

## *Jr. High Handbook Index (2021-2022)*

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# Expected Student Outcomes

## *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

## *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

## *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

## *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

## *Effective Users of Technology*

**Students will have the computer and technology skills needed for success in the 21<sup>st</sup> 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

## *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 provide an education that honors God in curricular, co-curricular and all aspects of campus life, so that "in all things He might have preeminence" (Col. 1:18). The school is aligned with Foothill Church's statement of faith and tenets of belief. 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 staff are dedicated to providing an educational experience that is decidedly academic and distinctively Christian.

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. Memorizing Scripture, chapel services, Bible reading, singing and lessons on Christian living are a weekly part of the curriculum. Special attention is given to life application in order that students may learn about God's plan for their lives. Through our Faith in Action Program, students are given an opportunity to engage in age appropriate, hands-on ministry. 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

has 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 a 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 to 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 academic 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 the 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.

**ACCREDITATION** - Foothill Christian School is accredited with the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC).

### **OUR SCHOOL**

Foothill Christian School was established to train children for their highest potential in our society, for the glory of God - through a consecrated faculty, highest academic standards, uniquely Christian instruction and a genuinely Christian environment. Foothill Christian School is a member of the Association of Christian Schools International.

### **ADMISSION REQUIREMENTS**

FCS has adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

\*Spiritual Considerations:

1. Personal Christian commitment of parents and students
2. Willingness of parents and students to be supportive of the school's philosophy of education and Foothill Church's doctrinal beliefs
3. Willingness of parents and students to support administration and faculty in carrying out the goals and programs of the school.

**\*Academic Considerations:**

1. All students are required to pass an entrance exam prior to admissions.
2. A copy of the most recent report card documenting acceptable grades at previous school.
3. Acceptable scores on achievement test.
4. FCS does not have a special needs program or resources to support students who qualify for special services or have an IEP or 504 plans. Those students are best served in a program that is equipped to meet their unique learning needs.

**\*Behavioral Considerations:**

1. History of acceptable citizenship in previous school experience.
2. Agreement of parents and student to abide by the behavioral standards established by the school.
3. Two references are also required.

**\*Personal Consideration:**

1. Student's special interests, talents and skills.
2. School makes no distinction in its admission policy on the basis of race, color or national and ethnic origin.

*\*Admission cannot be properly evaluated until these requirements are met. A parent who cannot fully support the school's admissions criteria and spiritual beliefs/practices, is encouraged to schedule an appointment with a school administrator to review the policies and clarify expectations.*

All junior high school students accepted into the school will be on a probationary status for one trimester. Behavioral difficulties or failure to maintain a 2.0 ("C") grade point average could result in the student being dismissed from the school.

**HOME - SCHOOL RELATIONS** - Foothill Christian School values the partnership between the home and school. We consider your child's enrollment at Foothill a declaration of trust. When you enroll at Foothill, you are, in essence, inviting us to become part of your family. You're asking us to come alongside you to be part of your journey. To partner with you in your child's education. To help identify their giftedness and work to nurture it and watch it grow.

You look to us to help shape their character. To help them know there is a God who loves them and wants the best for them. You look to us to teach them right from wrong. And, to embrace virtues like kindness, compassion, self-sacrifice and service as the most important qualities to possess. Everything within you (and within us) wants to protect their innocence as long as possible while helping them to develop good morals and the strength to stand up against a crowd heading in the wrong direction. *We're in this together!*

**REQUIRED PARENTING WORKSHOPS** - In order to cultivate and strengthen the home-school relationship, as we envision it, FCS will host two parenting workshops each year. These workshops include a variety of topics such as becoming a "tech-wise" family, understanding youth trends, and developing effective methods of discipline. Parents are required/expected to attend at least one of the workshops each year.

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

**ACHIEVEMENT TESTING** - Students in grades 2<sup>nd</sup> – 8<sup>th</sup> take the Terra-Nova norm-referenced achievement tests each spring. The results indicate our scholastic achievements exceed the national norms for each grade level. Grade level test scores can be viewed on the school's website.

**CHILD CARE** - Childcare is available before and after school, throughout the summer, 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 after school dismissal time.**

Parents who wish to withdraw their child from a prepaid childcare plan 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 the child(ren) is re-enrolled into the childcare 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 child care on the next incident. 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 suspended from child care for two weeks. On the fifth occurrence your child will be denied all future child care services before and after school until the end of the school year.

If a child is not picked up by 6:15 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 childcare 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 childcare.

**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.

**LUNCHES** – FCS provides a hot lunch program that offers a wide variety of menu items every day. The menu is posted online through MySchoolAccount.com. Students may order lunches in advance online (at a discounted rate). **Same day lunches must be ordered by calling the catering company directly at: (909) 413-7305 or emailing them at [hopesitaliancatering@gmail.com](mailto:hopesitaliancatering@gmail.com) before 9:00 AM!** Students who order after 9:00 AM will be given an emergency lunch only. Breakfast is also available for a limited time in the mornings. Snack items are available for purchase after school. Students are expected to use good manners at lunchtime, including being polite to the kitchen staff.

Parents are encouraged to handle their child’s lunch needs prior to their arrival at school. This allows the child to start the day free of worry about their lunch plans. It also reduces office and classroom interruptions caused by dropping off lunch in the middle of the school day.

**OFFICE HOURS** - Office hours are 7:30 a.m. - 4:00 p.m.

**JUNIOR HIGH SCHOOL HOURS -**

Regular Bell Schedule: 8:00 a.m. – 3:05 p.m. Half-Days: 8:00 am – 12:15 pm

**BELL SCHEDULE FOR JUNIOR HIGH CLASS PERIODS**

<b>Monday - Wednesday (Regular passing periods)</b>	<b>Thursday (Block schedule)</b>	<b>Friday (Half Day) (Block schedule)</b>
Period 1 8:00 - 8:45	Period 1 8:00-9:25	Period 2 8:00-9:20
Period 2 8:49 - 9:34	Break 9:30-9:45	Break 9:20-9:30
Break 9:34 - 9:47	Period 3 9:50-10:20	Period 4 9:30-10:50
Period 3 9:49 - 10:34	Chapel 10:25 -11:10	Period 6 10:55-12:15
Period 4 10:38- 11:23	Period 3 11:15-12:10	
Period 5 11:27 – 12:12	Lunch 12:10-12:50	
Lunch 12:12 – 12:52	Period 5 12:55-2:20	
Period 6 12:56 - 1:41	Period 7/8 2:25-3:05	
Period 7 1:45 - 2:23	(Weekly Rotation)	
Period 8 2:27 - 3:05		

**CHAPEL** - Junior high chapel is held once each week. Students are encouraged to bring an offering each week to support various ministries and projects adopted by the school.

**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.



## **DETENTIONS**

Although many positive forms of discipline are utilized, and we make every effort to encourage good behavior, there must be procedures to handle undesirable behavior. Detentions may be given and students would be required to stay after school in these instances. A detention is for 30 minutes. The following guidelines apply:

1. After school detentions are served on Tuesdays and Thursdays from 3:15 - 3:45 p.m. At 3:45 students will be sent to childcare and placed on the roll unless parents are there to pick them up. There are no before school detentions. **Detention comes BEFORE all extra-curricular activities.**
2. All students must be prompt. No late entries will be permitted after the 3:15 bell has rung. Late students are considered as a no show.
3. If the student fails to attend, the office will be notified and parents will be contacted.
4. All students must return detention slips signed by their parents to the detention monitor. An unsigned detention note is considered a no show and the detention is doubled.
5. Disruptive or uncooperative behavior in detention will result in an office referral and more serious disciplinary action will be considered.
6. PER TRIMESTER: After 4 detentions issued for inappropriate behavior a parent call/conference will be required. After 5 behavioral detentions a student will receive an automatic one-day suspension. On the 6<sup>th</sup> behavioral detention a student will receive a 2-day suspension. The next detention may result in expulsion.

**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 written notice when a suspension occurs. Students may be suspended a maximum of three days without a right to a formal School Board hearing. A parent conference may be required before a 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), bullying and 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's discipline policies. This would include, but is not limited to, internet profanity, hate mail, cyber-bullying, inappropriate or offensive texting or blog postings, and under age use of alcohol or drugs.**

**TEACHER INTERACTIONS WITH STUDENTS** - Teacher interactions with students should be positive. Teachers are expected to:

1. Show concern by actively listening and valuing what students say.
2. Show fairness and respect to all students. Respond to misbehavior on an individual basis and avoid situations in which a student loses peer respect.
3. Avoid use of sarcasm with students. Yelling at students is not mission appropriate and is unacceptable!
4. Any physical contact during the administration of discipline is subject to employee discipline up to and including termination.

### **SCHOOL STANDARDS**

1. **RESPECTING OTHERS** - While at Foothill Christian School, students are expected to be respectful. Inappropriate language, swearing and disruptive behavior will not be permitted. We value relationships and respect as foundational.
2. **UNSUPERVISED AREAS** - Students are not to be in the classrooms without a teacher present. Hallways or locker areas are opened at 7:45 PM or after school until 3:20 PM.
3. **RESPECTING PROPERTY** - Respect the rights of other people and their property. Replacement fees will be assessed for lost or damaged school books, homework agendas, or electronic devices. 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 held responsible.
4. **COURTEOUS BEHAVIOR** - Courteous speech is expected. Use of the words "please," "thank you," etc., are expected. Prompt obedience to teachers and staff is expected. These are all part of the character-building process. Willful disobedience after a student has been asked to stop or inappropriate behavior will not be tolerated.
5. **CLASSROOM INTERRUPTIONS** – 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, musical instruments are not emergencies. We will be glad to deliver these items 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 may apply (including fines for excessive infractions).*

6. **FOOD AND DRINKS** - Chewing gum is not permitted on campus. Food and drinks are not allowed in the classrooms, hallways, and restrooms without teacher supervision/permission.
7. **PUBLIC DISPLAY OF AFFECTION** - Students are prohibited from romantic displays of affection in boyfriend-girlfriend relationships (i.e.-holding hands, walking arm in arm, kissing, hugging, etc.) Violations are subject to disciplinary action.
8. **HARASSMENT** - Inappropriate teasing, name calling, cutting remarks, bullying, threats and physical or sexual harassment will not be tolerated and could result in suspension or expulsion. The school has a complete anti-bullying policy that affirms our commitment to providing a safe environment for children and outlines steps that will be followed when bullying occurs.
9. **NOTES** - Writing and passing personal and texting during class is not permitted. No writing on hands or arms.
10. **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 along with possible suspension and/or expulsion from school.
11. **SPORTS ELIGIBILITY** - All athletes and cheerleaders must maintain a 2.0 grade point average and high standards of discipline to remain eligible to practice or to play. Students on academic probation are not eligible to try-out or participate until their grades improve to the minimum standard.
12. **SPORTS PRACTICES** - Coaches will remain with the athletes for 10 minutes after the practice or game has ended before placing the students on the child care roll. Students in childcare who would like to attend off-site games or off-campus activities must provide the office with a written permission slip naming the adult chaperone. (No phone authorization will be permitted.)
13. **HALF DAYS AND AFTER SCHOOL** - Students are not permitted to leave campus without written parental authorization and confirmed chaperone. Once students leave campus they are no longer the school’s responsibility and they may not return to childcare.

### **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 optometrist 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)** – Junior high students should be dropped off by 7:45 to allow time to access their lockers. They are required to be in the classroom, prepared for class when the

tardy bell rings at 8:00. *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. If 12 tardies are accrued within a trimester parents may be asked to withdraw their child from school.

**CLASSROOM TARDIES (Throughout the Day)** - Students are required to be in the classroom when the bell indicating the beginning of class has rung. There is adequate time between classes to avoid being late. Being late to class three times will result in a detention. Excessive tardiness may result in a suspension and possible expulsion.

**ABSENCES** -If a child is absent, parents are required to send a written note with the child upon their return to school. Junior high students will be issued a “Re-Admit Slip” from the office and must present it to their homeroom teacher. *Students who are absent may not participate in extracurricular sports, clubs or school activities on the day of the absence.*

Students who are absent 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 17.)

#### Extended Absences

1. Out-of-town trips (for more than one day) considered necessary by the parents. Students are responsible for making arrangements for work that will be missed.
2. Parents need to complete the Extended Absence Form and submit it to the office for review and approval. Making up work becomes increasingly difficult in junior high. We encourage you to make vacation plans during non-school dates.

**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 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

***Please do not take children out of school early for convenience purposes. Leaving school before the day is officially over is lost instructional time and disruptive to the classroom learning environment.***

**DRESS CODE** – Foothill Christian School recognizes there is no specific Christian way of dressing. However, as a Christian School, our dress code reflects our desire to be a positive Christian witness in the community and, at the same time, 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:

**Hair** - The general principle of neatness and simplicity should govern hairstyles. Hair, including weaves and extensions, should be a natural hair color. Extreme styles such as mohawks, shaved portions of the head (including designs), dramatic/extreme highlights or other exaggerated styles are not permitted. Hair should not obstruct the eyes. Boy's hair length should be no longer than four inches anywhere on the head.

**Hair Accessories** – All hair accessories such as “scrunchies”, bows, clips, barrettes, and headbands must be in white, black, gray, or teal. Headbands with cat or mouse ears are not permitted.

**Piercings and Tattoos** – Face jewelry (Nose jewelry, lip, eyebrow and tongue piercings, etc.) and tattoos are not permitted. Boys may not wear earrings or nail polish.

**Sweaters, Sweatshirts & Hoodies** – All sweaters and sweatshirts, including zippered sweatshirts and hoodies must be purchased at Red Dot. (Hoodies are not considered jackets. If worn, they must be the school uniform hoodie.) Science camp sweatshirts/hoodies are NOT permitted.

**Jackets** - 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 classroom. Sweatshirts and hoodies are not considered jackets. (See above.)

**Shoes** – Comfortable, safe shoes in good condition are to be worn. All shoes (including boots or Uggs) must be a black, white or gray. Patterns and prints that include those colors are fine. No other colors are permitted. Even small accent colors, colored shoe laces or colored logos other than black, gray or white are not permitted. 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.

**Socks** – All socks must be a black, white or gray. Patterns and prints that include those colors are fine. No other colors are permitted. Even small accent colors or colored logos other than black, gray or white are not permitted.

**Leggings and Undershirts** – Undershirts, including long sleeves and turtle necks, as well as girls' leggings, must be plain white, black or gray. Leggings if worn must be with the uniform skirts or jumpers.

**Skirts** - Uniform skirts and skorts must be of modest length (no shorter than three inches above the knee). *Red Dot will have skirts available with extra length – please shop wisely.*

The following items of dress are unacceptable and therefore must not be worn to school: modified uniforms, bandanas, scarves, wallet chains, or anything that would cause a disruption to the learning environment. Skull and crossbones graphics or artwork may not be worn or displayed on any clothing or school item including shoes, laces, jewelry, backpacks, notebooks, etc.

Belts must be worn in the belt loops. Oversized earrings that present a safety concern or distraction are not permitted. Gothic style jewelry, spikes, studs, body piercing (other than earrings on girls) and tattoos are not permitted.

### **SPECIAL INTERESTS**

**Friday Jeans Day**– On Fridays, students may wear jeans or capri jeans (blue, gray or black only) with dress code shirts or school approved t-shirts. The list of approved t-shirts includes: the FCS field trip shirt, FCS “fan gear” available through Red Dot, plus approved campus clubs, sports and mission team shirts. Oversized jeans, jean shorts, and jeggings are 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. **IMPORTANT:** If wearing shorts they must be school uniform shorts. Students who violate the jean day dress code will lose the privilege on those days.

**Casual Dress Days** – *Occasionally*, the school will announce special days where students are given a “Casual” Dress Day. On these days the students have more options. They may wear t-shirts and regular pants or shorts. Clothing must be neat, modest (as a general rule shorts and skirts should not be any shorter than 3-4 inches above the knee) without any obvious tears, holes or frayed hems. Athletic wear, if worn, must not be overly tight. Basketball sleeveless jerseys may only be worn with a full t-shirt underneath. Basketball shorts, workout shorts should not be worn. Inappropriate writings, symbols or markings, including band t-shirts are not acceptable. Leggings may only be worn with skirts or dresses of appropriate length (see above). Spaghetti straps, racer back, tank tops, shirts above the waistline, oversized or sagging pants are not permitted on Casual Dress Days. Dress code rules and restrictions for hair, shoes, hats and accessories still apply.

### **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 focus 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:

1. **First violation** –A note will be sent home identifying the dress code infraction.
2. **Second violation** – A second note will be sent home identifying the dress code infraction unless the violation is for the same infraction. In those cases, a behavior note (or detention for upper grades) may be sent home.
3. **Third violation** – Parents will be required to bring a change of clothes to correct the infraction.
4. **Fourth violation** – Parents will be required to meet with administration to discuss the violations and possible consequences for future violations up to and including suspension or expulsion from FCS.

**PICTURE DAY** – Students do not have to wear uniforms on Picture Day. However, boys must wear shirts with collars. Girls may wear dresses or skirts of modest length and no Spaghetti straps and tank tops. Jeans are okay as long as they meet the Wednesday Jean Day standards.

**BOOKS AND SUPPLIES** - All damaged or lost textbooks, workbooks and homework agendas must be replaced at the parent's expense. Students must supply their own paper, pencils, pens and any other materials deemed necessary by the teacher. Some elective courses may require specific materials or include additional fees.

**BOOK COVERS** - Book covers are required on all hardbound textbooks. Please do not use contact paper as a book cover as these tend to damage the books. Homework agendas, workbooks, folders, book covers, and binders must also be free of graffiti and doodles, including skull and crossbones. If students personalize 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.

**CELL PHONES:** Cell phones are not necessary at school during school hours. 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. *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, including text messaging, recording and photographing will result in the following disciplinary action:

First Offense: Warning

Second Offense: A detention

Third Offense: Three day suspension

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

**SMART WATCHES, IPODS, TOYS, ELECTRONICS, MAGAZINES** - Students are not allowed to bring trading cards, teen magazines, toys, electronic games, digital cameras, smart watches, iPods, etc. to school.

**SCHOOL COMMUNICATIONS** - FCS uses a variety of methods for communication including e-mails and text messaging. Our website is a great source for information and helpful forms. Grades are posted online in the FACTs/RenWeb portal. Homework and other classroom information is posted in Google Classroom. We encourage parents to connect with us on the school's Facebook page, our YouTube channel, Instagram, and our blogs. These sources provide meaningful and fun ways to stay current with school happenings.

**STUDENT ILLNESS** - The school follows basic health guidelines as published by local health and safety agencies. Students must remain at home if they have an unidentified rash or temperature over 100.4 degrees. A child will be sent home from school when his/her temperature is above 100.4 degrees or when he/she shows signs of illness.

**MEDICATION** - Students who must take prescribed medication during the regular school day may be assisted by school personnel. The school must have a parent's written permission. For non-prescription medication, FCS requires a doctor's written notice as well as the parent's written approval. Special forms are available in the school office.

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 and the appropriate forms, permissions and training procedures are followed.** 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, lunch sack, backpack, or plastic bag. If it is not possible for an adult to deliver the medication, please contact the office to discuss delivery of the medication.

#### **RE-ADMISSION 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) **Unidentified rash:** the student needs to bring a note from the doctor stating that the rash is not contagious.
- 6) **Lice infestation:**
  - a) Must have shampooed with a Pediculicide shampoo
  - b) Remove **all** nits (eggs) by using a fine tooth comb
  - c) Have the student checked in the office before returning to class.

#### **FINANCIAL ARRANGEMENTS**

The annual tuition may be paid on a yearly, trimester or monthly basis. Monthly payments can be arranged on a 10, 11, or 12 month basis. All monthly payments must be made via automatic checking account withdrawal. Auto-debit forms are available in the finance office.

The late charge of \$50.00 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 (until the account is made current) or payment arrangements are made with the business office.



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 prorated on a quarterly basis**. The school will not require payment for the entire year, but families must pay for the entire quarter 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.

Accounts must be paid in full in order for a student to receive their final report card and achievement test scores or to participate in the graduation ceremony.

**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-TEACHER RELATIONSHIP**

Children learn best when the significant adults in their lives -- parents, teachers, and other family and community members -- work together to encourage and support them. Schools alone cannot address all of a child's developmental needs: The meaningful involvement of parents is essential. Children whose parents are involved in their education tend to perform better than their peers who have uninvolved parents. At FCS we value the home-school partnership and recognize it as a vital relationship that helps maximize student learning.

**VOLUNTEERS** - Volunteers are an important part of our school. There are several ways to get involved and we welcome your support. Your child's teacher will request help for a variety of tasks and we encourage you to participate as much as you are able. Classroom volunteers and all visitors must sign-in at the office. A volunteer visitor's badge must be worn while on campus. **Any volunteers who accompany children on field trips, science camps or driving for athletic events must complete a background clearance check before they participate in these activities.** Charges for the security background check will be applied to the parents' tuition account.

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.

**FACTS/RENWEB** – Renweb is an on-line database system which can be accessed through a link on the school website. Renweb allows parents 24 hour a day access to pertinent school information including school calendar, grades, and account information.

**GOOGLE CLASSROOM** - Homework and class information will be available in Google Classroom.

**REPORT CARDS** Report cards are issued three 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 at any time from the internet via Renweb. This allows parents to be informed of the grades in "real-time" which eliminates the need for written progress reports. *Final report cards and results of standardized testing will not be issued to anyone with an outstanding balance on their account.*

Social adjustment and conduct are designated as follows:

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

***A campus conduct grade is included on the report card and reflects the number of detentions or office referrals a student has accumulated per trimester.***

Achievement grades are computed:

98%	-	100%	A+	77%	-	79%	C+
94%	-	97%	A	74%	-	79%	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 typically follows the percentages below:

Tests/Projects - 50%	Homework/Quizzes/Class Participation - 50%
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Elective classes are graded using the achievement scale above. Each elective class is worth .5 when calculating a student's GPA.

Consistent absenteeism and tardies will undoubtedly affect grades simply because the student is missing important instructional material. *Note that five unexcused tardies in one trimester will be considered one absence and will disqualify a student from obtaining perfect attendance.*

**ACADEMIC PROBATION** - A student may be put on academic probation due to poor grades (below 2.0). Once a student has been placed on probation he/she must maintain a 2.0 GPA by the next report period, including progress reports, or the child may be asked to withdraw from FCS. If grades fall below 2.0, students lose their sports and club eligibility. Additional interventions may be put into place or required as deemed necessary by school administration.

**HOMEWORK** - Students are required to have a student organizer (provided by the school) and are responsible to record their homework assignments. Teachers are not required to accept late homework. **Students may not call home to ask parents to bring in homework left at home or in the car.**

**MAKE-UP AND LATE WORK** - 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 any daily assignments missed during their absence. (e.g., all make-up work from Tuesday must be turned in before class starts on Thursday). **Please note:** The make-up policy does not apply to homework packets assigned over an extended number of days. 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 two or more days may need special consideration. **After an absence, JH students must obtain a re-admit slip from the office. Students present the re-admit slip to the teachers whose class they missed in order to get their assignments.** For extended absences (more than one day), please refer to the RenWeb website to view homework assignments.

**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 assignments, projects or reports. Some classes may require the completion of a project in order to pass the class. ***Projects must be turned in on their due date, even if the child is absent.***

**AWARDS ASSEMBLIES** - Student recognition assemblies will be held each trimester.

**IMAGO DEI STUDENT RECOGNITION** - Having been created in the image of God (Imago Dei), we believe every child is uniquely gifted at something. We will publicly celebrate, affirm and focus on student qualities and characteristics (we'll call them pillars) that not only support personal growth, character and academic success but also align with biblical values and qualities that are preeminent in Scripture.

We have identified seven key qualities that are commended throughout the Bible, and interestingly enough, are consistent with volumes of research-based studies on student motivation and achievement. The implications and potential impact of the pillar recognitions can be far-reaching and lifelong. These include (in no particular order):

**Faithfulness**...which can be described as dependability, follow-through, trustworthiness, loyalty

**Perseverance**...the idea here is grit, determination, and a never give up attitude

**Humility**...conveying the value of gentleness, helpfulness, service and strength under control, peacemaker

**Courage**...standing firm and standing for what's right, willing to take responsible risks, leadership

**Compassion**...kindness, mercy, forgiveness, patience, caring enough to get involved

**Service**...helpfulness, generosity, sacrifice for others, willing to pitch in and make a difference

**Chara Joy**...Chara (pronounced car-a) is the Greek word for calm confidence which we expand to include positivity, cheerfulness, creativity, imagination and inventiveness

**AWARDS** - Junior high students may receive the following awards:

**TRIMESTER AWARDS**

\*Principal's List      4.0 Grade Point Average (GPA)

\*Honor Roll              3.25 GPA or above

**YEAR-END AWARDS**

Principal's List      4.0 GPA (Cumulative GPA)

Honor Roll              3.25 GPA (Cumulative GPA)

FCS sponsors a junior high year-end awards assembly. This is a special event to present our most distinguished academic awards and honors.

\*Students with a grade of “D or F” in any subject or with a “U” in citizenship are disqualified for the trimester awards. We believe that academic achievement alone does not constitute an honor student. Any student who is suspended will receive a “U” for campus conduct on the report card.

**GRADUATION** – In order for 8<sup>th</sup> graders to participate in the graduation ceremony, they must have a minimum of a 1.75 GPA for their final trimester and have completed all major projects required of graduates. All graduates must comply with the graduation dress code policies and tuition accounts must be paid in full in order to participate in the graduation ceremony.

**FIELD TRIPS** - Scheduled field trips are an extension of our curriculum and student participation is required. Students must follow the school dress code policies on all field trips, unless teacher approval has been given prior to the trip. If traveling by bus all students are expected to ride the bus. Any assignments from other classes missed during the field trip must be made up by the next day. Students must meet all academic and behavioral standards for participation in the End of the Year class field trips.

**PHYSICAL EDUCATION** - All students in 6<sup>th</sup> – 8<sup>th</sup> grades are required to wear the official P.E. uniform during physical education class. P.E. Uniforms can be purchased at Red Dot Uniform Company. Those not dressed out in the required uniform or not participating will be penalized with a grade reduction.

Students are required to have 2 PE credits during each school year. A credit is given for participation in a PE class, FCS sports team or an outside sport with verification and approval. (The verification form is available in the office.)

**LOCKER POLICY** - Following is the locker policy:

1. No books or personal belongings are to be left in the hallways or restrooms.
2. Backpacks must be able to fit in the lockers. They are not allowed in the classrooms.
3. There will be unannounced locker checks. Keep your lockers NEAT and CLEAN!
4. Students will not be allowed to return to their locker for forgotten items once class has started without teacher permission.
5. Students are not allowed to mark on, put stickers on, or otherwise deface their lockers. Students may not decorate the insides of their lockers with offensive pictures or symbols including skulls and crossbones. If photos are used, they may only be of friends and family. Students must use magnets, not tape, to attach personalized items.
6. Hall lockers will be assigned by the school. The students are responsible for furnishing their own combination locks which must be locked when not being used. Combinations must be on record at the school. FCS is not responsible for locks or items kept in the lockers.
7. Gym lockers are assigned to students taking P.E. or participating in after-school sports only.

**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 will be open during designated times throughout the day for parents to check out and return books for their child. The library is not open to parents during regularly scheduled classroom visits.
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 returned to 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 25 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).

**NATIONAL JUNIOR BETA CLUB** - This honor group exists to encourage and reward merit among students and to promote those qualities of character that make for good citizenship in the school and community. Seventh and eighth grade students who achieve a 3.5 GPA and have good citizenship are issued an invitation to join this service club. The focus of the club is community service. A minimum of 30 hours of volunteer work is required for the year. Additional Jr. Beta qualifications and by-laws are published on the school's website.

**ALUMNI** – We love our alumni and are honored that they enjoy coming back to visit after they have moved on to high school. However, in order to guard against disruption to the academic day, we ask that former students limit their campus visits to designated lunch times, after school or chapel times. All alumni need to enter the campus through the school office in order to obtain a visitor's badge.

**ENTERING SCHOOL PROPERTY** - Please be sure to drive carefully through the parking lot. Junior high parents should use the east driveway for entering and exiting the parking lot. *The pick-up and drop-off zone for 4<sup>th</sup> – 8<sup>th</sup> grades is at the back of the gym patio.* After dropping off your child, circle around the back lot and exit the same east driveway. **There is no parking in the back lot during normal school hours.**

**ARRIVAL AT SCHOOL** - **Junior high students should arrive at school by 7:45 and report to the gym.** They will be dismissed in time to access their lockers before classes begin. No student should be in the locker area before this time without a childcare pass. Students are expected to be in their classes prepared to begin when the tardy bell rings promptly at 8:00 a.m. Students who are tardy must go to the office for a tardy slip before being admitted to class.

**AFTER SCHOOL PICK-UP** - Junior high students are to be picked up from the designated area at the back of the patio after school dismissal. Students are not to load in and out of the cars at the

front of the patio entrance or in the red zone along the side of the patio. Car line ends 15 minutes after school ends. After that time you may park your car and pick up your child from the gymnasium. Please refrain from coming to the office to ask that students be released early unless it is necessary due to a pre-arranged appointment.

Parents should drive slowly and carefully in the lot. **Please, no cell phones** while driving through the lot. Your child's safety is of utmost importance. Students will not be released to people who are not authorized to pick them up. 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.

Parents who give permission for their student to walk home must fill out and return the appropriate permission form.

**THE INTERNET AT FCS** - Foothill Christian School is constantly striving to offer our families the best educational resources available. The following is a brief overview of the scope of our Internet access at FCS.

**INTERNET SAFETY** - Firewalls (internet 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. FCS cannot control the actions of all individuals, all of the time. Therefore, we have developed an Acceptable Use Policy (AUP) and technology guidelines which outlines the expectations for all students.

## **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, cyber-bullying and inappropriate or obscene blog postings.

Common rules of netiquette include but are not limited to:

- **Be polite**— Inappropriate or abusive language in emails 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, and 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 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 and technology equipment 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 abide by the Acceptable Use Policies as outlined by the school. Access to technology resources is intended for educational purposes, but it is impossible to monitor every possible action or source of objectionable material or the use of sensitive or personal information. Families agree not to hold Foothill Church and Foothill Christian School, 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. Students 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 “acknowledgement” must be completed as part of the enrollment process prior to the start of school. This acknowledgement 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.