

FOOTHILL ADVENTIST ELEMENTARY SCHOOL

MISSION STATEMENT

**Every student entrusted to our care is a gift of
God to be educated for both now and eternity.**

OBJECTIVES

TEACH

Reverence for God, respect for others, and responsibility for one's self, and academic excellence.

ENCOURAGE

A lifestyle based on the principles of the Holy Scriptures and an abiding relationship with God.

INSPIRE

Excellence in every achievement and an appreciation for service to mankind.

LOVE

Every student as a unique individual recognizing his/her dignity and infinite value.

TABLE OF CONTENTS

FOOTHILL ADVENTIST ELEMENTARY SCHOOL.....	1
ABOUT OUR SCHOOL.....	4
PHILOSOPHY AND OBJECTIVES.....	6
ADMISSIONS POLICY.....	8
ATTENDANCE POLICY.....	12
FINANCIAL INFORMATION.....	14
DISCIPLINE AT FOOTHILL.....	16
PERSONAL APPEARANCE.....	22
CURRICULUM AND EVALUATION.....	24
HEALTH AND NUTRITION.....	32
SERVICES AND PROGRAMS.....	36
HOME AND SCHOOL ASSOCIATION.....	40
PARENT-TEACHER RELATIONSHIPS.....	42

ABOUT OUR SCHOOL

Foothill Adventist Elementary School serves as a private co-educational school owned and operated by the Central California Conference of Seventh-day Adventists. It is accredited by the Pacific Union Conference of Seventh-day Adventists. It offers an education from Kindergarten through grade eight.

The policies, regulations and general management of our school are determined by a board chosen from the Milpitas Seventh-day Adventist Church.

Students from Milpitas make up much of the school's population. However, a growing number of community students and parents are finding our curriculum stimulating, both academically and spiritually. Foothill Adventist Elementary School remains dedicated to the task of providing each child with a valuable educational experience by fostering growth and development in every aspect of a child's life.

Our school is just one of the 4,400 schools, colleges, and universities operated by the Seventh-day Adventist church, which has the largest world-wide Protestant school system. Integrated within this school's teaching are the fundamental teachings of the Seventh-day Adventist church. These teachings include:

- 1. Belief in the Holy Scriptures, both Old and New Testaments, as the written Word of God.*
- 2. Trinity of God the Father, God the Son, and God the Holy Spirit as three Co-eternal persons united as one.*
- 3. Humanity is involved in a great controversy between Christ and Satan.*
- 4. The life, death, and resurrection of Christ.*
- 5. Salvation is a gift of God given freely to all who believe in Jesus Christ.*
- 6. Baptism by immersion is an outward expression of a spiritual death to sin and resurrection to a new life in Christ.*
- 7. The observance of all God's commandments, including the Sabbath day, from sundown Friday to sundown Saturday.*
- 8. God bestows spiritual gifts to every member of His Church. One of these gifts is the Spirit of Prophecy as exemplified in the writings of Ellen G. White.*

9. *The Church is the organized body of believers whom Christ commissioned to carry the gospel to every nation, kindred, tongue, and people.*
10. *We are stewards in all that God has entrusted to our care. We acknowledge this by our service and returning of our tithes and offerings.*
11. *We are called to a lifestyle that will reflect the principles of Heaven with respect to our health, appearance, and conduct.*
12. *Death is an unconscious state for everyone until the righteous are resurrected by our Lord at His second coming and the wicked are resurrected at the end of the Millennium to receive everlasting judgment.*
13. *Jesus is coming a second time to take all the righteous to Heaven.*
14. *This earth will be re-created as an eternal home for the redeemed.*

Each faculty member at Foothill is dedicated to teaching and upholding these basic beliefs as a part of the education of the whole person so that every student may be “thoroughly equipped for every good work”.

PHILOSOPHY AND OBJECTIVES

To Seventh-day Adventists, true education goes far beyond the confines of the classroom. It involves a cooperative effort between the home, the church, and the school. It means much more than a preparation to meet the challenges of life on this earth. It integrates a balanced development of four primary aspects of a child's life: mental, physical, spiritual, and social.

It is our purpose at Foothill to provide a sound, Christ-centered, uniquely Seventh-day Adventist education. Each student is taught to cherish the practical teachings of the Bible and the Spirit of Prophecy, maintaining at the same time a high degree of academic excellence.

We believe that every member of the Seventh-day Adventist Church should be involved in the education of our youth, who are the future of this church, and that they should support it not only with their prayers, but also with their financial means.

Based on this philosophy, it is our conviction that Foothill has been ordained of God and commissioned to fulfill the following objectives:

- 1. Lead every student to accept Jesus Christ as their personal Savior.*
- 2. Guide each student to develop a daily devotional life.*
- 3. Develop a love and respect for God's Word and the Spirit of Prophecy.*
- 4. Teach the essential doctrines of the scriptures and how to share them in a Christ-centered way.*
- 5. Teach students the science of salvation and how they can overcome sin through Jesus.*
- 6. Encourage useful work experience.*
- 7. Promote communication between teachers, students, and parents, giving all a voice in the planning and problem solving process.*
- 8. Guide in one's personal appearance.*
- 9. Help student's to understand and appreciate the Biblical principles of nutrition and to choose a lifestyle in harmony with them.*

10. *Provide recreation as much as possible in an outdoor environment.*
11. *Provide a program of positive discipline which will encourage self-government.*
12. *Develop an appreciation for music that honors God.*
13. *Provide a learning environment in the classroom that is conducive to the highest levels of academic achievement.*
14. *Promote habits of exercise and hygiene in caring for the body as the temple of the Holy Spirit.*
15. *Provide opportunities for students to socialize in a manner that will draw them closer to each other as brothers and sisters in Christ and closer to His church family.*

ADMISSIONS POLICY

Statement of Non-discrimination

Foothill Adventist Elementary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Furthermore, this institution does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic or extra-curricular programs.

The Admissions Committee

1. *The Admissions Committee will be composed of the principal (serving as chairman of this committee) and two members of the teaching staff. In the event that a unanimous decision cannot be reached, a member of the school board will be called upon to assist the decision making process.*
2. *The responsibilities of the Admissions Committee will be to review names of students for admission purposes, their grades and progress, and to make decisions as to placement.*
 - a. *One meeting will take place during the first week of March to review the names of all students currently enrolled at Foothill. At this meeting the committee will make recommendations regarding the re-admission of all current students. All parents affected by non-favorable recommendations will be notified in writing.*
 - b. *Other meetings will take place following registration to review the names and records of new students registering for the current school year.*
 - c. *The Admissions Committee will also meet as necessary to review new enrolling students or consider special cases.*

Eligibility

1. *Although our school is open to primarily Seventh-day Adventist young people, it is our purpose to admit other students who desire to develop a Christian character and support the philosophy and policies established by this school.*
2. *A child entering kindergarten shall be no less than five years of age on or before December 5. A birth certificate will be required for verification. The applicant will be*

given a readiness evaluation, despite the age, to ensure that the child is developmentally ready for kindergarten.

3. *A child entering the first grade shall be no less than six years of age on or before December 5. Birth certificate or verification of kindergarten completion will be required.*
4. *Foothill S.D.A. Elementary School has not been established for the purpose of offering special education, and we are therefore generally unable to accept students who have serious physical, scholastic, or behavioral problems. Consequently, the following screening procedure will be utilized in determining the eligibility of all new students.*
 - a. *New students entering grades 2-8 must submit a recommendation form from the school that the child previously attended.*
 - b. *A copy of the child's grades and/or progress report from the previous year must be submitted to the school.*
 - c. *Students entering grades 4-8 will be required to also submit a copy of the most recent achievement test results.*
 - d. *A testing time will be scheduled after the application has been submitted. The testing is to aid in determining the suitability of enrollment and to establish a foundation of understanding for a home and school relationship. Any documents you have that would help in proper placement of your child should be presented.*
 - e. *An interview with the principal will be scheduled after the testing is completed.*

Application Procedures

1. *A standard application blank may be obtained from the school prior to or on registration day. This form must be filled out completely and signed by both the parent and the student.*
2. *All necessary records specified must be submitted within one week after registration day for review by the admissions committee.*
3. *All financial obligations for entry as described in the Financial Section of this handbook must be met in order for a student to be considered as enrolled. A full refund, less a \$40.00 processing fee, will be provided for all applicants that have not been accepted.*

4. *New students will be accepted on a probationary basis for one month subject to review and confirmation by the Admissions Committee.*

Withdrawal

1. *To withdraw a student from Foothill Adventist Elementary School, a parent or guardian must notify the administration in writing 30 days prior to withdrawal.*

ATTENDANCE POLICY

General Information

Habits of promptness and regularity are as much a part of the educational process as our books and study. Students who learn to be punctual and faithful in attendance during their elementary years, will be properly trained for their future responsibilities as adults. Cooperation between the home and the school is important in the continuing development of habits which include appreciation and respect for the time of others.

An explanation of each absence must be provided either in written form or by parental contact with the homeroom teacher.

Foothill Adventist School is bound by the laws of California to maintain regular class attendance records.

The following policy has been adopted:

- 1. Students are expected to attend school regularly and on time.*
- 2. Written verification noting reason for absence or tardiness must be signed by the parent, guardian or doctor and presented to the school within 24 hours after the student returns if the school was not contacted by phone on the day of or prior to the absence. A doctor's verification may be requested. Doctor or dental appointments should be arranged before or after school.*
- 3. If absent, students must make up work. Arrangements for making up work must be established with the teacher upon the return of the student. If work is not made up, it may result in lowering the grade. The class work must be made up within a specific time period equaling one day make-up per one day absence. In case of a prearranged absence, the class work is due the next day. All work not made up within the time limit will be graded zero (0). Extenuating circumstances, however, may be considered in extending the time for make-up.*
- 4. The school will keep a record of all student absences and tardies.*
- 5. If a child has an acceptable excuse for the absence, sickness or attendance at a funeral of an immediate family member, with the appropriate documentation, the absence will not be counted against the child when the school is sending attendance letters. If the excuse*

is unacceptable and/or no documentation is provided, the absence will count towards sending an attendance letter.

6. *Three unexcused tardies will be counted as one absence towards the school issuing an attendance warning letter.*
7. *Whenever a student is absent:*
 - a. *three (3) consecutive school days, or*
 - b. *for a total of five (5) school days per month, or*
 - c. *a total of seven (7) school days per grading period, the teacher will refer the student to the school principal or his/her designee. The school principal or his/her designee shall notify the parent by letter that such parent is requested to provide the school, in writing, of the reason for the student's absence or tardiness. If verification is not received by the school within three (3) school days of the date of the notice the case will be referred to the School Attendance Review Committee (SARC). This group of people may include counselors, Social Services, and the Police Department (based on California Truancy Laws). In cases of excessive absences, tardies, or early dismissals, a parent conference will be requested. If verification is not received by the school within three (3) school days of the date of the notice or if conferences are not held, the case will be referred to the SARC.*

Arrival Procedures

Foothill Adventist Elementary School morning supervision is under the latchkey program. Arrangements must be made with the latchkey director for payment of these services. Classes begin at 8:00 A.M. All students must report to the gym for opening exercises at 7:55 A.M.

Dismissal Procedures

School will dismiss at 3:00 P.M. on Monday - Thursday and at 2:00 P.M. on Friday. Early dismissal time for In-Service and other special occasions are noted on the school calendar. At 3:30 P.M., M-Th, and 2:30, on Friday, if a parent has not picked up their child, the child will be admitted into the latchkey program. When students have been dismissed they may not be permitted to re-enter the room to retrieve items that may have been left behind. Fees will be charged for their care. After 6:00 P.M. fees are \$5.00 for the first 15 minutes and \$1.00 for each minute thereafter. Regular latchkey fees apply at 3:30 and are due upon pick-up of the child.

FINANCIAL INFORMATION

General Information

Foothill Adventist Elementary School operates an effective educational program due to the monthly tuition fees set by the school board. Tuition is based on a ten-month payment plan.

Registration Fees

In order for a student to be formally registered and permitted to attend classes on the first day of school, the following financial obligations must be met on or before registration day:

- 1. The payment of any past due balance from the previous school year.*
- 2. Payment of first month's (August) tuition.*
- 3. A non-refundable registration fee of \$220 per child.*

Delinquent Accounts

- 1. Tuition payments are due on or before the 1st of each month. If a payment is late you will be charged a \$25.00 late fee. If an account is delinquent for more than thirty (30) days, your child will be withdrawn, unless satisfactory arrangements are made.*
- 2. Foothill understands that occasionally a check may bounce. In that event, it is expected that the check will be made good by cash or money order and a \$25.00 charge will be levied. If a subsequent check is bounced, a \$25.00 fee will be levied, and all future payments must be made by cash or money order.*

DISCIPLINE AT FOOTHILL

Discipline Policy

Self-government is the objective of discipline and Foothill Adventist Elementary School expects its students to strictly comply with the regulations it has adopted and to otherwise be models of Christian Behavior, both in relationship to the school and otherwise.

Each teacher, by virtue of his or her authority, will be granted the privilege of establishing and enforcing basic rules and regulations for the operation of the classroom in accordance with the philosophy and objectives of Foothill Adventist Elementary School and the policies of the Central California Department of Education. Failure of a student to comply with this standard of behavior will result in the imposition of appropriate discipline.

The overall goal of Foothill Adventist Elementary School in this regard is to work with parents in addressing success in life with the minimum discipline reasonably necessary. Some misconduct is so serious that it may lead to suspension or expulsion of the student.

General Rules of Conduct

1. *Respect for humanity, Reverence for God, and Responsibility for one's actions are the three R's of a student's conduct at Foothill Adventist Elementary School.*
2. *Students are asked to refrain from bringing the following items to school:*
 - a. *toys (without prior consent of the teacher)*
 - b. *chewing gum*
 - c. *fireworks*
 - d. *novels, fictional books, magazines, or other literature (without prior consent of the teacher)*
 - e. *musical tapes or CD's (without consent of the teacher)*
 - f. *playing cards*

- g. radios, cassette or CD players, television sets, electronic games, or audio devices (without consent of the teacher)*
- 3. Conduct in the classroom should contribute to the learning environment, not detract from it.*
- 4. Students are to be in the classroom at the designated times of the schedule.*
- 5. Running is not permitted in the building, with the exception of PE class and recess in the gymnasium.*
- 6. Every time a student is sent to the Principal's Office, suspended from classes, or subjected to a disciplinary action by the Disciplinary Committee (consisting of the entire teaching staff), a letter or memo will be sent to the parent and kept on file at the school.*

Damage to School Property

Parents may be held responsible up to a maximum of \$250.00 for any damage to any school property that resulted from willful destruction or careless treatment by the student.

Corporal Punishment

No staff member at the school will be responsible for the administration of any form of corporal punishment.

Enforcement of School Regulations

As an ideal goal to be reached, we expect our boys to strive to be Christian gentlemen and our girls to be Christian ladies in their attitudes, conduct, and conversation. When a student makes a choice to violate school regulations and principles as outlined in the handbook, he/she must also assume the consequences for that choice.

Severe Discipline Procedures

- 1. The first offense in the following areas may subject a student to serious disciplinary action by the Disciplinary Committee (consisting of the entire teaching staff) and/or the immediate dismissal from school:*
 - a. Willfully causing, attempting to cause, or threatening to cause physical injury to another person.*

- b. *Possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, or attempting to do so..*
 - c. *Possessing, selling, offering, arranging, negotiating or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine containing product, or any controlled substance, without a doctor's prescription, or possessing, selling, arranging, negotiating, or otherwise furnishing drug paraphernalia, or attempting to do any of the above.*
 - d. *Committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property.*
 - e. *Willfully causing or attempting to cause damage to real or personal property of others.*
 - f. *Committing an obscene act or engaging in habitual profanity or vulgarity.*
 - g. *Willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors, school officials, or other personnel engaged in the performance of their duties.*
 - h. *Engaging in or conspiring to engage in hazing or any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person.*
 - i. *Serious or contained sexual or other harassment as defined in this school's harassment policies.*
 - j. *Willfully engaging in the disruption of the school's religious environment through negative comments or by negative attitudes.*
2. *The first time a student is in violation of any of the regulations outlined in this handbook and is sent to the principal's office for discipline, at the least, the parents will be notified in writing.*
 3. *Any subsequent violations may result in a three-day suspension procedure.*
 4. *Repeated violations may lead to the expulsion of a student from school.*

Suspension from School

When a student is suspended from school for serious or chronic misbehavior, he/she will not be permitted to make up any work missed during that suspension period except for major tests or

projects, or as deemed fit by the teacher and principal. An out-of-school suspension for an incident will be no less than one day and no more than three days. Suspensions are documented in the student's school file.

Probationary Status

A student who has developed a record of disciplinary actions can be placed on a probationary status for a period of time. A student on probation can be expelled if he/she does not exhibit progressive measures toward correcting the problem(s) that led to his/her probation. A student on probation will meet with the principal weekly to ensure progress is being made on a Conduct Contract that will be set up at the time of probationary placement.

Expulsion

The most serious discipline action is the expulsion of a student. In matters involving the expulsion or potential expulsion of a student, the Central California Conference's expulsion guidelines will be followed. A copy of those guidelines are available upon request.

Sexual Harassment Policy

Foothill is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti and jokes and gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to any teacher. The student may also report to the principal, vice-principal or counselor.

If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

PERSONAL APPEARANCE

Foothill Adventist Elementary School approaches a student's appearance from a Biblical perspective. The practical application of these principles in clothing and appearance is intended to de-emphasize the love of self-display and pre-occupation with conformity to changing fads. While attending school at Foothill, students will wear uniforms that have been chosen with the following Biblical principles as a guide:

1. *Attractiveness*
2. *Modesty*
3. *Cleanliness*
4. *A clear distinction between the sexes*
5. *Simplicity*
6. *Neatness*
7. *Healthfulness*

It is the requirement of our school that all uniforms worn at Foothill and any clothing worn at its related functions be neat, clean, modest, and attractive.

Restrictions:

1. ***FOOTWEAR:*** *Socks must be worn at all times with shoes. No open-toed shoes or sandals.*
2. ***JEWELRY:*** *All rings, earrings, ornamental bracelets and ornamental necklaces may not be worn.*
3. ***UNIFORMS:*** *All uniforms worn must be neat, clean, and should not reflect any tears or excessive wear. They must be modestly fitted.*
4. ***HAIR:*** *Extreme or bizarre styles in hair, including painted hair, are not permitted at the school. Hair length and appearance must reflect neatness.*

5. *GENERAL APPEARANCE:*

- a. *Boys & girls may not wear sunglasses or hats in the building.*
- b. *Dark colored fingernail polish is not permitted.*
- c. *Make-up must blend in with the natural flesh tones.*

Dress Code Enforcement

If any question is called on a child's attire, they must appear before a Dress Review Committee consisting of a male and female teacher, and the principal. They will determine if:

- 1. *The student's attire is acceptable or not.*
- 2. *If the student's attire is not acceptable, the student may be:*
 - a. *Given a warning notice.*
 - b. *Detained from classes until the problem is corrected.*

All decisions of the Dress Review Committee will be final.

Lost and Found

Please help us return your child's misplaced clothing by labeling all of their removable outer garments on the inside tag.

A "Lost and Found" box is kept in the gymnasium. All articles found will be taken there, and may be claimed by their owners. At the end of each month, all items will be disposed of in the matter most fitting.

CURRICULUM AND EVALUATION

Curriculum

The curriculum for grades K-8 consists of instruction in Bible Study, reading, mathematics, the language arts, the sciences, social studies, art, music, and physical education. This curriculum is also supplemented by a variety of activities and learning experiences that promote Christian values in worship, service to mankind, leadership skills, and over-all development of the physical, mental, spiritual, and social realms. These will be demonstrated by the following features:

1. *Student Council involvement and activities*
2. *Computer education for every classroom with special emphasis on word processing and keyboard skills in grades 5-8*
3. *Weeks of Spiritual Emphasis*
4. *Special assembly programs*
5. *Student involvement in Worship services.*
6. *Involvement in fund raising*
7. *Choir and group musical activities*
8. *Spelling Bee contest*
9. *Honor Roll achievements*
10. *National Geography Bee*
11. *Publication of the school annual*
12. *Field trips*
13. *Social events*
14. *Track and Field events*

Evaluation

The school year is divided into four quarters (or grading periods): Two quarters make up one semester, and therefore, there are two semesters in the school year. Progress reports will be issued at the end of each quarter.

Grades will be reported in one of two ways:

Grades 1-2

E - Excellent

S - Satisfactory

N - Needs Improvement

Grades 3-8

A - Superior

B - Above average

C - Average

D - Below average

F - Failure

It is the responsibility of each teacher to provide parents with an ongoing report of the student's progress. Parents are welcome to discuss a child's progress with a teacher at any time. However, formal Parent-Teacher Conferences are held after the first and third quarters. Progress reports are sent home with the student at the end of the second quarter and picked up the last day of school at the end of the fourth quarter.

The school, also in cooperation with the Central California Conference Department of Education, provides parents with achievement test results from a standardized testing program (Iowa Test of Basic Skills). These tests are administered to the students starting at the third grade level in October. The results of these tests are carefully monitored by the staff, school board, and Office of Education to ensure academic quality in each classroom.

Homework

Homework is generally regarded as assignments to be done at home. Work done at home develops self-esteem in the child and involvement with the parent in the educational system. A student will be given homework as part of his/her scholastic progress. It is expected that all assignments will be completed and turned in on time. Upper grade students are encouraged to do supplementary reading in religion, history, science, and English. Additional research and experimentation will be encouraged.

Parents can help children with work at home by providing a wholesome atmosphere completely free from undue strain or pressure. Independent work habits should be encouraged in the early years. Students are urged to prepare their work neatly, accurately, and punctually.

Policy on Cheating

The following procedures will be enforced with all students who are caught in academic dishonesty (cheating) at Foothill Adventist Elementary School.

- 1. Student will be required to make a phone call to their parents in the presence of the principal.*
- 2. A conference between the parent, student, and teacher must take place within one week.*
- 3. The student will lose all credit on the paper or item on which he/she cheated.*
- 4. Regardless of G.P.A., the student will forfeit the privilege of being on the honor roll for the quarter in which she/he cheated.*
- 5. A second offense in cheating will result in a three-day suspension from school in addition to the above consequences.*

Academic Retention

- 1. Grades K-6*

The passing or retention of a student will be determined by the teacher in consultation with the principal and parents. Factors that will be considered are attitude, maturity, achievement level, degree of improvement, and test scores.

- 2. Grades 7-8*

Students who fail two academic subjects will be required to successfully complete a prescribed summer school program prior to promotion to the next grade.

Students who fail three or more academic subjects will be required to repeat the entire grade.

- 3. Academic subjects include: Bible, math, reading, science, social studies, English, and spelling.*

UNIFORM PERCENTAGE GRADING SCALES ASSIGNED G.P.A. VALUES FOR HONOR ROLLS

Percentage	Grade	G.P.A. Value
100 - 93	A	4.00
92 - 90	A -	3.67
89 - 88	B+	3.33
87 - 83	B	3.00
82 - 80	B-	2.67
79 - 78	C+	2.33
77 - 73	C	2.00
72 - 70	C-	1.67
69 - 68	D+	1.33
67 - 63	D	1.00
62 - 60	D-	0.67
59 - 58	F+	0.33
57 -	F	0.00

Every subject with the exception of music, art, and physical education classes will count as a whole credit while the afore-mentioned will count as half credits. Practical Arts will also be a half credit. Half credit subjects will not be used to determine an elementary student's G.P.A.

Honor Roll Levels

Honor Roll	Student must achieve a G.P.A. of 3.00
Principal's List	Student must achieve a G.P.A. of 3.50
High Honor Student	Student must achieve a G.P.A. of 3.70

Suggestions to help your child succeed in school

Good discipline originates in the home. The parent is the first leader of a child and should develop in him/her good behavior habits and proper attitudes toward school. A parent should follow these guidelines:

- 1. Recognize that the teacher represents the parent while the child is in school.*
- 2. Teach the child respect for law, authority, the rights of others, private and public property, and reverence toward God.*
- 3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.*
- 4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.*
- 5. Talk with your child about school activities; show an active interest in his/her report card and progress.*

Here are some helpful guidelines to consider in making home-life positive and constructive for success in school.

- 1. Encourage your child to be enthusiastic about his/her school work.*
- 2. Be sure your child schedules sufficient time for homework.*
- 3. Provide your youngster with a suitable, quiet place to study at home and help him/her establish a regular study pattern or schedule. Pencils, pen, paper, books, dictionary, ruler, etc. should be at hand.*
- 4. Have family agreements that are enforced regarding the use of the telephone or television.*
- 5. Be sure your child is in bed each night at a proper hour to ensure proper rest.*
- 6. Provide your child with a well-balanced breakfast.*
- 7. Have prayer with your child every day and send them from home with a healthy, positive self-esteem.*

Share these ideas for effective study habits with your child:

Keep your mind on what you are doing.

Have a definite, well-lighted, quiet place to study each night.

Read the entire assignment rapidly for content, then re-read for detail.

CHILD ABUSE REPORTS – THE SCHOOL’S RESPONSIBILITY

The Child Abuse Reporting Law (Penal Code 11166) requires certain child care custodians, including all private school personnel, to report all suspected child abuse to Department of Child Protective Services.

The Law prohibits the school from contacting the parents or informing them of their suspicion, or their report. Child Protective Services must be allowed to interview the student at school, or, if necessary, remove the child from school. The parents will be notified of either of these events by CPS. If a report is made and any follow-up is done by CPS, parents should contact Child Protective Services for any information.

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

- 1. Failure to report a “Reasonable suspicion” of child abuse.*
- 2. Failure to observe the confidentiality of a child abuse report or subsequent actions.*

SCHOOL PICTURES

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

- 1. Student records*
- 2. Yearbook*
- 3. Possible newspaper or promotional flyers*

In addition, other candid photos of classroom and other school activities may be used for any of the above purposes.

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

HEALTH AND NUTRITION

Physical Examinations

A doctor's medical examination will be required for all new students, all Kindergarten students, and returning students in grades one, four, and seven. Results of these examinations must be submitted to the school by the end of August.

Immunization

A state recognized form giving proof of compliance with immunization requirements must be submitted by the end of August for all students entering Kindergarten and first grade. All transferring students will be required to provide appropriate immunization records.

Insurance

Foothill Adventist Elementary School, in cooperation with the Central California Conference of Seventh-day Adventists offers all its students a secondary insurance coverage. If a parent does not have a primary insurance carrier, the school insurance company will make payments according to its benefit limits. A copy of this policy will be made available at the request of the parents.

First Aid

When a student is ill or has been injured, the school staff will determine if minor treatment needs to be administered or if a parent should be contacted. The school maintains First Aid Kits in each room.

Emergency Treatment

The school will maintain a file with authorization for treatment by a physician in the event of an emergency. An ambulance may be called without prior consent from the parents if the parent cannot be reached in an emergency.

Illness

When a student becomes ill at school, the parent will be requested to take the student home. A child who is ill should remain at home until completely well for the good of the child and his/her classmates. Any student who is required to take medication during the regular school day as

prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school has on file the following:

1. *A written statement from such physician detailing the time schedules, amount, and method by which such medication is to be taken and,*
2. *A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician' statement.*

Food/Lunches

Students may purchase hot lunch tickets from the office. A ticket will be used in exchange for lunch. No money will be exchanged with the cooks for food.

1. *All food is to be eaten only at mealtime. A mid-morning snack will be allowed as long as it is healthful, i.e. - bagels, crackers, fruit, vegetables. No candy, cookies, cake, or chips will be allowed at snack time.*
2. *It is requested that students not bring drinks with caffeine (such as coffee, iced tea, cola beverages), or any drink that lists caffeine as an ingredient.*
3. *Foothill advocates the healthful benefits of a vegetarian diet, but only prohibits students using any form of "unclean" meat as listed in Leviticus 11. These include all pork products and shellfish like shrimp, clams, lobster, and squid.*

Suggestions for your Child's Well Being

With sincere interest in your child's health and hygiene, we offer the following suggestions:

1. *Encourage your child to eat breakfast. Research proves that a wholesome breakfast improves performance in the classroom.*
2. *Minimize television viewing by encouraging your child to read or spend time with recreation and studying.*
3. *Take a shower or bath daily.*
4. *Provide dental care and promote oral hygiene at home.*
5. *Help your child develop habits of personal cleanliness and neatness.*

6. *Give your child time to get adequate rest. This can be from eight to ten hours depending on the age of your child. A good test of adequate rest is how easily your child wakes up in the morning.*

7. *Provide nutritious lunches and snacks, limiting the amounts of fat and sugar.*

SERVICES AND PROGRAMS

School Board Meetings

School Board meetings are usually held on the last Tuesday of every month at 6:30 P.M. Parents are always welcome to attend. The board holds the right to go into executive session when personnel and student matters are discussed.

If any parent has an item he/she wishes to present to the School Board, we request that it be given to the Principal a week prior to the meeting. Only items on a printed agenda will be discussed at a Board meeting.

Spiritual Guidance

Besides the daily study of the Bible and morning worships in our classrooms, the school also encourages spiritual growth throughout the entire curriculum and offers the following programs in the interest of guiding your child's spiritual growth:

- 1. Weeks of Spiritual Emphasis - Twice a year, Foothill invites special speakers for a week of devotional messages. These weeks are in keeping with our primary objective as a school...to lead every student to accept Jesus Christ as his/her personal Savior.*
- 2. Missionary Projects - Participation in local missionary projects such as food baskets for needy families and other service opportunities such as Adopt a Grandparent give our students the ability to become involved in active service for Christ.*
- 3. Spiritual Counseling - In an effort to guide every student to understand and resolve difficult issues in life, Foothill offers a wide resource of counseling through its faculty and staff, the minister of our church, Home and School leaders, and concerned professionals. Individual counseling and Bible study classes leading to baptism will be available to any student.*

Music Programs

Music plays an important role in the life of our school. Our goal is to instill a love and appreciation for music and to encourage students to be involved in music throughout their lives. FAES provides a full range of musical experiences for choir including the development of vocal techniques, stage presence and the use of sign language. Our Christmas and Spring musicals are the music highlights for the year.

Field Trips

Field trips are planned outings taken by classes as a learning enrichment activity. Parental permission for participation in these outings is required by the school. When a parent enrolls their child at Foothill, it is understood that a student may participate in all field trips planned by the teacher unless notified otherwise. Parents will be given notice of all field trips at least one week prior to the event. All students are required to wear their uniform on any outing off campus, unless otherwise indicated.

The transportation for all such trips will be in private cars of those serving as chaperones. All chaperones are required to carry adequate insurance coverage (\$15,000/\$30,000).

Emergency Procedures

1. *Fire and Earthquake drills*

These drills will be conducted on a monthly basis. Teachers will review procedures for these emergency drills with their students. The bell system used in these drills is not to be tampered with by any student. If a student tampers with or pulls a fire alarm, the fire department can and will impose a \$500.00 fine to the student.

2. *Disaster Policy*

If the school needs to be closed due to a disaster, such as an earthquake, flooding, fire, etc., KCBS, 740 AM, a local news radio station, has agreed to make every effort to disseminate current disaster information and any school closure or school delay, if necessary. The station would greatly appreciate, if in the face of a disaster, parents not call the station, but rather tune in for information. Calls only tie up their lines from becoming aware of any other late breaking activity. Your child's teacher or principal will make every effort to contact you telephonically, to keep you informed of the school's status.

The School Newsletter

“The Falcon Flyer”, our newsletter, will be published bi-monthly by the eighth grade class to keep you informed of news and events and will serve as a channel of communication from the school to the home. We ask that parents take the time to carefully read the information contained therein. A return portion for parents to sign should be brought back to the child's homeroom teacher so that we can be sure that the newsletter has reached home safely.

The School Yearbook

Our yearbook serves as an enduring reminder of each year at Foothill Adventist Elementary School. It fosters school spirit and at the same time creates opportunities for students to serve on its staff.

The School Directory

By the end of September, the school publishes a directory containing addresses and phone numbers of school board members, faculty and staff members, and students.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is a parent-teacher association responsible for planning programs that foster student growth and development. It also provides the basis for education to unite the endeavors of the home and school for the cause of Christian education. Its primary objectives are:

- 1. To bring the home & school into harmony with the principles of Christian education in spirit, content, and methods.*
- 2. To work toward the end of enrolling every Seventh-day Adventist child in church school.*
- 3. To assist in providing special funding for equipment necessary to enable the school to meet its highest standards.*
- 4. To meet once a month during the school year.*

Active support of this organization enhances its efforts to create a favorable liaison between the home and school for the benefit of your child.

Contribution through Your Involvement

It is mandatory that each family contribute ten (10) service hours to Foothill Adventist Elementary School. Service is a part of being Christian and certainly benefits you, your child and Foothill. We understand that many families work multiple jobs and it is difficult to serve more than one (1) hour per month. For those families unable to serve, a \$70.00 contribution fee will be levied. At registration families can make service pledges in any of the following areas, or may devise their own way to serve Foothill:

- 1. Room mother or father*
- 2. Field trip driver*
- 3. Chaperone on field trips*
- 4. Duplicating worksheets*
- 5. Grading papers/worksheets*

6. *Carpentry/electrical/handyman*
7. *Assembly presentations*
8. *Cooking/baking/sewing for Home and School Functions*
9. *Tutoring*
10. *Reading*
11. *Financial contributions*

PARENT-TEACHER RELATIONSHIPS

Visitation

Parents are always welcome at their school and are encouraged to visit the classroom often. It is requested that all visits be made by appointment with the teacher. For the security of the students, all visitors to the school are asked to announce their presence by reporting first to the school office before proceeding to a classroom.

Pre-school children should visit school only with adult supervision. We ask that former students limit their visitation to a time when classes are not in session, with the permission of school staff.

Problem Resolving Procedures

If any parent has a question or concern, we request that this simple procedure of common courtesy be followed:

1. *Contact the teacher.*
2. *If the problem persists, contact the principal.*
3. *If the problem has not been resolved at this point, contact the school board chairman.*
4. *If the problem needs to be considered by the school board, it should be requested through the principal and/or the school board chairman.*

Parent-Teacher Conferences

Twice a year (in the fall and spring) the school holds a series of parent-teacher conferences designed to address the overall academic progress and development of each student. In the fall conference, results of the Iowa Test of Basic Skills will be discussed with the parent with respect to the child's strengths, weaknesses, and recommendations for continued progress.

These conferences are scheduled events designed to provide an interim basis for open communication between parents and teacher. Students may be permitted to enter into such a conference. Although the school holds two formal parent-teacher conferences, such a meeting may be requested at any time in the school year by either the parent or the teacher.