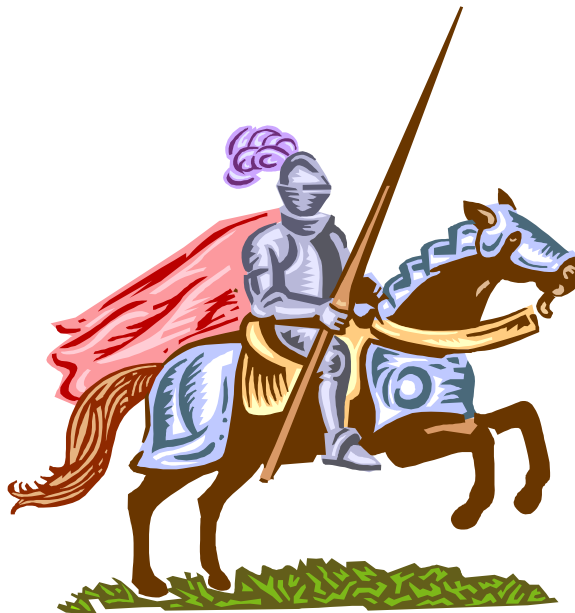


2023-2024

FAITH CHRISTIAN ACADEMY

1st – 12th Grade

HANDBOOK



Faith Christian Academy
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Coalinga, CA 93210
(559) 935-9209
www.fcacoalinga.com



Accredited by WASC & ACSI
Western Association of Schools and Colleges
Association of Christian Schools International

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BOARD OF TRUSTEES AND ADMINISTRATION

Faith Christian Academy and Faith Fellowship Board Members

- Mrs. Donna Isaac
- Mr. Roger Boles
- Mrs. Ann Davis
- Mr. Don Davis
- Pastor Rich Davis
- Mrs. Tara Davis
- Mr. Dennis Drelick
- Mr. Mike Isaac

Faith Christian High School Administrative Team

- Administrator of Finances and International Affairs: Mrs. Tara Davis
- Principal: Mrs. Rebecca Buckner
- Preschool Director/Athletic Director: Mrs. LeeAnne Ramsey
- Curriculum and Instruction Specialist: Mr. Joshua Davis
- Administrative Secretary: Mrs. Carol Donaldson

Vision Statement

Faith Christian Academy students will acquire wisdom, knowledge and a biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship and worship.

Philosophy and Mission Statement

The goal of Faith Christian Academy is to provide each child with the opportunity to grow in wisdom, wonder, and worship through the ministry of Christian education so that children may reach their God-given potential. The holistic curriculum, dedicated staff and secure facilities all provide a safe and wholesome atmosphere.

Faith Christian Academy is a fully accredited, non-denominational, preschool through twelfth grade school. The school strives to accomplish its mission by creating and maintaining a safe, challenging, supportive and diverse community. Faith Christian Academy endeavors to assist in the development of students who embody the following ideals:

- Faith
- Academics
- Integrity
- Tradition
- Humanities

Student Learning Outcomes/Expected Schoolwide Learning Results

Faith Christian Academy, an educational institution, believes that bringing up a child in Christ likeness is primarily the responsibility and biblical duty of the parent. Faith Christian Academy exists, therefore, to assist in that education, without replacing the family's role. As a result, Faith Christian Academy will challenge its graduates to embody the ideals of:

F-aith

- Bible classes and faith-integrated lessons strengthen each child's spirit.

A-cademics

- Students are taught the core subjects through various forms of instructional delivery.

I-integrity

- Integrity is reinforced in the school's behavioral intervention plan and taught as a major motivating factor for growth.

T-tradition

- Students are involved in traditional experiences and festivals that create a sense of belonging and connection to others.

H-humanities

- An emphasis is placed on developing each child's capacity for fine and performing arts, music, and foreign language.

Statement of Purpose

Faith Christian Academy exists for the purpose of providing each child with the opportunity to grow in wisdom, wonder, and worship through the ministry of Christian education.

Statement of Faith

1. I believe the Bible to be the inspired, the only infallible, authoritative, inerrant word of God. (2 Timothy 3:15; II Peter 1:21)
2. I believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. I believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. I believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature. But God showed his great love for us by sending Christ to die for us while we were still sinners. And since we have been made right in God's sight by the blood of Christ, He will certainly save us from God's judgment. (John 3:16; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. I believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
6. I believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
7. I believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)
8. But from the beginning of the creation God made them male and female. For this cause shall a man leave his father and mother, and cleave to his wife; and they two shall be one flesh; so then they are no more two, but one flesh. What therefore God hath joined together, let not man put asunder. (Mark 10:6-9)
9. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
10. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
11. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

History of Faith Christian Academy

Faith Christian Academy began in 1994. The school started out as a home school kindergarten class with Mrs. Sandra Chagoya and Mrs. Tara Davis' children. During that year of kindergarten, the Lord led Mrs. Chagoya and Mrs. Davis to start a private school where all parents could send their children to obtain a Godly education.

The school's original name was Pleasant Valley Christian School and their first classroom was at Pleasant Valley Christian Center. The following year the school was moved to the First Presbyterian Church. The school remained there for several years until Faith Fellowship purchased the land where the school resides today.

In 1998, Pleasant Valley Christian School merged corporations with Faith Fellowship, which is a non-denominational church. At that time, the school changed its name to Faith Christian Academy.

Faith Christian Academy received its WASC (Western Association of Schools and Colleges) accreditation in 2007 and an ACSI (Association of Christian Schools International) accreditation in 2013.

Sponsorship and Affiliation

Faith Christian Academy is affiliated and owned by Faith Fellowship Church.

Mascot and School Colors

Faith Christian Academy is the home of the Warriors! The Bible tells us in the book of Ephesians how to put on the armor of a warrior: "Finally, my brethren, be strong in the Lord, and in the power of His might. Put on the whole armor of God that ye may be able to stand against the wiles of the devil. For we wrestle not against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this world, against spiritual wickedness in high places. Wherefore take unto you the whole armor of God that ye may be able to withstand in the evil day, and having done all, to stand. Stand therefore, having your loins girt about with truth, and having on the breastplate of righteousness; And your feet shod with the preparation of the gospel of peace; Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked. And take the helmet of salvation, and the sword of the Spirit, which is the word of God: Praying always with all prayer and supplication in the Spirit, and watching thereunto with all perseverance and supplication for all saints." (Ephesians 6:10-18).



ADMISSION PHILOSOPHY, POLICIES AND PROCEDURES

Faith Christian Academy is open to anyone interested in securing a Christian education, from first through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Faith Christian Academy's School rules. It must always be understood that attendance at Faith Christian Academy is a privilege and not a right. Any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment must forfeit this privilege. All students must want to attend Faith Christian Academy and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Faith Christian Academy admits students of any race, color, national or ethnic origins 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 or ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Faith Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Faith Christian Academy administration and to abide by its policies.

Faith Christian Academy has a strong desire to see that young people have an opportunity to receive a Christian education, but at the present stage of development the school is unable to adequately meet the needs of students with the following concerns:

1. Low academic performance as indicated by a standardized testing program and/or previous school records.
2. Serious emotional or behavioral problems.
3. A physical handicap which would impair the learning process.
4. A home background that opposes the content and/or method of teaching in accordance with Biblical principles and fundamental truths as taught by Faith Christian Academy.

Admission Policies and Procedures

The biblical and philosophical goal of Faith Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Faith Christian Academy & High School, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Faith Christian Academy retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual/transgender, as well as any student who condones, supports, or otherwise promotes such practices. Students will be addressed and treated accordingly to their biological sex and compete accordingly. (Leviticus 20:13, Romans 1:27).

Faith Christian Academy reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. These situations include, but are not limited to, issues related to pregnancy, abuse, sexual activity, pornography, inappropriate solicitation, abortion, harassment, and the use of alcohol, tobacco, illegal drugs, etc. A redemptive approach should be considered if a student and his/her family exhibit repentant and humble hearts and if administratively determined that continued enrollment is in the best interest of the student and Faith Christian Academy's student body.

Faith Christian Academy is a school that has a discipleship program for Christian students who want the encouragement, teaching and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. Faith Christian Academy is a light to the community and not only its policies, but also its people, must bear witness to Christ. We want to teach all of God's nature, holiness and purity along with love, forgiveness and restoration. We also want to teach personal responsibility. We do not condone sexual immorality and we believe abortion to be against God's law. Pregnancy itself is God's gift and we want to be clear in our dealing with it that we not confuse the act of immorality with the value of the child.

Jesus abhorred the sin but loved the sinner (John 8:1-11). We must do the same. Certain privileges may necessarily be denied, but pregnancy and other moral and illegal activities as stated above will not automatically exclude a student from completing his or her course work at Faith Christian Academy. The policy governs both male and female students.

Possible requirements for continued enrollment may include, but are not limited to the following:

The student...

1. is willing to meet with pastoral counsel on a regularly scheduled basis;
2. has parents who are cooperative with FCA and supportive of its expectations;
3. is willing to meet with an FCA faculty member on a regular basis for a specified number of weeks or months in which the faculty member will require specific scripture reading, journaling, accountability, etc.
4. is willing to sign a contract with FCA requiring specific elements of cooperation of the student and parents. FCA can cancel this agreement at any time if the elements of the agreement are not fulfilled. Failure to meet the conditions of this agreement can result in suspension or termination of enrollment;
5. is willing to undergo necessary testing or ongoing random testing with results sent to the school if requested by FCA administration;
6. is willing to provide legal disclosure as needed and requested by FCA administration;
7. is willing to be home schooled for a specified period of time in which the student completes lessons assigned by FCA staff and lessons are returned to FCA for grading and academic credit if deemed necessary by school administration;
8. is willing to pay an additional fee assessed to the family to compensate the FCA staff for their time to assist the student in the items described in #3 and #7 above;
9. is willing to agree that FCA may set limitations regarding student requests;
10. is willing to agree that FCA may require a physician, counselor, attorney, or legal authority's opinion regarding continued attendance at FCA. If continued attendance is not advised, the FCA administration will provide guidance that will assist the student and parents with further education.

Re-enrollment, probationary periods, graduation status, and participation in commencement exercises will also be considered on a case-by-case basis.

Tuition and Fees

A non-refundable application fee of \$50.00 per student must accompany enrollment forms in order to begin the application process.

When a student has been accepted to Faith Christian Academy a non-refundable registration fee of \$100.00 will be due per student. All fees are considered non-refundable including the annual re-enrollment fees.

Yearly Tuition and Non-Refundable Enrollment Fees

Application Fee per New Student	\$ 50	
Registration Fee per Student	\$ 100	
Curriculum	\$ 385	
Yearly Tuition 1 st – 8th	\$ 4,140	\$414/month
Yearly Tuition High School	\$ 4,390	\$439/month
Early Withdrawal Fee; which is your May tuition paid in advance at registration.		
10% Discount for second sibling, 20% discount for third sibling. This includes Preschool through High School.		

1. A 10% discount is given for the second sibling, 20% discount for third sibling enrolled at Faith Christian Preschool or Faith Christian Academy. Siblings must live in the same household only.
2. Tuition is an annual charge and can be billed in ten monthly payments (August through May).

3. Tuition payments are due on the 1st of each month. Grace period is the 1st through the 10th. If tuition is not paid by the 10th, you will incur a \$30 late charge on the 11th.
4. Each payment is non-refundable.
5. All parents or guardians who have not made their account payment by the 18th of the month, the student may be subject to removal from the school.
6. If the student leaves the school for any reason between the 1st and the 15th of the month thereafter, one half of the monthly installment is due.
7. An early withdrawal fee equal to your May tuition, must be paid up front along with your registration fees and first month's tuition. If the student does not complete their contract and withdrawals from FCA at any time before the end of the school year, the early withdrawal fee will be forfeited.
8. A \$30.00 service charge will be assessed for all returned NSF checks. After two returned checks, you will be required to pay tuition by cash, money order, Venmo or credit card.
9. If an account is more than two months delinquent, students will not be allowed to return to school until the balance is paid.
10. Faith Christian Academy reserves the right to send all delinquent accounts to a contracted collection agency.

Parent Contract

Support

I have read the Statement of Faith and understand the purpose and goals of Faith Christian Academy. I desire that my child(ren) receive an education in harmony with those beliefs and purposes.

1. I will faithfully support the school through my prayers and positive attitude and share any complaints or questionable or negative comments with only those people involved (administration or faculty) and not my child(ren).
2. It is further agreed between the parties that any and all disputes and/or claims arising out of or related to this agreement shall be resolved by binding arbitration. Each party hereby waives its rights to resolve such disputes and/or claims in any other forum.
 - a. A mutually agreeable Christian arbitrator operating under the auspices of a Christian arbitrator forum shall conduct the arbitration.
 - b. Fees, costs and expenses shall be awarded to the prevailing party.
 - c. If any suit is brought in any other forum by any party to this agreement, the other party shall be and is hereby authorized to utilize the above to request the court to dismiss the action and order it to arbitration consistent with the above terms.
3. I agree to uphold and support the high academic standards of the school by providing a place at home for my child(ren) to study. I agree to give my child(ren) encouragement in the completion of homework assignments.

Placement

I understand that after testing, evaluation and acceptance, my child(ren) shall be recommended for the grade level deemed proper by the school. After a 30-day period, if my child(ren) has not adjusted in the school and classroom environment, a conference shall be held with me to determine the best course of action for my child(ren).

Discipline

1. I understand that the standards of Faith Christian Academy do not tolerate profanity, obscenity in word or action, dishonor to God or the Word of God, disrespect to the personnel of the school or to the established policies of the school.
2. I understand the school discipline policy and agree with the standards of conduct and discipline. I grant authority to the faculty and administration to prayerfully discipline my child(ren) when necessary.

3. I further agree that I will cooperate and discipline my child(ren) in the home as needed.

Financial

1. I agree to be responsible for all fees including registration, tuition (as stated in the Enrollment Contract of the Parent/Student Handbook, unless otherwise agreed upon with the administrator), classroom supplies and any other expenses for my child(ren).
2. I understand that tuition may be paid in 10 equal installments from August through May.
3. I understand that at the close of the 10th of each month, all past due accounts – which include tuition, curriculum, lunch charges, etc. – will be assessed a \$30.00 finance charge. If the account has not been paid by the 18th of the month and/or if an account is more than two months delinquent, my child(ren) will not be allowed to return to school until the balance is paid.
4. I understand that in case of extenuating circumstances, other financial arrangements may be made through the administrator's office. I will contact the administrator or bookkeeper immediately in order to make the proper and necessary arrangement.
5. I agree to pay charges assessed to cover damages to the school including breakage of windows and abuse to other real personal property caused by my child(ren).
6. I agree to pay a \$30.00 charge per check on any returned NSF checks.

Thirty-Day Evaluation

Every student will begin each year with a 30-day evaluation period to determine if the student will be able to adequately adjust and benefit from attending Faith Christian Academy. New students are placed on behavioral probation for the first 30 days of enrollment.

Withdrawal from School

Parents/Guardians of students moving away and/or enrolling in another school should notify the school office of such plans at least one month in advance. The early withdrawal fee is equal to your May tuition and must be paid up front along with your registration fees and first month's tuition. If the student does not complete their contract and withdrawals from FCA at any time before the end of the school year, the early withdrawal fee will be forfeited.

ACADEMICS

In order to deal more effectively with problems that are not immediately resolved, a student may be placed on an academic or behavioral probation period of up to 30 days at the discretion of both the faculty and the administrator.

Behavioral Probation

Grounds for initiating a behavioral probation period will be any persistent problems listed below:

- Disruptive behavior
- A repeated failure to comply with the school's absence, tardy, uniform, or other policies
- The inability of the parents and administration to work together for all concerned

When any of the situations listed above arise, the following procedure will be implemented:

1. There will be a conference with the student, parents/guardians, teachers, and/or administrator to discuss the problem and possible solution(s).
2. Every five school days thereafter, the administrator will call the parents/guardians to discuss progress or lack thereof.
3. The student will be responsible for bringing home an evaluation each Friday (or the last day of the school week) from the staff members involved, and returning it back to the school with the parent/guardian's signature on Monday (or the first day of the school week).

4. At any time during the probationary period, it is deemed that no change or correction is being achieved, the student may be expelled.
5. The probationary period is not mandatory.

The administration reserves the right to expel a student at any time, given just cause.

Christian Training

Faith Christian Academy provides Christian training in the following areas:

Bible Study

A period is set aside each day for specific training in the Bible. The study of the Scripture is suited to the child's particular needs, interests, and abilities, and is conducted by the teacher in the classroom. FCA is a non-denominational school, teaching Biblical truths. We present that mankind is sinful and must accept Jesus Christ as their personal Savior and Lord in order to know peace here on earth and the glory of God hereafter. This is known as the "Born Again" experience. In a grade course of study, students are introduced to Bible characters, events and principles. Because the Bible is the authoritative basis of the Christian's faith, we feel that every young person should be thoroughly familiar with the Bible and God's message to His people. Bible teaching is applied to all school situations including the classroom and playground. The Bible is the main textbook for Bible classes and is covered in its entirety.

Scripture Memorization

As part of the ongoing Bible study, scriptures are memorized to reinforce the particular Bible lesson. The reasons for scripture memorization are to help the student develop discipline in the study of God's Word and to obey the scriptural injunction to "hide the word of God in our hearts".

Prayer

Students are trained to communicate with God in every aspect of their lives.

Chapel

Chapel is held weekly and is designed to meet the needs of the children. After a time of prayer, praise and worship, the teacher, class or special speaker shares a lesson with the students. The purpose of every chapel is to bring glory to God and foster in each student a love for Him and His Word.

CLASS REQUIREMENTS FOR HIGH SCHOOL STUDENTS

Freshman and sophomore students must be enrolled in seven (7) full time classes both semesters at Faith Christian High School.

Junior and Senior students must be enrolled in five (5) full time classes both semesters. A student having a GPA of 3.5 or higher at the end of the previous school semester will be eligible to take college classes during the school day. Students achieving the 3.5 GPA must still be enrolled in at least three (3) full time classes at FCHS. The remaining classes may be taken at FCHS or at West Hills College.

Seniors, after meeting all requirements for graduation, must still be enrolled in three (3) full time classes at FCHS. A student playing a CIF sport must be enrolled in 4 full-time classes. This is a CIF rule. Note: one of the requirements to be a member of the California Scholarship Federation (CSF) is to be enrolled in a minimum of 4 full time classes at FCHS.

International students must be enrolled in 7 full-time classes regardless of total credits. Any senior international student who has completed the necessary credits in a particular subject, and maintained a 3.5

or higher from the previous semester, may be offered the opportunity to serve their school by opting to become a Teacher's Assistant for a maximum of 2 of the 7 full time classes. English classes cannot be replaced for a TA class. This elective should take place on the main elementary campus to further improve international student's English-speaking skills and give back to their school community. Teacher's Assistants are required to be on time as well attend each session or their TA privilege will be revoked. After 3 tardies or unexcused absences in their TA class, the student will lose privilege.

Junior and Senior students not holding a 3.5 GPA must take all five (5) classes at FCHS. Junior and Senior students may still take college classes for dual credit after FCHS hours.

College Credit

Faith Christian High School students may receive dual credit for completing college courses. In order for a student to receive dual credit for the entire year at Faith Christian High School, a community college course must have a course number of 49 or below. If the course number is 50 or above, two courses will be needed to equal one year of study at Faith Christian High School. College courses at West Hills College are free to FCHS students up to 11 units per semester. Students are required to purchase their own college books. (See administration for additional details).

Credits = Time in Class

10 credits = 180 days of instruction = 1 year
5 credits = 90 days of instruction = 1 semester
2.5 credits = 45 days of instruction = 9 weeks of instruction
1 credit = 18 class periods of instruction

Students missing 18 class periods of instruction, whether it is excused or unexcused, will lose 1 credit from that class subject. Every 18 classes missed by absences in a semester will result in 1 credit being deducted from each subject. After 36 classes missed, another credit will be deducted. This policy starts over after each semester. It is vital that students attend class. The administration reserves the right to overturn this policy after reviewing each student's absences on a case-by-case basis.

Academic Acceleration

Students who desire to skip a grade or graduate early (given that the student has enough credits) must show compliance in the following areas before consideration to accelerate can be given:

- Maintain a 3.85 (A Average) or higher for the previous and current academic year.
- No more than 4 unexcused absences per school year (previous and current year will be referenced). Each unexcused tardy counts as 1/3 of an absence. Any combination of unexcused absences and unexcused tardies that exceed 4 disqualifies the consideration for acceleration.
- Good Behavior

The administration reserves the right to handle these delicate situations on a case-by-case basis, considering the child's academic growth and behavior as a whole.

Community Service High School

Community service activities are those which students perform to benefit at least one other unrelated person and for which they receive no compensation or academic credit. In most cases, students will be working under the auspices of an organization, town, government, school, non-profit organization, hospital, nursing home or newspaper. Service to benefit for-profit businesses is NOT applied to the requirement. High school students are required to complete 15 hours of community service for each year enrolled at FCA. Ten of the hours of community service must be served in a church related setting. The activity format is flexible; students may elect to engage in a single activity or many over an extended or

concentrated period of time. Students will not be passed into the next grade until community service hours are completed. Seniors must have their Community Service Hours tuned in before Easter Break in order for their name to be inserted into the graduation program. All other students must complete their Community Service Hours 7 days prior to the end of school.

Grading Scale

High School - 9 th – 12 th Grade			
A+	100%	C	74% - 78%
A	94% - 99%	C-	70% - 73%
A-	90% - 93%	D+	69%
B+	89%	D	64% - 68%
B	84% - 88%	D-	60% - 63%
B-	80% - 83%	F	59% - Below
C+	79%	I	Incomplete

If a student receives a grade average of D+ (69% or below), the student may be retained at the discretion of the teacher and administrator. (See Retention Policy)

Incomplete grades are given when a teacher has allowed a student to make up work due to an illness or extended absence. Incomplete grades must be completed with in 1 week following the end of the semester.

Parent-Teacher Conferences

- 1st – 5th Grade: Parent-Teacher Conferences are a useful tool in monitoring the student’s progress. At the end of the first grading period, parents are expected to attend a parent-teacher conference at which time first quarter report cards will be reviewed. Often, teachers will request a second conference with parents or guardians in an effort to keep them informed of classroom circumstances that need attention. If, as a parent or guardian, you feel there is a problem, arrange to discuss it with your child’s teacher first before it becomes a greater matter of concern. Any parent, who desires to schedule a conference with a teacher or the administrator may send a note with the student or contact the front office. Please make those arrangements in advance so as not to be in conflict with other teacher/administrator obligations.
- Junior High & High School: Parent-Teacher Conferences are a useful tool in monitoring the student’s progress. Often, teachers will request a conference with parents or guardians in an effort to keep them informed of classroom circumstances that need attention. If, as a parent or guardian, you feel there is a problem, arrange to discuss it with your child’s teacher first before it becomes a greater matter of concern. Any parent who desires to schedule a conference with a teacher or the administrator may send a note with the student or contact the school office. Please make those arrangements in advance so as not to be in conflict with other teacher/administrator obligations.

Grading Scale

1 st & 2 nd Grade		
W	Weakness	= D
I	Improvement Needed	= C
S	Satisfactory	= B
E	Excellent	= A

3 rd through 8 th Grade			
A+	100%	C	74% - 78%
A	94% - 99%	C-	70% - 73%
A-	90% - 93%	D+	69%
B+	89%	D	64% - 68%
B	84% - 88%	D-	60% - 63%
B-	80% - 83%	F	59% - Below
C+	79%	I	Incomplete

- Dean's List: Students who maintain a 3.5 – 4.0 Grade Point Average (GPA) with no grades of “C”, “D”, “F”, “I” or “W” will earn a position on the Dean's List.
- Honor Roll: Students who maintain a 3.0 – 3.49 Grade Point Average (GPA) with no grades of “D”, “F”, or “W” for the quarter will earn a position on the Honor Roll.
- Incomplete grades are given when a teacher has allowed a student to make up work due to an illness or extended absence. Incomplete grades must be completed within 1 week following the end of the quarter.

Homework

Homework is an integral part of the school program. Each teacher is at liberty to give homework to the students to enhance their studies. The broad topic of homework includes regular daily assignments and studying for tests and quizzes, as well as weekly or long-term projects. A parent or guardian's signature will be requested from time to time on completed homework assignments.

Homework that is late being turned in cannot be made up after a progress report or report card has been issued or announced that they are ready to view in Campus Management. Only exception would be if an excused absence occurred and the student had not had their two days to turn in their assignments.

Parents or guardians should not do the work for the student, but provide the satisfaction of monitoring and observing their child's development and growth on academic and spiritual maturity. This is accomplished through the daily review of materials covered in class, preparation for tests, writing assignments, projects, and drills.

Progress Reports

Progress reports will be made available to parents after the halfway mark of each quarter, by logging in to the school's grade management system. The updated grades will remain frozen for a period of 3 days. Emails are sent to remind parents to check their child's grades during this time.

Report Cards

The high school year is divided into two semesters of 18 weeks each. At the end of each 18-week semester, a report card indicating the student's grades will be prepared for the parents/guardians and will be mailed to the parents/guardians two weeks after the end of the grading period.

1st – 8th graders school year is divided into 4 quarters of 9 weeks. At the end of each 9 weeks a report card indicating student's grades will be prepared and handed to the parents/guardians.

In order to deal more effectively with problems that are not immediately resolved, a student may be placed on an academic or behavioral probation period, up to thirty days, at the discretion of both the teacher and the administrator.

Academic Probation

Grounds for initiating an academic probationary period are listed below:

- A) Inability to progress academically
- B) A consistent failure to complete required work on time

High School and Junior High students who fail to meet academic standards will be placed on academic probation. Students are given 2 points for every “F” they receive on their report card and 1 point for every “D”. Any student who receives 3 or more points on any report card may be placed on academic probation for a minimum of one semester.

Students on academic probation will receive grade checks at the 6th, 9th, 15th, and 18th week of the semester. Students receiving 3 points or more at any of these checks may be removed from school for failing to meet probation standards. The determination is made by the Department Council, which is made up of members of the faculty and administration.

The school administration will meet with academic probation students and help them progress academically.

Standardized Testing

The information from Standardized testing is used to help evaluate and respond to the needs of the students in the most effective way possible. Mental ability testing may also be administered. The results of tests taken at FCA are available to parents for consultation regarding the abilities and achievement of their child(ren).

Textbook Guidelines

Textbooks are the property of each student, but FCA expects the student to handle them with care. Please have your child write his/her name in all textbooks and workbooks. Parents or guardians of the students will be required to pay for lost or stolen textbooks and workbooks.

Retention Policy

Students are not retained at the high school level. Students that fail a course must make it up during their high school years either at the high school or at a college.

High School Transcript Request

Transcripts are available by filling out a transcript request form and paying the required fee which is available in the school office. Please allow five to ten business days for transcripts to be issued. Rush processing is available for an additional fee.

Loss of Textbooks

Students are responsible. Textbooks lost will be charged to reorder. Any copies made will be charged as well.

ATTENDANCE

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate re-entry into school. Absences in the following categories will be handled as indicated:

1. Please make every effort to take family vacations during regularly scheduled holidays (see school calendar). It is very difficult for students and their teachers to keep paperwork and class assignments current when students are gone for an extended period.
2. We suggest doctor and dental appointments be scheduled outside school hours as much as possible. Upon returning to school after an absence, the student is to bring a note signed by his/her parent/guardian to the office or have the parent or guardian call the office within three days. If the office does not see a note or receive a phone call from the parent/guardian within the three days, the student will receive an unexcused absence and the student will not be allowed to make up the work for a grade.

3. A student who is picked up from school before the student has been present in his/her class period for 25 minutes will be considered absent for that period.
4. Students are responsible to do all make-up work and turn it in. Students who have an “excused absence” have two days for every day absent to make up missed work. All late assignments will not be counted toward their grades. Test can be given when the child comes back to school and the teacher sets a time to take the test that was missed.
5. Failure of a student to attend school will be considered an absence.
6. For all school field trips, other arrangements must be made for the student if they will not be attending the field trip. The student will receive an unexcused for the day.
7. Parents who wish to have their student excused from P.E. or a particular activity of P.E. for one to three days **must** send a note or telephone the office. A doctor’s note must be sent if a child is to be excused from P.E. for more than three days.
8. If a student is absent for **7** or more consecutive days, the student **must** be seen by a doctor before returning to school. A note from the doctor must be given to the school describing the illness prior to the student’s re-entrance to school.
9. A student who reaches 10 absences in any class during a semester, excluding quarantine time, **must** be seen by the doctor for each additional day absent. A note from the doctor **must** accompany that child when he/she returns to school stating the reason for missing school. Funerals and court appointments are an exception.
10. COVID CLAUSE: If a child is quarantining due to COVID illness or exposure, the office must be notified but a doctor’s note will not be mandatory unless absence exceeds 2 full school weeks. These absences will not count towards truancy.

Excused Absences

Reasons for “excused” absences and tardies include the following:

- Illness or injury
- Medical appointments
- Bereavement
- Emergency (a one-time, one-day, emergency may be excused at the discretion of the principal or administration)
- Court appointments, Military appointments, and/or College appointments

Students are expected to be in school except in the case of an excused absence. The student is responsible to inform each teacher of upcoming absences and arrange for work to be completed. Students receive two days to complete their work from an excused absence. For an example: if a student is sick for 5 days, he/she will receive 10 days to complete his/her work and turn it in for credit. If the work is not turned in on time, the student will not receive credit for his/her work. It is the responsibility of the student to turn in missed work to his/her teacher by the assigned due date. It is also the responsibility of the students to get their own homework assignments from their teacher when they return to school after an excused absence. The school office will not retrieve homework for students who are absent from school.

Unexcused Absences for High School and Junior High

Unexcused absences are any other absences not listed under Excused Absences.

- Full Credit – Students may complete school work ahead of time and turn it in before leaving for full credit, including tests and quizzes.
- Partial Credit – Students will receive a 20% reduction on all class work, tests and quizzes if work is turned in the day they return.
- Full and Partial Credit – Students may choose to turn in all work before leaving for an unexcused absence and receive full credit on class work but wait to take tests and quizzes upon returning. At

that point, the student will receive a 20% reduction on all quizzes and tests (tests and quizzes will be given the day the student returns to school).

Unexcused Absences 1st through 12th Grade

- 1st – 12th Grade: If possible, for an unexcused absence, parents need to give their child's teacher notice of their unexcused absence at least five days in advance. This will allow the teacher time to gather the student's work and have it ready for the student by 3:00 the day before their unexcused absence. If the parent is unable to give a five-day notice, parents need to call the office as soon as possible and we will do our best to gather the student's work before the end of the school day. Students receive one day for every unexcused absence to complete their work. For example: if a student is not in school (unexcused absence) for 5 days, he/she will have 5 days during which to complete their work and turn it in for credit. If the work is not turned in on time, the student will not receive credit for their work. It is the responsibility of the student to turn in missed work to his/her teacher by the assigned due date.

Excessive Absences all Grades

Excessive absence from school is defined as ten or more days absent (excused or unexcused) and/or ten or more tardies.

1. At ten days absent, parents will receive a letter indicating the total days absent and the total number of tardies recorded. The Administration will then confer with the parents to determine the circumstances surrounding the absences and/or tardies and to determine if further action is necessary.
 2. At 15 days absent, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.
 3. At 20 days absent, the principal will determine to either submit a petition to the Court for resolution or seek an alternate remedy.
1. If a child misses more than 20% of the school year, the child is in danger of being retained in their current grade or a plan may be created to make up credits. (20% of 180 days is 36 absences).
 2. High School students missing 18 class periods of instruction, whether it is excused or unexcused, will lose 1 credit from that class subject. Every 18 classes missed by absences in a semester will result in 1 credit being deducted from each subject. After 36 classes missed, another credit will be deducted. This policy starts over after each semester.

Late Arrival (Tardy) / Early Dismissal

- 1st – 12th Grade: A student who is picked up from school before 11:30 a.m. will be considered absent. Parents/Guardians or authorized persons picking up a student before the school day is finished must go to the office for identification and to sign the student out. The school secretary will then send for the student. If the student will be returning the same day, he/she will need to be signed back in and given a tardy slip upon his/her return.

The school regards the safe keeping of children an important responsibility and asks for your full cooperation in this procedure.

Students must complete three hours of school in order to be considered present for the day.

- High School and Junior High:
Tardy definition: Arriving to class after the starting time.

Excused Tardy

- All Grades: Reasons for an excused tardy include the following:
 - Illness or Injury
 - Medical appointments
 - Bereavement
 - Emergency (a one-time, one-day, emergency may be excused at the discretion of the principal or administration)
 - Court appointments or official school business

When a student arrives late to school, they must report to the office for a tardy slip.

Unexcused Tardy

- When a child arrives to school late, he or she must report to the office for a tardy slip. Being tardy interrupts the flow of the study in the classroom. Students not in their class and/or without the proper books/supplies when class begins will be considered tardy. After the 5th unexcused tardy, a note will be sent home indicating that one-hour of lunch detention will be given after the 6th tardy in a quarter. After the 7th tardy, the student will be suspended for one day. It must be clearly understood that the parent has the responsibility to see that his or her child gets to school on time.
- The number of tardies will start over each quarter. The following administrative action will result when a student accumulates more than 5 unexcused tardies in the same class during a quarter:
 - 5th tardy – Note home to parent
 - 6th tardy – Lunch work detention
 - 7th tardy – Mandatory, one day suspension

Students are allowed 5 tardies per quarter, per class (up to twenty times per year per class) before any consequences go into effect. This allows for personal problems, car/transportation situations, oversleeping, early morning illness, etc. Upon returning to school after a tardy suspension from a class, the student's tardy count will start over again.

Foggy Day Schedule

If the weather channel reports a foggy day schedule for Coalinga schools, any student who is late to school for this reason will receive an excused tardy.

Medical Excuse Policy

Long Term (3 weeks or more)

If a student is to be medically excused from all physical education for a period of 3 weeks or more, the student shall not receive physical education credits, but an attempt will be made to place him/her in another class for credit.

Short Term (1 day-3 weeks)

If a student is to be medically excused from all active participation in Physical Education for a short period of time the following procedure will be implemented:

1. Student should go to P.E. Class every day even when medically excused from activity.

2. Student must bring a note from a parent requesting limited/no activity due to injury/illness. The note cannot exceed three P.E. classes.
3. If a student needs to be excused for four or more days, a note from a doctor is needed indicating the length of time to be excused.
4. If a student becomes injured or ill during the day before his/her P.E. class, a phone message that day will excuse the student's inactivity.
5. If the student is unable to do any form of physical activity, he/she may do a written assignment given by the teacher. The assignment is to be worked on during class time and checked by the teacher at the end of the class period. The assignment must be appropriately completed in order for the student to receive credit each day of his/her medical excuse.

Athletes with Medical Excuses

Any athlete in a regular physical education class is expected to do the same activities as the rest of the class. An athlete who is medically excused from participating in a P.E. class will not be allowed to practice and/or play in a game that same day.

STUDENT ACTIVITIES

Statistics show that overall student success in school is closely related to the student's involvement in school activities. Opportunities for students to participate in extra activities are outlined below.

High School Athletics

Faith Christian High School belongs to the California Interscholastic Federation (CIF). The athletic program is an important and integral part of the total school program. The athlete also accepts the training rules, regulations, and responsibilities which are unique to an athletic program.

School Attendance for an Athlete: All athletes must attend and participate in all classes in order to be eligible to participate in practice and the activity, event or game. Athletes must provide an official doctor/dental/court note if they are absent from any class on a game day or they will not be allowed to participate in the next contest. All official absence excuses must be turned in to the FCA office as soon as the athlete returns to the campus.

Sports Eligibility Requirement for All Grades

In order for students to participate in extra activities, they must be academically eligible and, in some cases, go through a tryout process. Details are outlined below:

Initial Eligibility: League and CIF rules state that all students must have achieved a 2.0 GPA during the previous grading period. No grades are exempt from this eligibility.

Athletic Probation: A student not meeting the 2.0 GPA or with any grades or a D or F at the end of a semester grading period will be placed on Athletic Probation. They will be allowed to practice with a team but will be ineligible to play in a game until his/her grades reach a 2.0, which will be checked weekly. At the end of one school day prior to game day, the student's grades will be calculated to see if the student has reached a 2.0 GPA or is free of any Ds or Fs. If so, the student will be allowed to play in the game. If at any time a student's grades fall below a 2.0 or receives any grades of a D or F, he/she will be placed on Athletic Probation until the 2.0 GPA or is achieved or grades have been brought up.

If a student begins a semester/quarter on Athletic Probation, they will be able to practice but not play until the 2.0 GPA is achieved or grades have been brought up. If the same student is on Athletic Probation at the

end of the next semester/quarter, (two consecutive semesters/quarter in a row) that student will be ineligible to play any sports for one entire semester/quarter. In other words, a student cannot be on Athletic Probation two semesters/quarter in a row and be allowed to play by bringing grades up weekly. This can only be done every other semester/quarter.

Continuing Eligibility for High School Only

1. The student is currently enrolled in at least four classes.
2. The student passed at least four classes at the end of the semester.
3. The student is maintaining minimum progress toward meeting Faith Christian High School graduation requirements.
4. The student maintains a minimum GPA of 2.0. Students failing to do so will be ineligible for games until he/she has raised his/her GPA to a 2.0 or above.

High School Letter Requirements

In order to be awarded a varsity letter, the student athlete must:

1. Be academically eligible the entire season of the sport
2. Participate in a minimum of 80% of the team practices
3. Attend every game unless excused in advance by the coach

An athlete is awarded one varsity letter while in attendance at Faith Christian High School. After receiving a letter, a sport patch is given for each year the athlete meets the qualifications.

Leadership/Student Government

Student Government provides an opportunity for students to have a positive impact on the life and direction of Faith Christian High School. A faculty member advises this team.

Position qualifications for serving in Student Government include:

- Confessing Jesus Christ as his/her personal Savior and Lord
- Being active in a local church
- Fully supporting Faith Christian High School through word and deed
- Having a GPA of at least 2.0 based on the quarterly progress/report card. Student must not have failed any course in the most recent grading period.

California Scholarship Federation (CSF) Membership

The California Scholarship Federation (CSF) exists to promote and recognize high standards for scholarship, service and citizenship on the part of students in California schools. In order to become a member, the student must submit an application each semester the student is eligible. A point system specified in the CSF State Bylaws establishes the membership requirements. To secure eligibility for CSF membership, a student must earn sufficient points from pre-approved course lists. The majority of the required membership points must come from University of California accepted coursework.

Music Policy

At FCA, every effort will be made to allow only wholesome music to be played during activities, events, assemblies, rallies, athletic practices/competitions, or any school sponsored function. Nostalgic music may be approved for a special theme to an event. All music to be played for a student activity must be submitted one week in advance to the administration to get approval. This allows time for a substitution to be made if there is a conflict.

Dance Policy

FCA believes that, while dancing is a form of social recreation and does not have right or wrong moral value, there are valid reasons for concern:

1. Self-esteem can be negatively affected through dances. Student activities should build self-esteem, self-confidence, and be available to all regardless of their popularity, social status, appearance or ability to get a date or dance partner.
2. All dancing styles at Faith Christian High School will be clean and appropriate. Proper supervision and guidelines will be enforced by the chaperones.

High School Proms and/or Homecoming Dances

Dance Attire

Appropriate gentlemen's attire includes a suit, tuxedo, dress shirt, sweater, vest, or sport coat with dress slacks and dress or tennis shoes. Appropriate ladies' attire includes dressy outfits. Skirt length must stay at least six inches from mid-knee (including skirt slit). The top may **not** be low-cut in the front or strapless (spaghetti straps allowed), may not show bare midriff or sides, and must have three inches of material from the natural waistline in the back. No transparent material and hats.

STANDARDS OF BEHAVIOR

Student Guidelines

FCA serves a broad spectrum of evangelical churches, among which there are differences of opinions as to what practices are acceptable for Christians. A student at FCA is expected to conduct himself according to the highest Christian standards of honesty, integrity, responsibility and love toward his/her fellow students.

FCA encourages students to be sensitive to the many principles of Christian living that are found in the Bible. The school also imposes certain specific guidelines for the conduct of students. Although such man-made regulations cannot improve upon our standing in Christ, they can strengthen the life and testimony of both the individual and the school. To this end, FCA expects its students to refrain from the use of illegal drugs, alcoholic beverages or tobacco.

The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing students' conduct or to the expressed principles, policies and programs of the school.

Listed below are some policies and guidelines regarding standards of student conduct on and off campus during a student's enrollment at Faith Christian Academy & High School.

1. All students are expected to conduct themselves in an orderly, courteous manner at all times with prompt and respectful obedience to all school personnel.
2. FCA stands for and insists on integrity, honesty, fair play, and sportsmanlike conduct under all conditions.
3. Cheating, lying or stealing will not be tolerated. Students are not only expected to adhere to this policy, but also to promote and encourage their peers in following it. Students who know of serious violations of Biblical or school standards are expected to assist the administration and faculty in maintaining a Christian environment and upholding Biblical principles.
4. Permission must be obtained from the teacher before a student may bring toys, pets, games, hobbies, etc. to school.
5. Gum is not allowed at school as it damages floors, desks, and school property.
6. Respect must be shown for the rights of others and their property.
7. Students are to follow a "hands off" policy: no fighting, no hitting, no slapping, no rough play and no play fighting.
- 8.

Christian Lifestyle

Students enrolled at Faith Christian Academy & High School must at all times refrain from:

1. Possession, distribution and/or use of illegal drugs, alcoholic beverages, any form of tobacco, or pornographic material.
2. Involvement in immoral activities.
3. Swearing, telling dirty stories and using bad language that is unbecoming to a Christian.
4. Acts of dishonesty such as cheating, lying and stealing.

Harassment Policy

It is the policy of Faith Christian High School to practice equal opportunity without regard to an individual's race, color, national origin, marital status, sex or age in application of any policy practice or regulation. Any form of harassment is absolutely prohibited.

Sexual Harassment

Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of harassment of a student by another student should be brought immediately to the attention of the school administration. Any incident of sexual harassment of a student by an adult must be reported to a school staff member immediately. Those receiving the report will thoroughly investigate the matter in confidence. After reviewing all the facts, Faith Christian Academy will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred for any reported incident. Disciplinary action, up to and including discharge, will be taken against any employee or student who is found to have engaged in harassment. In cases of suspected sexual harassment of a student by an adult, a report must be made to local government authorities. Sexual harassment includes:

- Unwanted sexual advances
- Offering educational benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, or sexually degrading words used to describe an individual
- Suggestive or obscene letters, notes, or invitations
- Physical conduct: touching, assault, or impeding or blocking movements

Expectations of Student Classroom Behavior

In order to maintain a classroom environment which allows for maximum learning, teachers will establish those standards they feel necessary. The following are standards for all classes:

1. Students must always demonstrate respect for and cooperation with teachers and any other faculty members.
2. Students will be on time each day and be prepared with the necessary materials and mental attitude which indicates a readiness to learn.
3. Communication should be edifying to both the teacher and/or student
4. Cheating, stealing and plagiarism will not be allowed
5. Students are responsible for the cleanliness around their desks at the end of the day.
6. Students are to enter classrooms quietly or wait outside the door if a class is engaged in prayer or Bible reading.

Student Discipline

Without discipline, a school will not achieve its full potential. In Hebrews 12:6 and 12:11, Paul tells us, "...the Lord disciplines those he loves, and he punishes everyone he accepts as a son."

Effective discipline means the classroom is relatively free from confusion, disorder, and antisocial behavior. It means that each student and the group as a whole operates freely within a structured framework which they understand, accept, and incorporate into their behavior with constant reminders and punishment.

Discipline for violations of school policies, etc., are administered at two levels:

1. Classroom
 - a. Teachers may assign writing assignments, detention, a combination of both, or whatever discipline they deem necessary for changing the behavior displayed, not including corporal punishment.
 - b. Parents will be notified by the teacher via a note sent home or by a telephone call as to any consistent or serious negative behavior.
 - c. A lack of response to classroom level discipline will warrant administrative level discipline.
2. Administrative
 - a. Certain violations are handled immediately at the administrative level, such as disrespect or disobedience to a teacher, etc.
 - b. The administrator and or a representative of the administration will administer the necessary discipline, not including corporal punishment.
 - c. Discipline notices are issued for behavioral and/or uniform violations. Typically, students will receive three notices before a suspension will occur. However, depending on the severity of the behavior, suspension/expulsions can occur without prior discipline notices.
 - d. Upon the recommendation of FCA, parents will be called in to remove the student from the school grounds.
 - e. At the end of each semester/quarter, violation forms reset to zero.

Persistent Misconduct

Consistent negative behavior will be handled by:

1. Conference with the teacher and parent/guardian or conferences with the administration (each designed to help understand and correct the behavior)
2. Suspension
3. Expulsion (FCA has no provision for a student with serious behavioral problems)

The above steps do not have to be taken in the listed order and the administration reserves the right to expel a student at any time due to attitude, behavior, etc.

Suspension Policy

Any student may be suspended for good cause, and shall be suspended for misconduct when other means of correction fail to bring about proper conduct. Suspensions are not used unless absolutely necessary. A student can be suspended for one, two or three days. Any work missed during the suspension cannot be made up. The days missed count as an unexcused absence. Suspension may result from failure to adhere to dress code or violations of general student conduct rules. All suspensions are to be considered as a prelude to expulsion if the behavior warranting the suspension continues. Parents are encouraged to assign duties at home while the student is on suspension and not allow the correction to be a holiday.

Examples of offenses which may result in suspension include, but are not limited to:

- Forgery, cheating, plagiarism
- Drinking, smoking, or possession of tobacco
- Using inappropriate language (vulgarity, profanity, racial or sexual overtones)
- Fighting for any one or all participants
- Multiple disciplinary notices
- Stealing
- Cutting class
- Not serving after school work detentions
- Lying
- Defiance
- Inappropriate clothing/appearance
- Emotional abuse to another student
- Inappropriate physical exposure
- Pulling the fire alarm
- Promoting inappropriate material (possession of pornography, etc.)
- Participating in or promoting an illegal activity

This list is not all-inclusive, and the administration reserves the right to suspend any student for misconduct.

Suspension Procedure

1. Parents must come to the school to pick up the student. If the school day ends before parents have been contacted, the student must be released to go home while the principal continues to reach the parents.
2. Students who are suspended may not return to campus for any reason or attend a school function until the first school day following suspension.

Expulsion

Expulsion is a mandatory withdrawal from school. Examples of offenses and actions which may result in expulsion include, but are not limited to:

- Possession, use or promotion of illegal drugs or alcohol, either on campus or at school activities
- Vandalism, graffiti or destruction of school property
- Involvement or promotion of gang activity
- Bringing or being in possession of a weapon or harmful device or material to school or a school activity
- Reckless or dangerous driving on or off campus
- Any evidence of not wanting to be student at Faith Christian High School or defaming the school or its students, programs, staff, etc.
- Physical altercation, stealing, lying to an administrator
- Striking or threatening a teacher or any staff member
- Any harm or threat to do harm to a person or facility
- Endangering lives (fire, chemical, etc.)
- Promoting pornography, inappropriate material, or any illegal activity
- Marriage or a pregnancy
- Any sexual misconduct as determined by the school administration
- Promotion or participation in any illegal conduct
- Repeated suspensions
- Intimidation of a teacher, school personnel or another student
- Failure to adapt to school rules and policies

Students are to maintain residency with and submit to the authority and supervision of their parent(s), legal guardian(s) or school approved, responsible party at all times or must withdraw from school.

STUDENT DRESS AND GROOMING

There is no grace period for the student dress code. If a student comes to school and has not followed the written dress code stated in the FCA Handbook, FCA will follow their uniform violation policy.

General Guidelines

1. Clothes must fit appropriately even during free dress days.
2. Pants must fit at the waist. Pants cannot rest in the middle of the student's buttocks.
3. No sweatshirt material pants or pajama pants.
4. Clothing that could be used as a weapon (steel toe shoes, chains, spikes, studs, etc.) are prohibited.
5. Students may not wear studded jewelry (bracelets, belts, necklaces, etc.) or skulls on campus.
6. A student can not come to school with holes in their uniform.
7. FCA requests that old and worn uniforms be replaced so that students will always look their best.
8. FCA is not responsible for any lost clothing.
9. Girls' stomachs, bras and their bra straps are not to show at anytime.
10. Student's undergarments, (tank tops, long sleeves, etc.) must be a **solid color**. Belts or suspenders must be a solid color and not to stand out or draw attention. Belt buckles must not be offensive or have rock bands, skulls, guns, etc. Administration has the right to revoke any and all items.
11. On uniform days, students that are on campus must be in uniform from 7:45 a.m. – 5:30 p.m.
12. All students are required to meet the minimum dress code standards of the school by complying with the Free Dress Day Guidelines (found in the student/parent handbook) at after school, evening, and weekend activities, unless otherwise stated in writing by the school administration.
13. Hats can be worn for P.E. only (see outwear policy). No wave caps, bandannas, and other head gear are not permitted on campus.
14. For the protection of all students, we ask that no bandanas are to be worn on the clothing or the body. Bandanas are used to denote certain gangs and other activities not becoming of a Christian.
15. No heeled shoes of any kind.

UNIFORMS

High School students will have two options for uniforms. Options are detailed as follows:

- Girls and Boys Option One – any color polo uniform shirt purchased at Dennis Uniforms along with any bottoms listed below.
- Girls and Boys Option Two – Warrior Wear t-shirts (purchased in the FCA office only).

Students may wear any pants, jeans, shorts, skirts, skorts, and capris of any brand but they must meet the following guide lines:

1. All bottoms worn must only be *jean material (Denim Only)*.
2. No faded or two-toned jeans are allowed.
3. No sweatshirt material pants or pajamas pants, only *jean material (Denim Only)*. is allowed.
4. Shorts, skorts, and skirts can be no shorter than six inches above the knee when sitting.
5. All pants, jeans, shorts, skorts, and skirts must fit appropriately and no holes.
6. No cut-off pants or shorts they must have a hem.
7. No tights or leggings can be worn as pants. They can be worn under a uniform/dress.
8. A maroon FCHS Dennis collared shirt must be worn every Friday. **No exceptions.**

High School – Dress Clothes Option

1. No holes, slits, tears or torn jean bottoms.
2. **Girls** may wear a dress of their choice. It does not need to be a Dennis Uniform dress. Dresses must have a ¼ sleeve or longer. Neckline cannot extend lower than 2½” from the collarbone. Dresses cannot be see-through, strapless, or spaghetti strings. If the student is not sure whether the dress is appropriate, the administration must be consulted before the student wears the dress to school. Dresses can be no shorter than six inches above the knee when sitting.
3. **Boys** will be allowed to wear suit pants and/or a suit jacket with a solid collared shirt.
4. Warrior wear shirts or sweatshirts designed by Faith Christian Academy; however, a Faith Christian High School Dennis Uniform collared shirt with the FCHS logo must be owned for special trips, assemblies, award ceremonies, etc.
5. A maroon FCHS Dennis collared shirt must be worn every Friday. **No exceptions.**
6. The school has allowed high school students *only* to wear non-school pullover sweatshirts. However, free dress guidelines will apply. No skulls, musical artists/bands (regardless of affiliation), or any image or texts that are found to be graphic, demeaning, or offensive in any way. This is a major privilege for HS students and not one to be taken lightly. If administration has issues, this privilege will be revoked for the students that cannot comply.

Option two is not a right, it is a privilege. If a student does not abide by the guidelines set forth, the student will lose his or her privilege of wearing Option Two of the High School Dress Code. The student will revert to the strict Dennis Uniform Policy set forth for the junior high students. This will be up to the administrator’s discretion.

Uniforms 1st - 8th

Uniforms are required at FCA and are an additional cost to the parents. All uniforms must be purchased from Dennis Uniforms. Dress codes from past years will not be in effect. The dress code is especially designed to set an image of professionalism and high academic stimulation for the school. FCA is not inclined to become involved in arguments about subtle points in the code. Students not in compliance with the dress code will be asked to call home to obtain appropriate clothing for school. Parents are asked to become familiar with the dress code and to be sure their son or daughter is dressed properly before leaving home. This is requested so that students will not miss valuable class time while waiting for the appropriate dress from home.

Dennis Uniforms

www.dennisuniform.com

School Code: **FFF**

Order by phone: (800) 854-6951

Order by fax: (877) 291-5480

Items That Must Be Purchased at Dennis Uniforms:

- Shirts
- Shorts
- Pants
- Culottes
- Skorts
- Dresses
- Jumpers
- Skirts
- Cardigan Sweaters
- Sweatshirts
- Navy Pullovers

Items That Can Be Purchased at Department Stores of Your Choice:

- Shoes (no heels)
- Socks
- Jackets/Sweaters that fully button or zip
- White turtle neck shirts
- Hair accessories
- Undergarments
- Tights (to be worn under uniform, not as pants)

Boys & Girls Dress Code

1. 1st-5th - White or light blue collared uniform shirt, navy bottoms, or plaid.
6th-8th - Any color collared uniform shirt. Navy or tan bottoms.
2. A Dennis Uniform maroon collared shirt must be worn every Friday. **No exceptions.**
3. Sweatshirts and pullovers must be purchased at Dennis Uniforms or the school office and have the appropriate school logo.
4. Solid color turtlenecks (only worn under a collared uniform shirt).
5. Solid white or solid navy-blue vest (only worn over a white or blue collard uniform shirt). Vests may only have the FCA logo and your child's name imprinted on them. All other exposed writing will not be allowed.
Boys may wear solid color, short-sleeved undershirts under their white or blue collared uniform shirt. Undershirt sleeves shall not extend further down the arm than the shirtsleeve.
6. All uniform shirts must have FCA logo, must be worn at all times.
7. Socks & tights: solid colors only.
8. For ease of bathroom use, only kindergarten students may wear the FCA elastic gym shorts for everyday wear.
9. No offensive writing, logos, or skulls on any accessories or articles of clothing.

Girls:

10. To ensure modesty during play times, shorts must be worn under dresses, jumpers, skirts, etc. at all times.
11. Skirt length must be no shorter than six inches above the knee.
12. Girls may wear solid color, short-sleeved undershirts under their white or blue collared uniform shirts.
Undershirt sleeves shall not extend further down the arm than the shirtsleeve.
13. Tights, leggings, or nylons: solid colors only (to be worn under uniform, not as pants).
14. Undershirt garments such as t-shirts or bras must not be noticeable through the shirt.
15. No heeled shoes of any kind.
16. Students may not wear studded jewelry (necklaces, bracelets, belts, etc.) of any kind at school. (1-8)

All students need to abide by the dress code. All infractions will follow the school's behavioral and uniform violation protocol. If any student receives up to three violations (behavioral/uniform) in a quarter, a suspension occurs.

6th – 8th Grades Dress Code

The uniforms for junior high school students are expanded to differentiate between the elementary students. Sixth – 8th grade students may purchase uniforms in any color and style in the Dennis Uniform store. Bottoms can be navy or tan in color. All uniforms must be bought at Dennis Uniforms and there are a wide variety of colors and styles to choose from. If a student comes to school and has not followed the written dress code stated in this handbook, they will not enter class and they will be required to contact their parents for a change of clothes.

Outerwear

1. Sweatshirts and pullovers must be purchased at Dennis Uniforms or the school office and have the appropriate school logo.
2. Jackets or coats may be purchased at the store of choice but no bands, skulls, or crossbones are allowed.
 - a. Definition of a jacket or coat: a garment with a zipper, buttons or snaps for easy removal (Does not include a shirt, plaid or flannel shirt with buttons).

- b. FCA does not define a jacket or coat as a pullover or button-down shirt.
 - c. Students must wear the correct size of coat or jacket for their frame.
3. Students are permitted to wear hats for sun protective purposes outside for P.E. ONLY. When the students are not in PE, the hat must be kept in the student's backpack or locker. Hats are not to be worn **inside** the classrooms or buildings or backwards on the student's head. Hats that are worn inside will be taken and a parent must pick up the hat. All hats must be clean and suited for a Christian school. This is up to the discretion of the administration. Wave caps, bandannas, headbands, durags, and other head gear are not permitted on campus.
- a. Beanies may be worn outside only on cold days.

Footwear

1. Footwear may be purchased at the store of choice.
2. No characters, pictures, or skulls are allowed on shoes.
3. Because of sports activities and injuries, athletic type shoes are recommended. No heels of any kind.
4. High School students can wear soft sole boots (like uggs), no cowboy boots or steal toed boots. Students in P.E. must wear running, athletic, or tennis shoes with socks.
5. Because of injury and shoe damage, students are not allowed to wear sandals or any open-toed shoes. This will be enforced even on free dress days. Shoes must be totally enclosed from the sole to the top of the shoe.
6. FCA reserves the right to reject any footwear that may cause injury to a student or compromise the uniform code as judged by the administration.
7. Shoelaces must be the same color on both shoes.
8. Socks must be white or a solid color to match the student's uniform. Both socks must be the same color.
9. Leggings must be a solid color if worn under clothing, but cannot be worn as pants.

Grooming

All boys:

- Hair must not extend below the collar
- Hair should not be cut below a barber's #1 cut
- Hair length is not to be so long that it affects the vision or concentration of the student
- Hair should be natural hair color
- Spiked hair can be no higher than 2" from scalp
- No hair tails or pony tails
- No shaving letters or designs in the hair
- No multicolored hairstyles
- No punk rock, rebellion, or extreme expressions (this will be up to the discretion of the administration)
- Student's hair should be presentable at all times. Hair should not be so long as to look messy or shaggy or covers the eyes.
- Administration reserves the right to advise students that their hair needs to be cut
- Boys cannot wear makeup or nail polish.
- Tattoos or marking on the body are not allowed (permanent or temporary this includes Henna tattoos)
- Boys may not wear earrings and no other body piercing is allowed.
- Boys must be clean shaven every day, no beards. Sideburns cannot be longer than the earlobe. Mustaches may not be longer than the lip crease.

All girls:

- Hair length is not to be so long that it affects the vision or concentration of the student
- No hair tails
- No shaving any portion of the hair including shaved letters or designs
- No multicolored hairstyles. Hair should be natural hair color
- No punk rock, rebellion, or extreme expressions (this will be up to the discretion of the administration)
- Pixie cuts are allowed, but must be no shorter than 1” in length
- Student’s hair should be presentable at all times. Hair should not be so long as to look unkempt or shaggy.
- Tattoos or marking on the body are not allowed (permanent or temporary this includes Henna tattoos)
- Piercing is limited. Only two earrings are allowed in each ear. No other body piercing is allowed.
- Makeup can be worn for girls only
- Makeup must be applied at home with full consent of the parents
- Makeup should be applied conservatively to enhance features. No black or dark shaded lipstick will be allowed.
- Administrators reserve the right to reject any makeup they feel to be inappropriate. If a student is found to be wearing inappropriate makeup, parents will be called and the student will be required to remove the makeup.

Grooming for HS students only

- Earrings (including multiple earrings) are allowed for both boys and girls. However, no plug style earrings will be permitted.
- Nose piercings are allowed but it must be a stud. No exceptions.
- Any other facial piercings must be covered with a band aid or tape, or replaced with a clear/transparent insert. (Facial piercings must remain covered by a bandied/tape until transparent replacement is applied.)
- Tattoos must remain covered at all times.

Warrior Wear

- Warrior Wear can be purchased in the front office.
- Every Wednesday is declared Warrior Wear Day for all students. Students may wear a Warrior wear t-shirt or sweatshirt. Students will remain in uniform pants, shorts, skorts, etc.

Free Dress Day Guidelines

Boys & Girls

1. Free dress days will be given out on special days decided by the staff.
2. No Free Dress on Friday as a **Maroon** shirt is to be worn unless staff permits it for a special occasion.
3. Students may have a free dress day on their birthday. If their birthday falls on a weekend, holiday, Maroon shirt Friday, or if the student is absent, they may have a free dress day on the following Monday. If their birthday falls during the summer break, the student may choose any Monday in the month of May.
4. Shoe policy applies to free dress days.
5. **Free Dress Day shirts and clothing must not have any bands (secular or Christian), offensive writings, drugs, alcohol, or skulls on them. The administration reserves the right to deem any article of clothing not appropriate for FCA.**

6. No article of clothing, hats, jacket, shoes, etc. can have alcohol, aliens, skulls or inappropriate wording or pictures on it at FCA or FCHS campuses at any time.
7. Pants –Pants must fit; they cannot be too baggy or too tight. Pants may only be one inch bigger at the waist and length for potential growth. FCA/FCHS does not allow tights to be worn in place of pants.
8. Shirts – No see through; tank tops must be at least 2 inches wide at the shoulder; stomachs cannot show, bra straps cannot show.
9. All students are required to meet the minimum dress code standards of the school by complying with the free dress day guidelines found in the handbook at after school, evening and weekend activities, unless otherwise stated in writing by the school administration.
10. No article of clothing, hats, jacket, or shoes can have alcohol, aliens, skulls or inappropriate wording or pictures on them at FCA or FCHS campuses.

Girls

1. Dresses must follow the school dress guidelines.
2. Necklines of garments cannot extend lower than 2 ½ inches from the collarbone. Dresses must follow the school dress guidelines.
3. Shorts, skorts and skirts – Length can be no shorter than 6 inches above the knee when sitting. They must fit; they cannot be too baggy or too tight.
4. Jeans with holes for style must be worn with tights underneath so that no skin is showing. The administration reserves the right to reject any clothing they deem inappropriate.

DATING AND RELATIONSHIPS

As our children grow and mature, it is only natural for them to want to date and have relationships with the opposite gender; however, FCHS will enforce a no contact dating policy. Each household is unique and has different ideas about children dating. FCHS wants to honor those decisions by allowing the parents or guardians to set guidelines for their child.

During school hours and functions (i.e., lunchtime, while wearing a school uniform, athletic uniform, fieldtrips, dances, and at any after school function), if a child is found in a compromising condition with another student kissing, hugging, holding hands, etc, the following discipline actions will occur:

1. First offense: a warning will be given and a letter will be sent home.
2. Second offense: Suspension
3. Third offense: A meeting with the church board will be held to determine the future of the child's enrollment.

(The following exception will be permitted at Off-Campus night time events: An FCHS student may hold hands at an after school off-campus function, i.e., dances, athletic events, etc.) Students may not hold hands at an after-school field trip where the school is responsible for the student.

OPPORTUNITIES FOR PARENT INVOLVEMENT

Parent involvement is critical to FCHS's overall effectiveness. Parents can get involved in the following areas:

Fundraising

FCA participates in the following fundraisers during the school year through the FCA Foundation:

- Apple Fundraiser
- See's Candy Sales

- Variety of Student Council fundraisers
- Variety of athletic fundraisers
- Variety of Dinners & Festivals held by the FCA Foundation

Faith Christian Academy Foundation

The Faith Christian Academy Foundation is an auxiliary group whose purpose is to support the mission, vision, and philosophy of Faith Christian Academy through fundraising events and activities. The Foundation shall operate solely pursuant to the authority provided to it by the Board of Directors. The Foundation activities shall focus on organized events for the purpose of fundraising which will support various Faith Christian Academy activities, school and classroom needs, and miscellaneous expenses that benefit Faith Christian Academy programs, students, and staff. The activities of the Foundation shall be limited to those which honor Christian education and a desire to provide meaningful support to Faith Christian Academy.

Chaperoning

- All classes need chaperones for field trips. When a notice goes home about a field trip please indicate on the form or call the office to help chaperone the activity.

Observing in the classroom

Parents may observe their child in the classroom if the administration deems it appropriate. Parent observations should have a particular academic purpose that only involves the student of the parent. The Observation Policy is in the school office. By appointment only.

Visitors

FCA is a closed campus during school hours to protect the safety of our students. Parents are welcome to visit the school. The visit will not exceed a total of 30 minutes on any given day. All arrangements must be made a minimum of 24 hours in advance of the visit and will be at a time convenient to the school and the parent. We ask that you:

- Arrange your visit with the principal and teacher
- Not have children who are not students in our school accompany you
- Sign in, wear a visitor's badge/sticker and sign out

For visits to all other areas of campus (i.e., playground, computer lab, library), please contact the school administration. Visitors who are not parents of students in our school must be accompanied by an administrator.

Volunteer on Campus

Thank you for considering volunteering in our schools! Teachers and administrators value your contributions to the education of our students! By donating your time, you help us create a positive and successful learning environment.

- All classroom volunteers are required to submit a TB skin test to the school office
- Please immediately sign in at the school office
- Wear a visitor's badge/sticker at all times
- Sign out and return the badge/sticker to the office
- Abide by the allotted time given to them by the administration

In the classroom:

- Knowing that you will be volunteering in the classroom, the teacher has adjusted the lesson plans and will explain how you can assist. Please follow the teacher's direction for working with the students

- Grading student work is reserved for the teacher
- When talking to students, always use a calm and friendly voice
- In difficult situations, always alert the teacher
- Never use any physical force

We ask that volunteers do not join students and/or staff on the playground, cafeteria or teacher's lounge without prior permission from site administrator. Please do not use the office equipment.

HEALTH AND SAFETY ISSUES

Child Abuse Reporting

The Child Abuse Reporting Law (Penal Code 11166) requires certain childcare custodians, including all private school personnel, to report all suspected child abuse to the Department of Child Protective Services. The law prohibits the school from contacting the parents or informing them of their suspicion or their report. Child Protective Services (CPS) must be allowed to interview the student at school or, if necessary, remove the child from the school. CPS will notify the parents of either of these events. If a report is made and CPS does any follow-up, parents should contact Child Protective Services for any information at 559-243-4588.

All school personnel are subject to jail terms and or fines for:

- A. Failure to report a "Reasonable Suspicion" of child abuse.
- B. Failure to observe the confidentiality of a child abuse report or subsequent actions.

Emergency/Disaster Plans

The following procedure has been adopted by FCA's Governing Board and shall remain in effect until further notice:

- It is the declared policy of the Governing Board of FCA to release pupils from school in the event of an attack on the continent of the United States or when warned by competent authority of an imminent attack. During such an emergency, all students will remain on school grounds until parents/guardians are notified.

Fire, Earthquake and Code Red Drills

Fire Drill

The state standard signal for a fire alarm is the sounding of the fire horns and strobes. Should the fire alarm sound, students are to evacuate the buildings by walking from their classrooms in an orderly fashion and standing clear of the building. No talking is permitted during evacuation. The faculty member will be the last to leave each classroom and will check to make certain that all students are out.

Earthquake Drill

FCA's standard signal for an earthquake alarm is the sounding of the medical emergency horn. Should the horn sound, students will be instructed to duck under their desks as tight as possible and cover their heads with their hands until they are told by their teacher to return to their seat. No talking is permitted during the drill. The teacher will be the last to duck and cover in each classroom and will check to make certain that all students are following instructions.

Lockdown Drill: A staff member will call each classroom and advise that FCA is in a Lockdown Drill. All teachers are to lock and barricade their doors so no one may enter. This is to protect the students from any unwanted presence on school grounds. Students are to remain in Lockdown Mode until notified by office.

Insurance/Accident Report

FCA carries supplemental accident insurance for each student enrolled. Each student is covered by accident insurance for all school-sponsored activities with the exception of tackle football. (Parent/Guardian health insurance is the primary insurance.)

A student is covered to and from all school events if traveling in a school vehicle or school approved vehicle. In case of an accident, the following procedures must be followed:

1. All accidents, regardless, of how slight the injury or damage, must be reported immediately to the teacher in charge of the class or activity.
2. If no teacher is available, the accident is to be reported to the office.
3. The student, parent and physician must cooperate with school personnel in completing all necessary insurance forms.

Medical Information

FCA attempts to provide an environment in which the students will be safe from accidents. If a minor accident occurs, a member of the school staff will administer first aid. School personnel may give no care beyond first aid, which is defined as the immediate, temporary care given in case of accident or sudden illness. If an emergency occurs, every effort will be made to contact parents. Please make certain that the school is aware of any changes in telephone numbers at home or work. If the parents/guardians cannot be reached, appropriate medical attention will be secured for each student. In case of an accident on the playground, in the classroom, or during school-sponsored activities, an injury report form will be filled out and sent home.

If a student shows symptom of illness, please do not send the student to school. If a student becomes ill or has a **fever of 100.6°** after arriving at school, the student must be picked up from the office as soon as possible. A parent/guardian or other responsible person on the student's emergency card who can be reached will be notified immediately.

Contagious Disease

If students are found to have a contagious disease such as impetigo, pediculosis (lice), pink eye, or scabies, they will be sent home. Upon their return, they must have a note from the doctor stating that it is safe for them to return. A note from a doctor may be required for any other illness lasting longer than three days.

Knowledge of exposure to communicable illness must be reported to the school. A note from a doctor may be required for any illness longer than three days.

Distribution and Consumption of Medication

By State law, medications must be doctor prescribed, in their original containers and with written instructions for their use. Permission to dispense the medication must be given to the office. FCA staff may administer Tylenol, Advil or cough drops to students with prior written notification or when parents or guardians have been contacted. Students may not keep medications on their person during school hours. If a student must take medication over a long period, please ask the pharmacist for an extra bottle so the student can have medication both at home and school. If a student must keep an inhaler or other medication in their backpack, the school must have a note from the parent or doctor explaining the reason.

Smoking

In accordance with state law, smoking is prohibited on all school premises.

GENERAL AND MISCELLANEOUS INFORMATION

Alma Mater

Faith Christian High School's alma mater was written by Michael Joseph Chagoya (Class of 2006), Joshua M. Davis (Class of 2007) and Rebecca A. Buckner (Davis) (Class of 2007).

Faith Christian High School, mighty and brave
God is our stronghold, by whom we've been saved
From the golden hills, to the valleys down low
God will be with us wherever we go
Every morning and night we look to Him up above
Our lives we will give Him, because of His love
All we have said is what our school believes
To make God number one for eternity
Forever and ever, Warriors we'll stand
No matter the price, we'll follow God's plan

High School Awards

Semester Awards

- Honor Roll – Students who earn a “B” average (3.0 – 3.49), with no grades of “D” or “F” or “I”.
- Dean's List – Students who earn an “A” average (3.5 and higher), with no grades of “C”, “D”, “F”, or “I” will earn a position on the Dean's List.

End of the Year Awards

The following awards are given at the end of the school year to those students who have achieved these honors for both semesters:

- Honor Roll – Students who earn a “B” average (3.0 – 3.49), with no grades of “D” or “F” all year.
- Dean's List – Students who earn an “A” average (3.5 and higher), with no grades of “C”, “D” or “F” all year.
- Christian Character Award – FCHS's top award given to the student in each class who displays the Fruits of the Spirit (Love, Joy, Peace, Long Suffering, Gentleness, Goodness, Faithfulness, Meekness and Self Control of the Spirit).
- Academic Patch – Given to those students earning a 3.5 GPA or higher all year with no grades of a “C”, “D” or “F”.

Salutatorian and Valedictorian

- Valedictorian – Is the student whose cumulative grade point average at the end of the seventh semester is at least a 3.5 grade point average and is the highest in the class. If no students possess a 3.5 grade point average or higher in the senior class there will be no Valedictorian or Salutatorian for that year.
- When choosing a valedictorian or salutatorian “+” and “-” will be used to determine highest GPA. If multiple students have the same GPA after looking at the “+” and “-“, they will all be Valedictorians and Salutatorians.
- Salutatorian – Is the student whose cumulative grade point average at the end of the seventh semester is at least a 3.5 or higher and is immediately below the grade point average of the Valedictorian.

Grade point averages shall be computed at the following times and recorded on the student's report card and permanent record:

- End of 1st semester

- End of 2nd semester
- End of 3rd semester
- End of 4th semester
- End of 5th semester
- End of 6th semester
- End of 7th semester

High School Graduates

Cap (mortar board) and Gown: The cap or mortar board have been in use since the 15th century and belongs to the official dress of scholars. It is a symbol of honor and distinction and it is an important part of the academic experience. The cap signifies to the audience that you are a graduate and it plays a role in a formal and dignified graduation ceremony. Ceremonial caps are to be free from any writings or markings. However, a second cap may be purchased for decoration purposes but not worn at the official ceremony. Gowns are not to be altered from the manufacturers. If so, it will result from your child not walking in graduation.

Elementary and Junior High Awards

Quarterly Awards

- 1st – 5th Grade: The following awards are given on a quarterly basis:
 1. Perfect Attendance – This award is presented to students who have not missed a day of school and who have no more than three tardies. This award is given at the end of each quarter. Awards for perfect attendance are based on any absences or tardies, excused or unexcused.
 2. Honor Roll – Students who earn a “B” average (3.0 – 3.49), with no grades of “D”, “F”, or “W”.
 3. Dean’s List – Students who earn an “A” average (3.5 – and higher), with no grades of “C”, “D”, “F”, “W”, or “I”.
- Junior High: The following awards are given on a quarterly basis:
 1. Honor Roll – Students who earn a “B” average (3.0 – 3.49), with no grades of “D” or “F”
 2. Dean’s List – Students who earn an “A” average (3.5 and higher), with no grades of “C”, “D”, or “F” will earn a position on the Dean’s List.

End of the Year Awards

- 1st – 5th Grade: The following awards are given at the end of the school year and are given to those students who have achieved these honors all four quarters:
 1. Perfect Attendance – This award is presented to students who have not missed a day of school and no more than three tardies all year.
 2. Honor Roll – Students who earn a “B” average (3.0 – 3.49), with no grades of “D”, “F”, or “W” all year.
 3. Dean’s List – Students who earn an “A” average (3.5 and higher), with no grades of “C”, “D”, “F”, “W”, or “I” all year.
 4. Most Improved Student – This award is presented to the student in each class who shows the most overall improvement during the year. (Given to grades 3 through 6)
 5. Academic Achievement – This award is presented to the student with the highest cumulative grade point average for the year.
 6. Christian Character – FCA’s top award given to the student in each class who displays the Fruits of the Spirit (Love, Joy, Peace, Long Suffering, Gentleness, Goodness, Faithfulness, Meekness and Self Control).
- Junior High: The following awards are given at the end of the school year and are given to those students who have achieved these honors for both semesters:

1. Honor Roll – Students who earn a “B” average (3.0 – 3.49), with no grades of “D” or “F” all year.
2. Dean’s List – Students who earn an “A” average (3.5 and higher), with no grades of “C”, “D” or “F” all year.
3. Academic Achievement – This award is presented to the student with the highest cumulative grade point average for the year.
4. Christian Character – FCA’s top award given to the student in each class who displays the Fruits of the Spirit (Love, Joy, Peace, Long Suffering, Gentleness, Goodness, Faithfulness, Meekness and Self Control of the Spirit).

Before and After School

Students are not allowed to stay after school unattended. FCA and the administration are not responsible for students during after school hours whether they’re on or off the property. There is no extended care after school for 1st – 5th grade students. Any student, who remains at school after 3 p.m. or after 12 p.m. on a minimum day, will incur a \$40 charge.

Bicycles, Scooters and All Motorized Vehicles

Bicycles and scooters must be parked and locked during school hours (7:45 a.m. – 3:00 p.m.) in the designated area. FCA is not responsible for damaged or stolen bicycles or scooters or those left at the school overnight.

Motorized Vehicles

1. Students must be 16 years or older with a valid driver’s license and current automobile insurance.
2. Vehicles must be parked at Warrior Park.
3. FCA is not responsible for theft or damage to a vehicle.
4. Administration reserves the right to advise students that they have lost their privilege to park their vehicle on school property.

Campus Ground Rules

1. Students are to stay within the school grounds and within the areas of supervision. During inclement weather, students will remain indoors.
2. Fighting is not permitted and will be grounds for suspension. Play fighting is also not permitted.
3. There is to be no climbing on buildings, railings, fences, walls or trees.
4. Trash must be placed in the proper containers.
5. Completely enclosed shoes (refer to dress code) must always be worn.
6. Objects for throwing, such as Frisbees or model airplanes, are dangerous and may not be brought to school.
7. Electronic devices are not allowed (unless prior approval from a staff member has been received). If it is seen, it will be taken and a parent will need to pick up the device from the office or staff member.
8. If balls go over the fence, into the street, or on other people’s property, it must be reported to an FCA staff member. Students may not go after balls.
9. FCA will provide all playground equipment.
10. No skateboards, roller blades or scooters are allowed on school sidewalks except at designated times. All protective gear (helmets, wrist guards, elbow pads and knee pads) must be worn when using skateboards, roller blades or scooters on school grounds.
11. Gum is not allowed on school grounds (inside or outside).

Campus Hours

The main school office is located at 450 W. Elm Avenue and is open during the following hours:
Mondays through Thursdays 8:00 a.m. – 4:00 p.m.

Cell Phone and Electronic Device Policy

Faith Christian Academy and Faith Christian High School has a no cell phone policy. If a teacher sees or hears a cell phone, it will be confiscated and marked with a discipline note for grades K-8th. At the High School level, a cell phone violation will result in an automatic suspension. For International students, it will result in a 5% grade reduction from which ever class it was found in. Guardians may pick up confiscated phones at the end of the day.

A metal detector will also be used at the high school campus to ensure no cell phones or weapons of any kind are entering the facility. Cell phones will be collected upon arrival if students choose to bring them. They will also get them back for lunch if they are leaving the campus and must return them before class resumes.

Tablet and Laptop Policy

Students are responsible for their ethical and educational use of the technology resources of Faith Christian. Access to the technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the following guidelines for usage of electronics.

Students are not allowed to bring any tech devices from home. All technology will be provided for them by the teachers and returned when the class period is over.

1. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses
2. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
3. If you accidentally encounter a website with obscene content, it is your responsibility to let a teacher know immediately so the website can be removed from access.
4. Do not plagiarize. Give credit to all sources used regardless of the type of media.
5. Always use appropriate language.
6. No private chatting during class without permission.
7. Respect the privacy of every individual.

Inability to follow the rules will result in the following consequences:

- 1st offense – Office intervention or 5-day computer tablet/laptop suspension
- 2nd offense – 10-day computer tablet/laptop suspension
- 3rd offense – Tablet/laptop suspended for remainder of quarter or not less

Computer Room Rules**Do Not:**

- Change any computer settings
- Install any type of programs or applications
- Download anything from the internet
- Share your password with anyone
- Browse any sites that are not school related.
- Log into any social media sites
- Save any files on the hard drive
- Eat food or bring drinks into the computer labs

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family.

Please contact the school office with the new information as soon as possible.

Concerns/Suggestions

FCA is always open to receive constructive suggestions concerning ways in which the school might be improved or problems may be solved; however, we do not accept criticism by parents who fail to follow the disciplinary guidelines of the school.

1. It is the policy of FCA that problems or suggestions are first taken up with the teacher.
2. If satisfaction is not achieved at the teacher level, then the problem should be presented in writing to the administrator.
3. Any desired discussions with the teacher or administrator need to be scheduled through the school office.

Field Trips and Transportation

- In connection with the regular class work, the classroom teachers may schedule field trips. The parents, under the direction of the teacher, will usually provide transportation. For a student to participate on each field trip the parent or guardian must sign a Field Trip Permission Slip (even if the student is 18 or older but the parent claims them as a dependent on their taxes). Permission to attend field trips cannot be given by phone.
- Parents volunteering to drive for field trips must have a Volunteer Driver Application Form on file in the school office. Drivers for any school field trip or activity must be at least 21 years of age (students may not drive themselves to school events due to insurance restrictions).
- Students cannot ride in a 15-passenger van as this violates our insurance coverage for the students. Unacceptable behavior by any student on a field trip may result in the loss of field trip privileges for that student for the remainder of the year.
- For all school (every grade) field trips, if a student will not be attending the field trip, other arrangements must be made for the student for the day. The student will be marked absent for the day.
- For individual classroom field trips, if a student will not be attending the field trip, they may stay at school without penalty of being absent.
- Any students who's immediate (first degree relatives) family is not paying tuition to FCA will not be permitted on any school field trips.

Independent Class Alternative Program

FCHS students may take an Independent Class Alternative Program if it pertains to mission work, college appointments or job interviews.

Students need to notify FCHS two weeks in advance to qualify for the course class. If the school is given less than two weeks notice, approval may not be given. If approved by the administrator, the student will be allowed to complete assignments while away from the school premises.

Assignments will be given to each student who qualifies for the course. A contract (to be signed by the student and parent/guardian) indicating when all work must be turned in for credit. Failure to fulfill the contract will result in zero (0) credit for the missed work. As long as all school work is completed when the student returns to school, the student will not be marked absent for the days he or she has missed. If a student has not completed the assignments after returning to school, the student will receive an unexcused absence for every class period. Students will have five days to take all tests and quizzes for full credit.

Due to the individual aspect of lesson planning a student may not be able to complete all assignments exactly like the class due to labs, participation requirements, or the like. In this case, ample and equivalent work would be assigned to the student so that he/she would receive the same amount of credit for the completed work.

Lockers

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

1. Students should not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned. Students who violate this rule will be subject to discipline.
2. Students must not share their own locker combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility. Allowing others – even friends – to know a locker combination is the greatest cause for loss of personal items from lockers.
3. Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner.
4. Lockers may be inspected and searched at any time by the administration.
5. Lockers must be kept clean inside and out.
6. Stickers are not allowed on any part of the lockers.
7. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
8. Writing or painting on any part of the lockers is not allowed.
9. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
10. Students should not enter anyone else's locker without permission from the student who is assigned to that locker. A staff member with a locker key must be present to open the locker.
11. Students are responsible to pay for any locker damage they do in violation of the above rules.
12. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
13. Any problems with a locker should be reported to the office or to a staff member.
14. The school is not responsible for lost, stolen, or damaged goods belonging to students.

Lost and Found Items

When items are found anywhere on the campus they are turned in to the office. They will be returned to their owners upon identification. All items not claimed will be given to a charity at Christmas and at the end of the school year.

Lunch Policy

FCA has an open campus at lunch time. With permission of parents, students may go off campus for lunch. Transportation arrangements can be made in the office for any student needing a ride to the FCA campus for lunch.

Leaving campus for lunch without adult supervision is a privilege, not a right, and is not to be taken lightly. FCA expects all students to behave in a Christ-like manner while they are on school grounds or away from school. If FCA receives any complaints about a student or students not behaving properly while off campus for lunch, immediate action will be taken.

Hot lunch program is available at FCA.

Eating Area Rules

1. Enter in an orderly manner.
2. No cell phones
3. No excessively loud noise, feet on seats, or throwing food.
4. Students are to clean their own eating area and dispose of trash after dismissal.
5. Use of kitchen facilities must be approved by teacher or administrator.

Pictures

Student pictures will be taken each year, including both class and individual photos. These photos will be made available to parents/guardians for purchase. In addition, the school may use these pictures for the following purposes:

- Student records
- Yearbook
- Possible newspaper or promotional flyers
- Other candid photos of classroom and school activities may be used for any of the above purposes

Parents who wish not to have photos of their child used for any discretionary purposes (yearbook, newspaper, etc.) must inform the school office in writing at the time of enrollment.

Picture Day will be a Free Dress Day.

Pledges

Each morning, every teacher is asked to say the three pledges with their students participating during the opening exercises. Teachers may use good judgment in this area and not let pledges become a mockery. Students must always show respect to our flags and to the Bible.

Pledge to the American Flag

“I pledge allegiance to flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

Pledge to the Christian Flag

“I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands, one brotherhood uniting all true Christians in service and in love.”

Pledge to the Bible

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path, and I will hide its words in my heart that I may not sin against God.”

Property and Personal Damage

Property Damage: Damaging school or church property will be treated as a serious offense.

The parents/guardians of the offender will be required to correct the damage or pay for the cost of having it done within one week or the student will be suspended.

Personal: Maliciously damaging personal property that belongs to another person will be treated as a serious offense.

The parents/guardians of the offender will be required to correct the damage or pay for the cost of having it done within one week or the student will be suspended.

Telephone Messages for Students or Staff

There is no public telephone on campus. All calls must be made at the school office. To use the office phone, a student must have permission from a staff member. Phone privileges should be emergencies only.

Students can receive messages at school by calling the office. The office will notify the student as soon as possible. If a parent or guardian needs to speak with a teacher, a message will be forwarded to said teacher if he/she is unavailable. The teacher will contact the parent or guardian during his/her prep period or after school.

Transgender Policies and Athletics

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex. Biological sex definition: Biological sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.

Visitors

Parents/Guardians and visitors are always welcome at Faith Christian High School. We ask that parents or guardians do not visit the classrooms during school hours the first two weeks of school in order to allow the student's time to adjust. When visiting, please come to the office even if it is to bring a forgotten book, pick up a student, etc. For the student's safety it is important that we know who is on campus at all times. When visiting a classroom or helping as a parent volunteer, we ask that parents or guardians come into the FCA office or FCHS foyer and sign in. Visitors may be denied entrance if it is felt they may disrupt the class proceedings.

Yearbook

The school publishes a yearbook each year. Parents who have a business or profession, or could help with the cost of the book are encouraged to purchase an advertisement. Yearbooks may be ordered in the spring.

SCHOOL SUPPLIES

Each student is responsible for bringing the below listed items on the first day of school and keeping them at school until the last day of school. If a student has not purchased their school supplies after being enrolled a week, FCA will purchase the supplies and bill the parent on the next billing cycle.

Preschool – 2nd Grade Supply List

- 5 Baby Wipes
- 4 Lysol Wipes
- 1 box of band-aids
- 2 Lysol Spray
- 1 full change of clothes (make sure to label clothes with child's name)
- Reusable Water Bottle
- Paint Shirt

- (Pre-K4) small backpack approx. 15 inches
- (K5-2nd) regular size backpack
- Small blanket and pillow or nap sack (Pre-K4 only)
- Art Sketchbook (K5-2nd only)
- Pencil Box (K5-2nd only)
- 1 Bouncy ball OR junior sized basketball (K5-2nd only)
- Scissors (1st-2nd only)
- 1 Plastic orange 3-prong folder (1st-2nd only)
- 1 3-ring 2-inch white plastic binder with cover sleeve

3rd – 8th Grade Supply List

- Paint Shirt/Apron: optional
- Ruler
- Protractor & Compass (ex: “Circle Master”) **7th & 8th Grade Only**
- Scissors
- Pencil Case
- 5 Composition Books
- 1 Package of Notebook Paper
- 3 Glue Sticks
- 1 Pack of #2 Pencils
- Binder or Folder with Pockets for Handouts
- Sturdy Pencil Sharpener
- Eraser (“Magic Rub” or equivalent, not the end of a pencil)
- 1 Sketchbook (drawing pad)
- 1 12-pack of blackboard chalk (white or colored)
- Colored Pencils (minimally 12 pack)
- Reusable Water Bottle

High School Supply List

- Index Cards
- Pencils (graphite & colored, minimally 12 color set)
- Pens (black or blue)
- Unlined Paper
 - Typing or Copy for essays
 - Drawing Paper (Drawing pad is good)
- Binder or Folder with Pockets for handouts
- Manila folders for handing in assignments
- Assignment Book
- Ruler
- Compass (ex: “Circle Master”)
- Eraser (“Magic Rub” or equivalent, not the end of a pencil)

- Optional but useful:
 - Glue Stick
 - Scissors
 - White Out
 - Graph Paper
 - Pencil Sharpener
- International Students – handheld Portuguese to English Dictionary

ACADEMIC STANDARDS AND PROCEDURES

Graduation Requirements

A Faith Christian High School student enrolled for four years must earn a minimum of 250 credits for graduation, including the following course requirements:

	<u>General Education Diploma</u> Credits	<u>UC Prep Diploma</u> Credits
English	40	40
Social Science, to include: <ul style="list-style-type: none"> • One semester of Government • One semester of Economics 	30	40
Science (Physical, Biology Lab)	20	20
Mathematics	30	30
Physical Education	20	20
Bible **	40	40
Electives	50	20
Foreign Language	10	20
Visual & Performing Arts	10	20
TOTAL	250	250

** Students are required to take Bible each semester in attendance.

Transfer Students

All high school transfer students need to complete a minimum of 50 credits at FCHS. College classes cannot be substituted for these requirements. The FCHS Board may address special circumstances for admission.

University of California/California State University Admission Requirements (a-g)

	<u>UC</u>	<u>CSU</u>	
a. Social Science	2 years	2 years	(World History, U.S. History, American Govt.)
b. English	4 years	4 years	(Composition/literature emphasis)
c. Mathematics	3 years	3 years	(Algebra I, II, Trig/Geometry)
d. Lab Science	2 years	2 years	
e. Foreign Language	2 years	2 years	(of the same language)
f. Visual and Performing Arts	1 year	1 year	(Art, Drama, Music, Yearbook)
g. Elective ***	1 year ***	1 year ***	
TOTAL	15	15	

NOTE: For UC, 7 of these 15 courses (a-g) must be earned during the last 2 years of high school. Also, an applicant must have earned a grade of “C” or better in all the above courses.

*** Electives must be chosen from approved academic courses in History, English, Advanced Mathematics, Lab Science, Foreign Language, Social Science, or Fine Arts.

**MAIN CAMPUS MAP
FAITH CHRISTIAN ACADEMY
450 W. ELM AVENUE**

