commencement festivities each May. Graduating seniors of LUOA from Fellowship Academy are welcomed, but not required, to attend this special event. It is a graduation second to none.

Because the LUOA has an open enrollment policy, students actually finish their coursework at varying dates other than that of the formal graduation ceremony. The individual student graduation date stated on official transcripts is the actual date coursework is completed.

Any student enrolling as an incoming senior after February 1st will be listed as a graduating senior for the class of the next academic year (e.g. A student enrolling as a beginning senior in February 2018



would be listed in the graduating class of 2019.) The formal class graduation date recorded on diplomas is the date of the May ceremony for that academic year.

FEE

LUOA graduating seniors, regardless of attendance or non-attendance at the on-campus graduation ceremony, are assessed a one-time, non-refundable, graduation fee of \$50.00. The fee is added to the student's tuition account in February. Cap, gown, and graduation announcements are available. LUOA Regalia can be ordered online.

CONDUCT OF STUDENTS

FELLOWSHIP ACADEMY STUDENT EXPECTATIONS

ACADEMIC INTEGRITY

“In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.”

Matthew 5:16

A school environment based on integrity provides a setting of peace and trust. It is the responsibility of parents, students, Liberty University Online Academy, and Fellowship Academy to work together to develop a school community based on honesty in words and actions.

The Bible says, “Whoever walks in integrity walks securely, but he who makes his ways crooked will be found out,” (Proverbs 10:9). In order to issue a transcript and/or a diploma upon completion of the program, FA and LUOA must have a reasonable degree of assurance that the grades earned and work completed are an accurate reflection of the student's ability and mastery of the material. Therefore, dishonesty related to the coursework is viewed seriously and dealt with appropriately.

Program abuse primarily occurs when students become disrespectful to FA staff or LUOA teachers, or when students pursue alternative ways of completing the coursework outside the conventional use of the curriculum.

A conventional approach means that students read the lessons, answer lesson questions, study for quizzes and tests without preview of the assessment, and then complete those quizzes and tests independent of “outside” resources of any form (i.e., notes, etc.). In other words, during quiz and test assessments, students are to rely solely on their mental preparations for that assessment.



HONOR CODE

“So whoever knows the right thing to do and fails to do it, for him it is sin.”

James 4:17

By enrolling in Fellowship Academy, the student agrees to the following statement:

“As a student of Fellowship Academy, I understand that it is my responsibility to uphold God’s biblical mandate that my life testimony demonstrates actions of integrity. In so doing, I will complete all assignments as instructed, without resorting to cheating or plagiarism. I understand that it is my responsibility to turn in my assignments in a timely manner, complete my own work, not share my work with others, and treat all students, teachers, and staff with respect.”

At FA, Christ-like behavior is expected at all times. Students are expected to:

- Be kind (Ephesians 4:32)
- Be respectful (1 Peter 3:15)
- Be honest and show integrity (Proverbs 10:9)
- Be responsible (Colossians 3:23-24)
- Obey authority (Romans 13:1-2)
- Always use their best effort (1 Corinthians 10:31)

LUOA PLAGIARISM & SELF-PLAGIARISM

Whether intentional or not, plagiarism is submitting work that is not the student’s own thoughts and opinions, but has originated from another source and is not properly documented. Self-plagiarism occurs when a student submits work completed in another course or another context as if it is original work for a current assignment.

Examples of plagiarism include, but are not limited to,

- Copying from the internet or books,
- Someone other than students writing papers for the students,
- Sharing answers,
- Rearranging someone else’s words to use as one’s own,
- Downloading internet papers,
- Copying another student’s work in part or in whole, and
- Utilizing work from a previous context and submitting it as new.

FA and LUOA are committed to ensuring that students are properly equipped to follow accepted guidelines of research, to properly cite sources used, and receive appropriate feedback and consequences when they fail to do so.



- In elementary grades 3–5, LUOA teachers stress that students know how to properly quote sources. Copying and pasting is accepted as long as students use quotation marks and they provide the source.
- LUOA teachers in grades 6–8 focus research instruction on summarization principles. In addition to quotes, the students are asked to put information in their own words; sources are still expected with the summarization.
- High school students are required to fully utilize MLA formatting and citation style. There will be a copy of the MLA Handbook at FA for students to use as a reference.

At the beginning of each school year, every student in grades 6–12 is presented with a Back to School Quick Start orientation. Included in this orientation is instruction for properly citing reference sources and practical measures to avoid plagiarism, as well as a wealth of additional information to help students succeed.

All projects that require research and source citation must have a Works Cited page in order for students to receive credit. These reports also require the use of in-text citation called “parenthetical documentation,” according to the MLA citation style.

To ensure academic integrity, LUOA teachers use Turnitin, a national plagiarism detection database. LUOA teachers electronically submit assignments, essays, and projects, to the database and receive a report detailing the level of plagiarism (if any) included in the material and the possible sources from which the material was copied. When plagiarism is identified in a student’s report, the plagiarized report will be returned to the student. LUOA will notify FA and instruct as to how to help their child succeed in written assignments. The student will be scheduled for a required plagiarism workshop. Consequences for plagiarized reports range from resubmitting the report for a maximum grade of 80% for a first offense and a grade of zero for the second offense, to eventually no course credit and/or administrative withdrawal for repeat offenses.

Once a student is withdrawn for violating the Honor Code, reinstatement is considered only upon written application to and approval by the administration of LUOA. Reinstated students are automatically placed on probation. LUOA will consult with FA as to the nature and length of the probation. At the administrator’s discretion, certain conditions may be imposed, such as requiring proctors for tests and exams.

CHEATING

Cheating is giving aid to a student or receiving any form of aid, regardless of the source, without the consent of the teacher of the curriculum. Assistance in daily lesson work is not considered cheating if the student actually does the work. However, multiple occurrences of cheating on daily work or exceptional cases may result in an Honor Code violation. The line between lesson “assistance” and cheating is drawn at the point of someone other than a student or something providing actual answers to questions. Students must complete quizzes and tests without the aid of any notes or other forms of written information and without information provided by human sources. Students may receive help to clarify word meaning if they do not understand questions, but prompts that would guide students the



correct answers are inappropriate. FA's Facilitator is responsible for monitoring coursework to assist teachers in verifying student submission integrity. When determinations of cheating on quizzes or tests have been made, those students will receive a grade of zero (0%) for those assignments in their entirety.

Examples of cheating include, but are not limited to,

- Copying text from lessons onto quizzes or tests,
- Copying text from outside sources,
- Using answers from other students, and
- Viewing outside websites or LUOA lessons or assignments in advance.

FA's Facilitator is there to guide your student(s) on completing work in a timely manner, organizing materials, and tutoring students outside of class. Our Facilitator's role is not to help students on quizzes or tests. If he/she finds that dishonesty or cheating has occurred, it is FA's responsibility to report this breach of trust to LUOA immediately.

LUOA CONSEQUENCES FOR VIOLATING HONOR CODE

When an Honor Code violation occurs, the LUOA teacher will communicate to the student via a comment on the assignment and then submit the violation to the Student Support office. Next, the violation is reviewed by the Student Support Coordinator. Student Support will then determine the consequence for the violation. Once the consequence is determined, an email will be sent to the family and FA, who can then submit an appeal to the Student Support office. In order to submit an appeal, new evidence must be provided.

1. Warning – This ONLY applies to high school Lessons and elementary/middle school Assignments and Lessons. These will be taken as a teaching moment for the student.
 - Lessons – A grade reduction will be applied.
 - Elementary/Middle School Assignment – The student must redo their work. However, resubmission does not guarantee an increase in grade.
2. 1st Offense
 - Lesson, Quiz, or Test – The student will receive a zero on the entire assessment.
 - Assignment – The student will:
 - Receive a zero or reduced grade on original grade per teacher's discretion
 - Be required to complete the Plagiarism Workshop
 - Be permitted to retry the assignment for a higher grade on the next attempt at the LUOA teacher's discretion
3. 2nd Offense
 - The student will receive a zero and be placed on Academic Probation.
4. 3rd Offense
 - The student will receive a zero and the Faculty Chair will determine the consequences that should follow, possibly including Academic Withdrawal from the course or expulsion from LUOA.



FELLOWSHIP ACADEMY CONSEQUENCES FOR VIOLATING HONOR CODE (DISCIPLINE POLICY)

If Fellowship Academy determines that a student is noncompliant with our student expectations (Honor Code), the following procedures may occur:

1. **Infraction:** This is a written warning that may follow previous verbal warnings. FA's Facilitator may write a student an infraction for student failure to follow a reasonable request (the reasonable request is adherence to our expectations outlined on page 45. With an infraction, our Facilitator will document the incident and then contact parents. FA keeps a record of all infractions. A student may receive up to three (3) infractions before disciplinary action becomes a referral (so a student's fourth [4th] infraction is a referral).
2. **Referral:** A referral is more serious than an infraction by nature because it usually occurs when a student has exhausted three (3) infractions. If the offense is serious enough (use of profanity or direct disobedience), a student may receive a referral without having had infractions. *With any referral, a parent conference is required.* A student may earn up to three (3) referrals before consideration of expulsion.
3. **Expulsion:** If a student continues to exhibit behavior that is not Christ-like after a series of parent conferences and disciplinary actions have occurred, he or she may be expelled from Fellowship Academy. In the event that a student is expelled from FA, the Withdrawal Policy takes effect in regard to financial obligations.

ADMINISTRATIVE WITHDRAWAL

If parents pay their child's tuition upfront and the child withdraws from the program (in any circumstance), parents will be prorated based on months enrolled, not based on work completed. If parents enroll their child with monthly payments and the child withdraws, the parents' financial obligations to Fellowship Academy will be null and void after the month's end. For example, if a student withdraws on January 20th, proration will begin starting with February's payments. If all financial obligations have been satisfied, Liberty University Online Academy will send FA student transcripts.



DRESS CODE

At Fellowship Academy, it is our expectation that all students reflect biblical modesty through clothing.

1. Students should wear safe footwear at all times. No slippers or flip-flops. *Close-toed shoes are recommended.*
2. Students must wear appropriate tops. Shoulder coverings should be at least 2 inches wide. No tube tops, halter tops, muscle shirts, or backless shirts may be worn. Midriff should not be visible. *Polo shirts are strongly recommended.*
3. The length of shorts or skirts should be at least to the student's fingertips. The length of these garments should reflect modesty.
4. Shorts and pants must be fitted appropriately as to not show undergarments.
5. Hair color and style should be appropriate and not disruptive to the learning environment.
6. Hats or head coverings may not be worn during the school day.
7. Any writing on clothing should be appropriate.
8. Sleepwear of any kind may not be worn.

If a student fails to adhere to the dress code, FA's Facilitator may call home and request that a parent bring the student a change of clothes. If the failure to adhere to our dress code persists, a parent conference may be requested.

COMPUTER USE

During class time (10:00am-2:00pm), students may only use their computers for academic purposes. Should students be found using their computers for non-academic purposes, it may be a violation of our Honor Code, and parents will be notified. This policy also applies to extended-care.

CELL PHONE POLICY

Students may bring cellphones to school; however, they must be silenced and stored away during class time (10:00am-2:00pm, except during lunch). Students may not use phones during class time, unless directed to do so by their LUOA teacher or our Facilitator. If parents need to reach students during class time, they are encouraged to contact our Facilitator directly. This procedure helps ensure that students are focused on their classwork. Our phone policy also applies to extended-care.



SCHOOL FORMS

HANDBOOK ACKNOWLEDGEMENT

At Fellowship Academy, we expect all parents and students to be familiar with our policies and procedures. Please read and sign the agreement below to indicate your familiarity with our procedures. Please contact Fellowship Academy's Headmaster with any questions regarding this handbook.

Fellowship Academy Parent-Student Handbook Acknowledgement/Agreement Statement:

The signatures below affirm I (we) have access to the Parent-Student Handbook for Fellowship Academy and acknowledge I (we) will find the policies, procedures, and student expectations in the handbook. I (we) agree to cooperate with the school administration in holding my (our) child accountable to the school's expectations for the privilege of attending Fellowship Academy. Furthermore, I (we) agree to communicate with the school administration for clarification when I (we) misunderstand the handbook policies, procedures, and expectations to which my (our) child is being held accountable.

Student Name _____ Date _____

Student Signature _____ Date _____

Parent Name _____ Date _____

Parent Signature _____ Date _____

Parent Name _____ Date _____

Parent Signature _____ Date _____