

FAITH CHRISTIAN ACADEMY HANDBOOK

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Building Christian Ambassadors

*“Put on the full armor of God so that you can take your stand against the devil's schemes.”
Ephesians 6:11 (New International Version)*

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MISSION STATEMENT

- Faith Christian Academy requires that each parent or legal guardian of the student read and sign our Statement of Faith, thereby agreeing to the teaching of these principles and allowing for the ministry of the school which is based on these biblical foundational truths.
- Faith Christian Academy will provide and maintain an independent, interdenominational, parent-supported, board-directed Christian school where:

1. Students strengthen their personal relationship with God by yielding their hearts, minds and spirit to His authority.

“Jesus replied: ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’” Matthew 22:37 (NIV)

2. Students trust Jesus Christ with the totality of their lives through a life of service and obedience.

“Therefore, I urge you, brothers and sisters, in view of God’s mercy, to offer your bodies as a living sacrifice, holy and pleasing to God – this is your true and proper worship.” Romans 12:1 (NIV)

3. Students excel in academics.

“Choose my instruction instead of silver, knowledge rather than choice gold, for wisdom is more precious than rubies, and nothing you desire can compare with her.” Proverbs 8:10-11 (NIV)

4. Families receive support in their God-given responsibility to bring up their children in the discipline and instruction of the Lord.

“Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.” Ephesians 6:4 (NIV)

5. The foundational biblical truths outlined in the Statement of Faith are taught on a daily basis.

STATEMENT OF FAITH

- We believe the Bible to be the inspired (II Timothy 3:16) and only infallible, authoritative Word of God. God's Word is truth (John 17:17). All learning must have an integrative relationship with God's Word (John 15:4).
- We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (John 15:23-26). The Father, Son and Holy Spirit reveal God. Learning must avail itself to this revelation. God's revelation must take precedence over man's reason.
- We believe in the deity of our Lord Jesus Christ (Colossians 2:9), in His virgin birth (Matthew 1:18-23, Luke 1:26-35), in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood (I Peter 2:24-25), in His bodily resurrection (Acts 1:9-11), in His ascension to the right hand of the Father, and in His personal return in power and glory (I Thessalonians 4:16-18). Jesus Christ is the reconciliatory between a Holy God and a sinful man. A relationship with Christ is imperative to a complete education (Col 2:2-3; Philippians 2:5-11).
- We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (Romans 6:3-4; Titus 3:5; I Corinthians 12:13).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. The indwelt Holy Spirit teaches and guides a believer into learned truth. It is He who teaches what is good and what is evil so that it is possible for a Christian to live a holy life (John 16:7-11).
- We believe in the resurrection of both the saved and the lost (Revelation 4-6; Revelation 20:11-15); they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. Education must teach how to live life on earth, as well as teach and prepare students for resurrected life.
- We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:20-23). Christians of various backgrounds and doctrinal persuasions must be taught to live in unity so that the world will observe the body of Christ in its fullness.

ADMISSIONS

We strongly encourage parents and students to apply to Faith Christian Academy out of a desire to receive a Christian education. Our school sets high standards for both students and employees. We welcome students of all races and nationalities who willfully submit to the Statements of Faith, Handbook, and policies this institution sustains and has one parent/guardian who signs the FCA Statement of Faith. We expect students to strive for their best in the areas of academics, social interaction, and spirituality.

Returning Students

Students are admitted to Faith Christian Academy on a year-by-year basis. Materials for re-enrollment will be available to current school families during the second semester. Current students receive first consideration for enrollment in the event that class sizes are limited. The re-enrollment applications are evaluated by the Administration during the second semester. Any student whose re-enrollment for the following year may be in question will be notified and a parent conference scheduled.

Requirements

1. Turn in a completed registration packet
2. Pay a non-refundable registration fee.

New Students / Readmitted Students

Faith Christian Academy requires an admission interview for every new student and every student requesting readmission after previously leaving the school. The interview must be completed before the student is considered fully enrolled.

Students are accepted on a 45-day probation period during which their academic level will be evaluated. Should a student be found performing below average, a conference will be called to decide how best to meet the needs of the student and Faith Christian Academy. Students under suspension or expulsion from other schools are not eligible to enroll at Faith Christian Academy except under extenuating circumstances. Students leaving a former school due to behavioral issues will be accepted on an individual basis. Upon acceptance, the student's behavior will be closely monitored. Should behavioral issues arise, FCA reserves the right to dismiss said student from the school. FCA will not tolerate behavior that is un-Christ-like, disruptive to the class, harmful in any way, or negatively influencing other students.

A student re-applying to Faith Christian Academy after expulsion must submit to interviews by the Administrator and, possibly, previous teachers. A student

accepted for re-admission will be admitted on an extended probation and will be subject to regular review by the administration and teachers.

Requirements

1. Turn in the completed registration packet.
2. Pay a non-refundable registration fee.
3. Complete an Admission Interview with parent/guardian present.

SCHOOL BOARD

Faith Christian Academy is governed by a School Board that meets on a monthly basis.

SCHOOL SCHEDULE

The school day on Monday, Tuesday, Thursday, and Friday is from 7:55am to 3:30pm. The school day on Wednesday is 7:55am to 1:30pm. School doors open 15 minutes before the school day begins (7:40am).

Mon/Tues/Thurs/Fri **School Schedule**

<u>Period</u>	<u>Time</u>
Home Room	7:55 - 8:10
1st	8:15 - 9:05
2nd	9:10 - 10:00
3rd	10:05 - 10:55
4th	11:00 - 11:50
5th	11:55 - 12:45
6th	12:50 - 1:40
7th	1:45 - 2:35
8th	2:40 - 3:30

Wednesday **School Schedule**

<u>Period</u>	<u>Time</u>
Home Room	7:55 - 8:05
Chapel	8:10 - 8:50
1st	8:55 - 9:30
2nd	9:35 - 10:10
3rd	10:15 - 10:50
4th	10:55 - 11:30
5th	11:35 - 12:10
6th	12:15 - 12:50
7th	12:55 - 1:30

ATTENDANCE POLICY

All students must remain on campus for the entire school day unless prior permission from the Administration is received. **Regular attendance is required.**

Arrival and Dismissal

Parents/guardians are responsible for their children's safety before and after school. Students should arrive at school no earlier than 15 minutes before the start of school and leave/be picked up within 15 minutes of dismissal of school. Students who remain after the time allowance will be charged \$10.00 for each 15-minute increment thereafter. **However, if the student is serving an After-School Detention, the 15-minute grace period does not apply.**

Tardy/Absence - Excused

A tardy or absence may be considered excused under the following conditions:

- **Extenuating circumstances:** These are those due to personal illness, illness or death in the family, quarantine, or weather/road conditions making travel dangerous. A parent/guardian must verify any tardy/absence *that day* due to health reasons or extenuating circumstance (including doctor appointments) in order to be considered excused. Please call 883-4999 and leave a message if you get the voice mail. Calling does not automatically render the absence/tardy excused. Staff will refer any situation with extenuating circumstances to the Administrator when determining whether a tardy/absence is excused or unexcused. FCA staff will attempt to notify parents/guardians for any student who is absent without verification from parents.
- **Scheduled student appointments:** For a scheduled appointment to be excused, a doctor's note is required. (Parents/guardians are encouraged to arrange for routine appointments at times other than regular school hours.)

If a student is absent more than five (5) consecutive days, a written doctor's diagnosis or detailed documentation of daily symptoms by the parent is required. A parent/guardian of a student who has chronic and/or recurring medical problems not requiring medical attention each time should inform the school at the beginning of the school year regarding the medical problem. Should excessive absences be noted, refer below.

If a student is absent for four or more classes in a day, regardless of the type of absence, they will be considered absent for the day.

Appointments for family members do not excuse the student from class.

Absence - Pre-Approved

Pre-approved absences may be granted when a family specifically requests that a student miss school for reasons other than sickness or emergency. **The parent (not the student) is responsible for contacting the school and obtaining permission for the absence.** Upon receiving the request, the teacher(s) and the Administrator will determine if missing the requested time will harm the academic interest of the student. Parents will be informed of the determination.

- *Request agreed to:* In order for the student to receive credit for missed assignments, **the student must arrange with teachers to get their work ahead of time.** Work will be due when the student returns.
- *Request recommended against:* See “Absence – Unexcused” below

ALL OTHER ABSENCES WILL BE CONSIDERED UNEXCUSED.

Absence - Unexcused

Unexcused absences are days or class periods missed for which the office has not received notification from the parent or for which a pre-approved request has not been approved. Teachers may choose not to give credit for any tests, quizzes, or homework that occurred during the time of absence.

Absence - Excessive

Any student who is absent for more than 1/6 (equivalent to 16 classes/8 double block classes) of the total number of class sessions for any particular subject in the semester may receive no credit for the class.

NOTE: AN ABSENCE FROM A BLOCK PERIOD (OR 90-MINUTE DOUBLE PERIOD) WILL BE RECORDED AS A DOUBLE ABSENCE.

Parents will be notified when a student reaches an excessive number of absences.

Middle School: Excessive absences for middle school students will have a negative effect on grades. Note: If a student’s grades are at a failing level, the student may be required to make up the class during the summer at the parent’s cost.

High School: High school students who do not receive credit for a class will need to repeat the class in order to receive credit toward graduation. The class must be made up during the summer through an accredited institution or program at parent’s cost or the student must retake the entire class at FCA. Please keep in mind that classes are held at FCA on a yearly basis.

Make-up Assignments Due to Absence

1. If a student is going to be absent for a scheduled reason, it is their responsibility to check with teachers for any additional work that is required.
2. Students absent for extenuating circumstances will be given extra time, as determined by the individual teacher, to complete make-up assignments. Parents are encouraged to contact teachers directly through email for missed assignments.
3. Assignments not completed by the required time will be recorded as a zero.
4. If a student has an unexcused absence, assignments missed may be recorded as a zero at the teacher's discretion.
5. If a test or quiz is given on a day the student returns from an absence, the teachers will determine when the student will take the test.
6. ANY Work given prior to a pre-arranged absence is due upon the student's return.

Tardiness – School Day

School doors open at 7:40am. Students arriving after 7:55am are considered tardy.

NOTE: LATE ARRIVALS TO ANY CLASS OF MORE THAN 15 MINUTES — WHETHER EXCUSED OR UNEXCUSED — WILL BE RECORDED AS AN ABSENCE. (See Make-Up Assignments).

Excessive Late Arrival (School Day Tardy) - Per Quarter

- 1st Late Arrival Verbal Warning to Student
- 2nd Late Arrival Verbal Warning to Student
- 3rd Late Arrival Text, email, or verbal warning to parent
- 4th Late Arrival \$15 fee for this and each subsequent tardy

Tardy between Classes (Per Quarter)

A teacher will record a tardy when a student is not in the classroom and ready to work when it is time for class to start. Students late to class without excuse will be counted as tardy, unless excused by the teacher. The third tardy will receive a disciplinary action at the teacher's discretion.

Early Release of Students

For the protection of your child, Faith Christian Academy will not release students to leave earlier than the regular dismissal time unless the parent or guardian contacts the school to secure a release for the child.

- A student cannot be released except through the office.
- Identification will be required before students are released to persons unfamiliar to school personnel.
- Students being pulled from school early may have their grades affected in missed classes if the early pickup is not an approved absence.

DISCRIMINATION

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

Acknowledging all people to be created in the image of God, Faith Christian Academy opens its doors to all students who are willing to submit to the Statement of Faith, Code of Conduct, and policies this institution sustains. Faith Christian Academy does not discriminate on the basis of race, sex, or national origin.

VEHICLES AND PARKING

Automobiles / Motorcycles

All students who wish to drive to school must show proof of an unrestricted Arizona driver's license, car insurance, and have their cars registered through the School Office.

Parking

Students who are permitted to drive to school must park their vehicles in the designated parking area of the parking lot. Students are not to use multiple parking spaces to park their car. Cars should be locked and not removed until school is dismissed. Students are expected to drive carefully while on the parking lot and through driveways. The FCA campus is a closed campus, and students are not permitted to return to their cars or hang out in the parking lot during lunch. Exceeding 5 mph while in the lot, loud music, or any form of reckless or dangerous driving is not allowed. Again, please lock cars at all times and, for the sake of safety, have no valuable items showing in your locked car. FCA assumes no responsibility for damage or loss for any vehicles in the parking lot.

Any student who fails to comply with these regulations, or who drives in such a way as to cause harm to themselves or to others, will lose the privilege of being permitted to bring an automobile to school and will receive discipline appropriate to the infraction.

Bicycles

Students who bike to school should be sure to lock their bikes since FCA accepts no liability for bicycle damage or theft. Due to space limitations, bikes cannot be stored in the classrooms. There is no designated bike rack so students will need to lock their bike to the chain link fence.

CLOSED CAMPUS

FCA is considered a closed campus. This means that students are to remain in the school building unless instructed otherwise. Students are expected to adhere to the following guidelines.

- Once the student leaves the car or enters the campus at the street, he/she is expected to enter the building immediately. Students are not allowed to return to their car without permission until the end of the school day.
- Leaving the FCA campus (before, during or after school) for any reason without permission from the School Office is forbidden.
- Students are not permitted behind or between buildings.
- If a student has permission to drive a car to FCA, the car becomes “off campus” once the student leaves his/her car.

CELL PHONES

The use of cell phones by students is strictly prohibited on school property. All cell phones must remain **turned off** and in the student's backpack or locker until the student leaves school premises. If a student is found with a phone turned on or in use, it may be confiscated and will require a parent/guardian to come to the office to pick it up. The privilege of having a cell phone on FCA premises may then be revoked for the remainder of the school year. If the school building is open and an office phone available, students should not be using cell phones on campus. Administration reserves the right to inspect voice mail, text messages and pictures at any time. Emergency calls may be made with approval in the school office.

FACILITY PHONES

All school telephones are for business use. Office personnel will allow phone calls for students in emergency situations. Forgotten homework, books, etc., are not considered emergencies. Encouraging responsibility among our students is a goal that cannot be compromised by allowing students to call for forgotten items.

EMERGENCIES

Emergency Information Card

It is important that the school office is informed of any changes that need to be made on the student's emergency card. Important items to update are change of address, phone number, work phone number, persons to contact in case of an emergency, doctor, etc.

Emergency Response

FCA has two types of Emergency Response: Emergency Evacuation/Fire Drill and Lockdown. The type of response is dependent upon the type of emergency and whether students and staff should vacate the building or remain secured within the building. Periodically, drills will be performed related to both emergencies.

Emergency Evacuation/Fire Drill

In an Evacuation situation, notification is made through the alarm system.

Students should:

- Leave all items in the classroom
- Exit quickly and quietly to the area designated on the map posted in each room.
- Remain quietly together as a class outside so the teacher can take roll and until further instructions are given.
- Return to the classroom when the “all-clear” has been given.

Staff should:

- Close windows
- Take their record books
- Turn off all lights
- Shut the unlocked door behind them as they leave.
- Follow the last student out of the room.

Each class has an assigned exit through which they are to pass. If the initial exit is unavailable, each student is to be familiar with the secondary exit.

**Tampering with fire extinguishers, by law, is a misdemeanor.

Lockdown

When an emergency calls for a Lockdown response, notification will come through the alarm system. During a lockdown, students and staff should:

- Secure classroom door or building door from the inside.
- Move to the center of the room away from the windows.
- Remain quiet and follow specific instructions.
- Do not open the door of the classroom for anyone until the “All Clear” sign has been given.
- If students are outside at the time, they should follow the instructions of the staff/volunteer in charge.

Emergency School Closing

Emergency conditions may make it necessary to close the school. In most cases, this will be due to weather related conditions that make the roads impassable or unsafe. FCA administration/staff will make an attempt to reach parents/guardians at the emergency number on the Emergency Form. Staff will remain at the facility with any remaining students until every student has been picked up.

SCHOOL BOOKS

Textbooks

All textbooks remain the property of the school unless designated otherwise. Students are not to write in textbooks unless told to do so by the instructor. Textbook covers (furnished by students) are highly encouraged for all school-owned texts to preserve the life of the texts. Students are required to pay for any textbooks that are lost or damaged. In some classes, purchase of individual copies of texts may be required with the cost invoiced accordingly.

Library Books

FCA offers a lending library to all students. This is a privilege that may be lost if abused. There is no defined time limit for which a book may be checked out. Students may only check out one book at a time.

Lost books

Lost books, both textbooks and library books, will be replaced at the cost of the student. Payment, including overnight shipping charges, will be invoiced.

PHYSICAL EDUCATION

Physical Education is offered as an elective for both middle school and high school. This elective is an option for all students who maintain a 2.0 (C) grade point average in all five core classes. If a student does not maintain that GPA, the student will be transferred out of PE into Study Hall at the discretion of the Administrator.

Uniform

PE class has a uniform requirement. Students must wear an FCA PE shirt with either basketball shorts (appropriate length,) loose sweat pants, or warm-ups. No yoga pants, leggings, or tight shorts are permitted. Students must dress out for each class unless told otherwise. Modesty standards as specified in the dress code will still be in effect. Administration has the right to deem any questionable clothing inappropriate.

Generally, a student well enough to be in school should participate in physical education. Students may be excused by Administration on a short-term basis (1 or 2 days) for extenuating circumstances accompanied by a note of explanation from a parent/guardian. An excuse for a lengthier period of time must be accompanied by a doctor's recommendation.

Students who are unable to participate in PE class for an extended period of time due to a physical limitation must submit a doctor's written excuse. The doctor's note must include a beginning and ending date. Students may be required to follow an alternate lesson plan during that time, determined by the PE teacher, which may include alternate activities, written work, and dressing out.

High School Physical Education (PE) Requirement

All high school students are required to complete one (1) credit of Physical Education to graduate from high school. This corresponds to a complete year of PE. If a student is unable to complete this requirement as a result of a school transfer or similar situation, students may complete an Independent Study PE course approved by Administration. Students must complete 50 hours of athletic activity. The activity must be documented and verified by a coach, trainer, or another qualified adult. Parents may only verify the athletic hours completed in situations approved by the FCA administration. In addition, students must write a two-page paper on a Biblical view of health and physical fitness and the role these should play in the life of a Christian. The paper must be acceptable to FCA standards: free from plagiarism, grammar and spelling errors, and in proper format. If any resources beyond scripture are used, students must submit a proper "Works Cited" page.

PLEDGES

The following pledges are used at FCA:

- Pledge of Allegiance to the American Flag
- Pledge of Allegiance to the Christian Flag
- Pledge of Allegiance to the Bible

BIBLES

Each student must have a personal Bible at school every day for use during class and Chapel. The school will generally use the New International Version (NIV), New American Standard Version (NASV), or King James Version (KJV) and may require memorization for unity purposes from one of these versions.

CHAPEL

Chapel focuses on corporate and small group instruction and worship. Students are encouraged to share the gifts that God has given them in this time of student worship. Chapel is scheduled on Wednesdays and attendance is required. Chapel speakers are required to sign our “Statement of Faith”. (See “Guest Speakers”)

LUNCHESES

Students are only permitted to use the kitchen with Staff approval. Students are required to bring their lunch each day. At times, a hot lunch may be available at a cost to the student. The lunch schedule will be posted. All students must sign up and pay one day prior to the lunch.

PICTURES

Individual and group school pictures will be taken during the school year. Parents and guardians will be given opportunities to purchase pictures of their children. Other special activity pictures will be made at various times during the year.

Pictures might be taken during the school year by persons other than staff that may be published. FCA is not responsible for posting of pictures by other than FCA staff.

Parents may decline, at the admission interview or through a written request filed in the office, to have their student’s picture included in official FCA media.

LOCKERS

The lockers owned by FCA are made available for student use. Valuable items such as electronics are brought at your own risk. FCA is not responsible for lost or stolen items. Staff may inspect lockers on a periodic, unannounced basis throughout the year.

RESPONSIBILITY BIN

Items left unattended will be put in the "Responsibility" bin. These can be reclaimed at a cost of \$2.00 per item. These monies are used to support missions work outside the school.

OFF-CAMPUS COURSEWORK / GRADE REPLACEMENT POLICY

FCA does not recognize school credit for classes taken outside of Faith Christian Academy unless authorization is been granted by the Administration. If students request a transfer grade from another institution, we accept the grade given by that school on its grading scale.

Application for credit made after the class has been completed is not guaranteed credit. A maximum of 4 credits can be earned through correspondence, and they must be done at an accredited institution. If the student is a senior and needs the class to reach graduation requirements or to pass a core class, the official transcript from the institution is required for the student to receive his or her diploma.

COMMUNITY SERVICE REQUIREMENT

High school students are required to perform community service hours. These hours must be completed for promotion to the next grade and for graduation. Only those hours for which the student receives no compensation or personal benefit will be counted. The service hours must be approved and require signatures and phone numbers of the overseeing agent. Hours are monitored through the office. The hour requirements are:

- Freshman 18 hours
- Sophomore 21 hours
- Juniors 25 hours
- Seniors 30 hours

Up to 25% of community service hours may be completed at FCA. If a student has not completed their community service by the last week of school, they are not permitted to participate in extracurricular activities that are not course related (i.e. school party). They will be allowed to complete the hour requirements over the summer but they must be completed one week before the beginning of the new school year in order to start classes.

DUAL ENROLLMENT FOR COLLEGE CREDIT

Dual enrollment at Pima Community College is a possibility for some students. FCA Administration will make the final determination on the number and type of classes taken. All necessary documents are available and must be filled out, signed and submitted to the office prior to enrolling. The following guidelines will be used to determine the eligibility of students.

- Freshman: Not Eligible through FCA
- Sophomore: Eligible for one class through FCA based on:
- GPA (minimum of 3.0 in core classes in previous semester)
 - College placement test scores
 - Demonstration of maturity, responsibility and self-discipline
 - Transportation availability
- Junior/Senior: Eligible for multiple classes through FCA based on:
- GPA (minimum of 3.0 in core classes in previous semester)
 - College placement test scores
 - Demonstration of maturity, responsibility and self-discipline
 - Transportation availability

Any new students transferring into FCA will not be eligible for Pima classes in the first semester.

Final approval will be made by Administration on a case-by-case basis after evaluating GPA (both cumulative and previous year), college test scores, demonstration of maturity, responsibility and self-discipline, the specific needs of the student and transportation availability.

SENIOR OFF-CAMPUS PRIVILEGES

Seniors may leave campus during the school day after obtaining an Off-Campus Lunch Permit or obtaining a Free Period Liability Waiver. Seniors may not drive other students unless there is a signed waiver on file from other student's parents.

Applications for off-campus privileges are open to seniors only and are available through the office. Because this is a privilege, Off-Campus Privileges may be revoked at any time for various reasons, including excessive tardiness, parking lot irresponsibility, excessive absence, or general violation of school rules and trust. It is not permitted for students to ride with other students of the opposite sex.

VISITORS ON CAMPUS

ALL VISITORS must have permission from Administration to remain on FCA premises. Visitors will be required to dress modestly while on campus per handbook guidelines. Parents/guardians are encouraged to visit the school; however, preschool children are not permitted to visit the classes except with prior authorization from the office. Minors (under the age of 18) may visit during lunch periods and must be accompanied by an adult (other than FCA Staff).

A prospective student is allowed to attend classes with authorization and prior arrangement from the administration and must be accompanied by an adult.

GUEST SPEAKERS

Faith Christian Academy encourages guest speakers as a part of the regular instructional program in order to provide more meaningful learning opportunities for students. School personnel will preview content to ensure that these presentations are both relevant and appropriate for the student audience. The School Administrator approves all guest speakers and will maintain a record detailing the speaker's name, sponsoring organization, classroom and the subject of the presentation.

FIELD TRIPS

Field trips are scheduled as a part of instructional programs. Signed parental permission is required. Field trips are considered as an academic activity for students. Therefore, any student not attending a field trip receives an Unexcused Absence for that day, unless absence meets criteria for being excused.

DRESS CODE

A student's dress should not be disruptive to the educational atmosphere of the classroom, distracting to students, or inconsistent with Biblical standards of modesty. FCA expects students to arrive at school correctly attired in clean clothes. The dress code is to be followed at school and school functions (on or off campus) unless otherwise specified by the administration. FCA shirts can be purchased in the school office.

In all matter of dress and/or personal appearance, the Administration is the final authority on what is appropriate or not appropriate for students to wear at school and reserves the right to ask students to change their clothing if the clothing is deemed inappropriate. Administration reserves the right to change or amend the dress code at any time without prior notice. Any changes will be communicated.

Basic Dress Code Requirements

These requirements apply for all enrolled students while on the FCA campus or at an FCA event. Exceptions may be made for specific activities and will be communicated to the students as needed.

1. Students are required to wear FCA shirts. A student's midriff or back should not show when arms are in a raised position or when student is sitting or leaning forward.
2. Students may wear blue denim or solid colored non-denim bottoms in the following colors: dark blue, black, brown, khaki, gray, or tan. Pants must be fitted properly, remaining over the hipbone at all times. They should be modestly loose without being oversized; no baggies, no sweats, no stretch material, no ragged or torn pants, no suggestive patches, no low riders, no jeggings or skinny jeans of any type, no tight-fitting, jeans, etc. Pants must not fit snugly/tightly through the bottom, hip, thigh or calf area. Students must be able to pinch a 1/2 inch of loose material at mid-thigh, while standing.
3. Shorts and skirts must touch the floor when kneeling with the body in an upright position. Slits must be no higher than the top of the knee. Spandex pants/leggings of any type are NOT to be worn as a primary piece of clothing. (They may be worn under skirts or dresses that are to the knee. See list of acceptable colors listed above).
4. Solid colored (gray and royal blue) long sleeve shirts may be worn under the usual FCA school uniform.
5. Visible tattoos are not allowed.
6. Shoes must be attached at the back of the feet (no flip-flops, clogs, slides or step-in shoes, etc.).
7. Socks are required to be worn with athletic shoes.
8. Hair must be kept clean, out of the eyes, and neatly combed. No radical cuts, coloring or hairstyles are allowed.
9. Hats, bandanas, sports headbands and sunglasses are not to be worn inside the building. Baseball style caps are to be worn with the bill forward facing only.
10. Proper underwear/undergarments are to be worn at all times and must NOT be visible.
11. Lounge pants, pajama wear, athletic shorts, warm-ups and boxer shorts are not proper school attire.
12. Makeup (including nail polish) may be used in moderation by girls and not at all by boys.
13. **STUDENTS ARE TO MAINTAIN A NEAT APPEARANCE AT ALL TIMES** with clean clothes that are not ragged, torn or stained.

Sweatshirts and Jackets

Any color or pattern free of inappropriate wording or design is allowed outside the building. **Only** solid grey, navy or royal blue jackets or sweaters are to be worn in the building.

Specific to Boys

1. Hair will be no longer than collar length.
2. Facial hair is not permitted.
3. Sideburns must not be longer than the bottom of the ear.
4. Visible body-piercing jewelry of any type is not allowed for male students.

Specific to Girls

1. Pierced ears are allowed; however, no other visible type of body piercing jewelry will be permitted.
2. At the administrator's discretion, any jewelry deemed unsafe or inappropriate will not be allowed.
3. Necklines should be modest with no low-cut bodice or cleavage showing.
4. FCA shirts must be loose fitting at the bust line. Administration may specify appropriate sizing.

Specific to Seniors

Seniors may wear business casual dress in place of FCA uniform. This includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, a dress or skirt within school dress code length, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.

This is a privilege and any student who violates these guidelines will revert back to following the standard school dress code.

Formal Dress Wear

In the event there is a function requiring formal wear, clothing must be modest (no low necklines, strapless, short dresses, high slits, etc.) If you are in question as to the appropriateness of a dress, check with administration.

Free Dress Day / Picture Day

Students may wear a variety of clothes beyond school uniform. All of the modesty and safety standards in the dress code are required. (See Basic Dress code requirements).

STUDENTS OUT OF DRESS CODE ON FREE DRESS DAY WILL LOSE THEIR FREE DRESS OPTION FOR THE REST OF THE YEAR.

1. Shirts must be appropriate for FCA standards. Attire depicting or promoting illegal or inappropriate activities, or communicating sexually suggestive, vulgar, crass, or sacrilegious messages will not be allowed. Tight, sheer, halter, spaghetti, strapless, off the shoulder or low cut (cleavage revealing) tops and dresses are not to be worn.
2. Attire resembling undergarments (i.e. camisole, bustier) are not permitted to be worn as outer garments.
3. Sleeveless dresses or shirts may be worn provided they are at least 2 inches wide at the shoulder, and not showing undergarments under the arm.
4. Tank-tops, and sleeveless shirts are not allowed and all shirts should have modest necklines with no undergarments showing. Shirts must be opaque fabric (NOT sheer) so that undergarments are not visible through material.
5. Spandex pants of any type are NOT to be worn as a primary piece of clothing. (They may be worn under skirts or dresses that are dress code approved.)
6. Students MAY wear various colored pants, shorts, or skirts with designs.
7. Students MAY wear jackets and sweatshirts of any color or pattern, free of inappropriate wording or design.

Dress Code Enforcement

A student out of dress code will receive a written dress code violation and parents will be notified of the violation. Violations based on modesty issues will be addressed immediately. All dress code violations will receive a \$15 fine due the following day. Continued violations may result in further disciplinary actions.

Any class missed while handling dress code violations will be unexcused. (See guidelines regarding unexcused absence and tardy.)

GRADING SYSTEM

Letter Grade	Grade Point Average (GPA)	Numerical Average
A+	4.3	98-100
A	4.0	93-97
A-	3.7	90-92
B+	3.3	88-89
B	3.0	83-87
B-	2.7	80-82
C+	2.3	78-79
C	2.0	73-77
C-	1.7	70-72
D+	1.3	68-69
D	1.0	63-66
D-	.7	60-62
F	0	0-59

Final Exams

Pending teacher approval, Juniors and Seniors may be exempted from a SECOND SEMESTER final exam(s) if the following requirements are met: (Juniors – one final, Seniors – all finals)

- ◆ A 93% or above grade in the course before the final
- ◆ No unexcused absences in the course
- ◆ No more than three unexcused tardy in the course
- ◆ Parental approval
- ◆ Teacher verification

HONOR ROLL CATEGORIES AND QUALIFICATIONS

Honor roll participation will be recognized on a per quarter basis. There is not a cumulative honor roll for semesters or the school year.

Principal Honor Roll	3.85 – 4.00 GPA	With no grade lower than an A- (no rounding or weighting)
High Honor Roll	3.50 – 3.84 GPA	With no grade lower than a B-
Honor Roll	3.00 – 3.49 GPA	With no grade lower than a C

REQUIREMENTS FOR GRADUATION

All students must meet the following minimum requirements to graduate from high school in Arizona. It is right of any district or school to establish additional graduation requirements for their students. *

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Physical Education	1 credit
Bible**	1 credit per year at FCA
Foreign Language	1 credit
CTE/Vocational Ed. or Fine Art	1 credit
Electives	5 credits
Total	22 credits plus Bible

* <http://www.azed.gov/hsgraduation/>

**A passing grade of at least 70% (in Bible only) is required for every year attending FCA.

HOMEWORK

Homework is a vital part of any educational program. It is assigned on a regular basis in all subjects, and there are times when the workload is heavier than others. The time needed to accomplish specific classroom assignments also varies from student to student. Therefore, students need to plan their schedules and prioritize time appropriately. Good study habits are necessary for success in high school, college, and in careers / jobs.

Homework reinforces what has already been taught in the classroom, provides training in independent thought and study habits, and develops responsibility. Students who are absent should utilize the online program to see what assignments were given in order to stay current with daily work and to be aware of upcoming assignments.

Homework will count as a percentage of each student's grade. Late work is accepted and graded at the discretion of each individual teacher.

MAKE UP TESTS / QUIZZES

In the event a student misses an in-class test or quiz, there will be two assigned days per week when students can make up the work after school. Parents will be informed of the available days so that they can schedule accordingly. Missed work must be made up within a week after returning to school.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year – half way through first quarter and half-way through third quarter (see school calendar). Conferences are scheduled through the office. All parents are encouraged to schedule a conference.

If a parent desires a conference outside of regularly scheduled times, an appointment should be arranged directly with the teacher via email. Please allow at least two days' notice to schedule a conference. Teachers will not interrupt their instructional time with conferences, no matter how brief.

VOLUNTEER TIME

Each school family is required to donate 2.5 hours of volunteer time every month. Time is rated at \$10/hour. Accounts will be billed on a monthly basis for time that is not fulfilled during that month based on the \$10/hour rate. Invoiced volunteer time is due by the 10th of the month. This requirement begins in August. However, parents wishing to accrue hours before August should contact the school office. Extra volunteer time will roll over to the following month in 30 minute increments only. Time must be logged into the Volunteer Log to be counted. No email or texting entries will be accepted. Contact office for volunteer opportunities.

Each person who volunteers during school hours will complete a Volunteer Application Form. This form must be completed and reviewed by administration before volunteering occurs.

HEALTH SERVICES

Faith Christian Academy does not have a nurse on duty. First Aid will be administered by staff members:

- All new students are required to submit a current immunization record or personal exemption form.
- Returning students should submit information on new health issues and additional immunizations to the office, e.g., tetanus boosters or hepatitis vaccinations and update their exemption form on a yearly basis.

Immunization policy

For Arizona state law regarding immunization requirements and exceptions, please visit the following website:

<http://www.azdhs.gov/phs/immun/> <http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/arizona.aspx>

Accidents or Illness

The school office is to be notified of any contact information changes on the emergency contact information sheet.

A student who becomes ill or has an accident at school will be sent to the office. FCA does not assume financial responsibility for illness or accidents occurring at the school.

Keep your child home from school for at least 24 hours after:

- Vomiting/diarrhea ceases
- Fever is gone. (The fever should be gone without the use of a fever-reducing medicine.) A fever is defined as 100°F (37.8°C) or higher.

Medicine at School

All medication to be taken during school must be held and administered by the school office. When it is necessary to medicate at school, parent's must complete a FCA Prescription Medicine Release Form.

Prescription medication must be:

1. Issued by a United States pharmacy
2. Current (not expired)
3. In the original container
4. Properly labeled with the student name and dosage information.

No medications, even vitamins, may be kept in the possession of a student.** All medications, herbal or otherwise, must be registered and kept in the school office. Students disregarding these restrictions will be held in violation of Faith Christian Academy's policy and shall be subject to appropriate disciplinary action.

** Students may carry on their person emergency medications for Anaphylaxis (Epi-Pen, etc.) and Asthma (Albuterol inhalers) If your student requires either of these type of medications and will be carrying them, office **MUST** be notified.

Pediculosis (head lice)

A maximum of three days is allowed for the effective treatment of each occurrence. Students with lice may return to school when free of live organisms and nits (eggs) and must report first to the school office.

Communicable diseases

To avoid endangering the health of other students, a student with a communicable or contagious disease will be required to remain at home until the disease is no longer contagious. Diseases requiring exclusion from school include chicken pox, measles, conjunctivitis, untreated ringworm, impetigo, hepatitis, meningitis, mumps, scabies, salmonellosis, shigellosis, streptococcal infections (including scarlet fever), tuberculosis and typhoid. Students may return to school when recovered and/or released by a licensed physician, and the student should report to the school office accompanied by the parent or guardian.

CHILD ABUSE

By state law, the employees of Faith Christian Academy are required to immediately report any form of suspected child abuse or endangerment.

CODE OF CONDUCT

It is the parent's/guardian's responsibility to make sure their child understands the content this Handbook

Behavior Guidelines

Behavior guidelines include *but are not limited to the following:*

1. Respect for teachers, staff personnel, other students and any visiting guest is expected at all times.
2. Respect for school property is to be shown at all times.
3. The school administrator, staff, and teachers have authority to supervise, direct, and discipline students during the school day and at school functions.
4. No provoking, participating in, or instigating physical violence. This includes horseplay, pushing, shoving, rough-housing, etc.
5. No running or yelling inside the buildings.
6. Rules specific to a teacher/classroom are in addition to school rules.
7. No throwing objects in the classroom or outside the building (unless participating in physical education class or recess).
8. **No electronic equipment** is allowed at school without a request and oversight by a teacher and/or approval from the administration. Approved devices will be used only in the specified times and then stored in the student's backpack, locker or school office until they leave the school premises. If a student is found with unauthorized equipment, it will be confiscated and held until the legal guardian retrieves it. The student will also be subject to the discipline as outlined in "Discipline Procedures" (see below).
9. Students who bring inappropriate items to school including, but not limited to, CDs, magazines, books, DVDs, etc., will be subject to the discipline measures outlined in the consequence procedures listed below. **ALL INAPPROPRIATE ITEMS WILL BE CONFISCATED AND POSSIBLY DESTROYED.**
10. Food is to be eaten only at designated times, i.e., lunch or class activities.
11. **NO** public displays of affection.
12. **NO** gum chewing on campus.
13. **NO** cheating.
14. **NO** stealing.

Expulsion is immediate for on or off campus violations which involve weapons, tobacco, alcohol, drugs, or immorality. The student involved may request a hearing but the final decision of the school board will stand.

CHEATING

Cheating is defined as: the giving or receiving information on a quiz, test, exam, homework, book report, research paper, or any project that receives a grade.

Giving information - includes but is not limited to:

1. Any type of communication on a quiz, test, or exam with another student.
2. Doing a book report, research paper or project for another student.
3. Giving a student a copy of a previous assignment in these categories.
4. Giving another student a homework assignment to copy or use as their own work.
5. Giving/selling a report, research paper, project, etc., to another student.

Receiving information - includes but is not limited to:

1. Any form of plagiarism. (the use of the ideas, words or findings of others without acknowledging them as such. To give the impression that the student has written, thought or discovered something that he or she has, in fact, taken from someone else without acknowledging this in an appropriate manner.)
2. Using another student's work
3. Using notes or any type of information that is not allowed
4. Looking on someone else's paper, notes, or something similar
5. Receiving audible information from another student
6. Text messaging from any source
7. Purchasing reports, research papers, projects, etc. from another source or any other form that can be defined as cheating

Consequences

Cheating will result in disciplinary action up to and/or including:

- A zero (0) in any assignment where cheating is involved.
- Replacement work for no credit
- Fines
- Suspension
- Expulsion

COMPUTER AND INTERNET USE

Students are offered the use of school computers for specific classes and assignments. Students will lose the use of school computers if any of the following occur, either on school or home computers.

- Hosting or participating in content on the internet that devalues or disrespects persons or biblical values.
- Use of actions, words, or content posted online or transmitted using a mobile network that is considered to be hurtful, harmful, cyber bully-like, pornographic, profane or morally questionable.
- Any behavior or actions determined by administration to be inappropriate.

Discipline for Internet and computer infractions will be handled by administration on a case-by-case basis and may include suspension or expulsion.

SCHOOL DISCIPLINE

General Guidelines

1. A distinction may be made between middle and high school students in specific policies governing disciplinary procedures.
2. Discipline problems of a routine or non-serious nature will be handled by the FCA staff present and later relayed to the administration. Parents will be notified of any subsequent offenses.
3. Any discipline matter of an urgent or potentially dangerous nature will be dealt with directly by administration. Parents will be notified.
4. Should repeated or serious first-time violations of the student code of conduct or dress code occur, a student may be suspended or expelled.

Please remember that discipline during school hours is for infractions at FCA only. Parents are not to discipline their children at school with school activities and assignments.

Detention

Staff and/or Administration may assign after-school detention for academic or disciplinary purposes.

- Detention will include a \$15 fee.
- Once Detention is assigned, *attendance is mandatory and no excuse will be accepted. Early departure from Detention is not allowed.*
- A parent/guardian must personally come into the school to collect student out of Detention at the scheduled time.
- If the parent/guardian arrives late to pick up their student from Detention, they will have to pay late pickup fees. See **Arrival and Dismissal** for fee information.
- If a student does not attend the assigned detention, he/she will not be allowed to return to classes until the parents/guardians and student meet with the Administration to determine further action.
- Multiple detentions in one quarter will result in additional disciplinary action.

Suspension

Suspension is defined as the temporary removal of a student from attendance at school. Students may be suspended for repeated or serious first-time violations of the Handbook.

Expulsion

Expulsion occurs when:

- A student is antagonistic to school standards and has not responded to other forms of discipline. This includes consistent non-compliance to FCA rules.
- A student has endangered their own life or welfare and/or the life or welfare of another individual.
- A student has participated, on or off campus, with violations that involve weapons, tobacco, alcohol, drugs, or immorality.

An expelled student may request a hearing with the school board. The decision of the school board at the end of the hearing will stand.

RESOLVING PROBLEMS

Any conflict that occurs between student and teacher or parent and teacher should be addressed immediately. The Bible tells us how to deal with anger that surfaces toward another person (Matthew 18:15-17).

1. Speak directly to the person with whom there is a conflict (Matthew 18:15).
2. Address the problem that same day if possible; do not wait and let anger build up inside (Ephesians 4:26, 27).
3. Pray for that person (Luke 6:27, 28).

Student / Staff Conflict

If a student has a conflict with a staff member, he/she is to speak to the person directly. This must be done before involving parents in the resolution process.

- If the student is not comfortable speaking one-on-one to the adult, they may ask administration to be present as a mediator. It will still be the responsibility of the student to communicate the issue.
- If a member of administration is the staff member with whom there is a conflict, a second member of administration will be present.
- If the student feels that the conflict was not satisfactorily resolved, parents should contact the school office.

Parent / Staff Conflict

If a parent or guardian has a conflict with a staff member, they should contact the staff member directly. A phone call or conference is frequently all that is necessary to resolve the problem.

- If there is difficulty in finding a mutually agreeable time, Administration will assist parents/guardians in arranging for a teacher to call or in setting up a conference.
- If a problem cannot be resolved through a phone call or a conference, a written complaint needs to be filed with administration.
- If a satisfactory solution is not worked out, the parents/guardians may appeal to the next level of authority – first the Administrator and then the School Board.

HANDBOOK ACCEPTANCE SAMPLE FORM

I have received a copy of the Faith Christian Academy (FCA) Student Handbook and have been given the opportunity to read it and ask questions. I acknowledge that it is my responsibility to ask questions about anything that I do not understand regarding the information presented herein. If I have not asked any questions, it is because I understand the contents of this Handbook. This Handbook supersedes any previously issued editions. I understand that it is my responsibility to ensure my child, a student at Faith Christian Academy, abides by all policies set forth in this Handbook.

Parent/Guardian Name (Printed)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Parent/Guardian Signature

Date Signed: ____ / ____ / ____

Date Signed: ____ / ____ / ____

I have read and agree to abide by the policies set forth in the Student Handbook.

Student Name (Printed)

Student Signature

Date Signed: ____ / ____ / ____

Handbook Acceptance received:

FCA Administrator

Date: ____ / ____ / ____