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Expected Schoolwide Learning Results (ESLR's)

E – Effective Communicators

Students are able to communicate effectively in both oral and written language. They will…

- Read with comprehension and literary analysis skills
- Write with clarity, creativity and power
- Speak with poise and command of language

A – Academically Successful

Students will possess learning skills which enable them to achieve academic success. They will…

- Strive to reach their God-given potential
- develop research and organizational skills
- View learning as a life-long process

G – Greater Appreciation for the Arts and Cultural Diversity

Students are healthy and well-rounded individuals. They will…

- Develop an understanding and appreciation of diverse cultures and opinions
- Develop an understanding and appreciation of the arts
- Develop positive habits of good nutrition and physical fitness

L – Lovers of God

Students will have knowledge of Christ, which leads to personal salvation and a discerning lifestyle that honors God. They will…

- Develop an understanding of the Bible and Christian world-view
- Successfully integrate Christian ideals into their lives
- Recognize their personal value and giftedness

E – Effective Users of Technology

Students will have the computer and technology skills needed for success in the 21st Century. They will…

- Demonstrate competency in the use of the computer and technology
- Advance their achievement using the Internet and other technology resources
- Demonstrate high standards of ethics in the use of technology

S – Skilled Thinkers and Problem Solvers

Students are complex thinkers with creative problem solving abilities. They will…

- Be able to compare, analyze and evaluate effectively
- Transfer learned skills to new situations
- Use logical and effective decision making skills

STATEMENT OF PHILOSOPHY AND OBJECTIVES

INTRODUCTION

Foothill Christian School is a ministry of Foothill Church. It was established to promote elementary education with a spiritual dimension for the boys and girls of the Glendora area. Our goal is to help each child achieve Christian maturity as illustrated in the life of Christ (Luke 2:52).

We offer a variety of educational experiences designed to build character and develop potential. Using the basic California framework as a curriculum foundation, students are taught *critical thinking* and *how-to-learn* skills. Teaching students not only *what* to think, but *how* to think helps equip them with the leadership distinctives necessary to meet the challenges of tomorrow.

The academic challenge of our core curriculum is complemented with instruction in music, fine arts, foreign language, physical education and technology. This, together with limited class size and a favorable pupil-teacher ratio, provides the structure for achieving our philosophy of education. The administrative, instructional, and clerical staffs are dedicated to providing academic excellence in a spiritual atmosphere.

Bible is taught daily and serves as the core of our curriculum. Bible is taught as a separate subject-matter class, but more importantly, it is integrated into the teaching of all subjects. Special attention is given to life application in order that students may learn about God's plan for their lives. Memorizing Scripture, chapel services, Bible reading, singing and lessons on Christian living are a weekly part of the curriculum.

Achieving social and emotional maturity in childhood prepares boys and girls for the stresses of the teen years and adulthood. Foothill Christian School will do everything possible to help boys and girls develop an integrated personality which reflects "favor with God and man."

PHILOSOPHY OF CHRISTIAN EDUCATION

In setting forth our Philosophy of Christian Education we are revealing the heart of who we are and the high purpose to which we dedicate our lives. The divine mission of Christian education is to train, enlighten, inspire and equip young people to fulfill their destiny according to God's plan for their lives. It is the goal of Christian education to produce ardent followers of Jesus Christ, striving to be Christ-like in their personal standards, their dealings with others, and their desire to please God. The prerequisite step towards Christ-likeness is the knowledge of God. The holy scriptures of the Bible are the primary source for learning the character of God, the teachings of Our Lord and Savior Jesus Christ and reality of the Holy Spirit.

The philosophy of Christian education begins with the presupposition that there is one God, eternally existent in three persons, God the Father, God the Son, and God the Holy Spirit. God is the source of all truth. The Bible is viewed as the inspired, infallible, and authoritative Word of God and becomes the basis of all beliefs and the integrating foundation upon which Christian education is established. Christian education, then, must view all of life through a Biblical perspective.

Because Jesus Christ is "the way, the truth, and the life," all Christian education centers in Jesus Christ. Through Him man finds truth as related to every subject area. ". . . There is none other name, under heaven, given among men, whereby we must be saved, " and therefore, Jesus Christ is come that man might have life more abundantly. As a result, man can find truth through a personal relationship with Jesus Christ.

The Bible is the perfect foundation and framework for intellectual, emotional, social, moral and spiritual growth. Educators, parents and young students can rely on the infallible truth of the Bible and its place in the attainment of proficiency in all other areas of academic study. “The law of the Lord is perfect, converting the soul; the testimony of the Lord is sure, making wise the simple.’ Psalms 19:4. In a God centered, Bible integrated educational structure knowledge is imparted in a manner that not only delivers factual information, but reveals God’s influence and his divine design in all subject matter. For example; science and mathematics clearly reveal God’s organization and design as it exists in the physical world and throughout all nature. In the study of history and world cultures the achievements and struggles of mankind are studied along with a critical evaluation of man’s actions in light of God’s admonitions. Thus, the student learns to measure the rightness or wrongness of man’s actions and aspirations as they line up with God’s Word. The Apostle Paul supports the truth that all knowledge stems from the Word of God, “All scripture is inspired by God and useful for teaching, for correction, for reproof, for training in righteousness, so that the man of God may be adequate, equipped for every good work”. II Timothy 3:16-17. Ultimately, “man’s good work”, becomes the student’s eventual role in the family, his profession and the larger community of mankind. It is not an understatement to point out that the future of the Christian civilization rests on the academic skills, critical thinking ability, biblical knowledge and faithfulness of our young students.

Since truth cannot be divided, there can be no true education apart from God's Holy Word, the Bible. Education, then, becomes the process by which we learn to see things as God sees them, in other words, through the perspective of His Word. Furthermore, in seeing things as God sees them, we are more in a position to discover the purpose of education for the Christian.

Man was created in the image of God. Disobedience brought the knowledge of good and evil, and that knowledge (forbidden by God) destroyed man as he was intended. He was marred by sin and that sin has been inherited by all of the descendants of Adam. Man is, therefore, a sinner by nature and must be born again and made into a "new creature" through Jesus Christ our Lord.

Christian education holds to the belief that God has revealed Truth to man and that Truth takes pre-eminence over man's reason. Education, which ignores God, is very limited because it concerns itself with only what is here and now. A Christian education shows that true reality originates with God and not man and is spiritual and eternal, not material and temporal.

God's Word states that the responsibility for instructing and disciplining children rests with the parents. God has given parents the responsibility for the Christian nurturing of their children. The reason the Christian school is in existence is to aid parents in their responsibility of training their children in the academic disciplines according to God's truth.

The goal of Christian education is to graduate students who carry on into life a mastery of subject matter, a moral compass that is true in its guidance, a world view that is deeply rooted in biblical truth and heart dedicated to the service of God and mankind.

OBJECTIVES

Further purposes call for development in the following areas:

1. Spiritual - (a) to help students develop a knowledge of Christ that leads to personal salvation and a discerning lifestyle that honors God. (b) to help students develop an understanding of the Bible and a Christian world-view and successfully integrate Christian ideals into their lives

2. Intellectual - (a) to provide an academic climate conducive for learning, (b) to develop academically successful students who are effective communicators, skilled thinkers and problem solvers, with research and technology skills necessary for success.

3. Social- (a) to provide children with opportunities for growth in the social skills required for active participation in today's society, (b) to enable students to understand and appreciate the privileges and responsibilities of living in a democracy. (c) to help students develop a Christian worldview that leads to a life of service to God and society.

4. Cultural - To promote appreciation for and creativity in the arts. The arts are an integral part of life. God Himself wants to be glorified through artistic, musical, and literary expression. Integrating the Bible with the school's fine arts curriculum goes deeper than merely quoting Bible verses which refer to music, art, literature and drama. It involves finding facts and principles, which are taught in the Bible, and incorporating them into that particular class' instruction. Our focus is to search for ways to involve pupils in art, music, literature and drama from a Biblical world and life view.

5. Physical – (a) To provide opportunity for learning of skills necessary for healthy living and personal growth and development. (b) To encourage healthy habits involving food, nutrition and exercise for a lifetime.

CORE VALUES

As a ministry of Foothill Church, the school's core values align with the church's vision of Loving God, Loving People and Loving Our World. They represent scriptural ideals that guide all areas of school life. Foothill Christian School is devoted to:

Loving God by…
* pursuing God-honoring excellence and creativity in all aspects of the school
* cultivating spiritual growth and discipleship
* igniting a lifestyle of worship

Loving Each Other by…
* viewing everyone as important –staff, parents and students
* identifying and celebrating the unique giftedness and heritage of every child
* valuing relationships and adhering to principles that promote respect and unity
* providing a safe, positive learning environment

Loving Our World by…
* nurturing the vision and habits of lifelong service to others
* exercising responsible stewardship

OUR SCHOOL

ADMISSION REQUIREMENTS
All students are required to take an assessment test before acceptance. A copy of the most recent report card and achievement test scores is also required. Admission cannot be properly evaluated until these requirements are met.

COMPETITIVE SPORTS - Elementary students have the opportunity to participate in our intramural sports program beginning in 4th grade. Track and Field is offered to boys and girls beginning in 3rd grade.

Our junior high school offers a competitive sports program. We are a member of the San Gabriel Valley Christian Sports League. Girls may participate in volleyball, track and field, basketball, softball, soccer and cheerleading. Boys compete in flag football, basketball, track and field and soccer. Students must maintain a 2.0 GPA and meet behavioral standards in order to be eligible for sports or clubs.

STANDARDIZED TESTING - Achievement tests are administered each year and the results indicate our scores exceed the national norms at every grade level. Scores are posted on the website under Academics.

CHILD CARE - Child care is available before and after school, throughout the summer months and during some holidays. Charges are assessed on all students arriving 30 minutes prior to the beginning of school and students remaining at school 20 minutes hour after school dismissal time.

Parents who wish to withdraw their child from the prepaid child care program must do so in writing and it shall be effective when such notice is delivered to the school office. There is a $20 reinstatement fee, per child, if at a later time they are re-enrolled into the child care program.

CHILD CARE LATE PICK-UP – Child care closes at 6:00 p.m. Please make every effort to be on time. The charge for late pick up is $1.00 per minute after 6:05 p.m. After three occurrences parents will be given a written warning of suspension from childcare for two weeks. In addition, the names of nearby persons who may be called to pick up your child must be provided in writing. On the fourth occurrence your child will be denied childcare for one month. On the fifth occurrence your child will be denied all future child care services after school until the end of the school year.

If a child is not picked up by 7:00 p.m. we may find it necessary to take them to the Glendora Police Station and a note will be left on the child care door.

HOLIDAY CHILD CARE - There are several child care plans from which to choose. Some include holiday child care while others do not. (See financial rate sheet for current plans and prices.) Discounts are available if a reservation is made in advance. No credit or reimbursements are given for unused child care.

INSURANCE - Students are covered for medical expenses due to injury while at school or school sponsored events. This is a deductible policy and excludes any covered medical expenses payable under any other valid and collectible insurance or service medical plan.

CHAPEL - Chapel is held each Friday. Parents and friends are welcome to attend. (K – 2nd - 9:15 AM) (3rd – 5th – 8:30 AM) Children are encouraged to bring a chapel offering each week. The offerings allow us to support ACSI Missions, a former teacher now serving on the mission field in Panama and various other projects.

SCHOOL HOURS -

Classroom:	Regular day	Half Days	Wednesday Early Dismissal
Trans. K & K	8:30 a.m. - 2:30 p.m.	8:30 a.m. - 11:15 a.m.	1:15 p.m.
1st -	8:30 a.m. - 2:30 p.m.	8:30 a.m. - 11:30 a.m.	1:30 p.m.
2nd – 5th -	8:15 a.m. - 2:50 p.m.	8:15 a.m. - 11:50 a.m.	1:50 p.m.
5th -	8:15 a.m. - 3:05 p.m.	8:15 a.m. - 12:10 p.m.	2:10 p.m.
6th-8th -	8:00 a.m. -3:05 p.m.	8:00 a.m. - 12:10 p.m.	2:10 p.m.

Extended Child Care: 6:30 a.m. - 6:00 p.m.

Office: 7:30 a.m. - 4:00 p.m.

LUNCHES - A menu will be published approximately one week prior to the beginning of the month. Families may pre-order their lunches in advance for the entire month at a discounted rate. Students may also order lunch and/or milk on a daily basis as needed. Students who order a lunch on a daily basis must do so in the morning before school begins. Nutritional snacks may also be purchased during the day and after school. Children are expected to observe good manners with the food service personnel. Students may bring a nutritional snack such as fresh fruit, cheese or vegetable sticks (no junk food) each day for a mid-morning snack.

CLASS PARTIES - Each class has regularly scheduled parties during the school year. No other parties are acceptable unless the student receives permission from the teacher and site administrator. ***Parties are limited to four- five parent helpers per party.*** Parents who want to attend and help out must sign up with the teacher. Surprise parties for students are unacceptable.

DISCIPLINE

It is assumed that each pupil will maintain a high standard of personal behavior and that only a minimum of disciplinary guidance by the school will be necessary. We value a quality learning environment where teachers can teach without disruptions and student learning is not compromised. We also recognize that positive reinforcement and respect for the pupil is an important part of our teacher-student classroom dynamics. Parents are an integral part of any behavior improvement process and will be called on to assist teachers in finding solutions to problems that arise. *Proverbs 19:18; I Timothy 3:4, 5, 12.*

We believe that discipline must begin in the home. A study of the Scriptures shows that parents are responsible for training their child in proper behavior. We want to partner with our parents in the process of helping children learn to discern right from wrong and to make wise choices. We feel the important factors in discipline are: clarity, consistency, enforcement and fairness. We discipline in Christian love, following the Bible's standards as set up in Proverbs 19:18; 23:13; 22:15; 13:24; 22:6; 23:14; 29:15, 17.

EXPULSION AND SUSPENSION - Foothill Christian School reserves the right to expel or suspend students whenever school privileges are abused, infractions are repetitive in nature, or when conduct does not conform to Christian standards set by FCS.

Parents will be notified by telephone and by letter when a suspension occurs. Students may be suspended a maximum of three days without a right to a formal Board hearing. A parent conference is required before the student will be re-admitted into school.

In the event of an extended suspension or expulsion, parents will be notified and asked to be present for a conference with the Principal. After the Principal/Parent conference, if a suitable solution is not worked out, the parent(s) may request a formal hearing with the school board. All requests must be submitted in writing to the School Principal within seven days of the dismissal

notice. This request must also include a summary statement outlining the grievance. A partial list of infractions that are grounds for suspension and/or expulsion include:

Fighting, violent behavior or threats to cause personal injury, stealing, profanity, vandalism, obscene language or gestures, possession of an illegal substance, possession of tobacco, possession of a weapon (or look-alike toy), matches or lighters, consistent misbehavior, disrupting school activities, disrespect to teachers and supervisors, harassment (including sexual), inappropriate teasing, cheating, plagiarism, forged signatures, cutting class, and excessive tardies.
Also, please note that any off-campus activity that violates our behavior code and causes disruption at school will be subject to the school discipline polices. This would include, but is not limited to, internet profanity, hate mail, and blog postings.

Also, please note that any off-campus activity that violates our behavior code and causes disruption at school will be subject to the school discipline policies. This would include, but is not limited to, internet profanity, hate mail, cyber-bullying and inappropriate or offensive blog postings.

SCHOOL STANDARDS

1. **RESPECTING OTHERS -** While at Foothill Christian School, boys and girls are expected to be respectful. Inappropriate language, swearing and disruptive behavior will not be permitted. We value relationships and respect is foundational.

2. **RESPECTING PROPERTY -** Respect the rights of other people and their property. Replacement fees will be assessed for lost or damaged school books and homework agendas. Writing on desks, walls or property may result in expulsion from school. School or personal property/equipment that is damaged must be repaired or paid for by the offender. Parents will be notified.

3. **CLASSROOM INTERUPTIONS** – In order to minimize disruptions to classroom learning, please note that the school **will not** call into the classrooms or call a student out of class for non-emergency situations. Delivering water bottles, assignments, tennis shoes and signing of homework agendas are not emergencies. We will be glad to deliver these things to the children (in a timely manner) when they are at recess or lunch break.
Similarly, we will not call into the classroom to deliver non-emergency messages such as early pick-up or for going to child care. ***Leaving school before the day is officially over will be treated as lost instructional time, to which the tardy policy will apply (including fines for excessive infractions).***

4. **UNSUPERVISED AREAS -** Children are not to be in the classrooms in the mornings before or after school without teacher supervision. Children may never stay in a classroom unattended. All children must go outdoors during recess when weather permits.

5. **FOOD, DRINKS, CANDY -** Chewing gum is not permitted on campus. Elementary students caught chewing gum will be have disciplinary consequences and JH students will be issued a detention. Candy is also prohibited at school except during parties or as special treats by a teacher. Food and drinks are not allowed in the classrooms, hallways, and restrooms without teacher supervision.

6. **SCHOOL CLEANLINESS -** Please help keep our campus and facilities clean. After using materials, put them back where they belong. All personal belongings, including books and notebooks, should be stored in the proper locations and not left setting in hallways and restrooms.

7. **PLAGIARISM, CHEATING -** Academic integrity is a priority at FCS. Students who plagiarize or cheat on tests, quizzes or assignments will have an office referral and may receive an automatic "Zero" on the assignment. Any additional incidents will result in lowered grades and the possibility of suspension and/or expulsion from school.

8. **SCHOOL FORMS -** Return forms and requested information to the school promptly.

9. **PLAYGROUND** - Please observe the playground boundary lines. There will be no running and playing in hallways, or where traffic and parking occur. All cars are to remain off the playground when children are present.

10. **HARASSMENT -** Inappropriate teasing, name calling, cutting remarks, threats and physical or sexual harassment will not be tolerated and could result in suspension or expulsion.

SCHOOL REGULATIONS AND POLICIES

ATTENDANCE - State law requires children of school age to be present each day that school is in session except in cases of (1) the child's illness; (2) medical, dental or optometric appointments; (3) bereavement. Regular attendance bears a strong correlation with academic success. Prolonged absence will necessitate a conference with the parents.

TARDIES – (Beginning of the Day) – Students are required to be in the room, prepared for class when the tardy bell rings. Students arriving late to school need a tardy slip from the office to be admitted into class. Arriving late to class is very disruptive to the learning process. **(Five *unexcused* tardies will count as one day of absence).** At seven *unexcused* tardies a $25 fine will be assessed to your account. At ten *unexcused* tardies a $50 fine will be assessed to your account. If 12 *unexcused* tardies are accrued within a trimester parents may be asked to withdraw their child from school. Excused tardies are defined as appointments with doctors, dentists, etc. and require a note from the medical office. **Car trouble and traffic are unexcused.**

ABSENTEES - If a child is absent, parents are asked to send a written note with the child upon their return to school. Any serious attendance problems will be reported to the campus administrator. The campus administrator will then schedule a conference with the parents. **Habitually truant students may be referred to the State Attendance Review Board (SARB).**

Students who are absent may not participate in extra-curricular sports, clubs or school activities on the day of the absence.

A. An excused absence
   1. Personal illness or serious illness in the immediate family.
   2. Death or funerals.
   3. Court case involving student attendance.
   4. Doctor or dental appointments.
   5. Religious holidays.

   Any absence disqualifies a student from the Perfect Attendance Award. Exception: School sponsored activities are not considered an absence.

Students with an excused absence will have approximately the same number of days to make up work as days they were absent. **It is the student's responsibility to make arrangements for any make-up work to be done.** (See "Make-Up Work" on page 15.)

B. An explained absence – Forms are available in the school office. They must be submitted **at least one week in advance** and are subject to approval by the campus administrator. Students are limited to five explained absences per semester.
   1. Out-of-town trips considered necessary by the parent. Students are responsible for making arrangements for work that will be missed.
   2. Parental request for personal reasons or absences other then those considered excused (see above).

RELEASING STUDENTS - Students must be signed out from the office by their parents if they will be leaving during school hours. Staff is not authorized to release students from classrooms or playground without clearance from the office. The school must be notified in advance if the student is to be taken either, during school or childcare, by someone other than his parents or other authorized individual. All persons authorized to take the child from the facilities must have a "Student Release Authorization Card" signed by the parent.

Please do not take children out of school early for convenience purposes. Leaving school before the day is officially over will be treated as lost instructional time, to which the tardy policy will apply (including fines for excessive infractions).

DRESS CODE – Foothill Christian School recognizes there is no specific Christian way of dressing. However, as a Christian School, our dress code attempts to reflect our need to be a positive Christian witness in the community and, at the same time, to establish standards of dress and personal grooming which are not distracting to the education process. What Foothill is attempting to do is set a code that will exemplify the standards by which the school wishes to be known.

Parents have the obligation to guide the student's selection in proper wearing apparel and hairstyles that are in line with Foothill's standards. Students must be in dress code starting on the very first day of school.

All students must wear the FCS approved uniforms. These uniforms can only be purchased at:

Red Dot Uniform Company	(626) 401-2923
10932 Valley Mall	You can also shop online at:
El Monte, CA 91731	*www.reddotuniforms.com*

For your convenience, Red Dot will have several uniform sales days at the Baseline campus.

Boys
Pants – Jeans will not be permitted except on Wednesdays. (See Special Interest section.) Oversized clothing, baggy or sagging pants will not be permitted at any time. Undershirts, including long sleeves and turtle necks, must be plain white or the same color as the polo shirts without other emblems, logos, designs or writing.

Girls
Uniform clothing must be of modest length. Skirts and jumpers must be no shorter than **three inches above the knee.** *Red Dot will have skirts available with extra length – Please shop wisely.* Footless leggings are not permitted. All tops must be long enough so the midrift does not show at any time. The blouse must extend below the waist line of the pants. If worn, makeup and jewelry should be simple and in good taste. Oversized earrings that present a safety concern or distraction are not permitted. Gothic style jewelry, spikes, studs, gothic nail polishes, long finger nails, dog chains, body piercing (other than earrings) and tattoos are not permitted.

General
Hair - The general principle of neatness and simplicity should govern hairstyles. **Hair including weaves and extensions, should be the student's natural color.** The general principle of neatness and simplicity should govern hairstyles. Extremes such as Mohawks, shaved portions of the head, or other exaggerated styles are not acceptable. Hair should not obstruct the eyes. Boy's hair length should be no longer than four inches anywhere on the head. Tattoos, earrings (for boys) and body piercings are not permitted.

Sweaters & Sweatshirts – These must be purchased at Red Dot. **(This includes zippered sweatshirts.)**

Jackets & Shoes – There is no prescribed/required style of jacket or winter coat, except that they must fit properly with no tears or rips. Jackets and coats may not be worn in the classrooms. Comfortable, safe shoes in good condition are to be worn. Shoes with drop down wheels (heelies) may not be worn to school. All shoes and sandals must be closed toed with a closed back or a back strap. For the student's safety, shoes that have laces must be laced and tied securely.
The following items of dress are INAPPROPRIATE and therefore must not be worn to school: modified uniforms, bandanas, wallet chains, or anything that would cause a disruption to the learning environment. Skull and crossbones graphics or art work may not be worn or displayed on any clothing item including shoes, laces, jewelry, etc.

Special Interests
Chapel Days – The regular dress code policy (including shorts) applies for Chapel Days.

Wednesday Jean Day– On Wednesdays, students may wear jeans or Capri jeans with dress code shirts or school T-shirts from the summer program, Jog-a-thon, etc. Oversized, baggy or sagging jeans will not be permitted. Jean shorts are also not permitted. Pants are to be neat with no obvious tears, holes or frayed hems. The pants should be able to stay above the waist without a belt and should not be overly long. (IMPORTANT: The standard uniform dress code applies to all shorts. No exceptions are made to this policy even on Jean's Day.) Students who violate the jean day dress code will lose the privilege on those days.

Casual Dress Days – *Occasionally*, the school will have special days where students are given a "Casual" Dress Day. On these days the students have more options. They may wear anything in the regular dress code, plus shirts without collars, T-shirts, as well as jean or cargo shorts. Clothing must be neat, modest (shorts and skirts must not be any shorter than 3 inches above the knee) without any obvious tears, holes or frayed hems. Inappropriate writings, symbols or markings, including Band T-shirts are not acceptable. Spaghetti straps, tank tops, shirts above the waist line, over-sized or sagging pants, or athletic wear are not permitted on Casual Dress Days.
All shoes and sandals must be closed toed with a closed back or back strap. Dress code restrictions for hair, hats and accessories will remain in force

Official School T-shirts Required for Kdg. – 5th Field Trips – Elementary students (Kdg. – 5th grades) must purchase an official school T-shirt through Red Dot. This T-shirt will be **required** for elementary grade field trips and may also be worn on Wednesday Jean Days.

Dress Code Violations
Foothill Christian School would prefer to never have to deal with dress code violations. This would give the teachers and administration more time to work on providing an excellent education to all our students. However, we do feel that the way in which students present themselves to one another, their teachers and to the community is very important. Therefore, we will be firm in the enforcement of our dress code standards. Records are kept regarding dress code violations for each student. The procedures outlined below will be followed in handling dress code violations:

Students in violation of dress code will not be permitted into class until a change of clothing within dress code standards is provided.

1. First violation – Students in violation of dress code will be issued a warning, and if necessary, may not be permitted into class until a change of clothing within dress code standards is provided. The incident will be documented.
2. Second violation – A change of clothing to meet dress code policy will be required and students have a loss of campus privileges. Parents will be contacted to discuss the non-compliance incidents.
3. Third violation – One day suspension. Parents will be called to pick up their child.
4. Fourth violation – Three day suspension. Administration will consider further disciplinary action including the possibility of expelling the student from FCS.

PICTURE DAY – Students do not have to wear uniforms on Picture Day. However, boys must wear shirts with collars and regular uniform shorts or pants. Girls may wear dresses or skirts of modest length. Spaghetti straps, tank tops, T-shirts or jeans are not permitted on Picture Day.

BOOKS AND SUPPLIES - Damaged and lost books must be replaced at the expense of the parents. Students must supply their own paper, pencils, pens and any other materials deemed necessary by the teacher. All hard cover textbooks must have a book cover.

BOOK COVERS – Book covers are required on all hardbound textbooks. Please do not use the sticky contact paper as a book cover! Homework agendas, workbooks, folders, book covers, and binders must also be free of graffiti and doodles. If a student personalizes their binders or agendas with photographs

they must be pictures of friends, family or pets. The teacher reserves the right to issue a detention and/or keep the book until a book cover is provided.

LOST AND FOUND - Lost and found items may be reclaimed in the child care room. If not reclaimed within two weeks, they will be discarded or given to a charitable organization. Items should be marked with the child's name for easy identification. (Note: Hundreds of unclaimed items have to be discarded each year. Taking time to check the lost and found could be very worthwhile.)

CELLPHONES, PAGERS - Cell phones and pagers are not necessary at school. If you need to get in touch with your child please call the school office. If calling after office hours, you will be prompted to dial the childcare extension. If you want your child to have a cell phone for safety reasons, such as walking home, there is a form available in the office. This must remain on file during the school year. While on campus, student cell phones must be turned off and kept in the student's backpack. If it is necessary to access their phone it may only be done with the permission of a staff member. Unauthorized use of cell phones or pager, including text messaging, will result in the following disciplinary action:

First Offense: Automatic detention.
Second Offense: A detention and loss of extra-curricular privileges.
Third Offense: Three day suspension

In all cases, the phone will be confiscated until a parent can pick it up.

TOYS, - Children are not permitted to bring toys to play with during school hours. Items may be brought for sharing in classroom only when pre-arranged by teacher. Balls may be brought with special permission. Children are not to bring trading cards, comic books or magazines to school. Foothill Christian School is not responsible for items brought to school.

CD PLAYERS, i-PODS, ELECTRONICS - Students are not allowed to bring trading cards, teen magazines, toys, electronic games, digital cameras, iPod, CD or MP3 players, etc. to school.

Bi-WEEKLY NEWSLETTER - Our school newsletter, *"e-Flourish",* is e-mailed to parents every two weeks. It is also posted on our website at *foothillchristian.org.* Please be sure to read this important communication piece to stay informed about school news and events.

FIELD TRIPS - Scheduled field trips are an extension of our curriculum and student participation is required. Admission and transportation fees, if needed, will be listed on the permission slip. Students must wear the official school field trip T-shirt on all field trips. If traveling by bus all students are expected to ride the bus. If a child will be riding in their parent's car, no other child may ride in that vehicle without a parental note.
Students must meet all academic and behavioral standards set for participation in the End of the Year class field trips.

STUDENT ILLNESS - Students must remain at home if they have a rash, a temperature over 99 degrees or are too ill to be outside at recess. A child is sent home from school when his temperature is above 99 degrees or when he shows signs of illness or rashes.

MEDICATION - In order to assist students who must take prescribed medication during the regular school day a parent's written permission form must be on file. Even for non-prescription medication, FCS requires a doctor's written notice as well as the parent's written approval. These forms are available in the school office and on-line.

All medication brought to school must be in the original container (pharmacy labeled). The following information should be on the medication container: Student's full name, physician's name and phone number, name of medication, dosage, schedule, and date of expiration of prescription. Pharmaceuticals will be kept in a cabinet in the school office.

The parents or legal guardian of a student on a continuing medication regimen for a non episodic condition shall inform the school office or other designated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school office may communicate with the physician and may counsel with the school personnel regarding the possible effect of the drug on the child's physical, intellectual, and social behavior. This includes possible behavior signs and symptoms of adverse effects, omission or overdose.

ADMINISTRATION OF MEDICATIONS – All medication taken during the school day must be brought to the office (this includes inhalers). Medications are not to be carried by students on campus at any time. (Students are allowed by law to have inhalers and epi-pens in their possession as long as the office is properly notified.) Medications are administered by the school secretary or another designated adult. Parents must deliver, or cause to be delivered by a designated adult, any medication to be given at school. No medications should be brought to school by students or put in a student's lunch box or backpack. This includes cough drops, Tylenol, and any other over the counter medication. If it is not possible for an adult to deliver the medication to the school, please contact the office to discuss delivery of the medication.

READMISSION AFTER A COMMUNICABLE DISEASE

Purpose: To control and prevent the spread of communicable conditions. To be re-admitted after:

1) **Chickenpox:** all pox must be dry and child must have no upper respiratory symptoms.

2) **Scarlet fever** or **strep throat**: the diagnosis must be made by a physician and the student must be on antibiotics for at least 24 hours.

3) **Pink eye:** (conjunctivitis), the student must have started antibiotic eye drops or ointment.

4) **Impetigo:** the student needs to have been seen by a physician and started treatment for at least 24 hours.

5) Being excluded for **"unknown rashes"**: the student must return with a physician's note stating "not contagious" or the rash must be gone with no other symptoms.

6) **Lice infestation:**
   a) Must have shampooed with a Pediculocide shampoo
   b) Remove **all** nits (eggs) by using a fine tooth comb
   c) Have the student checked in the office before returning to class.

LIBRARY USE - Library books and reference materials are available for student use and enjoyment. The teachers will schedule regular visits to the school library for their classes. The following rules apply to library use:

1. The library hours are posted on our website and offers times to check out books before and after school. Parents who wish to check out books for their students may do so only during the open library hours.

2. Library books are due on the date stamped in the book (They are checked out for two weeks at a time and may be renewed one time.)

3. Students are responsible for the books they check out. Teachers are not responsible for the return of the student's books.

4. Books may be turned into the library any time the library is open. If a book is overdue it may be turned into the office and the fine paid at that time or they may be turned into the library if it is open and the librarian is present.

5. Fines of 20 cents per day will be charged for overdue books. This includes weekends and holidays. If the fine is paid at the time the overdue book is returned, the fines will be discounted 50%. Books returned after 30 days late, will be assessed the full $6.00 (maximum) fine.

6. If a book is not returned by 30 days past its due date, it will be considered lost and the student will be billed for the book. Charges for replacing lost books will be $10.00 for a paperback and $20 for hardback books. (If the value of the book is more than $20, the cost will be adjusted upward to reflect the book's actual value.) Books returned in unusable or damaged condition will be assessed the replacement charges as well. the cost of the book will be required plus a $2.00 processing fee.

7. If a book is found and returned in good condition and after the replacement fee was paid, the student will be reimbursed the amount paid less $6.00 (the amount due in fines).

FINANCIAL ARRANGEMENTS

1. All students entering FCS in the fall must have a new application on file and a registration fee must be paid for each child.

2. Registration fee must accompany application in order to be officially enrolled.

3. A 2% discount per child will be given for a full year's advance payment. Due August 1st.

4. All multiple child discounts apply to the younger child (or lower grade).

5. The yearly tuition may be paid on a 10, 11, or 12 month basis. Unless notified in writing your account will be set up on the 10-month payment plan (August-May).

6. A late charge of $35 per month will be assessed on the unpaid balance of an account delinquent after the 5th of the month. When an account is 5 weeks delinquent, a parent will be requested to withdraw the child from the school unless arrangements are made with the Principal or the business office.

7. FCS has an obligation to its employees; therefore, students are considered enrolled for the entire school year. Tuition and childcare are calculated on the basis of the entire year; no reduction can be made for vacations or school holidays. If a student withdraws for any reason the **charges are pro-rated on a trimester basis.** The school will not require payment for the entire year, but families must pay for the entire trimester in which the child has attended. No deductions will be made for tuition or child care for absence during the school year, regardless of the cause of such absence. All withdrawals, whether before the school year begins or during the year, must be made in writing and shall be effective when such notice is delivered to the school office.

CONCILIATION AGREEMENT - As a Christian ministry we believe that the Bible (Matt 5:25, I Cor. 6:1-7) commands believers to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. Therefore, any controversy or claim arising out of the relationship between the school and the home shall be resolved with the assistance of a Christian conciliation service through mediation or as a last resort, through legally binding arbitration. Both parties agree that these methods shall be the sole remedy for any controversy or claim and waive their right to file a lawsuit against one another in any civil court for such disputes except to enforce a legally binding arbitration decision.

PARENT VOLUNTEERS - Volunteers are an important part of our school. There are several ways to get involved. Volunteer interest surveys were distributed with enrollment papers. These will notify us of your interest and help us connect you to the right person and/or project coordinator.

Close communication and cooperation between parent and teacher is the vital key to your child's success in school. Just as we urge teachers to notify you of any difficulty your child is having, so we encourage you to confer with the teacher regarding concerns that you have about your child.

HOMEWORK - Homework for the child is scheduled on a regular weekly basis. Homework at the elementary level is designed not only to teach the child self discipline but also to permit parents to follow the progress of the child's curriculum. Parents are asked to familiarize themselves with the teacher's homework schedule and to check the child's work each evening designated. Students in grades 3rd-8th are given homework organizers that must be signed by a parent every night. **Students may not call home to ask parents to bring in homework left at home or in the car.**

Some examples of the type of homework assignments that are used by teachers at Foothill Christian School are:

1. Practice exercises (Math, Language, Reading in particular).
2. Reading assignments - book reports, textbook lessons, etc.
3. Special projects or unit activities.
4. Make-up work.
5. Reinforcement exercises - particularly if a child is having difficulty grasping a concept.

QUIZZES - Quizzes account for approximately 25% of the total grade.

TESTS - Tests will be given at regular intervals throughout the trimester. Long term projects and reports are equivalent to the value of a test. Tests equal 50% of the total grade. If absent on a test day, students will be responsible to make up tests the day of their return. Prolonged absences of three or more days may need special consideration for make-up time.

MAJOR REPORTS AND PROJECTS - Assignments turned in after the work has been collected will be considered late. Teachers reserve the right to not accept or deduct points up to 10% per day on late projects or reports. Projects must be turned in on their due dates, even if the child is absent to avoid point deductions. Long term projects and reports are equivalent to the value of a test.

MAKE-UP AND LATE WORK - This is for excused or explained absences only (See pg. 10 for explanation of absences). Students are responsible for finding out what they missed due to absences or tardies. Students will be given one day for every day they are absent to make up their work (e.g., all make-up work from Tuesday must be turned in before class starts on Thursday). If absent on a test day, students will be responsible to make up tests the day of their return. Quizzes missed may be made up with teacher approval. Prolonged absences of three or more days may need special consideration. For a one day absence, homework assignments can be picked up from the teacher upon the students return to class. *For extended absences (more than one day), please refer to the RenWeb website to view homework assignments.* **Renweb eliminates the need to call the teacher to ask for missed homework assignments due to absences.**

REPORT CARDS - Report cards are issued four times yearly via Renweb to give parents an evaluation of both the child's achievement and effort. Conferences are scheduled periodically so that parents can meet individually with their child's teacher. Parents with children in junior high may access their child's grades from the internet. This allows parents to be informed of the grades in "real-time" which eliminates the need for written progress reports. *Final report cards and SAT's will not be issued to anyone with an outstanding balance on their account.*

1. Achievement grades are computed:

98	- 100	A+	77	- 79	C+
94	- 97	A	74	- 76	C
90	- 93	A-	70	- 73	C-
87	- 89	B+	67	- 69	D+
84	- 86	B	64	- 66	D
80	- 83	B-	60	- 63	D-
			Below	60	F

Points will be given for homework assignments, quizzes, labs, tests, projects and participation. Grading emphasis is as follows:

TESTS, PROJECTS - 50% HOMEWORK , QUIZZES, PARTICIPATION - 50%

2. Social adjustment, conduct and effort are designated:

O - Outstanding
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

Excused absenteeism does not affect the grade directly. However, consistent absenteeism and tardies will undoubtedly lower a grade simply because the student is missing important instructional material. Note: No credit will be given for assignments missed due to an unexcused absence, tardy or suspension.

MID-TRIMESTER PROGRESS REPORTS - All students in Kdg. – 2nd grades will receive progress updates in the middle of the trimester. These are designed to keep you up to date on your child's academic status and should eliminate surprises on the report card. Parents with children in grades 3rd – 8th may access their child's grades from the internet at any time. This allows them to be informed of the grades in "real-time" and eliminates the need for a written progress report.

AWARDS ASSEMBLIES Awards assemblies are scheduled the Friday *after* report cards have been issued.

AWARDS - Students may earn the following awards:

3rd – 8th	*Principal's List	-	4.0 Grade Point Average (GPA)
	*Honor Roll	-	3.1 GPA
	Citizenship	-	Outstanding Behavior

Students in grades K-2 may earn a "Kingdom Kid" award for demonstrating exceptional achievement, skills, attitude, behavior and progress.

In addition to these trimester awards several awards are available at the end of the year.

*Students with a grade below C- in any subject, or with an unsatisfactory grade in citizenship do not qualify for these trimester awards. We believe that academic achievement alone does not constitute an honor student. Good behavior is important to being the well-rounded student who we choose to recognize.

PIANO - FCS is proud to offer piano lessons to students in grades kindergarten through eighth grades. If you are interested, please contact the office for additional information.

BAND – Individualized, sectional and whole group band instrument lessons are available to students in Kdg. - 8th grades. FCS offers lessons in flute, saxophone, trumpet, trombone and clarinet and drums,

violin, cello and piano. Please contact the office for more information if you are interested in band lessons for your child.

ENTERING SCHOOL PROPERTY - Please be sure to drive slowly and carefully in the parking lots.

Kindergarten – 3rd grade families are encouraged to use the main (west) entrance, drop off students near the front of the gym entrance, and exit via the same west driveway.

4th – 8th grade families are encouraged to use the east driveway to drop-off and pick-up students near the back gym patio area.

AFTER SCHOOL PICK-UP - Your child's safety is of utmost importance, so…**PLEASE, NO CELL PHONES** while driving through the lot. **Students are not to loiter or wait to be picked up at the sidewalks adjacent to the school's property.** (Students with permission to walk home must have a note on file in the office.)

You may pull into one of the parking stalls and walk to pick up your child, or you may enter the car line, which has been designated for quick drop-off and pick-up only. Please do not wait/stop in the through lanes. (Please refer to the school hours for start and dismissal times.) Students will be released to child care 15 minutes after the dismissal bell. At that time you may pick up your child from the child care area.

Students will not be released to people who are not authorized to pick them up. All authorized people must have a Student Release Authorization Card. If circumstances make it necessary for an unauthorized person to pick up your child, please send a written note the same day to avoid any inconvenience.

THE INTERNET AT FCS - Foothill Christian School is constantly striving to offer our families the best educational resources available. To this end we have brought the Internet to FCS. The following is a brief overview of the scope of our Internet access.

INTERNET CONNECTION - FCS is utilizing a dedicated T1 connection to the Internet. All classrooms are connected through our own Local Area Network (LAN) and to the Internet.

INTERNET SAFETY - Firewalls (safeguards) have been established to protect our system from outside intrusion and our children from accessing inappropriate information. We are constantly looking for ways to improve our security measures. We recognize dangerous situations can await both the school and students if we are not vigilant. Please be assured that FCS is taking every precaution to provide a safe technology environment for your child.

INTERNET POTENTIAL - We recognize the Internet as a place of great learning potential, where students through proper guidance can expand their knowledge beyond the classroom environment. Through distance learning, online projects, pen pals, and collaborative activities, children can gain more than just information for a report; they can experience the resources of the world—first hand.
We also recognize the potential for harm, and that we cannot control the actions of all individuals, all of the time. Therefore, we have developed an Acceptable Use Policy (AUP) which requires parental permission before a child is granted the privilege of accessing the Internet. Please read and discuss the AUP with your child(ren). Then each one will need to sign and return the Acceptable Use Policy Agreement provided by the school. (The Acceptable Use Policy Agreement is outlined below for your information and reference.)

TECHNOLOGY ACCEPTABLE USE POLICY

TECHNOLOGY MISSION STATEMENT - The communication age has created many needs in our society. The rapid changes brought on by technology require us to move beyond the traditional teaching

and learning methods. Only those empowered with technology skills and a willingness to be lifelong learners will seize the opportunities of the future. Therefore, the administration, faculty, and students of FCS are dedicated to building an environment of empowerment to meet the challenges of tomorrow.

To this end the following policies have been adopted and will be enforced at Foothill Christian School:

GENERAL TECHNOLOGY USE - As good stewards of the resources God has placed at our disposal, we must act responsibly in the care and use of these resources. Therefore students are to exercise wisdom and appropriate care around the computers and other equipment. This includes not exposing the computers to potentially harmful elements or situations including water, food, harsh chemicals, magnets, sunlight or extreme heat, playing with or around equipment, or other hazards. Inappropriate behavior can result in disciplinary action(s).

Parents and/or students may be held responsible for damage to equipment, software, or another's project caused by a student's abuse. Abuse may be passive (negligence and carelessness) or aggressive (intentional). Included in this might be the inadvertent introduction of a virus or virus-like infection or placing foreign material into a drive bay, as examples. Therefore students are encouraged to maintain self control at all times. Frustration, inattention, exuberance, and the intensity of the moment can be just as damaging as intentional destruction and are just as unacceptable.

Students are not allowed to make unauthorized changes to the operating system, application software, or equipment. Accessing or attempting to access sensitive and restricted information is prohibited. Copyright laws prohibit students from loading their own programs onto the computer or copying school programs for personal use. Plagiarism is another form of infringement of the copyright laws. At no time may students use school equipment for personal, nonacademic gain. Infringing on any of these areas will result in disciplinary action.

The parents and students agree not to hold the school or its personnel responsible for loss of data or any infringement of privacy, whether intentional or accidental. Nor will the school be held responsible for the inability to access data.

INTERNET STATEMENT OF USE - We want our students and staff to have rich and meaningful on-line experiences, but we recognize that Internet and e-mail access is a privilege—not a right. Those who choose to act in an inconsiderate or irresponsible manner will not receive or may lose these rights due to the choices they make. Representation of FCS on internet sites, chat rooms, blogs, etc. is prohibited without the expressed written consent of the school. Students will be held to the acceptable standards of "netiquette" and Christian character at all times. Those who act in a responsible manner may earn more privileges while those who act irresponsibly or encourage others to act irresponsibly may lose privileges. Be reminded that any off-campus activity that violates our acceptable use policy and causes disruption at school will be subject to school disciplinary action. This would include, but is not limited to, internet profanity, hate mail, and blog postings.

Common rules of netiquette include but are not limited to:

- **Be polite**—in your e-mail and interaction with others – inappropriate or abusive language will not be tolerated.

- **Be respectful**—toward the privacy, property and personhood of others.

- **Be careful**—do not reveal any personal information about yourself or others that might be used to harm you or violate anyone's privacy. Do not reveal sensitive information such as passwords to unauthorized persons.

- **Be righteous**—do not access or do anything that might be illegal or unethical, (including pornography, harassment, discrimination of race, creed, or color)

- **Be obedient**—through obeying the rules and receiving permission prior to accessing on-line services.

- **Be prudent**—access only authorized areas and sites. Do not disrupt the use of the network by others.

- **Be wise**—use of the network for personal gain is prohibited. Purchasing and selling of products and services is not allowed. The school/center will not be responsible for financial obligations arising from use of the network.

- **Be above reproach**—avoid those sites and persons that might appear or imply questionable character or content. Although we want this to be an enjoyable experience, practical jokes and crassness are not a proper part of this experience.

- **Be efficient**—don't waste time or energy. When your session has ended disengage from the network. Also downloading information and accessing on-line games and chat rooms requires permission from on-staff personnel (teachers, administration, and librarian—not substitutes or childcare personnel who might be unfamiliar with the policies).

- **Be responsible**—Students will be held responsible for their choices. Students will use the system only for school purposes (relating directly to school activities) and those purposes that they know would be approved by both the school and their parents. The parents and students agree not to hold the school or its personnel responsible for loss of data, exposure to unacceptable material or harassment or any infringement of privacy due to the student's or another's actions or malfunction, whether intentional or accidental. Nor will the school be held responsible for the inability to access data.

DISCIPLINARY ACTION - The use of the on-line services is a privilege, not a right. Failure to adhere to any of these policies may result in suspension of internet privileges, disciplinary or legal action as deemed prudent by the instructor and/or administration. The school reserves the right to deem what is "inappropriate use" and their decision is final. As representatives of Christ and Foothill Christian School all staff personnel, students and parents are expected to handle themselves in a Christ-like manner.

PARENT AND STUDENT AGREEMENT - Parents and students must read, discuss and sign an Acceptable Use Policy Agreement provided by the school. This policy agreement basically confirms that you have read, understood and agree with the terms of the policy which includes the following statement: "I understand that access to technology resources is intended for educational purposes, but that it is impossible to monitor every possible action or source of objectionable material or the use of sensitive or personal information. I agree not to hold Foothill Church, its ministries, or its personnel responsible for materials acquired, placed on, or sent out from the system, or the use and/or consequences resulting from said materials. I also understand that my student and I may be subject to disciplinary or legal actions due to violation of these policies."

INTERNET PERMISSION TO PUBLISH - As part of your child's educational experience at FCS, they may have the opportunity to publish their work on the Internet. Their photo might also be published in conjunction with a school activity, group or event. No personal contact information (phone number, address, family member names or schedule) will be included. Inadvertent photos (for example when a child is in the background of an activity or when your child is not the focal point of a photo) will be deemed a part of school life and consent to publish is implied with enrollment.

An “Authorized Use Policy” form will be sent home with your child for you to sign. This form gives parents the opportunity to approve or deny permission to place their child’s photos or schoolwork on our website. It also outlines the school’s policy for students’ use of internet resources.