

FAITH CHRISTIAN ACADEMY
HANDBOOK
(Revised May 2018)

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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)

TABLE OF CONTENTS

VISION STATEMENT	4
MISSION STATEMENT	4
CORE VALUES	4
BASIS OF CHRISTIAN EDUCATION	5
PHILOSOPHY OF EDUCATION	5
STATEMENT OF FAITH	6
DISCRIMINATION	6
SCHOOL BOARD	6
ADMISSIONS	7
Returning Students	7
New Students / Readmitted Students	7
SCHOOL SCHEDULE	8
ATTENDANCE POLICY	8
Arrival and Dismissal	8
Absence – Excused	8
Absence – Prearranged	9
Absence - Unexcused	9
Absence – Excessive	9
Tardiness	10
Early Release	10
Make-up Assignments Due to Absence	10
VEHICLES AND PARKING	10
Automobiles / Motorcycles	10
Parking	10
Bicycles	11
Students Driving Students	11
CLOSED CAMPUS	11
CELL PHONES	11
FACILITY PHONES	11
EMERGENCIES	11
Emergency Information Card	11
Emergency Response	11
Emergency School Closing	11
PLEDGES	12
CHAPEL	12
BIBLES	12
SCHOOL BOOKS	12
Textbooks	12
Library Books	12
Lost books	12
LUNCHES	12

PICTURES	12
LOCKERS	13
RESPONSIBILITY BIN	13
SENIOR OFF-CAMPUS PRIVILEGES	13
VISITORS ON CAMPUS	13
GUEST SPEAKERS	13
FIELD TRIPS	13
DRESS CODE	14
Basic Dress Code Requirements	14
Specific to Boys	15
Specific to Girls	15
Specific to Seniors	15
Formal Dress Wear	15
Free Dress Day / Picture Day	15
Dress Code Enforcement	16
GRADING SYSTEM	16
Final Exam Exemption	16
Failing Grades and Promotion	16
• Middle School (6-8 th grade)	16
• High School (9-12 th Grade)	17
HONOR ROLL CATEGORIES AND QUALIFICATIONS	17
REQUIREMENTS FOR GRADUATION	18
Community Service Requirement	18
PHYSICAL EDUCATION	18
Uniform	19
High School Physical Education (PE) Requirement	19
OFF-CAMPUS COURSEWORK / GRADE REPLACEMENT POLICY	19
DUAL ENROLLMENT FOR COLLEGE CREDIT	19
HOMEWORK	19
MAKE UP TESTS	20
PARENT-TEACHER CONFERENCES	20
FAMILY SERVICE TIME	20
HEALTH SERVICES	20
Immunization policy	20
Accidents or Illness	21
Medicine at School	21
CHILD ABUSE	22
CODE OF CONDUCT	22
Behavior Guidelines	22
CHEATING	23
Consequences	23
COMPUTER AND INTERNET USE	23
SCHOOL DISCIPLINE	24

General Guidelines	24
Detention.....	24
Suspension	24
Expulsion	24
RESOLVING PROBLEMS.....	25
Student / Staff Conflict	25
Parent / Staff Conflict	25
HANDBOOK ACCEPTANCE SAMPLE FORM	0

VISION STATEMENT

FCA is building ambassadors for Christ, to impact their community for the glory of God.

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.

CORE VALUES

- Truth: God is a God of truth (John 14:6)
- Righteousness and Justice: God is Holy (I Peter 1:14-16)
- Sacrificial Relationships: God is love (Romans 5:8)
- Obedience: God is Lord (Luke 6:46)
- Beauty and Excellence: God is beautiful and does things well. (Psalm 50:2, Mark 7:37)
- People: God created man in His image (Genesis 1:27)
- Faith: without Faith in the Son of God, it is impossible to please God (Galatians 2:20, Hebrews 11:6)

BASIS OF CHRISTIAN EDUCATION

Every aspect of life is subject to the will of God. Therefore, all knowledge, every value, and each choice is under His authority. We are instructed to continually seek the Lord (Amos 5:4, 6, 8, 14; James 4:8, Jeremiah 29:13) in an effort to become one with Him (John 17:22-23). This unity is Christ's heartfelt desire in order that the world may know that God sent Him – because He loves us.

Christianity is wholly relational: How we relate to and impact our culture; the manner in which God relates to us and we relate to him (covenant); and the dynamics of our varied relationships with one another. Empowered by the Holy Spirit, Christians can carry on the redemptive work of Jesus Christ. With this goal in mind, Christian educators provide a framework to prepare young people to live according to His will, contributing to the Biblical pursuit of truth.

PHILOSOPHY OF EDUCATION

- Faith Christian Academy holds to a Christian philosophy of education and views this as the foundation for all policy, procedures, instruction, and activities.
- A Christian philosophy acknowledges that there is a Creator God who has given us His Word and its principles as a guide for faith and life. We teach, unashamedly, that God's Word is absolute Truth. All students are presented with the fact that man is sinful and lost, and are encouraged to accept Christ's free gift of salvation. The skills of Bible study, prayer and the development of Christian character and a Christian mind are taught as foundational for a successful Christian life. Students are encouraged to share their faith, stand for their convictions, and seek to fulfill God's plan for their lives.
- Academically, students are challenged to excellence and integrity, learning the skills of analysis, problem solving and critical thinking. Cultivation of an intellectual curiosity that will result in self-motivated, life-long study in areas of personal interest is emphasized. Students are taught to think logically and to develop research skills, while also gaining a command of the fundamental communicative processes of reading, writing, speaking, and listening. We attempt to balance these intellectual pursuits with Christian ethics and character.
- Socially, FCA seeks to help each student develop a well-balanced personality based upon a proper acceptance of him/herself as a unique creation of God, made in His image. Acceptance of self is then the foundation for acceptance and respect for authority, responsible freedom, and good citizenship. Students are taught Biblical truth as the basis for a morally and socially responsible, self-disciplined life. A good attitude towards society's institutions such as parents, families, and marriage, are taught and modeled. Students learn that they are contributing members of their society and should treat everyone with love and respect and seek to be of service to others.

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.

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.

SCHOOL BOARD

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

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 SCHEDULE

The school day is from 8:00 am to 3:30 pm Monday through Friday.

<u>Mon/Tues/Thurs/Fri</u> <u>School Schedule</u>	
<u>Period</u>	<u>Time</u>
1st	8:00 - 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

<u>Wednesday</u> <u>School Schedule</u>	
<u>Period</u>	<u>Time</u>
Chapel	8:00 – 8:55
1st	9:00 - 9:45
2nd	9:50 - 10:35
3rd	10:40 – 11:25
4th	11:30 – 12:15
5th	12:20 – 1:05
6th	1:10 – 1:55
7th	2:00 – 2:45
8th	2:50 – 3:30

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.**

Students are not permitted to miss more than 10% of the number of days in a school year. Any student who is absent for more than 10% of the total number of class sessions for any particular subject may receive no credit for the class. This corresponds to:

Middle School: 18 absences for the **entire** school year

High School: 9 absences per semester.

The type of absence (excused, unexcused, prearranged) has no bearing on the total number of permitted absences. An absence from a block period (90-minute double period) will be recorded as a double absence.

Arrival and Dismissal

- Students may be dropped off as early as 7:00 am at no additional fee.
- Students must be picked up within 15 minutes of school dismissal.
- Any students picked up after the 15-minute time allowance will be charged \$10.00 for each 15-minute increment they remain at the school.
- **If the student is serving an After-School Detention, the 15-minute grace period does not apply. Students in detention must be picked up when detention is over.**

Absence – Excused

An excused absence is an absence for days or class periods for which the office **HAS** received notification from the parent. Parents must contact the school office no later than 9:00 am to report the reason for an absence. Please call 883-4999 and leave a message if you get the voice mail.

An absence is considered excused under the following conditions:

- **Unplanned** –illness, illness or death in the family, unexpected doctor appointments, or weather/road conditions making travel dangerous.
- **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.) The school office must be informed of a scheduled appointment no less than 24 hours before the appointment so the student can ask for any assignments that will be missed.

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 absence from class.

Absence – Prearranged

A parent or guardian may specifically request that a student miss school (either for an entire day(s) or for a portion of the school day(s)) for reasons other than sickness or emergency.

- The parent (not the student) is responsible for notifying the school office a minimum of **48 hours in advance** for single absences (**one week in advance for absences longer than 3 days**).
- The student is responsible for obtaining **ahead of time** all the homework that will be missed. Work will be due when the student returns.

(Please note that student absences are not to exceed 9 per semester for high school and 18 per school year for middle school) regardless of the type of absence.

Absence - Unexcused

Unexcused absences are:

- Days or class periods missed for which the office **HAS NOT** received notification from the parent. This applies to all types of absences, including but not limited to illness and emergency. Teachers may choose not to give credit for any tests, quizzes, or homework that occurred during the time of absence.
- Any missed school for reasons other than prearranged absence and those described under "Absence – Excused".

Absence – Excessive

Any student who is absent for more than 10% of the total number of class sessions for any particular subject may receive no credit for the class.

- Middle School: 18 absences for the entire school year
- High School: 9 absences per semester.

Tardiness

Students who are not in their assigned classroom when the class is ready to begin are tardy. Every five times a student is tardy to a class will result in an afterschool detention.

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).

Early Release

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 a prearranged absence.

Make-up Assignments Due to Absence

- Students absent for an excused absence 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.
- Assignments not completed by the required time will be recorded as a zero.
- 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.
- ANY Work given prior to a pre-arranged absence is **due upon the student's return**.
- All missed tests must be made up at 7:00 am within a week of the absence.
- All missed quizzes will be made up at the discretion of the teacher.

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:

- Are expected to behave in a manner consistent with the Handbook.
- Can only return to their car during the school day in order to leave the campus or with permission from a staff member.
- Are encouraged to lock their 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.

Students Driving Students

Students are not allowed to transport other students to and from school without a signed permission from the driving student's parents/guardian AND a signed waiver from the parent/guardian of the student being transported. Waivers can be found in the office.

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.
- 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.

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. 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

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. Instruction and drills will be performed periodically.

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.

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

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”)

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.

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.

LUNCHES

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. Lockers are to remain unlocked – students are not permitted to bring locks from home.

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.

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, either short or long sleeve. A student's midriff or back should not show when arms are in a raised position or when student is sitting or leaning forward. PLEASE NOTE that undershirts are no longer permitted under short sleeve shirts.
2. Students may wear blue denim or solid colored non-denim bottoms in the following colors: navy/dark blue, black and tan khaki (see display in office). 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. Jackets, sweatshirts and sweaters worn **in the building** must be only solid gray, navy blue, royal blue or black. Those worn **outside the building** may be any color or pattern but must be free of inappropriate wording or design.
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.

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. 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. 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

All formal clothing must meet the modesty standards as outlined in the Free Dress Day / Picture Day guidelines. Specifics regarding the level of formal wear will be determined by administration on a case-by-case basis.

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+	4.0	98-100
A		93-97
A-		90-92
B+	3.0	88-89
B		83-87
B-		80-82
C+	2.0	78-79
C		73-77
C-		70-72
D	1.0	65-69
Failing	0.0	0-64

Final Exam Exemption

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

Failing Grades and Promotion

• **Middle School (6-8th grade)**

Middle school final grades are assigned on a year-long basis (all four quarters are averaged). In order for a student to be automatically promoted to the next grade, a student has to have a passing grade of 60% in the four core classes of Math, Science, Language Arts and Social Studies. In addition, a student must have a passing grade of 70% in Bible. This pertains to promotion to 7th and 8th grade as well as graduation and promotion to high school.

If a student has a failing grade in one or more core classes, they will not be promoted to the next grade UNLESS they make up the class(es) during the summer with documentation from an accredited source *and* at family's expense. Documentation must be presented to FCA before the start of the next school year.

If the class is not made up, the student will be retained and will repeat the grade.

- **High School (9-12th Grade)**

Credits in high school are assigned on a semester basis (0.5 credits per semester). The content of most core classes cover two semesters, both of which have to be passed in order receive credit for the entire class. In the event a high school student fails a semester of a core class or does not receive credit due to excessive absences, the following actions will be followed.

Failed / No Credit for First Semester

Administration and the teacher will meet to decide the best course of action which will be decided on a case-by-case basis. Possible options include:

- The student will continue to second semester of the class. If the second semester is passed, the student will be allowed to make up the first semester during the summer from an accredited source at the parent's expense or must retake the first semester the following school year (if the class is offered).
 - If the student fails the second semester as well, the entire class will be repeated either during the summer through an accredited source at the parent's expense or during the next school year (if that class is offered).
- The student will be withdrawn from the class for the remainder of the school year and will be assigned study hall during that class time. The student will retake the entire class (both semesters) either during the summer (from an accredited source at the parent's expense) or during the next school year (if the class is offered).

Failed / No Credit for Second Semester

- The student will be allowed to retake the second semester during the summer from an accredited source at the parent's expense *or*
- The student will be allowed to retake the entire class the next year if it is offered. If the first semester grade improves, the better grade will be used to calculate the GPA. If the second semester is passed, that grade will be used to calculate GPA.

Repeating a class for a passing grade does not decrease the number of units required for graduation. A student will only receive a maximum of one credit for a year-long class.

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	4.00 GPA	With no grade lower than an A- (no rounding or weighting)
High Honor Roll	3.50 – 3.99 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 the right of any district or school to establish additional graduation requirements for their students. *

AZ Dept. of Education Requirements		FCA Requirements	
English	4	English	4
Math	4	Math	4
Science	3	Science	3
Social Studies	3	Social Studies	3.5
CTE/Vocational Ed. or Fine Art	1	CTE/Vocational Ed. or Fine Art	1
Electives	7	Electives	8.5
		<i>PE</i>	0.5
		<i>Bible **</i>	1-4
		<i>Foreign Language</i>	1
		<i>Other Electives</i>	3-5
TOTAL	22	TOTAL	24

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

**One credit per year required at FCA – applies toward elective requirements

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

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

PHYSICAL EDUCATION

Physical Education may be offered as an elective on a year-by-year basis for middle school. This elective is an option for 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.

Students may be excused on a short-term basis 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.

Uniform

PE class has a uniform requirement as directed in the syllabus. 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.

High School Physical Education (PE) Requirement

All high school students are required to complete one semester (1/2) credit of Physical Education to graduate from high school. If a student is unable to complete this requirement at FCA, students may complete an Independent Study PE course approved by Administration. Students must complete 30 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.

OFF-CAMPUS COURSEWORK / GRADE REPLACEMENT POLICY

FCA does not recognize school credit for classes taken outside of Faith Christian Academy unless authorization has 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.

DUAL ENROLLMENT FOR COLLEGE CREDIT

Dual credit for Pima Community College classes is a possibility for some juniors and seniors. See office for details.

HOMEWORK

Homework is a vital part of any educational program. It may be 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. Homework will count as a percentage of each student's grade. Late work is accepted and graded at the discretion of each individual teacher. 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.

MAKE UP TESTS

A student who misses an in-class test will be able to make it up before school starting at 7:00am. Students have one week from the date of the missed test to make up the test. Tests will **NOT** be made up during regular school hours.

PARENT-TEACHER CONFERENCES

At least one parent is required to attend parent-teacher conferences that take place twice a year – halfway through first and third quarters (see calendar). Conference times are scheduled through the office. If at least one parent does not schedule and attend a conference during regularly scheduled conferences, a make-up conference must be scheduled with administration within two school days. If a make-up conference is not held within two school days, the student may not return to school until the conference is completed.

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.

FAMILY SERVICE TIME

All families are encouraged to perform 2.5 hours of service time per student per month toward a maximum tuition discount of \$25 per month per student. Time is rated at \$10/hour. Extra service time in a month will roll over to the following month in *1 hour increments*. It is the responsibility of the person performing the service time to log time in the FCA Family Service Log Book.

It is permitted to have friends or other family members perform service time on behalf of your family. However, prior approval for the individual completing the service time must be obtained before the service time is given. All volunteers must meet basic modesty dress standards in keeping with the Student Handbook.

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 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. If your child is diagnosed with one of the following diseases, please contact the school office. The Pima County Health Department (AZ Admin. Code R9-6-203) require that these communicable diseases are tracked and reported. Please visit <http://www.azdhs.gov/preparedness/epidemiology-disease-control/index.php#reporting-schools> to see a complete list of communicable and contagious diseases.

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 of 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. No profanity, swearing, crudity or racial and/or sexual comments.
3. Respect for school property is to be shown at all times.
4. The school administrator, staff, and teachers have authority to supervise, direct, and discipline students during the school day and at school functions.
5. No provoking, participating in, or instigating physical violence. This includes horseplay, pushing, shoving, rough-housing, etc.
6. No running or yelling inside the buildings.
7. Rules specific to a teacher/classroom are in addition to school rules.
8. No throwing objects in the classroom or outside the building (unless participating in physical education class or recess).
9. **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).
10. 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.**
11. Food is to be eaten only at designated places and times, i.e., lunch or class activities.
12. No public displays of affection.
13. No gum chewing on campus.
14. No cheating.
15. No stealing.
16. No tampering with fire extinguishers or fire alarms. This is, by law, a misdemeanor.

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 personal electronic devices.

- 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.

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 \$20 fee.
- Once Detention is assigned, *attendance is mandatory. 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.
- Three 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

DO NOT WRITE ON THIS FORM – IT IS FOR EXAMPLE ONLY!

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: ____/____/____