

Foothill Middle School's Policies and Procedures 2024-2025

Board Policies are available online at the district's website: <https://www.mdusd.org/>

These policies govern our school and may supersede any information in this handbook. **Please note: Policies and procedures are subject to change. Revisions will be updated accordingly.**

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, facilities and practices shall be free from discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identify, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, actual or potential parental, family, marital status, or association with a person or a group with one or more of these actual or perceived characteristics ([Governing Board Policy 0410](#)).

Contact MDUSD / How to File a Complaint

For questions, concerns or complaints regarding student harassment, discrimination, intimidation and bullying, please contact Chief of Educational Services, Samantha Allen at allens@mdusd.org or by phone at (925) 682-8000. For questions, concerns, or complaints regarding compliance with Title IX employee issues, please contact Dr. John Rubio, Chief of Human Resources, at rubioj@mdusd.org or by phone at (925) 682-8000 x4136.

Foothill Middle School

2775 Cedro Lane **School Hours:** 8:00 a.m. – 3:00 p.m. Walnut Creek, CA 94598 **Office Hours:** 7:30 a.m. – 4:00 p.m. Office: (925) 939-8600

Website: <https://foothill.mdusd.org>

Twitter: @FoothillGriffin

Instagram: OfficialFoothillGriffin

Full School calendar [found here](#) (dates subject to change).

Administration	Crystal Stull, Principal stullc@mdusd.org Rebecca Schnee, Vice Principal schneer@mdusd.org
Counselors	Octavio Guzman TEL: (925) 939-8600 , ext. 5704 guzmansanchezo@mdusd.org Mary Phalon, LMFT, PPSC School Counselor TEL: (925) 939-8600, ext. 5712 phalonm@mdusd.org

VISION STATEMENT

Foothill Middle School students will achieve academic success and prepare for global citizenship through collaboration, creativity, critical thinking, and communication.

MISSION STATEMENT

Foothill Middle School is a learning community committed to supporting all students in achieving academic success and the skills to be a 21st century global citizen.

ABSENCES (attendance information)

Students shall attend and shall be punctual to all classes and activities to which they are assigned. If a student does not attend his/her assigned class or activity, the absence shall be reported to the attendance secretary. When a student's absence from school and/or class is not cleared, the parent/guardian will be notified.

Please call in a student's absence within 72 hours to 925-682-8000 x5702 or E-mail: foothillattendance@mdusd.org. Leave the name of the student (spell the last name), grade level of student, reason for absence, the date(s) of the absence(s), and the person and relationship making the call within 72 hours.

ABSENCES LATE-TO-SCHOOL/READMIT SLIPS

Arriving late to school or returning from an appointment students are required to check-in at the Foothill Office before going to class. A parent/guardian by phone or by note must notify the reason for arriving late. Only those reasons which are beyond the student's control will be listed as "excused" (e.g., "Mom overslept," "Dad couldn't find the keys," "There was an accident causing traffic hold up"). The student oversleeping or getting a late start are not excusable reasons, but a note listing these reasons will "clear" the lateness, meaning we have been notified that the parent(s)/guardian(s) are aware of the lateness; however, this will still be unexcused. When a student arrives late or returns from an appointment, illness, etc. they will receive a readmit slip.

ABSENCES LEAVING SCHOOL DURING SCHOOL HOURS: OFF CAMPUS PASS

If a student is leaving prior to the end of the school day for an appointment, the student should bring a note signed by a parent/guardian to the office prior to the start of that school day with the time of departure; reason; and parent/guardian's signature. The student will receive an Off Campus Pass which they will show to their teacher at the start of the appropriate period and then the student will leave at the designated time and meet their parent/guardian. A request via the phone must be made at least one hour ahead of the intended pick-up time. Students can only be released to those listed on their emergency contacts in HomeLink.

ACADEMIC HONESTY POLICY

Honest behavior is an expectation at Foothill Middle School. The purpose of the policy is to create and maintain an honest academic atmosphere. Students at Foothill are responsible for understanding and abiding by this Academic Honesty Policy.

Academic honesty does **not** include:

- Copying from another student.
- Using unauthorized materials/resources (cell phones, calculators, spark/cliff notes, etc.).
- Submitting an essay or assignment written in whole or in part by someone else as one's own.
- Preparing an essay or assignment for submission by another student.
- Copying an assignment or essay or allowing one's assignment or essay to be copied by someone else.
- Using direct quotations, large sections or paraphrased material without acknowledgement.
- Submitting whole or part of computer-generated documents or materials with or without minor modifications as one's own.

Consequences for Academic Dishonesty may include appropriate disciplinary measures consistent with Board policy and the California Education Code. One or more of the following consequences may occur. Examples include, but are not limited to:

1. Parent /Guardian contacted by teacher.

2. Referral to an administrator for disciplinary consequences; parent/guardian will be notified.
3. Possible loss of all or partial credit for the assignment; determined by the teacher of record.

ACADEMIC INTERVENTION

Students who receive F's at any point in the school year, may be provided with intervention and may be placed on Academic Probation. Academic Probation may include Weekly Progress Reports, Academic and/or Behavior Contract, check-ins with counselors, and/or other requirements as determined by site administration and the site team. Should a student continue to fail even with interventions, they may become ineligible for activities as determined by the site team and clearly articulated to parents/guardians and the student.

ACCIDENTS OR ILLNESS AT SCHOOL & MINOR FIRST AID. In case of an accident or illness occurring at school, *the student should report immediately to one of the following:*

Teacher—if accident occurs in the classroom or gym

- Teacher on duty—if accident happens on campus
- Office Staff
- Administrator
- Counselor
- Campus Supervisor

If a student is unable to report, he/she should ask another student to do so for him. Under no circumstances should a student leave school without written permission from the office and a signed note from a parent. This is a State Law for the protection of the student.

Minor first aid is administered in case of injury. If necessary, parents/guardians are called to pick-up their children for medical attention of injuries or illness.

Emergency medical services may be called if warranted by the administration.

AFTER SCHOOL EVENTS

Any student planning to attend any activity outside of school hours must have an "After School Event" permission slip on file in the office.

- Afternoon events are scheduled for 2:45pm to 4:00pm, unless posted otherwise.
- Students who are not picked up promptly may lose their eligibility for the next activity.
- Regular school rules and dress guidelines are in effect for all activities.
- Students must stay for the entire event. Any unsafe behaviors or actions will not be allowed. One warning will be given and on subsequent offense will be sent home.
- Students not attending the event are not allowed to be on campus at any time before, during, or after.

ANTI – BULLYING POLICY

MDUSD believes that all students have a right to a safe and healthy school environment. The District, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. The district will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Cyber-bullying that disrupts the school day is also considered under this policy. This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity, during the lunch period and during school sponsored activities.

BELL SCHEDULE

Foothill Middle School Bell Schedules 2024-2025

Foothill MS		
Monday, Tuesday, Thursday, and Friday		2024-2025
GRADE	PERIOD	TIME
WARNING BELL		8:10
	1 st Class	8:15-9:07
	2 nd Class	9:11-10:06
	BRUNCH	10:06-10:16
	3 rd Class	10:20-11:12
1ST LUNCH	LUNCH	11:12-11:42
	4 th Class	11:46-12:38
2ND LUNCH	4 th Class	11:16-12:08
	LUNCH	12:08-12:38
	5 th Class	12:42-1:34
	6 th Class	1:38-2:30
	7 th Class	Drop/Rotate

Foothill MS		
Wednesday		2024-2025
GRADE	PERIOD	TIME
WARNING BELL		8:10
	1 st Class	8:15-8:59
	2 nd Class	9:03-9:49
	BRUNCH	9:49-9:58
	3 rd Class	10:02-10:46
	4 th Class	10:50-11:34
1ST LUNCH	LUNCH	11:34-12:04
	5 th Class	12:08-12:52
2ND LUNCH	5 th Class	11:38-12:22
	LUNCH	12:22-12:52
	6 th Class	12:56-1:40
	7 th Class	Drop/Rotate

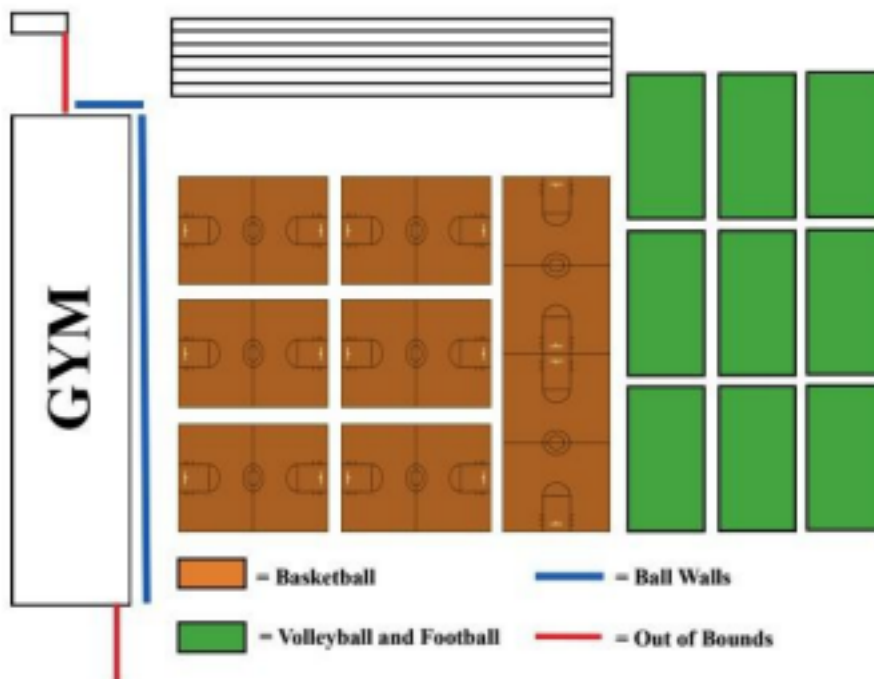
Minimum Day 2024-2025	
PERIOD	TIME
WARNING BELL 8:10	
1 st Class	8:15-8:52
2 nd Class	8:56-9:36
3 rd Class	9:40-10:17
BRUNCH	10:17-10:27
4 th Class	10:31-11:08
5 th Class	11:12-11:49
6 th Class	11:53-12:30
7 th Class	Drop/Rotate

- Minimum Days:**
 September 12
 October 04
 December 05
 December 20
 February 06
 March 14
 April 24
 June 03

BLACKTOP

Many activities occur in this area of the school. It is also a classroom space for our Physical Education Department.

- No food is allowed during brunch and lunch on the blacktop. Waste containers are located in the quad, MU, and main walkways of the campus.
- Zones have been designated for different activities for the safety of all. Students must adhere to these guidelines.
 - Outer gym walls:
 - the East side (by basketball courts) are for tennis ball play
 - the North side (backside) are for soccer ball play



BICYCLES, SKATEBOARDS AND SCOOTERS

The school provides storage space for the above-mentioned items, but MDUSD/Foothill Middle School is not responsible for any loss or damage.

- Students are encouraged to use bicycle locks in the bike corral off the service road during the day.
- All wheeled items are to be walked while on campus; inclusive of the blacktop, access road, and parking lots.
- The student is responsible for his/her bicycle, skateboard, or scooter.
- Upon entering and leaving school, skateboards/scooters must be carried on and off campus.

CALENDAR for Foothill MS [found here](#) (dates subject to change)

CHROMEBOOKS

Here is the [Student Device Agreement and Handbook](#)

- Chromebooks should come to school charged and ready for classes.
- Chromebooks should not be out at Brunch or lunch time. Time to take a break from screens.

COUNSELORS

School Counselors are vital members of our education team. They assist students in areas of academic achievement, personal/social and emotional development, and college & career guidance. Our school counselors are available during the school day to support students who are in need of academic direction or for those in need of emotional support while at Foothill Middle School. Parents and guardians may also utilize the school counselor to help their child in the areas of academic achievement and personal growth.

DELIVERIES

It's best to be sure your students have all their necessary supplies: lunch, schoolwork, and supplies prior to leaving for school, or leaving home to avoid disrupting classes. A forgotten lunch, schoolwork, PE clothes, personal items, or other items related directly to school curriculum need to be delivered to the office only. Students will not be contacted for forgotten items. It is the responsibility of the student to pick-up the forgotten item.

Delivery of balloons, cookies, cakes, flowers, lunches or food items for multiple students etc. should not be sent to

school. Balloons are not to be brought to school by a student or be taken with the student to a classroom. These distractions may be confiscated until the end of the school day.

*For safety reasons NO DOOR DASH or other food delivery services are permitted.

DRESS CODE

Certain body parts must be covered for all students at all times. Clothes must be worn in a way, such that all private body parts, and undergarments are fully covered with opaque fabric.

Students **Must** wear:

- A Shirt (with fabric in the front, back, shoulder straps, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND shoes.
- Shoes (for safety purposes, closed-toed shoes must be worn for PE, in the woodshop room).

Students **May** wear:

- Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
Within a classroom setting the teacher has discretion on wearing within that location.
- Religious headwear.
- Hoodie sweatshirts must have the face and ears visible to school staff, and while in a classroom setting, the hood may not be worn.
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps.
- Athletic attire.

Students **May Not Wear**:

- Violent language or images.
- Images (logos or pictures) or language, slogans, or suggestive statements depicting gangs, violence, sex, drugs, cigarettes, e-cigarettes, vape pens, or alcohol (or any illegal item or activity).
- Hate speech, profanity, vulgar and/or obscene language, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Swimsuits.
- Slippers.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

These dress code guidelines shall apply to regular school days and summer school days, as well as any school related events and activities, such as sporting events, dances and promotion ceremonies.

[Senate Bill 310](#) addresses Sun-Protective Clothing For Outdoor Activities; it went into effect on January 1, 2002. SB 310 requires each school site to allow pupils to wear sun-protective clothing, including hats, while outdoors during the school

day.

SB 310 also allows each school site to set a policy related to the type of sun protective clothing that is permitted. School Districts should be aware that dress code policies adopted pursuant to this bill may still prohibit students from wearing specific clothing and hats if the apparel is determined by the district or school site to be gang-related or otherwise inappropriate.

Student involvement in gangs or gang related activities is strictly prohibited. Student involvement in gangs may be considered gross disobedience or misconduct.

Gang affiliated items and related gestures which are viewed as evidence of membership or affiliation in any gang is prohibited.

DROP OFF AND PICK-UP

Rules to follow:

- Speed limit surrounding the school is 20 mph
- When exiting driveways on campus NO Left Turns during school hours (7:30-3pm)
- Parking: No parking in crosswalks/red zones; only designated spots
- Staff Parking Lot: No drop-off or pick-up
- Other Areas for drop off and pick-up: Via Monte & Deerpark Drive
- Please respect the rules of the road and our neighbors

Report violators to Walnut Creek Police Department: 925-943-5844

ELECTRONIC DEVICES **Excludes Chromebooks (see section on Chromebooks)

Possession of electronic devices, including but not limited to cell phones and headphones (of any kind, type or style) by a student at school is a privilege, which may be forfeited by any student who does not follow the pertinent school and classroom rules, district rules, and/or following:

- Electronic devices (cell phones, iPods, Tablets, video players, earbuds, AirPods, any and all game electronic playing devices, cameras etc.) may only be used before and after school unless specified clearly by the instructor for instructional purposes within the classroom. This policy is known as the “Bell-to-Bell” rule.
- Use of cell phones is prohibited in the locker rooms and bathrooms at all times.
- The district/school shall not be responsible for the loss of or damage to, a cell phone, or any electronic device brought on campus. Students should report their lost possessions to the front office.
- We strongly recommend that all electronic devices are safely secured and put away.
- Students are not permitted to charge their electronic devices on campus during the school day, unless supervised and approved by school staff.

[MDUSD Responsible Use Policy](#) must be read and acknowledged during the data verification process before school starts. This agreement must be acknowledged prior to students receiving their schedule or using any computer or device at school. The detailed “MDUSD Responsible Use Policy for Secondary Schools” can be downloaded at www.mdusd.org.

Mis-use of electronic devices (phone, AirPods, Smartwatches, etc.)

- Verbal reminder and warning given (includes all campus spaces: classroom, walkways, MU, gym, etc.)
- 1st offense (begins discipline process): the teacher will email the parent/guardian and send the student and device to the front office. The device remains locked in the office until after school when the student may collect.
- 2nd offense: same procedure and student will meet with an Administrator. The device remains locked in the office until after school when the student may collect.
- 3rd offense: same procedure AND student and their parent/guardian will meet/speak with an Administrator.
- Further consequences may be included with any of the above.

EMERGENCY INFORMATION

It is crucial that emergency information is kept up to date in the office. Students can be released only to parent/guardian or persons named on the contact list. If you plan to be out of town for any number of days, be sure to notify the office so that the staff will know to whom they may release your student in the event of illness or emergency. It may be that the individuals who are caring for your student while you are away are not listed on the contact list. Consequently, the office cannot allow the caretaker to remove your student from school for any reason unless you have notified the office beforehand.

FOOD SERVICE AND CAFETERIA

Breakfast is available from 7:45am until the first warning bell rings. There is a 10-minute brunch break for all students daily. Lunch is available mid-day. Students need their ID card or remember their ID number to key in for meals. Additional information can be found on the District's website: <https://www.mdusd.org/foodservices>

FOOTHILL PARENT FACULTY ASSOCIATION (PFA)

This organization serves the community and provides a plethora of information. On their website www.foothillpfa.com there is information regarding: PFA board members, meetings, finances, the PFA Educational Support Fund, activities, Parent Patrol, fundraising, eNews Submissions, important dates, donations, the Matching Employee Donation Programs, community announcements, PFA calendar, useful links, forms and documents.

GUM IS NOT ALLOWED

Gum will not be allowed in any form on campus.

HALL PASSES

Whenever a student is going from one room to another location during class time, he/she is required to have a hall pass. It is the responsibility of both students and teachers to see that this rule is observed at all times.

HomeLink PARENT PORTAL

HomeLink is a vital tool for parents to use for attendance, quarterly grades, student's schedule, current assignments, current grades, and selecting elective courses. Prior to school starting, via HomeLink, you will be able to update pertinent information regarding your child. This process is called Data Verification. Please contact the office if you are unable to connect to HomeLink.

HOMEWORK POLICY

Homework is any activity or task that is assigned by a teacher to be completed by a student outside of the school day. The activity or task is a component of learning. It will be inclusive of

- Reinforce skills taught and provide meaningful and relevant practice.
- It may include a preview of new material to be covered.
- Stimulate intellectual development.
- Provide opportunities for participation with special projects.
- Provide opportunities to develop lifelong personal learning habits like reading.

Homework is expected to take between 60-105 minutes per night for all subjects.

- Students may be required to do additional reading for an average of 20-30 minutes per night. Homework may be assigned each night, adhering to the above timelines.
- Teachers will communicate with parents regarding the percentage of the student's final grade that homework comprises. Advanced courses may require additional time.

Homework Concerns

If your student is consistently spending more time than is outlined in our homework plan please communicate your concerns to your child's teachers as soon as possible. The staff is available to work with you and your child to ensure a positive academic experience for your student. We encourage families to use a progressive approach to address

any concern:

1. Student communicates with the teacher.
2. Parent/guardian to teacher communication.
3. If concerns continue, a parent/guardian teacher conference can be scheduled.
4. If additional support is needed, please contact your child's academic counselor.

If the above options have not resolved your concerns, a conference with your student's grade level administrator can be scheduled.

Please see: [the MDUSD Board Website](#) for further details on the MDUSD's Board Policy on Homework.

IDENTIFICATION CARD "ID CARD"

Students will need to have their ID card **at all times on campus**. It is used to check out materials in our Media Center, to scan for meals (breakfast or brunch and lunch), check out activity balls for use on the blacktop at lunch, enter after school events, and more.

INDEPENDENT STUDY (aka Independent Study Contracts "ISC")

*As a packet of work can never completely replace the learning that occurs in the classroom, we strongly encourage students and families to limit independent study requests to **one** per school year.* Students who will be out of school for a minimum of **3** school days, up to a maximum of 10 school days per ISC (CA attendance allows a maximum of 14 days per school year), then Foothill will be able to offer an ISC. The family must contact the Attendance Secretary at least **5 school days in advance with a preference of 2 weeks prior**. The contract and assigned work will be given to the student on their last day before beginning the independent study. The signed contract and completed school work is due to the Attendance Secretary on the day the student returns to receive credit, and for the school to receive ADA. Per District policy, Independent Study is not available the last four weeks of the school year. All ISCs must be completed by May 10, 2024.

ITEMS NOT PERMITTED ON CAMPUS

Items that distract from the learning environment are not allowed on campus.

- Such items include: aerosol cans, laser pointers, whistles, balloons, stink sprays, water guns, imitation weapons, blankets, any item that can injure or disrupt activities etc.
- Large amounts of money and gift cards should be left at home as well.

LOST AND FOUND

Students are expected to assume responsibility for their own personal property. The student's name should be attached to all personal articles that might be lost or misplaced. Valuable items along with large amounts of money or gift cards should be left at home. The school is not responsible for lost, stolen, or damaged items. Clothing should be clearly marked in case of loss. If property is lost, students may check the Lost-and-Found bin located on the Quad. Items not claimed will eventually be given to charitable organizations at the end of each quarter. Items thrown on the roof will not be removed by MDUSD personnel. All school property checked out to a student is his/her responsibility under all circumstances and must be returned or paid for by the end of the school year.

MAKE-UP WORK AND LATE ASSIGNMENTS

Students will be given **one day per day of absence to make up work**, except when a long-term assignment has been given in advance of the absence. Homework can be requested via teacher's e-mail or HomeLink. It is important to reach out (student and/or parent/guardian) for the classwork and homework missed. Please contact each teacher individually with any questions or concerns. Refer to individual course syllabus.

MDUSD RESPONSIBLE USE POLICY (RUP). The following items constitute our agreement (signed on the Universal Form) about the use of technology in the schools of Mt. Diablo Unified School District. This references students using online tools such as but not limited to: Docs, MDUSD Google Apps for Education (GAPE), blogs, and podcasts are considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate

in all uses of blogs, podcasts, or other online tools.

This includes—but is not limited to—profane, racist, sexist, or discriminatory remarks.

- Students using Docs, MDUSD GAFE, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).
- Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog, which is typically linked to the student profile and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use the blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else’s blog, etc.), the account should be treated the same as a school blog and should follow these guidelines.
- Students should NEVER link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their username or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

MEDICATION

If your child requires medication during the school day, a parent/guardian must fill out an “Authorization To Administer Medication During School Hours” form and have the form signed by a physician. The required form is available in the office or on line at mdusd.org. The medications must be in their original container for over-the-counter and prescription medications must have the student’s name on the label. The Foothill Staff is not responsible for notifying students or parents if a dose is missed. If an occasional use of medication; i.e. missed a dose at home, headache, allergies, etc., a parent/guardian may come to school with the medication and the parent/guardian may administer the medication directly to the student in the office. Students are not to carry any medications (e.g., inhalers, over the counter medications, etc.) without the required medication form signed by a doctor. Students are not to share any medications with other students. All forms and medications are reviewed by the school nurse.

NON-DISCRIMINATION/HARASSMENT

District programs and activities must be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin, sexual orientation, and physical or mental disability. Employees and students in the Mt. Diablo Unified School District must be able to function in a “harassment free” environment. This is to be interpreted as the district does not condone behavior of its employees or students which is discriminatory, sexually inappropriate, or creates an intimidating or hostile environment.

[MDUSD BP 5145.7](#)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once

notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

MDUSD AR 4119.11

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Types of conduct which are prohibited in the district and which may constitute PO sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposefully cornering or blocking normal movements
10. Displaying sexually suggestive objects

OFFICE TELEPHONE

Students may use the office telephone when ill, in need of a lunch or lunch money, or when they have a school-related emergency only. The telephone is available with permission. A student may use their cell phone in the office only with permission from the office staff or an administrator.

PE LOCKERS

PE Lockers will be assigned by the PE Department for student's PE clothes and shoes only. School materials should not be stored in PE lockers as access is limited. Students will share a locker with another student from the same PE class. Replacement locks are available for purchase for \$5.00.

PUBLIC DISPLAY OF AFFECTION

Public display of affection (PDA) is not permitted on campus.

SAFE AND HEALTHY SCHOOL ENVIRONMENT

Foothill promotes a safe and healthy environment for all students and staff. Foothill is a nut free environment. We respect those individuals who may have allergies to pets, food, and pesticides.

We ask that students and their families ask permission from the teacher, principal or the school nurse prior to bringing any food to be shared in the classroom or at lunch. There is no location to store items in the office.

All students must eat in designated areas during lunch: within the MU Room or quad.

We encourage the use of refillable water bottles for filtered water from the hydration stations.

SOAR Campus Expectations and Core Values

These guiding principles dictate behavior and can help people understand the difference between right and wrong.

S = Success, O = Ownership, A = Attitude, R = Respect

	S	O	A	R
	Success	Ownership	Attitude	Respect
Hallway	<ul style="list-style-type: none"> Walk on the right side Enter/exit through the right side door Keep it moving 	<ul style="list-style-type: none"> Walk on the right side and enter/exit through the right side door 	<ul style="list-style-type: none"> Positive talk and actions Hold door open for the person coming after you 	<ul style="list-style-type: none"> Walk while following the flow of traffic Hands/body to self
Quad/MU	<ul style="list-style-type: none"> Walk to and from all locations Eat in designated areas Wait patiently outside A wing until Media Center opens Enter through door on right side of MU Be seated at tables during lunch/brunch Wait in line for food 	<ul style="list-style-type: none"> Place garbage in appropriate recycling, compost, landfill bins Maintain a clean campus Make sure your area is clean before moving on 	<ul style="list-style-type: none"> Positive talk and actions 	<ul style="list-style-type: none"> Listen and follow all staff directions Engage kindly with peers Hands/body to self Do not sit or walk on tables Follow the phone and AirPod/earbud/headphone policy
Blacktop	<ul style="list-style-type: none"> Stay in supervised areas of the campus at all times Leave for class as soon as bell rings Walk your wheels on campus 	<ul style="list-style-type: none"> Place garbage in appropriate recycling, compost, landfill bins Make sure your area is clean before moving on Maintain a clean campus 	<ul style="list-style-type: none"> Positive talk and actions Play fair and be respectful No eating. Keep clean. Do not leave garbage behind. 	<ul style="list-style-type: none"> Listen and follow all staff directions Engage kindly with peers Hands/body to self Follow start bell to end bell and AirPod/earbud/headphone policy
Bathroom	<ul style="list-style-type: none"> Throw away paper towels. Flush the toilet after using 	<ul style="list-style-type: none"> Manage your time wisely Use restroom for intended purpose Clean up after yourself 		<ul style="list-style-type: none"> Honor privacy Respect the facilities One person in each stall
Classroom	<ul style="list-style-type: none"> Active participation in class activity Best effort and on-time completion of assigned work Be on time to class 	<ul style="list-style-type: none"> Come prepared with materials Responsible use of Chromebook Track your assignments Communicate with staff Take responsibility for your actions, words, and learning 	<ul style="list-style-type: none"> Positive talk and actions Be ready to listen and learn Use all learning opportunities Persevere through challenges Be welcoming and inclusive 	<ul style="list-style-type: none"> Quiet voice and calm body Remain quiet when requested Follow directions Respect the space and belongings of others Respect differences in others
Gym/Locker Room	<ul style="list-style-type: none"> Active/safe participation in activity Change promptly in locker room Work to the best of your ability 	<ul style="list-style-type: none"> Bring/wear PE clothes every day Bring your best effort Use sports equipment appropriately Take responsibility for your actions, words, and learning 	<ul style="list-style-type: none"> Positive talk and actions Be ready to listen and learn Good sportsmanship during cooperative play 	<ul style="list-style-type: none"> Remain quiet when requested Follow directions Respect the space and belongings of others Respect the equipment and facilities Hands/body to self

SUSPENSION OR EXPULSION

While our primary concern is with the education of students, the disruption of classes or other school activities will not be tolerated. (Ed. Code [48900](#)). Students who fail to obey the rules of the school may be sent home for an appropriate length of time. In more severe cases, the Mt. Diablo School Board may expel the student from the school district.

Suspension And Expulsion (BP 5144 and AR 5144)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code [48915](#))

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code [48900\(a\)](#))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code [48900\(b\)](#))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code [11053-11058](#), alcoholic beverage, or intoxicant of any kind. (Education Code [48900\(c\)](#))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code [11053-11058](#), alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant. (Education Code [48900\(d\)](#))
5. Committed or attempted to commit robbery or extortion. (Education Code [48900\(e\)](#))

6. Caused or attempted to cause damage to school property or private property. (Education Code [48900\(f\)](#))
7. Stole or attempted to steal school property or private property. (Education Code [48900\(g\)](#))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code [48900\(h\)](#))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code [48900\(i\)](#))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code [11014.5](#). (Education Code [48900\(j\)](#))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code [48900\(k\)](#))
12. Knowingly received stolen school property or private property. (Education Code [48900\(l\)](#))
13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code [48900\(m\)](#))
14. Committed or attempted to commit a sexual assault as defined in Penal Code [261](#), [266c](#), [286](#), [288](#), [288.1](#) or [289](#), or committed a sexual battery as defined in Penal Code [243.4](#). (Education Code [48900\(n\)](#))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code [48900\(o\)](#))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code [48900\(p\)](#))
17. Engaged in, or attempted to engage in, hazing as defined in Education Code [48900\(q\)](#).
18. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel. (Education Code [48900\(r\)](#)).
19. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a). Education Code [48900\(t\)](#).

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As used in this section, "school property" includes, but is not limited to, electronic files and databases. (Education Code [48900\(u\)](#)).

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

20. Committed sexual harassment as defined in Education Code [212.5](#) (Education Code [48900.2](#))
21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code [233](#). (Education Code [48900.3](#))
22. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment (Education Code [48900.4](#))

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code [48900\(s\)](#))

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off the school campus
- During, going to, or coming from a school-sponsored activity

TARDIES

Students who are on time for school are more inclined to take school commitments seriously. They respect others' time and needs. As a result, they do better in school. Being on time is a habit all students can learn. Parents/Guardians are encouraged to take traffic patterns into consideration as they plan for traveling to the school.

- Students arriving at school late must report to the Attendance Office before going to class to have their arrival time documented.
- Students who arrive to class after the bell has rung will be marked tardy.
 - Consequences for tardies
 - 1st, 2nd, 3rd Tardy – Teacher marked in attendance
 - 3rd Tardy –parent/guardian contacted
 - 4th Tardy – lunch detention (regardless if in one class or multiple classes)
 - May result in Student Attendance Review Team meeting (administration, student, and parent/guardian).

TRANSFERS/WITHDRAW

If you withdraw from Foothill Middle School for any reason, except promotion, you must secure a withdrawal form from the office. You will need to report to the librarian or textbook clerk for approval of clearance in the library and the cafeteria for any balance due. Return the slip to the office for the actual transfer.

VISITORS

Foothill Middle School is a closed campus. No student may leave the school grounds during school without a written permit from the Attendance Office. No one is allowed onto the campus without prior permission. All adults must sign in at the office before proceeding to any location on campus. Parents/Guardians may visit their student's class while in session with prior notice and authorization by an administrator. Please submit your request at least 48 hours in advance. Approval is subject to determination of the extent of disruption that will result. Alternate visit dates may be provided if necessary.

Teacher's appointments: Parents/Guardians with an appointment must check in with the school office to sign-in and receive a visitor's pass. The teacher will be contacted regarding your booked appointment or contacted to see if the teacher is available.

WASTE

- Compost:** Green cans or labeled
- Recycling:** Blue cans or labeled
- Landfill:** Black garbage bags

WEAPONS AND DANGEROUS INSTRUMENTS ([MDUSD BP 5131.7](#) / [AR 5131.7](#))

The Governing Board desires students and staff to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school.