

FAITH CHRISTIAN ACADEMY

STUDENT HANDBOOK

(Revised June 2026)

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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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1. VISION STATEMENT

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

2. 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.

3. 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)

4. 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.

5. 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.

6. 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 who's 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.

7. 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 based on 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 based on race, sex, or national origin.

8. SCHOOL BOARD

Faith Christian Academy is governed by a School Board that meets monthly. Parents are welcome to attend following an email confirmation from the Board President.

9. 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. We expect students to strive for their best in the areas of academics, social interaction, and spirituality. **FCA will not tolerate behavior that is un-Christ-like, disruptive to the class, harmful in any way, or negatively influences other students.**

FCA accepts students with serious illnesses or chronic conditions provided that:

- The condition has been brought to the attention of the administrator upon applying for admission or upon diagnosis once the student is enrolled.
- FCA is able to meet the physical and/or educational needs of the student within the established program of the school.
- The child is under the care of a physician.
- The parents remain in close communication with the school regarding needs and changes in the student's condition.

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

Turn in a completed enrollment form.

Submit any required documents (updated immunizations, etc.)

Pay a non-refundable enrollment 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, and application forms approved before the student is considered fully enrolled.

Students are accepted on a 45-day probation period during which their academic level will continue to 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.

A student re-applying to FCA 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

Turn in the completed enrollment forms.

Submit any required documents (immunization, birth certificate, etc.)

Pay a non-refundable new student application fee.

Complete an Admission Interview with parent/guardian present.

10. SCHOOL SCHEDULE:

In-building

The school day is from 7:45 am to 3:25 pm. Monday through Thursday. Students not in the classroom and ready to begin class by starting bell are tardy. Depending on the grade level of the student, the school day may end after 7th or 8th period. Parents/guardians will be notified of the dismissal time for their student prior to the beginning of the school year.

Online

Should online school be required, see the office for schedule.

11. FINANCIAL POLICY

Enrollment

New Students:

1. Application fee - \$350 non-refundable.
 - Initial enrollment forms completed.
 - Students will be assessed in Math and Language Arts
 - Admission Interview with student and parent/guardians

Returning Students

Application fee \$250 non-refundable

Late Application fee: \$350 non-refundable (refer to Enrollment Checklist for dates.)

Book Replacement Fee

- Textbooks are the property of Faith Christian Academy. They may not be taken in cases of early withdrawal. Lost books, both textbooks and library books, will be replaced at the parent's expense. Payment, including overnight shipping charges, will be invoiced. Parents wishing to have extra copies of textbooks at home may purchase them through the school office or on their own (ensuring that they have the same edition).

We expect wear and tear of books but any book with excessive damage will be replaced at the parent's expense.

Tuition Payments

- Tuition payments are individualized based on the type of funding a student receives. Contracts will reflect this. A \$50 late fee will be assessed each time payments are not made on time per contract. (See Financial Suspension Due to Unpaid Fees below.)
- Transferring students: The first payment (or proof of scholarship funding) must be submitted before the student's first day of school.
- No credit or reduction of tuition is given for vacations, holidays, or illness.

Cash Payments

- The office does not keep cash on hand to make change. Payments made in cash should be in the exact amount. Any over payment will be applied to the next payment due.
- Friends or other family members may 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 and any volunteer must complete the Volunteer Application Form (available in the office). All volunteers must meet basic modesty dress standards in keeping with the Student Handbook.

Additional Fees

- There are fees that occur in addition to the base tuition cost and enrollment fee. These include but are not limited to technology supplies, school supplies, uniform fees, activity fees (sports, music, and clubs), and extracurricular events. The extent to which these additional fees are covered by scholarship (if any) will depend on the type of scholarship your child is awarded. Those fees not covered by scholarship are the responsibility of the parent/guardian.

Late Pick-up Fee

- See Attendance Policy: Arrival and Dismissal

Returned Check Fee

- Checks returned for any reason by the issuing bank will be assessed a \$35 fee. Returned checks must be redeemed and associated fees paid upon receipt to prevent the student's exclusion from class. In the event of two instances of returned check, Faith Christian Academy will be unable to accept any further checks.

*Future payments will be required in cash, cashier's check, money order, credit card or debit card with all transaction fees.

Payment Methods

- FCA accepts payment by cash, check, debit/credit card and ESA. Payments made by debit/credit card and ESA will be assessed a transaction fee.

Reenrollment of Previously Withdrawn Student

- If a student is withdrawn and chooses to reenroll at FCA, their account (including all late fees) must be paid in full, and the application fee will be required before the student may return to the school during the current school year or for the next school year.

Withdrawal Policy

- The financial contract is for the entire academic year or until the student is withdrawn. Tuition will be prorated to the date the official withdrawal form is completed. Failure to attend class does not constitute withdrawal. Any tuition paid in excess of that withdrawal time will be refunded to the person/entity responsible for making those payments. Any costs incurred up to and including the day of withdrawal will be due at the time of withdrawal.

Late Enrollment

- FCA may accept students throughout the school year following a completed Enrollment process. Students enrolled during the school year will be charged a prorated tuition.

Financial Suspension Due to Unpaid Fees

- Students will not be allowed to attend class if tuition payments or other applicable fees (see Additional Fees) are not paid in full by the end of the month. Because we know that there can be emergencies or unforeseen circumstances causing financial strain, families have the option of making an appointment with the Financial Manager to establish agreeable payment arrangements during these situations. Should those payment arrangements not be upheld, the student will not be permitted to attend classes until the arrangement is met. (Refer to Attendance Policy for number of days.)

Outstanding Balance and Reenrollment

- No student will be allowed to begin the school year with any outstanding balance from the previous school year. This includes any fees or expenses incurred after the application for the next school year has been accepted and approved.

Legal Action

- Past due accounts may be submitted to the FCA Lawyer on retainer for collections.

12. FAMILY SERVICE

Each family is required to give 25 hours of Family Service (FS) per year at FCA at a rate of \$10 per hour. We want parents involved. FS Vouchers are available from the office. It is the responsibility of the parent to turn in vouchers to the office. On April 30th any outstanding balance will be due. For FS opportunities, please see the office.

13. REQUIRED FUNDRAISERS

These are an essential part of FCA, and we expect our families to participate in school fundraisers that are noted on the school calendar.

- FCA STYLE: For students not participating, each family will be invoiced \$100, per student.

- WALK-A-THON: Each family is expected to raise a minimum of \$50 in pledges for their student. Families not participating will be invoiced \$50, per student.

14. ATTENDANCE POLICY

All students must remain on campus for the entire school day (or attend the entire school day online) unless administration receives prior notification by a parent/guardian. **Regular attendance is required. School days, even involving a fieldtrip, must be fully attended unless excused by Administration.**

Regular attendance is essential for academic success. Students exceeding the maximum allowable absences may not receive credit for individual courses and could jeopardize eligibility for scholarships. The maximum allowable absences are as follows:

- **Middle School:** 18 absences per school year
- **High School:** 9 absences per semester, per class

All absences count toward the attendance limit, regardless of whether they are classified as excused, unexcused, or prearranged.

In the event that classes are held by remote/distance learning, attendance in regularly scheduled meetings is required. Non-attendance will be marked as an absence and late arrival will be marked as a tardy.

Arrival and Dismissal

- Students may be dropped off as early as 15 minutes before the start of the school day.
- Students needing earlier times will be charged a fee to cover budgeting personnel for this time.
- Students arriving after 8:00 am must wait with parents for the dismissal bell of first period classes. Parents who cannot remain with their child until after that first bell will be charged \$15 for that time of supervision.
- 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. Payment is due at the start of the next school day. Parents must come into the school to pick up their student.
- FCA is not responsible for students left on the property before or after school hours.
- 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 520-883-4999 and leave a message or text it directly.
- 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.

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.
- 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.

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.
- For prearranged distance learning, all assignments must be completed and submitted by due date.

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 may receive no credit for the class. 18 absences per year is 10%.

Tardiness: Class

- Students who are not in their assigned classroom when the class is ready to begin are tardy. Every five tardies to a class will result in an afterschool detention which will include a \$20 fee, due on the day detention is scheduled. Parents must come into the school to pick up student from 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, FCA 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.
- A student who misses an in-class test or quiz may be able to make it up after school or during a study hall (if they have one). Students have a maximum of one week from the date of the missed test to make up the test. Make-up tests and quizzes are scheduled at the discretion of the teacher. Tests will NOT be made up during regular school hours.

15. 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 drive 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 a secure item (i.e. railing).

Students Driving Students

- Students are not allowed to transport other students (except siblings) to and from school without a signed permission form from the driving student's parents/guardian AND a signed permission form from the parent/guardian of the student being transported. Forms can be obtained in the office.

16. 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 not allowed.

Students are not permitted behind or between buildings

17. ELECTRONICS (Includes Cell Phones, Smart Watches, Computers etc....)

The use of electronics is not permitted during school hours, on school premises, or during school activities off campus except with Staff permission. **All electronics**-must be powered off and turned in when students arrive at school. Items will be returned to students when they leave for the day.

High School teachers may occasionally conduct a lesson incorporating electronics. On these occasions the teacher will consult with FCA administration to request permission for the specific use of electronics for that day. Electronics will be secured once the class is over.

If a student is found with an unapproved electronic, it will be confiscated and will require a parent/guardian to come to the office to pick it up. The privilege of having an electronic 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 and must take place in the school office with supervision.

18. FACILITY PHONES

All school phones 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.

19. EMERGENCIES

Emergency and Health Record Card

The school office must be 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. 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.

20. 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

21. CHAPEL

Chapel is scheduled once a week and attendance with a Bible is required. Chapel speakers are required to sign our "Statement of Faith". (See "Guest Speakers")

22. 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), King James Version (KJV), or English Standard Version (ESV) and may require memorization for unity purposes from one of these versions.

23. 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.

E-books / Online Textbooks

E-books and online textbooks may be offered in certain classes.

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.

24. 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.

25. 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, through a written request filed in the office, to have their student's picture included in official FCA media.

26. 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. Any food/drinks stored in lockers must be in a sealed container.

27. SENIOR OFF-CAMPUS PRIVILEGES

Seniors may leave campus during their free times of the school day after obtaining an Off-Campus–Permit. Seniors may not drive other students unless there is a signed form 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 Permits 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.

28. 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.

29. GUEST SPEAKERS

FCA 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.

30. 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.

31. RESTROOM ACCESS

Student restrooms, locker rooms, or other such facilities that are designated for one biological sex shall only be used by members of that biological sex.

32. DRESS CODE

While recognizing that true Christianity is a matter of the heart and not the outward appearance, it is nonetheless true that our appearance is important. While one person may see nothing "wrong" with some excluded clothing, it simply doesn't meet the desired student appearance standard. The following criteria are used in establishing the standards of our dress code for everyone:

- § Propriety (suitable to the occasion, appropriate for a Christian school)
- § Modesty (appropriate fit and coverage)
- § Neatness (clean and in good condition.)

Dress code standards are in effect at all school events.

Every student is expected to dress in a way that conforms to his or her biologically assigned sex gender. Biological sex is defined as the biological condition of being male or female as determined at birth based on physical differences or, when necessary, at the chromosomal level.

Parents are responsible for their student's conformity to the dress code and to support the school's enforcement of the dress code.

SCHOOL DAY UNIFORM:

- **Uniform Bottoms: Pants** should be solid colored (excluding white), clean and neat, with no holes, tears, slices, worn, bleached or with suggestive patches, etc., and must not be excessively baggy or form-fitting. Pants, including jeans, are to be hemmed (cuffs not to drag on the ground) and worn as designed, fitting properly and over the hipbones (no "sagging"). Fitted cargo pants are acceptable. No athletic pants, nylon rip-stop-type or stretch material, fleece, pajama-type material, sweats, or warm-ups. Pants must fit properly. **Girls Skirts:** length must fall at the middle of the kneecap or longer. Slits must be no higher than the middle of the knee.

- **Uniform Shirts:** Students are required to wear a solid blue or grey polo shirt with the school logo. These shirts will be provided by the school for a fee and will meet uniform requirements. The shirts must be worn as intended and be long enough to fully cover the midriff and back, even when sitting, leaning, or raising arms. Students are expected to keep their shirts clean, well-laundered, and neat in appearance. Any shirt that does not meet these standards will be considered out of dress code. During cooler months, students are encouraged to wear solid blue or grey undershirts.
- **Uniform Jackets:** Solid black or dark blue jackets, with the school logo, may be purchased through the school office. Students may only wear these jackets, as needed, in the building. Polo collars must be visible at all times. Staff may ask to see polo at their discretion.

GENERAL GUIDELINES

- Proper underwear and undergarments must be worn at all times and must not be visible. They are not to be worn on TOP of clothing.
- Hair must be cut and styled so that both eyes are visible at all times. No radical cuts, unnatural coloring or hairstyles are allowed. Hair must be neatly combed or brushed.
- Lounge or pajama wear, athletic shorts, warm-ups (sweat pants), yoga pants, leggings or boxer shorts are not proper school attire.
- Spandex pants/leggings of any type are NOT to be worn as a primary piece of clothing. They may be worn under skirts that are to the kneecap – girls only.
- Goth/Emo-type dress is not allowed.
- Hooded jackets are only allowed **outside** during winter months.
- Shorts are not allowed.
- Excessive clothing is not to be worn outside when temperatures are above 80 degrees. Example: jackets, coats, etc...
- Shoes must be worn at all times. Sandals must have a strap across the back of the foot. Socks must be worn with athletic footwear. Heels for daily wear must not exceed 2 inches.
- Hats and sunglasses may not be worn in the building unless specified by Administration.
- Visible tattoos (even temporary) and body art are not allowed, including drawing on oneself.

Specifically, for BOYS:

- Facial hair must be neatly groomed, with sideburns no longer than the bottom of the ear. Administration will determine neatness of grooming.
- Hair must not touch the collar.
- Visible body-piercing jewelry of any type, or jewelry simulating body piercing, such as clasp or magnetic connectors are not allowed for male students.
- Feminine dress of any kind is not permitted for male students, including but not limited to: makeup, nail polish, jewelry, and feminine clothes. Administration will determine appropriateness of any item in question.

Specifically, for GIRLS:

- Dresses and skirt lengths must fall at the middle of the kneecap or longer. Slits must be no higher than the middle of the knee.

- Tight, sheer, halter, spaghetti or thin strapped, strapless, off the shoulder or low cut (cleavage showing) tops or dresses are not to be worn to school. Shirts should be loose-fitting across the bust-line.
- Pierced ears are allowed. No other visible type of body piercing jewelry will be permitted. At Administration discretion, any jewelry deemed unsafe or inappropriate will not be allowed.

Online Dress Code

- Students will follow the dress code.

Administration is the final authority on dress code even if the issue is not specifically addressed in the handbook. Administration will give directions for any special days

33. DRESS GUIDELINES ENFORCEMENT:

Final determination as to whether a student is in compliance with dress code solely with Administration.

If a student is out of dress code, parents will be called to pick up the student.

- Classes missed will be unexcused with any corresponding in-class penalties.

If dress code violations become a recurrent problem for a student, further penalties may result, including but not limited to; **detention, suspension, or disenrollment.**

34. DEFINITION OF GRADE

Middle School

- Middle school grades shall be determined by the continuation by promotion from the previously labeled grade.

High School: High School grade levels will be determined in the following manner.

- Freshman (9th grade) – the first year enrolled in high school.
- Sophomore (10th grade) – the second year enrolled in high school.
- Junior (11th Grade) – the third year enrolled in high school.
- Senior (12th Grade) – the fourth year enrolled in high school.

Exceptions can be made to this designation on a case-by-case for transfer students pending review of transcript.

35. TRANSFER OF CREDITS FROM MIDDLE SCHOOL

High school classes taken and passed during middle school may be applicable for high school accumulation of credits on an individual basis.

36. FINAL EXAM EXEMPTION

Pending teacher approval and office verification of the criteria below, Juniors and Seniors may be exempted from a SECOND SEMEMSTER 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 and No more than three unexcused tardy in the course.
- Parental approval.

37. COMMUNITY SERVICE REQUIREMENT

All students are required to perform community service hours. Only those hours for which the student receives no compensation or personal benefit will be counted. Hours of participation in school fundraisers do not apply (excluding Rummage Sales). On the last day of April any hours not served will be invoiced at \$15 per hour with these funds being designated for Missions.

The service hours must be approved and require signatures and phone numbers of the overseeing agent. Hours are monitored through the office. For high school, up to 25% of community service hours may be completed at FCA. For middle school 100% may be completed at FCA. The hour requirements are:

- Middle School 10 hours
- Freshman 18 hours
- Sophomore 21 hours
- Juniors 25 hours
- Seniors 30 hours

38. GRADING SYSTEM

High School

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

Middle School

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	60-69
Failing	0.0	0-60

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). A student must have a semester grade of 65% or higher to receive credit for that course. In order to receive credit for a Bible class, the student must have a semester grade of 70% or higher. The content of most core classes cover two semesters, both of which have to be passed in order to 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 (High School (9-12th Grade))

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 need to be repeated.

• Failed / No Credit for Second Semester (High School (9-12th Grade))

- 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.

39. HONOR ROLL CATEGORIES AND QUALIFICATIONS

Honor roll achievement will be recognized each semester.

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

40. 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
CTE/Vocational Ed. or Fine Art	1	CTE/Vocational Ed. or Fine Art	1
Electives	7	Electives	8
		<i>PE</i>	0.5
		<i>Bible **</i>	1-4
		<i>Foreign Language</i>	1
		<i>Other Electives</i>	3-5
TOTAL	22	TOTAL	23

* <https://azsbe.az.gov/schools/graduation-requirements>

**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.

41. 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 may dress out for each class. 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. At least 3 sources must be used, with 1 being the Bible, and students must submit a proper "Works Cited" page.

42. DUAL ENROLLMENT FOR COLLEGE CREDIT

Dual enrollment credit is a possibility for some juniors and seniors toward graduation requirements. See office for policy **before** enrollment in the class.

43. OFF-CAMPUS COURSEWORK

FCA does not recognize credits for currently enrolled high school students for classes taken outside of FCA unless authorization has been granted by Administration prior to taking the class. All transfer credits for currently enrolled students must be completed through an accredited institution and must demonstrate continuation of education toward or in excess of graduation requirements and cannot replace courses currently offered at FCA.

If a student requests a transfer grade from another institution and it is approved, we accept the grade given by that institution based on its grading scale. Application for credit made after the class has been completed does not guarantee credit. If the student is a senior and needs the class to reach graduation requirements or pass a core class, the official transcript from the institution is required for the student to receive his or her diploma. A maximum of four (4) high school credits can be earned through off-campus coursework.

44. GRADE REPLACEMENT POLICY

Students must retake a class at FCA or at another accredited institution to replace a failing grade in high school. Only the semester that was failed is eligible for replacement and must meet FCA's Grading Scale requirement. Upon completion of the replacement course, the failing grade will be deleted from the cumulative GPA but enrollment in both classes will remain on the transcript.

45. HOMEWORK

Homework 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 and 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.

46. PARENT-TEACHER CONFERENCES

- At least one parent is required to attend the first scheduled parent-teacher conference that takes place after the student is enrolled. These are scheduled twice a year – halfway through first and third quarters (see calendar).
- The second scheduled conference (if applicable) will be required on a case-by-case basis by class and/or teacher. Parents will be notified if a second conference is required.
- Conference times are scheduled through the office.
- If at least one parent does not attend a required conference during regularly scheduled conferences, administration will schedule a make-up conference within one week. If a make-up conference is not held within one week, 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.

47. HEALTH SERVICES

FCA 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 below 100°F without the use of a fever-reducing medicine.

Medicine at School

All medication to be taken during school must be held and administered by the school office.

Parent's must complete an FCA Prescription Medicine Release Form if they wish FCA staff to medicate their student at school.

Prescription medication must be:

- Issued by a United States pharmacy
- Current (not expired)
- In the original container
- Properly labeled with the student's 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 types 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.phy#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.

48. CHILD ABUSE

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

49. CODE OF CONDUCT

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

Behavior Guidelines include but are not limited to the following:

- Respect for teachers, staff, other students, and any visiting guest is expected at all times.
- No profanity, swearing, crudity or racial and/or sexual comments, gestures or actions.
- Respect for school property is to be shown at all times.
- The school administrator, staff, and teachers have authority to supervise, direct, and discipline students during the school day and at school functions.
- No provoking, participating in, or instigating physical violence. This includes horseplay, pushing, shoving, rough-housing, etc. Students are expected to keep their hands to themselves. Determination of appropriateness will be determined by administration.
- No running or yelling inside the buildings.
- Rules specific to a teacher/classroom are in addition to school rules.
- No throwing objects in the classroom or outside the building (unless participating in physical education class or recess).
- 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 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).
- 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.
- Students are not permitted to bring any type of weapon to school. These include but are not restricted to knives and guns.
- Food is to be eaten only at designated places and times, i.e., lunch or class activities.
- No public displays of affection between students; no participation in or promotion of sexual immorality.
- No gum chewing on campus.
- No cheating.
- No lying.
- No stealing.
- No tampering with fire extinguishers or fire alarms. This is, by law, a misdemeanor.
- No: illegal use of weapons, drugs, alcohol or tobacco;
- No loitering unsupervised in hallways, bathrooms, or common areas.

- Students are not to be viewing any websites other than class-related approved sites during the school day.

50. 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:

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

Receiving information - includes but is not limited to:

- 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.)
- Using another student's work
- Using notes or any type of information that is not allowed
- Looking on someone else's paper, notes, or something similar
- Receiving audible information from another student
- Text messaging from any source
- 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
- Detention
- Suspension
- Expulsion

51. COMPUTER AND INTERNET USE

Students may be offered the use of school computers for specific classes and assignments. Students will lose the use of any electronics if any of the following occur, either on school **or personal electronic devices at school or at home.**

- 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.

Further discipline (beyond loss of use of electronics) for internet and computer infractions will be handled by administration on a case-by-case basis and may include suspension or expulsion.

52. SCHOOL DISCIPLINE

General Guidelines

- A distinction may be made between middle and high school students in specific policies governing disciplinary procedures.
- 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.
- Any discipline matter of an urgent, repeated, or potentially dangerous nature will be dealt with directly by administration. Parents will be notified.
- 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 due on day of detention.
- 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.
- If a student gets a second detention for any reason, a parent must attend a day of school with student with-in 5 school days.
- 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 and may be between 3 and 10 school days. Students may be suspended for repeated or serious first-time violations of the Handbook. Suspended students **may** have administrative assignments they are required to complete during the suspension that are due upon their return to school. Any class work or testing missed during suspension will not be made up. If a 3rd suspension is warranted, student will be considered for expulsion by the school board.

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 threatened, endangered, or harmed the welfare and/or the life of another individual.
- A student is involved, on or off campus, with the illegal use of weapons, drugs, alcohol, use of tobacco, or participation in sexual immorality.
- An expelled student may request a hearing with the school board. The decision of the school board after the hearing will stand.

53. RESOLVING PROBLEMS

Any conflict that occurs between student and teacher or parent and teacher should be addressed immediately as directed in Matthew 18:15-17.

- Speak directly to the person with whom there is a conflict (Matthew 18:15).
- Address the problem that same day if possible; do not wait and let anger build up inside (Ephesians 4:26, 27).
- 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. Students are encouraged to communicate clearly the issue with their parents. If the student is not comfortable speaking one-on-one to the adult, they may ask administration or another staff member 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, email, or conference will often 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 in one of these ways, a written complaint should be filed by the parent/guardian 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.

54. EXTRACURRICULAR POLICIES, PROCEDURES AND GUIDELINES

- Objective:** To provide direction and an implementation framework for all extracurricular activities in-line with the established philosophy, purpose, and standards of Faith Christian Academy.
- Scope:** This policy concerns the establishment and operation of extracurricular activities at the junior high (middle school) and senior high level, as well as methods and standards of student participation therein.
- Definitions:** Extracurricular activity is defined as an organized, school-sanctioned activity intended for student participation and enrichment beyond the normal academic (curricular) activities. As such, participation in such activities (which generally occurs outside of regularly scheduled class time) is considered voluntary. Examples include organizations and clubs, athletics, drama, and special music groups, debate, and social activities.
- Guidelines:** Extracurricular activities will not take priority over the academic program at Faith Christian Academy.
- Students must follow the Code of Conduct as outlined in the Parent Student Handbook for all extracurricular activities.
- Participation in an extracurricular activity is a privilege extended by Faith Christian Academy (FCA) to its students. For the purpose of this policy, a student becomes eligible to be an extracurricular participant when the student signs the student handbook and will remain a participant until they graduate from high school or unless the criteria mentioned below are not met.

Article I – Establishing extracurricular activity

Section A – Sponsors

Any individual interested in the organization of an extracurricular activity must meet the following guidelines.

1. Be an employee or established volunteer with active Volunteer application.
2. Must have a current fingerprint clearance and be certified in CPR/First Aid.
3. Must submit a club submission form to the school administration.

Section B – Submission Form

Any submission for an extracurricular activity must include the following:

1. The name and purpose of the club.
2. Any participation requirement in addition to those outlined in the policy below.
3. Proposed date, time and place of meeting.
4. Any cost for participation in the activity.

Administration will review the submitted form and will approve or deny the formation of the activity. Approval will be for the school year during which the Activity Form is submitted. A request for continuation of activity may be submitted for any succeeding years if there are no changes to the originally approved submission.

Article II – Extracurricular Participant (Athletics)

Section A – Middle / High School Eligibility

1. Academic Guidelines for Eligibility will be checked on Friday of each week or the last day of attendance for the week.

- Students must maintain a 2.0 (70%) grade point average in each core class (Science, Language Arts, Mathematics, Social Studies and Bible) with no single course grade lower than a D (65%).
- Grades shall be cumulative for each nine-week grading period.
- If a student is not eligible, the participant will not participate in any competitions for that week. The week will run Monday through Saturday of the week following the grade check.
- If a student is not eligible but has no course grade lower than a D, they will be permitted to participate in practice the following week but may not compete.
- If an athlete/participant is not eligible for any three weeks during an extra curricular season, that participant will be dropped from that activity (incomplete grades do not count as failures.)

2. Physical Examinations

- No athlete will be allowed to tryout, practice or participate in any sport unless he/she has on file with the Athletic Director a certificate of physical fitness, not more than one calendar year preceding the activity, issued by a licensed physician, an advanced practice nurse or a physician assistant who assures that the student's health status allows for active athletic participation.

3. Age Requirements

- Age requirements for middle and high school for athletic activities will be those stated by the athletic league in which athletes are competing.

4. Activity Fee

- All athletes will be required to cover the cost of the activity. If a student is financially unable to cover the cost of the activity, they may still participate by making arrangements with the Athletic Director.

5. Insurance

- Sport activities inevitably increase the risk of injury, some of which could be substantial.
- The athlete may not be covered in case of injury unless he/she is covered by an adequate health insurance plan.
- Faith Christian Academy does not provide health insurance.
- Athletes must return a Proof of Insurance Form indicating that the parent/guardian does carry insurance on their child from another carrier. This form must be returned to the school before the athlete may begin practice.

6. Permission Slip

- Each participant of any sport will be required to have on file with the Administration a permission slip signed by the student and parents stating that the student may participate in extracurricular activities at Faith Christian Academy and that both the student and the parents agree to follow the extracurricular procedures of the school as outlined in the student handbook and this policy.

7. Attendance

- In order for a student to participate in an activity or game on a school afternoon or night, he/she must be in attendance at school the ENTIRE DAY. The only exception will be by administrative approval. If a student misses any part of the school day due to illness, he/she will not be permitted to participate in that afternoon or evening activity. A student who is sick enough to miss any part of the academic day is too sick to participate in extracurricular activities.

If an activity is scheduled on a day that is not a school day and the student is absent from school the previous school day, participation in the activity will be at the discretion of the coach and the Athletic Director and will be determined in part by the reason for the absence. The decision will be final.

8. Suspension

- Suspension from school, whether all day, internal or external, will result in the student not participating in practices, contests, or games during the suspension.
- Any Board issued suspension from school for longer than ten (10) days will result in suspension from extracurricular activities for the remainder of the semester.
- Suspension for Out-of-Season violations can only be served if the player is on the team and participating in practice. Nonparticipation on or failure to make the team will not count as serving a suspension and the non-served portion of the suspension will be carried over to the next appropriate sport/activity.
- Suspension for In-Season violations will result in removal from the team and possible further carried over suspensions in another activity/sport.

9. Practices

- Participants will be expected to attend all practices. The following will be excused:
 - Illness
 - Illness or death in the family
 - Preapproved doctor appointments
 - Other reasons prearranged with the coach or administration
 - **NOTE:** Three (3) or more absences from practice, even if excused, may result in being dropped from the roster.
- Appropriate behavior at practices is expected.
- Violations will result in penalties determined by the coach.
- Any student who does not participate due to illness or injury in physical education class will not be allowed to participate in athletics on that day.
- No junior high student may participate in FCA athletics at the senior high school level prior to their graduation from junior high school.

10. Games, Contests, Matches

- All athletes must notify their coach no later than one week before a competition how they will be transported to the activity.
- Appropriate behavior at games or competitions is expected. Appropriate behavior by parents is also expected and may affect student participation.
- Any student who does not participate due to illness or injury in physical education class will not be allowed to participate in athletic competition that day.

Article III – Extracurricular Participant (Non-Athletics)

1. Academic Guidelines for Eligibility:

Eligibility will be checked on Friday of each week or the last day of attendance for the week. If a student is ineligible; they will not be allowed to participate in any competition on Monday-Saturday of the following week.

- Students must maintain a 2.0 (70%) grade point average in each core class (Science, Language Arts, Mathematics, Social Studies and Bible) with no single course grade lower than a D (65%).
- Grades shall be cumulative for each nine-week grading period.
- A student ineligible for three weeks will be excluded from participation for the remainder of the nine-week grading period.

2. Activity Fee

- All participants will be required to cover the cost of the activity. If a student is financially unable to cover the cost of the activity, they may still participate by making arrangements with the club sponsor and administration.

3. Permission Slip

- Each participant of any activity will be required to have on file with the sponsor/administration a permission slip signed by the student and parents stating that the student may participate in extracurricular activities at Faith Christian Academy and that both the student and the parents agree to follow the extracurricular procedures of the school as outlined in the student handbook.

4. Attendance

- In order for a student to participate in an activity on a school afternoon or night, he/she must be in attendance at school the ENTIRE DAY. The only exception will be by administrative approval. If a student misses any part of the school day due to illness, he/she will not be permitted to participate in that afternoon or evening activity. A student who is sick enough to miss any part of the academic day is too sick to participate in extracurricular activities. If an activity is scheduled on a day that is not a school day and the student is absent from school the previous school day, participation in the activity will be at the discretion of the club sponsor and the school administration and will be determined in part by the reason for the absence. The decision will be final.

NOTE: If a student misses three (3) or more meetings/practices of a club, they may be removed from the roster of the club.

5. Suspension

- Suspension from school, whether all day, internal or external, will result in the student not participating in extracurricular activities during the suspension.
- Any Board issued suspensions from school for longer than ten (10) days will result in suspension from extracurricular activities for the remainder of the semester.

6. Club-Specific Eligibility

- Each club sponsor may add any specific eligibility criteria with approval by the FCA administration. These criteria will be in addition to the existing school participation criteria indicated in this policy.