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EXPECTED STUDENT OUTCOMES

Foothill Christian School students will be marked as being:

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.
- embrace a growth mindset, viewing learning as a life-long process.

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 worldview.
- integrate Christian ideals into their lives, being inclined to serve others.
- recognize the Imago Dei (God's likeness) in themselves and in others.

Effective Communicators

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

- read with comprehension and analyze literature skillfully.
- write with clarity, creativity, and power.
- speak with poise and command of language.

Appreciators of Culture and the Arts

Students will be well-rounded individuals with an appreciation for the arts and culture. They will…

- develop an understanding and appreciation of diverse cultures and opinions.
- develop an understanding and appreciation of the arts.
- identify and develop their personal talents and giftedness.

Effective Users of Technology

Students will have the tech skills needed for success in the 21st Century. They will…

- demonstrate competency in various computer applications.
- demonstrate ethics in the use of technology and social media.
- advance their achievement using the numerous resources available to them.

Skilled Thinkers and Problem Solvers

Students will be 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.

MISSION STATEMENT

The school, as an extension of Foothill Church, exists to glorify God by living as disciples of Jesus who make disciples of Jesus.

VISION STATEMENT

Foothill Christian School fulfills its mission to make disciples of Jesus by providing a Christ-centered education that nurtures faith, develops minds, and inspires service. We envision a community where students are equipped to lead with Christ-like character, excel in academics, and serve others with compassion, all while making a lasting impact for God's kingdom.

STATEMENT OF FAITH

Foothill Christian School is a ministry of Foothill Church. As such, we align with the Church's articles of faith and teach those doctrinal principles to our students. It's important for families who enroll their children at Foothill to know our core biblical beliefs. The school does not require families to attend Foothill Church (nor require families to believe everything we believe), but we expect everyone to respect our beliefs and the right to teach those beliefs without discord or contention.

Foothill Church Articles of Faith (Click to read Foothill Church's full statement of beliefs)

STATEMENT OF BIBLICAL AUTHORITY

At the center of Christian faith and practice stands the belief that God has spoken to the world in the person and work of Jesus Christ, which is accurately and authoritatively revealed in the Christian Bible ("the Bible," "Scripture" or "Scriptures"). The Bible is the inspired, inerrant, and sufficient Word of God and is thus the ultimate authority for life, faith, and morals. Though the various theological statements of the Church reflect succinct summaries of biblical boundaries, it is the Bible itself to which we are in ultimate submission.

STATEMENT OF BASIC BELIEF

The following Statement of Basic Belief and the accompanying Statements on Marriage and Sexuality and Sanctity of Life represents the core orthodox beliefs of the Church from a biblical and historical perspective.

We believe...

- *The Scriptures are true, authoritative, and sufficient* (Psalm 19:7-11; 2 Timothy 3:16; 2 Peter 1:20-21).
- *There is only one God* (Deuteronomy 6:4; Isaiah 46:9-10; John 17:3; 1 Corinthians 8:4-6; 1 Timothy 2:5).
- *The Father is God. The Son is God. The Holy Spirit is God. The Father is neither the Son nor the Holy Spirit. The Son is neither the Father nor the Holy Spirit. The Holy Spirit is neither the Father nor the Son* (Genesis 1:26; Psalm 45:6-7; Psalm 110:1; Matthew 3:13-17; Matthew 28:17-20; 1 Corinthians 12:4-6).
- *All humanity (Christ excluded), is by birth and action a sinner* (Genesis 6:5; Psalm 51:5; Jeremiah 17:9; Romans 3:23, 5:8, 12-21, 7:18; Ephesians 2:1-3).
- *The deserved penalty for sin is death, both physical and spiritual* (Genesis 2:15-17; Genesis 3:19; Romans 5:12, 6:23; James 1:14-15).

- *Jesus Christ is the eternal Son of God, was born of a virgin and is both fully God and fully human* (Matthew 1:20; Luke 2:52; John 1:1-4, 14; Colossians 1:15-20; Hebrews 1:1-3).
- *Jesus Christ died as the substitute to pay the penalty for sin* (John 1:29; 10:1-18; Romans 5:8; 1 Corinthians 15:1-4; 2 Corinthians 5:21; Galatians 1:4; 1 Peter 3:18).
- *Jesus Christ bodily rose from the dead* (Matthew 28:1-20; Mark 16:1-8; Luke 24:1-53; John 1:20-21:25; 1 Corinthians 15:12-34).
- *Jesus Christ physically ascended into heaven and will one day physically return* (John 14:3; Acts 1:11; 1 Thessalonians 4:16; Hebrews 9:28; 1 John 3:2; Revelation 1:7).
- *There will be a future physical resurrection of the dead. Those who trust in Jesus Christ alone will be raised to eternal reward. Those who have not trusted in Jesus Christ will be raised to eternal punishment* (Matthew 25:31-46; John 5:28-29; Acts 24-15).
- *Only by trusting in the person and work of Jesus Christ alone can a person be reconciled to God and experience true life and joy* (John 3:18, 14:6; Acts 4:12; Romans 3:21-26; 1 Timothy 2: 5-6).

STATEMENT ON MARRIAGE AND SEXUALITY

It is the biblical position that marriage involves the union of one man and one woman in permanent, sacred fidelity. Though various cultures and customs have evolving definitions of marriage, it is God alone who has ultimate authority to prescribe and describe the marital relationship (Genesis 2:24, Matthew 19:1-9, Mark 10:1-12).

Furthermore, marriage relational intimacy is only properly exercised and pursued within the confines of this marital relationship. Sexual immorality, defined as any sexual activity outside of the boundaries of the sacred marital relationship between one man and one woman, is clearly and expressly prohibited by the Lord (Matthew 15:19, 1 Corinthians 6:9-11, 1 Thessalonians 4:3, Hebrews 13:4).

As a consequence, the Church regards any and all forms of sexual immorality, including pre-marital sex, homosexual behavior, explicit content, or even lustful intent toward such, as sinful and ultimately unsatisfying. Moreover, the Church also regards as sinful the intent or desire to surgically alter one's biological sex to a different sex. Since the body is a creation of God, the Church holds sexual identity to be biologically determined, and associated gender norms are to be observed as appropriate to biblical standards. (Genesis 1:27, Romans 1:26-32, 1 Corinthians 6:9-11).

Though sinful sexual expression is egregious (as is all sin), the gospel provides redemption and restoration to all who confess and forsake their sin, seeking mercy and forgiveness through Jesus Christ (1 Corinthians 6:9-11, Ephesians 2:1-10, Titus 3:3-7).

The Church's Statement on Marriage and Sexuality does not provide grounds for bigotry, bullying, or hate, as we fully believe that every person must be afforded compassion, love, kindness, respect, and dignity, regardless of his or her lifestyle. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated as sinful and are not in accordance with the Scriptures nor the doctrines of the Church.

STATEMENT ON SANCTITY OF HUMAN LIFE

Human beings are the pinnacle of God's creation and are the only part of God's creation made in His image.He is intimately involved in the creation of every human being (Psalm 139).
Therefore, we believe all human life is sacred and of inestimable worth in all its dimensions. That worth extends to every human being including pre-born babies, the elderly, the physically and mentally

challenged, the chronically ill and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

STATEMENT OF PHILOSOPHY AND OBJECTIVES

The school 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). 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 also taught critical thinking and how-to-learn skills. Teaching students not only what to think, but how to think helps equip them with the analytical skills and worldview distinctives necessary to navigate secular culture.

The academic challenge of our core curriculum is complemented with instruction in the arts (music, theater, art/digital art, foreign language, physical education and innovative 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.The Bible is taught as a separate subject-matter class, but it is also integrated into 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.

TEACHING FOR TRANSFORMATION

At FCS, we use the **Teaching for Transformation (TfT)** framework to guide learning experiences that go beyond teaching biblical facts, seeking to transform students to see God’s story in everything and everyone around them. Through this framework, we foster a vision for students' growth that extends beyond individual lessons or units, aiming to shape hearts and minds for a lifetime and nurture their potential to live fully within God’s story.

TfT’s four core practices—Deep Hope, Storyline, Throughlines, and Formational Learning Experiences (FLEx)—shape a dynamic and purposeful education.

Deep Hope captures the most profound outcomes we hope our students will learn as they engage with the classroom instruction and peer interaction. Every teacher has a deep hope for their students. It serves as a foundational vision and commitment to raise students who engage with God’s kingdom.

Storyline connects students with the idea that “all truth is God’s truth" and helps them develop a lens whereby they see God’s story in every subject. Students look for kingdom principles such as creation, fall, redemption and restoration in all subjects.

Throughlines are character traits and biblical themes woven throughout Scripture that further shapes students’ understanding of a biblical worldview. As students begin to see throughlines (such as God worshippers, justice seekers, image bearers and beauty creators) they are inspired to live out those discipleship habits in their lives.

FLEx (Formational Learning Experiences) provides opportunities for students to practice living out their faith by doing *real work* that meets the needs of *real people*. These are practical student-led "faith in action" activities that are designed to bless others.

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 disciples of Jesus Christ, who make disciples of Christ. 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 Him.Through Him man finds truth as related to every subject area.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 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. Students learn 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.

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.

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 through the perspective of His Word. An education, which ignores God, is very limited because it concerns itself with only what is here and now.

Christian education holds to the belief that God has revealed Truth to man and that Truth takes pre-eminence over cultural standards. For example, as it relates to marriage, we believe it is the biblical position that marriage involves the union of one man and one woman in permanent, sacred fidelity.Though various cultures and customs have evolving definitions of marriage, it is God alone who has ultimate authority to prescribe and describe the marital relationship (Genesis 2:24; Matthew 19:1-9; Mark 10:1-12). Similarly, as God created male and female, Foothill Christian School will only use pronouns related to male and female (he and she).

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 environment 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. **Physica**l - (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.

POLICY CHANGES AND ENROLLMENT EXPECTATIONS

Foothill Christian School reserves the right to review, revise, add, or discontinue school policies and procedures at any time during the school year as deemed necessary by school administration. Families are expected to review and comply with all updated policies. Foothill reserves the right to discontinue a student's enrollment if school policies and procedures are not followed.

ADMISSION REQUIREMENTS

FCS has adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our Christian philosophy, objectives, biblical values, standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire 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 provides intervention services for struggling students. However, we are not equipped to meet the needs of every student who has special needs. Student applications are evaluated individually and admission is based upon the school's ability to support the child's unique learning needs.

***Behavioral Considerations:**

1. History of acceptable classroom behavior, campus conduct and work study habits in previous school experiences.
2. Agreement of parents and students to abide by the behavioral standards established by the school.
3. Two character 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 one parenting workshop 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, and more. Parents are required/expected to attend the workshop 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, basketball, soccer and eSports.Boys compete in flag football, basketball, soccer, volleyball and eSports. All student-athletes must maintain a 2.0 grade point average with no F's in any subject as well as high standards of behavior to remain eligible to practice or to play. Students on academic probation are not eligible to try-out or participate until their grades and/or behavior improve to the minimum standard.

Beginning in 4th grade, students have the opportunity to participate in a lunchtime intramural sports program called, "Eat & Compete!"

ACHIEVEMENT TESTING

Students in grades 2nd – 8th take the MAP tests (Measurement of Academic Progress) two times per year.These norm-referenced tests help identify a student's current learning level, so that teachers can customize instruction based on each child's learning needs.

CHILD CARE

Childcare is available before and after school, throughout the summer, and during some holidays.During the academic school year, charges are assessed on all students arriving 30 minutes prior to the beginning of school and students remaining at school 20 minutes after 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 or emailed to the school office. There is no charge for the first change in a childcare plan. Additional changes will incur a $20.00 service charge.

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 **$2.00 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 6:30 p.m. we may find it necessary to take them to the Glendora Police Station.

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.

CHILDCARE AND PRIVATE INSTRUMENT LESSONS

Charges are assessed on **all** students remaining at school 20 minutes after school dismissal time. However, **private instrument lesson students only** will receive an additional 30-minute grace period (50 minute total grace period) before being charged for childcare on the day of their scheduled lesson. This policy does not apply to the private lesson student's siblings. Additionally, charges are assessed on all private lesson students who remain in childcare 10 minutes after their private lesson has been completed.

INSURANCE

Students have medical coverage for 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

Hot lunch is available for students in Jr. K–8th grade through Hope's Italian Catering. Menus are available online, and families may pre-order and prepay for meals. Advance orders are offered at a discounted rate. **Same-day orders must be placed online before 9:00 a.m.** Orders placed after 9:00 a.m. will receive an emergency lunch only. Additional à la carte items are available to students in grades 4–8. Breakfast is available for a limited time in the mornings, and snacks are available for purchase after school. Students are expected to use good manners at lunchtime, including being polite to the kitchen staff. Current ordering instructions and catering contact information are provided on our website.

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.

LUNCH SHARING AND OUTSIDE FOOD

Students may only receive meals provided by their own family or through the school's approved food service program. Unless approved in advance by school administration, families may not provide, purchase, or deliver meals for other students, even with permission from another parent. This includes individual or group orders, organized meal programs, and food businesses operated by school families. Any outside meal provider must be approved by school administration. These expectations help minimize disruptions to the school day and prevent situations that may leave other students feeling excluded.

Third-party food deliveries, including Uber Eats, DoorDash, Grubhub, and similar services, are not permitted. These deliveries create disruptions, raise campus security concerns, and place additional responsibilities on staff to receive and distribute meals.

Parents or guardians may drop off a forgotten lunch for their own child through the school office. We encourage families to make lunch arrangements before the school day begins whenever possible.

School faculty or staff may authorize families to provide food for students as part of a specific classroom party, holiday celebration, or school-sponsored activity. Such arrangements must be approved in advance and are limited to the designated event. This exception does not extend to regular lunch deliveries or ongoing meal programs.

WATER BOTTLES

Students are encouraged to bring water bottles with secure, closed lids to stay hydrated, and may refill them at designated stations or fountains. To minimize spills on campus, water bottles with straws are not allowed on campus. Students are responsible for ensuring their water bottles are labeled and used appropriately.

OFFICE HOURS

M-TH 7:30 a.m. - 4:00 p.m. | **FRI** 7:30 a.m. - 3:00 p.m

SCHOOL HOURS

Grade Level	Regular Day	Half Day
Jr. K, K, 1st	8:30 am - 2:30 pm	8:30 am - 11:30 am
2nd - 5th	8:15 am - 2:50 pm	8:15 am - 11:45 am
6th - 8th	8:00 am - 3:05 pm	8:00 am - 12:00 pm

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

BELL SCHEDULES

Jr. K, KDG. & 1ST GRADE

Line-up	8:20
Tardy Bell	8:30
AM Recess	10:15 - 10:30
Lunch	11:40 - 12:20
PM Recess	1:30 - 1:45
Reg. Dismissal	2:30
1/2 Day Dismissal	11:30

2ND & 3RD GRADE

Line-up	8:05
Tardy Bell	8:15
AM Recess	10:30 - 10:45
Lunch	12:20 - 1:00
PM Recess	1:45 - 2:00
Reg. Dismissal	2:50
1/2 Day Dismissal	11:45

4TH & 5TH GRADE

Line-up	8:00
Tardy Bell	8:15
AM Recess	9:55 - 10:10
Lunch	11:15 - 11:55
PM Recess	1:40 - 1:55
Reg. Dismissal	2:50
1/2 Day Dismissal	11:45

JUNIOR HIGH

MONDAY - WEDNESDAY

Period 1	8:00 - 8:45
Period 2	8:40 - 9:34
Break	9:34 - 9:47
Period 3	9:49 - 10:34
Period 4	10:38 - 11:23
Period 5	11:27 - 12:12
Lunch	12:12 - 12:52
Period 6	12:56 - 1:41
Period 7	1:45 - 2:23
Period 8	2:27 - 3:05

THURSDAY

Period 1	8:00 - 8:45
Period 2	8:49 - 9:30
Break	9:30 - 9:45
Period 3	9:49 - 10:20
Chapel	10:25 - 11:10
Period 3	11:10 - 11:21
Period 4	11:25 - 12:10
Lunch	12:10 - 12:50
Period 5	12:55 - 1:35
Period 6	1:40 - 2:20
Period 7/8*	2:25 - 3:05

**Weekly Rotation*

FRIDAY (HALF DAY)

Period 1	8:00 - 8:36
Period 2	8:40 - 9:15
Break	9:15 - 9:27
Period 3	9:30 - 10:05
Period 4	10:09 - 10:43
Period 5	10:46 - 11:21
Period 6	11:25 - 12:00

ENTERING SCHOOL PROPERTY

Please be sure to drive carefully and slowly through the parking lot. **There is no parking in the back lot during normal school hours.**

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

4th – 8th grade families are encouraged to use the east driveway to drop-off and pick-up students near the back, gym patio area. After dropping off your child, circle around the back lot and exit the same east driveway.

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 hallwaylocker 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

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

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

Students will not be released to people who are not authorized to pick them up. If circumstances make it necessary for a non-authorized person to pick up your child, please send a written note the same day to avoid any inconvenience.

4th-8th grade students are to be picked up from the designated area at the back of the gym 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. Carline 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.

BICYCLES/eBIKES and WALKING HOME

In order to ensure the safety of all students, we require written permission for students who will be walking or riding a bicycle or electric bicycle (e-bike) to and from school.

Student expectations: If walking to and from school, students must follow traffic crossing laws and must submit a map of their route.

If riding a bicycle/e-bike:

- Students must follow traffic laws and must submit a map of their route.
- Students must wear a properly fitted and strapped helmet at all times.
- Bicycles/e-Bikes must be parked and locked in the designated bike area.
- Bicycle/e-bike use is limited to traveling directly to and from Foothill Christian School only.
- Students must not let other students ride their bicycle or e-bike.
- Unsafe or irresponsible behavior may result in loss of riding privileges.

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.

CHAPEL

Elementary chapels are held each Wednesday. Jr. K-2nd grades at 9:20 AM and 3rd-5th grades at 8:25 AM.Children are encouraged to bring a chapel offering each week.The offerings allow us to support ACSI Missions and various "Faith in Action" projects. A "Chapel Chat" summarizing the chapel message is emailed to parents each week to encourage follow up conversations and application of the lesson.

Junior high chapel is held once each week on Thursdays at 10:25am. Students are encouraged to bring an offering each week to support various ministries and projects adopted by the school. A "Chapel Chat" summarizing the chapel message is emailed to parents each week to encourage follow up conversations and application of the lesson.

CLASS PARTIES

Each elementary class has regularly scheduled holiday parties during the school year. No other parties are permitted, including birthdays, without permission from the teacher. Parents who want to attend and help out must sign up with the teacher. Surprise parties for students are not permitted. (These rules are in place because of safety concerns and to minimize classroom disruptions.)

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 to 5th-8th grade students. Detentions, along with restorative conversations are served with a teacher either during lunch (Students will be permitted to eat during this time) or after school. The following guidelines apply:

1. A first detention will be served during lunch. Subsequent detentions will be served after school which could affect participation in extra curricular activities including athletics.Exception: minor one on one device infractions (e.g. forgetting a device, not charging it, etc.) will be a lunch detention.
2. All students must return detention slips signed by their parents to the detention monitor.
3. After 3 detentions issued for inappropriate behavior a parent call/conference will be required. After four behavioral detentions a student will receive an automatic one-day suspension. On the 5th behavioral detention a student will receive a 3-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.

The incident will be documented and parents will be notified by telephone 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), inappropriate use of technology, bullying and inappropriate teasing, cheating, plagiarism, forged signatures, cutting class, and excessive tardies.

Please note that any off-campus activity that violates the school's behavior code and/or 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

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 to a positive campus culture.

UNSUPERVISED AREAS

Students are not to be in the classrooms in the mornings before or after school without teacher supervision.Students may never stay in a classroom unattended.All students must go outdoors during recess when weather permits.

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.

PETS ON CAMPUS

As a general rule, dogs and other animals are not welcome at school. Specifically, according to the state's education code, dogs are prohibited from school campuses, whether or not the dogs are leashed. Therefore, if families have their dog with them when dropping off or picking up a student, we request that you use the carline so you do not have to exit your vehicle. This precaution will help keep your pet from being overrun by well-meaning children and assure that our children are safe during the busy arrival and dismissal times. We have students who are either afraid or allergic to certain types of pets, so this policy keeps our school environment safe and friendly. (Exception: Official service dogs are permitted but must be on a leash.)

SCHOOL CLEANLINESS

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

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 will not be tolerated.

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).

FOOD AND DRINKS

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

Junior high school girls often begin experimenting with makeup as a way to enhance their natural appearance and express their individuality. Light makeup is permissible, but extreme make-up and Gothic style are not allowed.Makeup must be age-appropriate and minimal. Boys are not permitted to wear makeup.

PUBLIC DISPLAY OF AFFECTION

Students are prohibited from romantic displays of affection in relationships (i.e.-holding hands, walking arm in arm, kissing, hugging, etc.) Violations are subject to disciplinary action.

HARASSMENT/BULLYING

Inappropriate teasing, name calling, put-down remarks, bullying, threats and physical or sexual harassment will not be tolerated and could result in suspension or expulsion.The school has developed anti-bullying guidelines that affirm our commitment to providing a safe environment for children and outlines steps that will be followed when bullying occurs.

NOTES

Writing and passing personal notes or texting during class is not permitted. No writing on hands or arms.

PLAGIARISM, CHEATING, ARTIFICIAL INTELLIGENCE

Academic integrity is a priority at FCS. Students who plagiarize or cheat on tests/quizzes/assignments will have an office referral and may receive an automatic “Zero” on the assignment. Additionally, using artificial

intelligence without prior permission from the teacher will be deemed as plagiarism. Any additional incidents will result in lowered grades along with possible suspension and/or expulsion from school.

PLAYGROUND

Please observe the playground boundary lines.There will be no running and playing in hallways, or where traffic and parking occur.

JUNIOR HIGH SPORTS ELIGIBILITY

All student-athletes must maintain a 2.0 grade point average with no F's in any subject as well as high standards of behavior 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. Students may be suspended from a game(s) at the discretion of the administration for academic or disciplinary reasons. Athletes must also attend a minimum of 4 class periods on game day in order to participate. Students who have been absent from school will not be allowed to participate in any sporting event that day, unless they have received clearance from administration. Exceptions are school related functions such as field trips, ACSI events, or long standing appointments.

JUNIOR HIGH 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.)

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)

All students are required to be in the classroom, prepared for class when the tardy bell rings. *Students arriving late to school need a tardy slip from the office to be admitted into class.*Arriving late to class is very disruptive to the learning process. If 12 tardies are accrued within a trimester parents may be asked to withdraw their child from school.

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.

JUNIOR HIGH 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/or possible expulsion.

ABSENCES

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

Junior high students who are absent may not participate in extracurricular sports, theater, clubs or school activities on the day of the absence.

NOTE: School sponsored activities are not considered an absence.

Students with an excused absence will have approximately the same number of days to make up work as days they were absent. **It is the student's responsibility to make arrangements for any make-up work to be done.** (See “Make-Up Work” on page 31.)

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 in person by their parents if they will be leaving during school hours. **Staff will not call into the classroom for early release of a student until the parent is physically in the office.** Staff is also not authorized to release students from classrooms or the 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 be on the child’s authorized pickup list.

Please do not take children out of school early for convenience purposes. Leaving school before the day is officially finished 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.

Please label all clothing items including last names to help us return items to the students.

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
El Monte, CA 91731
www.reddotuniforms.com

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 shaved portions of the head (including designs), dramatic/extreme highlights or other exaggerated styles are not permitted. Hair should not obstruct the eyes.

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 or Foothill Christian's Fan Gear Store. (Hoodies are not considered jackets. If worn, they must be the

school uniform or fan gear hoodie.) Science camp and Junior Theater Festival sweatshirts/hoodies are NOT permitted. Sweatshirts and hoodies purchased through our Orchestra program may be worn on Fridays only.

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 required. All shoes—including boots, Uggs, and Crocs—must be black, white, gray, or a combination of these colors. Patterns and prints using these colors are permitted, as are natural rubber soles. No other colors may appear on shoes, including accent colors, shoelaces, or logos. Croc charms are not permitted.

For safety, all shoes and sandals must be closed-toed and have either a closed back or secure back strap. Shoes with laces must be properly 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 turtlenecks, as well as girls' leggings, must be plain white, black or gray. Leggings if worn must be with the uniform skirts or jumpers. Leggings must look neat and not excessively baggy. Leg warmers must be plain white, black, or gray.

Hand Socks or Sleeves

Hand socks or sleeves are not permitted. During colder weather, students may wear turtlenecks or long sleeved shirts (wrist length) under their uniform shirt.

Skirts

Uniform skirts and skorts must be of modest length (no shorter than three inches above the knee).

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. Hoops should be no more than a half inch.Gothic style jewelry, spikes, studs, body piercing (other than earrings on girls) and tattoos are not permitted.

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. In some cases, parents may be called to replace inappropriate item. Infraction is documented.
2. **Second violation** – Parents will be called to replace inappropriate item. Infraction is documented. In these cases, a behavior note (or detention for upper grades) may be sent home.
3. **Third violation** – Parents will be called to replace inappropriate item. Parents will be required to discuss the violations and consequences with the administration. Future violations could lead to loss of casual dress/spirit day privileges or the possibility of suspension and/or expulsion from FCS.

SPECIAL INTERESTS

Friday Jeans Day

On Fridays, students may wear jeans, capri jeans, or jean shorts (no shorter than 3 inches above the knee) in 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 and approved campus clubs and sports shirts. Oversized jeans 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. Students who violate the jean day dress code will lose the privilege on those days.

Casual/Spirit 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, skirts or shorts (no shorter than 3 inches above the knee). Clothing must be neat and modest without any obvious tears or holes. Sweatpants or pajamas are not permitted. Athletic wear, if worn, must not be overly tight. Basketball sleeveless jerseys may only be worn with a full t-shirt underneath. 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 (crop tops), oversized or sagging pants are not permitted on Casual Dress Days. Dress code rules and restrictions for hair, shoes, hats and accessories still apply. Parents will be asked to bring a change of clothes for their child if the student does not observe the dress code.

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 Friday 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.

LOST AND FOUND

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

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. Cell phones are not permitted for any student in grades Jr. K - 5th grade, but we make allowances for junior high students, as long as they are in compliance with our cell phone policies. ***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, this includes after school hours at athletic practices, games, and other school events. Unauthorized use of cell phones, including text messaging, recording and photographing will result in the following disciplinary action:

First Offense: Warning and notice sent home with required parent signature. (The phone will be confiscated until the end of the day.)
Second Offense: A detention (the phone will be confiscated until a parent can pick it up)
Third Offense: Loss of privilege. No cell phone on campus.

SMART WATCHES, AIR PODS, RECORDING DEVICES, TOYS, ELECTRONICS

Students are not allowed to bring trading cards, magazines, toys, electronic games, digital cameras, smart watches, air pods and recording devices, etc. to school.

Elementary students are not permitted to bring toys to play with during school hours.Items may be brought for sharing in class only when pre-arranged by the teacher.Balls may be brought with special permission.

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 FACTSportal. 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.

Homework and other classroom information is posted in Google Classroom for 5th-8th grade students.

FIELD TRIPS

Scheduled field trips are an extension of our curriculum and student participation is required. Admission and transportation fees, if needed, will be listed on the permission slip. Students must wear the official school field trip T-shirt on all field trips. If traveling by bus all students are expected to ride the bus. If a child has administration approval and will be riding in their parent's car, no other child may ride in that vehicle without a parental note. Students are not allowed to bring a cell phone on field trip days. Teachers will have other forms of communication that are needed for the students.

Often teachers need parent chaperones for our field trips. Parent chaperones for field trips are selected through a raffle system to ensure fairness. Each parent may only chaperone one trip per year unless additional spots remain unfilled. To ensure student safety, all chaperones must have a completed Live Scan through our school. Parents must also receive teacher permission before attending any field trip and may not join without prior approval.

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 at or above 100 degrees.A child will be sent home from school when his/her temperature is at or above 100 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 readmitted 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:**
    - Must have shampooed with a Pediculicide shampoo
    - Remove **all** nits (eggs) by using a fine tooth comb
    - Have the student checked in the office before returning to class.

FINANCIAL ARRANGEMENTS

Foothill Christian uses the FACTS management company to process enrollment fees, school tuition, and childcare payments. They offer several pay options and other financial features that our families find

helpful.All families are required to set up a FACTS financial account during the school enrollment process. There is an annual FACTS Enrollment Fee per family (not per child).

A late charge of $50.00 per month will be assessed on all NSF payments. 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 trimester basis.** The school will not require payment for the entire year, but families must pay for the entire trimester in which the child has attended. No deductions will be made for tuition or child care for absence during the school year, regardless of the cause of such absence.All withdrawals, whether before the school year begins or during the year, must be made in writing and shall be effective when such notice is delivered to the school office.

Tuition payments must be made according to the plan option selected by parents. Families with an outstanding tuition balance in May, will have their enrollment fee for the upcoming school year applied to their tuition balance and forfeit their child's placement for the upcoming year. Accounts must be paid in full in order for a student 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. Each administrator and teacher will determine how to most effectively use volunteers. Your child's teacher may request help for a variety of tasks and we encourage you to participate as much as you are able. Close communication and cooperation between parent and teacher is vital. Families must

communicate with their teachers first about ways that they can best serve our school. Some examples of school volunteer opportunities that teachers may request are:

- Assisting teachers with classroom activities, parties, or take-home projects
- Helping with parent communication for special events such as teacher appreciation week and teacher birthdays
- Assisting with the annual gala fundraiser
- Chaperoning class field trips
- Driving students to sporting events (must have required paperwork submitted)

Per state law, any volunteer is required to complete a live scan through our school as well as a mandated reporter training course (yearly). The school will help facilitate that for our volunteers.

PARENT VOLUNTEER LIVE SCAN

Any volunteer who accompanies children in the classroom, on field trips, science camps or driving for athletic events must also complete our Live Scan process before they participate in these activities. This helps provide an even safer place for all our students. Volunteers must go to one of the U.S. Live Scan, Inc. facilities that we provide and must bring the "Request for Live Scan Service Form" from FCS to ensure correct billing and results. These are walk-in facilities, with no appointments needed. The cost for the Live Scan is the volunteer's responsibility to pay. Potential volunteers will need to show a valid identification (driver license, identification card, passport, military identification, resident card). After potential volunteers have completed the Live Scan Fingerprinting they will need to bring back a copy of their "Request for Live Scan Service" form to our school office for their live scan to be fully processed. Once it is all processed, and volunteers have received approval, they do not need to complete it every year. Please note that results take between 7-10 business days to receive. We cannot schedule anyone to volunteer until we have received these results and have also received back completed forms.

PARENT VOLUNTEER DRIVER CLEARANCE

Any volunteer who would like to help drive students to a school related activity or athletic event, is required to complete both the Live Scan as well as our Volunteer Driver Form. Volunteer drivers must be over 21 years of age, have a reliable car reviewed and approved by administration, and provide a copy of their Driver's License, insurance ID card, and an insurance declaration page showing limits of insurance before being eligible to drive.

PARENT VOLUNTEER CODE OF CONDUCT

Volunteers shall exercise mature judgment in supervising children and shall in all instances respect the student's rights and privacy. It is essential that confidentiality be maintained. Volunteers should discuss any concerns directly and exclusively with the supervising teacher.

- Sign in and out in the office. School personnel must know who is in the building.
- Always wear your volunteer sticker badge while on campus so you are identifiable for the safety of our students and staff.
- Dependability is a must. Always be on time or call ahead in case of an absence.
- Work under the direction of the school staff, recognizing that instructing, supervising, grading and disciplining students are school staff responsibilities.

- Volunteers must appreciate the diversity of the students and shall not let his or her personal feelings or beliefs enter into his or her work as a volunteer. Treat all students fairly and avoid favoritism, special relationships, personal gifts, or requests for secrecy.
- All activities with a student or students must take place in a room with an open door or on the school grounds in sight of school staff.
- Keep interactions with students focused on school-related activities and appropriate supervision.
- Communicate with students through school-approved channels and avoid private or personal electronic communication.
- Respect students' personal space and avoid unnecessary physical contact.
- Use appropriate and respectful language and never engage in sexual, suggestive, or otherwise inappropriate conversations or behavior.
- Respect student privacy and avoid sharing or requesting personal information that is not necessary for school-related purposes.
- Personal cell phone usage is discouraged while volunteering. Volunteers cannot use their personal cell phone or any other electronic device to take photos of students, nor can volunteers post photos of students to personal social media accounts or transmit by text, e-mail or other method to a third party.
- Volunteers should never be alone with any student in any vehicle (Rule of 3)
- Serve as a good role model for students in behavior, attitude, speech and dress.Professionalism, courtesy and flexibility are all assets of a school volunteer.
- Help boost every child's self-esteem by expressing as much approval as possible and refraining from criticism.

These expectations reflect our commitment to providing a safe environment in which every student is treated with dignity, care, and respect. As a Christian school, we seek to conduct ourselves in a manner that is above reproach and reflects the love and character of Christ.

PARENT VOLUNTEER DRESS CODE

All FCS parent volunteers are required to dress in a manner that reflects an appearance appropriate for the position for which they will be volunteering and sets an example for students. All volunteers shall observe modesty, appropriateness and neatness in clothing and personal appearance. Any questions should be referred to administration.

VOLUNTEER/VISITOR SIGNING IN AND OUT PROCEDURES

We respectfully request that during the school day parents not make direct contact with their children by coming on campus, to the classroom, or onto the playground without permission or purpose. If you need to deliver lunch, a message, or forgotten equipment, please bring it to the office. When parents come to assist in classrooms or other events on campus, we ask that you register in the office first and pick up a visitor's badge. This badge must be worn while on campus. Please sign out in the office before you leave the campus. Maintaining a strict closed campus policy is the best way to ensure security and aid in eliminating the possibility of strangers coming on the grounds.

SPECIAL CELEBRATIONS, BIRTHDAYS, AND HOLIDAYS

Classroom parties, special events, and birthdays in the classroom are celebrated from time to time at the discretion of the teacher. Teachers may ask a parent to help plan or help at these celebrations. Parents may

send in a treat to share with the class at this time if they have gotten prior approval by the classroom teacher. If a parent would like to aid in handing out the snack, prior teacher contact (in a timely manner) is also required and up to the teacher. Please note: birthday lunches are not permitted. Parents should not provide full meals or lunches for students as part of a birthday celebration, including catered or delivered meals. A small classroom treat, approved in advance by the teacher, is the best way to celebrate the child's special day.

FACTS (School Info System)

FACTS is an on-line database system which can be accessed through a link on the school website. FACTS allows parents 24 hour a day access to pertinent school information including school calendar, grades (1st-8th grade), and account information.

ACADEMICS

REPORT CARDS

Report cards are issued three times yearly via FACTS 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 FACTS. 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, conduct, work-study habits and Jr. K-5th grade enrichment classes are designated as follows:

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

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

Jr. K – 2nd Grade utilize an objectives based report card. Grades are reported as follow:

4 = Above Grade Level
3 = Meets Grade Level Expectations
2 = Approaching Grade Level Expectations
1 = Below Grade Level

Achievement grades for 3rd-8th 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.Tests will be given at regular intervals throughout the trimester. Long term projects and reports are equivalent to the value of a test. If absent on a test day, students will be responsible to make up tests the day of their return. Prolonged absences of three or more days may need special consideration for make-up time. Grading emphasis typically follows the percentages below:

Tests/Projects 50% Homework/Quizzes/Class Participation - 50%

Junior high elective classes are graded using the achievement scale above. Each elective class is worth .5 when calculating a student's GPA.

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

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.***

MID-TRIMESTER PROGRESS REPORTS

All transitional kindergarten and kindergarten students will receive progress updates in the middle of the trimester. These are designed to keep you up to date on your child's academic status and should eliminate surprises on the report card. Parents with children in grades 1st – 8th may access their child's grades from the internet at any time. This allows them to be informed of the grades in "real-time" and eliminates the need for a written progress report.

JUNIOR HIGH ACADEMIC PROBATION

A student may be put on academic probation due to poor grades (below 2.0) or when receiving an F in any class.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 or a student has an F, they lose their sports and club eligibility. Additional interventions may be put into place or required as deemed necessary by school administration.

HOMEWORK

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

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

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

Junior high 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.**

GOOGLE CLASSROOM

Homework and class information will be available in Google Classroom for grades 6th-8th.

MAKE-UP AND LATE WORK

This is for excused or explained absences only. 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. *For extended absences (more than one day), please refer to the FACTS website to view homework assignments*.

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

JUNIOR HIGH ACADEMIC AWARDS

In addition to the Imago Dei Recognitions, students in 6th-8th grades may earn:
*Principal's List - 4.0(GPA)
*Honor Roll - 3.25(GPA)

*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.

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

GRADUATION

In order for 8th 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.

VALEDICTORIAN

Foothill Christian School believes that each child is created in the image of God and possesses unique gifts and abilities.We seek to recognize those individual gifts in a variety of ways.Throughout the year, students are recognized for their achievement in athletics, music, and theater.Each trimester, students are honored for their excellence in academics with Principal's and Honor Roll awards.The class valedictorian recognition is another high honor a few 8th grade students may earn in their graduating year.

Our view of class valedictorian is not necessarily the same as a high school or college valedictorian. Each year we have numerous students displaying academic excellence and achieving the highest GPA. For valedictorian, we seek a student(s) who is academically strong, well-rounded, and a good citizen. We seek someone who pursues wisdom, knowledge, and understanding. Someone who demonstrates school spirit and a strong walk with the Lord.

VALEDICTORIAN QUALIFICATIONS

- Have earned a GPA of 4.0 or higher after 8th grade third trimester grades.This cumulative grade point average will be based upon fourth through eighth grade years.
- Have received no marks of "U" in citizenship.
- Have received no more than one mark of "N" in citizenship.
- Have a disciplinary record that is free from major transgressions, particularly transgressions involving academic dishonesty.
- Have a school attendance record that is free from excessive unexcused absences or tardies.
- Demonstrate an attitude of service and school spirit (participation in extracurricular activities).

*Valedictorians will be recognized prominently at the junior high awards night and at graduation.They are not guaranteed to be a graduation speaker. A selection committee will choose the graduation speaker(s) who may be a valedictorian or another exemplary student.

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.

STUDIO (PRIVATE) INSTRUMENT LESSONS

Instrumental music is an important part of our school program. Students in ALL grades may take studio lessons (fee based) through the school instructors. FCS offers lessons in violin, viola, cello, piano, and vocal.

Starting in 3rd grade students may choose to take general music or strings classes through the FCS classes at no additional charge.

JUNIOR HIGH PHYSICAL EDUCATION

All students in 6^{th} – 8^{th} 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.)

JUNIOR HIGH 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. 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.
6. There is no reimbursement for returned books that were considered lost and incurred a replacement fees.

NATIONAL JUNIOR BETA CLUB

This 7th-8th grade 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.

TECHNOLOGY AND INTERNET

INTERNET SAFETY

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.

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 online experiences, but we recognize that Internet and email 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 texting, chatrooms, or obscene blog and social media postings.

Students are not permitted to create or share images, videos, or audio files that are generated or edited using artificial intelligence tools that depict real or fictional individuals. Such actions may result in disciplinary measures from the administration, as they can lead to ethical and privacy concerns.

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 online 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.

STUDENT PROFILE PICTURES

Students are required to use an appropriate image of themselves only as their email and Google Classroom profile pictures. Any profile picture that does not comply will be removed, and the student will be asked to upload a suitable image. Failure to adhere to this policy will result in disciplinary consequences.

JUNIOR HIGH 1-to-1 STUDENT DEVICE PROGRAM

Foothill Christian School recognizes the value of technology resources to enhance the educational experience of its students. Today, computers, iPads and various technologies are the essential tools required for success. It is absolutely critical that students have a device to engage in a tech-rich learning environment enabling them to research, learn, collaborate, create, and publish.

1-to-1 STUDENT DEVICE PURCHASE AGREEMENT

Junior high students must have a student device in order to function in an FCS classroom. Families must purchase a student device and extended warranty through the school's purchasing program. There are no "opt out" provisions. The cost of the student device and ancillary products will be added to your account. Parents have a variety of payment options. Students, upon graduation, become the official owners of the

device(Any student who moves away after the first year or withdraws from FCS may take their device with them, as long as all purchase payments have been made.

Parents must sign the Student Device Purchase and User Agreement upon enrollment.

STUDENT DEVICE COSTS

The cost includes a student device and extended Apple Care warranty.

This is a one-time only purchase, not an annual fee. Parents have a few payment plan options, including a 10-month plan which spreads the cost over the course of the entire year.

1-to-1 STUDENT DEVICE DISTRIBUTION

Student devices will be issued to students at the beginning of the school year. Devices are intended for use on campus.Students who need to check-out a device for home must obtain prior approval from administration.

Student Device Care

Students are responsible for the general care of the device they have been issued.

1. Only use a clean, soft microfiber cloth to clean the screen, no cleansers or liquids of any type.
2. Cords and cables must be inserted carefully into the student device to prevent damage.
3. Do not lean on or place anything on top of the student device when it is closed.
4. Do not place anything in the carrying case that will press against the cover.
5. Keep food and beverages away from the student device.
6. Do not place your student device into your backpack with any liquids or items that can cause damage.
7. Student devices must remain free of any writing, drawing, stickers, or labels.
8. Student devices should always remain in their protective case.
9. Students should not share their devices. If the device is damaged due to sharing, costs for repair/replacement will be the responsibility of the student who was issued the device.

Charging Student Devices

Students must plug in their device at the end of each school day. Charging stations are located in homeroom classes.

Uncharged Student Devices

Students who do not have their devices in class, or it is not properly charged, will be responsible for completing missed classwork.

iPads Undergoing Repair

If available, a loaner iPad will be issued to students when their iPads are being repaired. Loaner iPads are provided with the same procedures, terms, conditions, and responsibilities mentioned in this policy.

Screensavers/Background Photos

FCS will create and lock the screensaver and background photos. Students are not permitted to change these photos.

Camera/Video Usage

The iPad's camera/video may only be used for approved school assignments. Students may not take pictures or videos of individuals without prior consent. All pictures and videos will be removed from the devices at the end of every school year to keep storage space down

Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students should provide their own wired earbuds or headphones. (Wireless earbuds are not recommended due to Bluetooth interference in a group setting.) Student device space is limited and is intended for school related data. Students may not load music or games.

APPS/SOFTWARE

Installation

Necessary software/apps will be installed by Foothill Christian School.

Additional Software

Students are not allowed to load additional software/apps on their student devices.

Inspection

Students may be selected at random to submit their device for inspection. Staff members may inspect or confiscate any student device at any time for any purpose.

ACCEPTABLE USE

The use of the Foothill Christian School's technology resources is a privilege, not a right. The privilege of using technology resources provided by Foothill Christian School is non-transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in Foothill Christian School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. FCS behavior policies shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.

School Responsibilities

1. Provide robust security filters of inappropriate content on school networks.
2. Manage all student devices with MDM (Mobile Device Management) software.
3. Faculty and staff immediately report any inappropriate digital content to the Vice Principal.
4. Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.
5. FCS reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment and to investigate inappropriate use of resources.

Student Responsibilities

1. Charge device every afternoon in their homeroom. If a student is unable to participate in class due to a dead battery or lack of the device, their grade may be affected.
2. Use the device in a responsible and ethical manner.
3. Obey general school rules concerning behavior and communication that apply to iPad/computer use.
4. Handle the device carefully and respectfully.
5. Never leave the device in an unsupervised/unsafe area.
6. Use technology resources in an appropriate manner so as to not damage the device. FCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
7. Obey device rules established by classroom teachers.
8. Students should always secure their device (e.g. - close Google classroom and other sites) after they are finished working, to protect their work information and device.
9. Students who receive inappropriate digital content should immediately notify an adult.
10. Students who withdraw or are expelled must return their individual school device on/before the date of termination.
11. Only access apps or content appropriate to class.
12. Keep the device in its protective case at all times.
13. Refrain from using devices to text, email, or message friends during class unless authorized by the teacher. Do not send inappropriate messages/content at any time.

Student Activities Strictly Prohibited

1. Do not remove or alter any physical or software restrictions imposed by the manufacturer.
2. Illegal installation or transmission of copyrighted materials.
3. Any action that violates school policy or public law.
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Changing of device settings (Exceptions include personal settings such as font size, brightness, etc.)
6. Spamming/Sending mass or inappropriate emails.
7. Gaining access to other student's accounts, files, and/or data.
8. Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
9. Use of anonymous and/or false communications.
10. Using the device to make audio recordings of another student or faculty member without their permission.
11. Using the device camera to take photographs or videos of another student or faculty member without their permission.
12. Using the device camera to take any inappropriate photographs/videos.
13. Students are not allowed to give out personal information over the Internet, with the exception of teacher-directed instances.
14. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
15. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can

infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
16. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
17. Bypassing Foothill Christian School's web filter through a web proxy.
18. Students are not allowed to use any Hotspots at any time on campus.
19. No method of connecting to the internet on campus other than FCS-Student WiFi is acceptable.
20. Loan the device out to another individual.
21. Sharing the device password or Google Classroom password information to another individual except for the IT Director or administrator.
22. Disassembly of the device or attempting any repairs.
23. Using any other mobile devices in class including phones, personal iPads, tablets and computers.
24. 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 postings.

Legal Obligations

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is illegal and a violation of school policy. This includes all forms of media on the Internet. Cite all sources used.

RULES & PROCEDURES

Off Task Behavior/Violation

Students are required to use their device exclusively for work associated with class. If a student is found perusing the internet, utilizing any form of social media, checking email, engaging in unrelated media, or doing anything that is not directly related to class, the device may be confiscated and disciplinary action will be taken.

- First Offense - Verbal warning
- Second Offense - Teacher will notify the parents. The teacher may collect the device for that period.
- Third Offense - Detention or office referral
- Fourth and subsequent offenses - Referral to the Vice Principal, who may assign additional consequences up to and including suspension or expulsion.

More serious violations may result in loss of use at the discretion of the teacher/administrator; alternative work may be substituted. When applicable, law enforcement agencies may be involved as per the California Education Code or the California Penal Code.

PROTECTING & STORING YOUR STUDENT DEVICE

Student Device Identification

Student devices will be labeled in the manner specified by the school. Labels may not be removed or altered in any way. Devices will be identified in the following ways:

1. Serial number
2. Find My iPad or Computer is installed on each device and can be used to help track the location of any device. All students must display their name and graduation year visibly and easily found on the interior or exterior of their case.
3. Your device must be named in the settings at all times with first name last name. Settings > General > About > Name: (ex. “John Smith’s iPad”)

Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunch patio, gym, computer lab, locker rooms, library, and hallways.

REPAIRING OR REPLACING YOUR STUDENT DEVICE

Lost Policy

If your device is lost or stolen, let a teacher/administrator know immediately. FCS can conduct a “Find My iPad” or “Computer” search. If the lost device cannot be recovered, parents will be responsible for full replacement costs.

DIGITAL CITIZENSHIP

It is the desire of Foothill Christian to promote ethical and responsible use of all technology. All users of FCS computers and networks are expected to abide by the generally accepted rules of network etiquette. Examples include:

1. Treat others with honor and respect (Imago Dei).
2. We lead by example (Jesus’ example).
3. Do not share personal or private information including address, birth date, etc.
4. Using wisdom/discernment online. (We can’t control what other people post, but we can control how we act on the internet.)
5. Recognize that what is posted on the internet doesn’t disappear.
6. If you find yourself on an inappropriate site, seeing an image in a search that isn’t good, being cyberbullied, or you receive an email or message from someone you don’t know please notify an adult immediately.

RELEASE OF LIABILITY

Each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Foothill Christian School, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the student device furnished by Foothill Christian School to the student.

ARTIFICIAL INTELLIGENCE

AI OVERVIEW

Foothill Christian School recognizes the growing significance of Artificial Intelligence (AI) in academic research and acknowledges its potential to enhance the learning experience for students. This policy aims to ensure that students use AI tools ethically, responsibly, and in compliance with academic integrity standards. It is essential to promote a culture of academic honesty, while also fostering innovation and technological literacy.

POLICY GUIDELINES

Permission:

- Students must obtain expressed written permission from the teacher before using AI on any type of assignment.
- Use of AI for original work without expressed written permission could be considered plagiarism and related academic policy consequences would apply to the situation (See plagiarism policy). When using AI it should be done with integrity (Proverbs 11:3).
- Students should be advised that teachers can use AI detection devices as a counter to plagiarism
- AI sites such as ChatGPT are designed for individuals 13 years of age and older or as required by law.

Acknowledgment and Citation:

- Students must clearly acknowledge the use of AI tools in their academic work.
- Proper citation standards, including the identification of the specific AI tools or algorithms used, should be followed.

Originality and Authorship:

- Students are expected to produce original work, even when utilizing AI tools.
- The primary authorship of the academic work should reflect the student's independent contribution.

Understanding and Accountability:

- Students should have a basic understanding of the AI tools they employ, including their strengths, limitations, and potential biases.
- Students are accountable for the outcomes of using AI tools, and reliance on these tools should not compromise the development of critical thinking skills.

Collaboration and Communication:

- Collaboration among students in the use of AI tools is encouraged, provided that each student's contribution is clearly defined and acknowledged.
- Clear communication about the use of AI within group projects is essential to maintain transparency and uphold academic integrity.

Compliance with Academic Integrity Policies:

- Any use of AI tools must adhere to FCS's academic integrity policies.
- Violations of academic integrity related to the use of AI tools will be subject to the same disciplinary actions as other forms of academic misconduct.
- Students are not permitted to create or share images, videos, or audio (generated or edited) using artificial intelligence tools that depict real or fictional individuals. Such actions may result in disciplinary measures from the administration, as they can lead to ethical and privacy concerns.

Biblical Filter

- AI content should be verified for accuracy and analyzed through a biblical worldview lens for truth.

Personal Information

- Students should never enter any personal information for themselves or others including name, address, or phone numbers.

EDUCATIONAL SUPPORT for AI

Foothill Christian School is committed to providing educational resources and support to help students navigate the ethical and responsible use of AI tools. Workshops, tutorials, and informational sessions will be organized to enhance students' understanding of AI technologies and their appropriate application in academic contexts.

PARENTAL SUPPORT for AI

Partnering with parents in a student's use of AI at home fosters collaboration, transparency, and informed guidance.It's essential for parents to observe and align with school policies regarding AI usage when at home, promoting consistency and reinforcing the values of digital citizenship and responsible technology use.