

# Foothill Oaks ACADEMY

Handbook for  
Students and Parents

Kindergarten – Eighth Grade



2017-2018

# TABLE OF CONTENTS

|   |    |
|---|----|
| School Contact Information and Hours of Operation   | 3  |
| Heritage, Philosophy and Mission Statements         | 4  |
| Admission and Enrollment                            | 5  |
| Tuition and Fees                                    | 5  |
| Annual Fund and Fundraising                         | 5  |
| Foothill Oaks Academy Parent Association            | 6  |
| Parent Hours/Scrip                                  | 6  |
| Drop Off and Pick Up Procedures                     | 6  |
| Communication with Parents                          | 7  |
| Attendance Policies                                 | 8  |
| Health and Medications                              | 9  |
| Student Insurance and Liability                     | 10 |
| Emergency Procedures – Earthquake & Fire            | 10 |
| Lunch/Snack/Parties                                 | 11 |
| Field Trips   | 11 |
| Biking/Walking and Parking Policies                 | 12 |
| After-School Daycare Policies                       | 12 |
| After-School Athletics Program – Grades 5 through 8 | 12 |
| Student Council                                     | 13 |
| Dress and Grooming Policies/School Uniforms         | 13 |
| Behavioral Expectations                             | 15 |
| Behavioral Standards in Regards to Conduct          | 16 |
| Behavioral Standards in Regards to Academics        | 16 |
| Unacceptable Behaviors                              | 17 |
| Privacy of Belongings                               | 18 |
| Electronic Devices                                  | 18 |
| Use of Office Phone and Cell Phones                 | 18 |
| Consequences of Unacceptable Behavior               | 18 |
| Academic Expectations                               | 20 |
| Technology  | 20 |
| Homework Policy                                     | 21 |
| Participation in P.E. (All Students)                | 22 |
| Academic Probation for Middle School Students       | 22 |
| Academic Achievement and Recognition                | 22 |
| Kindergarten – 5 <sup>th</sup> Grade                | 22 |
| Middle School                                       | 23 |
| Library Books and Textbooks                         | 25 |
| Lost and Found                                      | 25 |
| Appendices List                                     | 26 |

## School Contact Information and Hours of Operation

### Phone Numbers

School Office (626) 301-9809  
School FAX Number (626) 301-1342

After School Program (626) 301-1358

Preschool (626) 301-1358

Website [www.foothilloaksacademy.org](http://www.foothilloaksacademy.org)

School E-Mail [office@foothilloaksacademy.org](mailto:office@foothilloaksacademy.org)

School Mailing Address 822 Bradbourne Avenue, Duarte, California 91010

School Office Hours Monday through Friday, 7:45 a.m. to 3:45 p.m.

Morning Daycare for Kindergarten through 8<sup>th</sup> grade 7:00 a.m. to start of school

### School Hours

K-5<sup>th</sup> grades 8:15 a.m.-3:00 p.m.

Middle School 7:55 a.m.-3:00 p.m.

After School Program (Kindergarten – 8<sup>th</sup>) 3:00 - 6:00 p.m.

***Foothill Oaks Academy is dedicated to providing children with a strong foundation of academic skills and knowledge, a moral and ethical base from which to become respectful, responsible citizens, and the self-confidence to meet life's challenges.***

### Philosophy Statement

Recognizing the uniqueness of each student, Foothill Oaks Academy provides every child the opportunity to reach their highest potential in a setting that promotes respect for individuality. We believe children thrive in an atmosphere that nurtures and encourages self-respect, self-discipline and an awareness of the world around them; therefore, we strive to cultivate in our students values that affirm honest, unselfish behavior. Foothill Oaks Academy fosters an environment that blends an ambitious academic program with varied enrichment experiences. Students are encouraged to become lifelong learners and confident risk-takers, unafraid to accept challenges and capable of becoming contributing members of society. Presenting a strong academic program focusing on making learning a joy, we live out our belief that unlimited potential exists in every child.

### Mission Statement

Foothill Oaks Academy is dedicated to quality education, promoting a safe, orderly, caring and supportive environment that recognizes the needs of the whole child. We seek to establish values that inspire our students to act with thoughtfulness and compassion toward humanity while always showing respect for self and others. Educated with joy, enthusiasm and dignity, our students are given the skills necessary for success in a challenging and academic program. Opportunity is provided for creative and critical thinking as well as guidance for enhancing the individual's emotional and physical development. We strive alongside our parents to create an environment that urges students to become confident lifelong learners.

## Admission and Enrollment

### **New Students**

Foothill Oaks Academy accepts applications from all students without discrimination as to race, creed, color, religious belief or national origin. Teacher evaluation and academic records from previous schools are required for admittance. An evaluation fee of \$75.00 is due at the time of the interview.

### **Returning Students**

The registration process begins in February for enrollment the following year. A non-refundable re-enrollment fee is required when enrolling continuing students in order to reserve placement for the upcoming year. Families will be automatically billed with their March and April statements.

The criterion for returning students is as follows:

- Student is in good standing academically and student's behavior is acceptable.
- Student's family is in good standing and is current with tuition and all other fees.

## Tuition and Fees

A tuition agreement with two payment options is available (monthly, annually). Please note monthly payments are due on the first of the month. A late fee of \$70.0 will be assessed if payment is not received by the 7<sup>th</sup> of the month.

**A complete Tuition and Fee Schedule is available on the website ("Admissions" tab).** This schedule will include all late fees, family allowance discounts, and fees for daycare. The operating budget of the school is based primarily on tuition income. Signing a tuition agreement constitutes a contract to pay the full tuition for the school year. Read the tuition agreement carefully. **Sign and return by the July due date.**

Daycare is provided mornings without charge from 7:00 a.m. until school begins, and then in the afternoon for a fee from 3:00 – 6:00 p.m. (per Tuition and Fee Schedule) The 6:00 p.m. pick-up time is strictly enforced. A \$25 late fee will be charged the first infraction, and is paid directly to the employee in charge. A late slip will be issued to the parent or caregiver upon their late arrival to pick up the child.

The school provides this service for the convenience of its families. Rules of conduct during this time are the same as for the regular school day. We reserve the right to deny this service to any child who fails to abide by these rules.

## Annual Fund and Fundraising

Foothill Oaks Academy is a non-profit organization and tuition does not cover the full cost of the academic program provided for each student. Therefore, we ask each family to make an Annual Fund Pledge to help cover this tuition gap. Additionally, FOA holds fundraising events (e.g. Harvest Festival, Read-a-thon, Silent Auction) and sells Scrip as a means of providing for financial needs not covered by tuition and Annual Fund.

## Foothill Oaks Academy Parent Association (FOAPA)

The FOAPA is open to all parents of students enrolled at Foothill Oaks Academy. Parents

earn a single **parent hour** for attending a meeting. Please plan to participate and be an active partner in providing the best educational environment for your children. Committees meet at various times.

FOAPA activities may include:

- |                          |                          |                         |
|--------------------------|--------------------------|-------------------------|
| Pizza Lunch Days         | Book Fair                | Driving for Field Trips |
| Room Parents             | Friday Coffee            |                         |
| Garden Club              | Teacher Appreciation     |                         |
| Harvest Festival         | Work Days                |                         |
| Back to School Potluck   | Restaurant Nights        |                         |
| Refreshments at Programs | Spring Fundraising Event |                         |

### **Service Hours:**

Each family is asked to provide 25 hours of service to the school and many do this by helping with events and serving on various committees. Single parent homes are asked to provide 12 hours. Please keep track of service hours. Coupons must be turned in within two weeks of the event. With these efforts FOA is able to keep tuition increases at a minimum while still providing quality programs and enrichments. **Service hour coupons are due May 1. Any service after that date counts for the next year.**

### Scrip Program

Each family has an obligation to purchase scrip or buy-out for \$325. If you choose to purchase scrip the school must receive a profit of \$200 from your purchases. We want to encourage all our families to purchase gift cards because it can be very convenient once initiated, but you can elect to buy out if you prefer.

### Drop Off and Pick Up Procedures

For our students' safety, there is a 5 MPH speed limit on campus. **No cell phone use while driving on campus.** Drop off and pick up is only in designated areas. All drivers should be patient and courteous, and not pull around another vehicle in line, unless directed to do so. There is only one lane of traffic in each direction. Students may only be picked up by people on their emergency card. Special arrangements for afternoon pick-up should be made with the office when dropping off children in the morning or by phone prior to 2:00 p.m.

**Morning daycare students** - Kindergarten through fifth grade students arriving before 8:00 a.m. (Middle School students arriving before 7:45 a.m.) must be dropped off at the door of Rm. 15. The supervisor will sign in the student. Students may not be dropped off in back or cross the driveway or parking lot by themselves. If you choose to walk into daycare, you must park along the wall and walk together across the driveway to Rm. 15.

**Morning drop off after 8:00 a.m.** Proceed to the front lot and stop near the steps. A teacher will help students leaving vehicles.

**Middle School students may not enter the middle school campus before 7:45 a.m.** Flag salute begins at 7:55 a.m. sharp.

**Kindergarten-5<sup>th</sup> grade students are dismissed at 3:00 p.m.** Proceed to the rear

parking lot, circle around the basketball court and stop at the west end of the modular near the preschool. Teachers will be on hand to bring your child(ren) to your car. Students will be placed in the **back seat of the vehicle** from the passenger side only. If you have business in the office or elsewhere on campus, please park along the wall.

**Middle school students are dismissed at 3:00 p.m.** They are picked up from the front parking lot near the flagpole. Students will be placed in the vehicle from the passenger side only. If you have business in the office or elsewhere on campus, please park along the wall. Please do not block the driveway at any time. **If you are unable to make the left turn into the front parking lot due to traffic, you must proceed down the driveway and turn around.** Our conditional use permit with the City of Duarte does not allow our car line to extend into the street at any time. We must keep our vehicles moving. Students not picked up in carline by 3:15 will be sent to our Daycare Program and fees will apply.

In order to have carline run smoothly:

- Do not stop and converse with teachers or other parents while in carline
- Parents with both middle and elementary school students should pick up their elementary student first, followed by their middle school student.

### **Items Delivered During the School Day**

Parents need to go to the office with all deliveries such as homework, forgotten lunches, glasses, etc. The office staff will make sure that the items are delivered to your child.

**Please do not enter the classroom as this interrupts lessons.**

### Communication with Parents

#### **Conferences and Class Visits**

Parent visits to classrooms must be arranged through the school office or by prior arrangement with the classroom teacher. At no time should a parent enter the classroom unannounced, or when a teacher is not present. Impromptu, at the door conferences, while delivering or picking up your child, are very disruptive to the class and detract from the classroom's procedures. Teachers have an obligation to the students in their care, and cannot do justice to them or to your concerns in this situation. Teachers are willing to make an appointment for a conference at any time during the school year. Upon arrival for your appointment, always check in at the school office.

#### **School-To-Home Correspondence**

Most weekly correspondence from school to home will be done through emails, though folders are also sent once a week. Therefore, we need email addresses kept current.

*Falcon Flier* - A weekly emailed newsletter is sent to each family outlining dates, activities and other important information. Be sure to read this vitally important piece.

*Folders* - The office will supply a folder for each student. Some notices, report cards, scrip orders, and other school information will be sent home with the students on Tuesday.

Parents are asked to remove and read all papers from the folder. Payments, hot lunch orders, and other school paper work can be returned in the folder the following day. Returning the folder is part of the homework assignment and will be counted towards a missed homework if not returned the following day.

## Attendance Policies

### **Daily Attendance**

Prompt, regular school attendance not only teaches children the value of their education, but makes them more likely to succeed. If a student will be absent from school for any reason, parents are requested to call the school by 8:30 a.m. to report the absence.

ONLY if the absence is for more than one day, may parents of children grades 2 through 8 call the office by 8:30 a.m. to inquire about picking up assignments. Assignments/books will be available in the office at 3:00 p.m. One make up day will be given for each day missed. Upon return, it is the responsibility of the student to immediately check with their teachers to receive any additional assignments and work missed.

Please arrange vacations during school holidays. Minimum days, special event days and field trips are considered academic days; attendance and participation are required. When at all possible, medical and other appointments should be scheduled outside of school hours. **In order for any student to achieve “Perfect Attendance”, they must attend full school days (a minimum of 5.5 hours).**

### **Tardiness**

Children are expected to be on time daily. Academic subjects begin as soon as class starts. One child's tardiness costs the other students and the teacher valuable time and causes a disruption to the class. More than three unexcused tardies (or early dismissals) in a grading period will prevent a student from receiving a perfect attendance award. If a student is tardy due to a medical appointment, a doctor's note brought to the office will excuse the student. It is the responsibility of the student to make arrangements to obtain missed assignments from all teachers upon their arrival to school.

*Kindergarten through 5<sup>th</sup> Grade* - The academic day for elementary school begins at 8:15 a.m. and students arriving after their peers have walked to flag salute will be tardy. Kindergarten through 5<sup>th</sup> grade students arriving after classes are in session must report to the office to receive a tardy slip before their admission to class.

*Middle-School* starts at 7:55 a.m. and students arriving after their peers have lined up for flag salute will be tardy and will need a note from the office before going to class.

### **Early Dismissal**

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours. If a student must miss school for any reason other than illness, parents should notify the teacher in advance with a note. The student is

responsible for completing any work missed. If you pick up your child early, you must sign them out in the school office. If a student must leave due to a medical appointment, a doctor's note must be turned in the following day to be excused. More than three early dismissals (or tardies) in a grading period will prevent a student from receiving a perfect attendance award.

**School Activities** (*See the school calendar on the website for a listing of the scheduled activities for this year.*)

If children are unable to attend special activities or school programs, parents must notify the school as soon as possible. School music programs are considered to be part of an enrichment grade. Other than unexpected illness, prior notification is required to lessen the negative impact on their participation grade.

## Health and Medications

### **Health Forms**

**Prior to your child's arrival on the first day of school** please complete and return the following forms:

- *Report of Health form,*
- *Birth Certificate*
- *Immunization Record,*
- *FOA Emergency Form*

In order to provide the highest possible protection from disease for our students, we ask that you notify the school immediately regarding any detection of a contagious illness.

### **Illness**

Students with a fever (temperature of 99°F or greater) should not come to school and will be sent home if a fever is detected at school. Children must stay home 24 hours after their temperature returns to normal. Please keep your child home if he/she has a severe cough or contagious illness until such time that the coughing or other contagious symptoms have subsided. When a child at school is confirmed to have a contagious disease the parents of children having been in direct contact with the child are notified.

### **Medication**

**State requirements mandate that all** medication (including over-the-counter medications) must be stored in the school office. All medication must be brought to the office by parents, and a "Parent Release for the Administration of Medicine" authorization form must be on file allowing Foothill Oaks Academy to administer the medication. Students may not have any form of medication in their possession. The medication must be in its original container and, if prescription, labeled with the child's name and the dosage. A copy of the Regulations on the Administration of Medication During School Hours can be found in Appendix A.

- The Parent Permission for the Administration of Medication and Physician's Orders are available on the school's website and must accompany any medication to be given during the school day.

## **First Aid**

Our staff is certified for first-aid and CPR. Children are encouraged to clean scrapes and abrasions with soap and water, and ice is applied to bruises. If an injury of a more serious nature should occur, an “Accident Report” is completed and the parent is notified.

## **Student Insurance and Liability**

Student accident insurance provides secondary coverage for each student while on campus before, during, and after school and on school sponsored field trips. If an injury occurs and medical expenses are incurred as a result of the injury, the primary claim must go to the family’s health insurance carrier and the school’s policy then picks up costs not covered by the primary policy. The school also carries liability insurance as required by law.

## **Emergency Procedures – Earthquake & Fire**

Fire and earthquake drills are held regularly and children practice appropriate responses to emergencies. The school is prepared to care for students and staff for up to 72 hours. We have an emergency supply of food, water, medical supplies, blankets and other necessary items. In such an event, all children will remain on campus until released to a parent, guardian or individual named on the emergency release form that is filed with the office at the beginning of each school year. In order to know each student’s location during or following an emergency, they must be signed out to ensure their safety.

If your child takes medication on a regular basis and it would be vital in an emergency for that medication to be dispensed, a three-day supply should be left with the office. Please include complete instructions and dosage information, along with the appropriate forms.

If an emergency should occur:

- Please be assured that the school is well prepared to handle the immediate needs of the students.
- Please do not call the school. The telephone must be available for us to make emergency calls. Communication systems will be limited at best, and all staff will be tending to the children and may not be available to answer calls.
- You are encouraged to listen to emergency television and radio broadcasts.
- In the case of a major earthquake, all students will be sent home. Parents must arrange to have their children picked up as soon as possible. School reopens when cleared by a structural engineer.

## **Lunch and Snack**

### **Lunch**

It is the responsibility of parents to order hot lunch or provide a nutritious packed lunch daily. If a child forgets their lunch and an extra hot lunch is available, they will be served and you will be billed. *Note: Extra food is not always available.*

Packed lunches are to arrive with the students in the morning in a well-marked bag or lunch box. Students may bring canned or boxed juice drinks; **no glass**. Lunches left at

home may be delivered to the office for your child to pick up. Parents may never bring a lunch for any student other than their own.

Nutritious hot lunches will be available for **\$3.75 per day**. The lunch menu is sent home monthly and lunch orders must be turned in to the office no later than the first day of the month. Payment for lunches by cash or check should accompany the monthly order.

### **Snack**

Children should bring a nutritious snack to be eaten during the brief morning break. Middle School snack shack will be visited once-weekly by elementary classes. Other snacks are available for purchase in the office in \$0.50 increments. A \$20.00 debit card may be purchased in the office.

### Parties

**Birthday:** Parents may bring a simple snack for their child's birthday. Finger foods such as cut fruit, cookies, cupcakes, ice cream bars and juice boxes are the extent of such refreshments. Please discuss with your child's teacher any treats a few days in advance. In consideration of others and to avoid hurt feelings, please do not ask to distribute invitations at school for home parties **unless** there is one for each child in the class. Any treats passed out in class must include all students and be of equal value.

**Holidays:** There will be a sign up sheet at Back to School Night.

### Field Trips

Field trips are an important part of our school program and are planned at each grade level to provide children with curriculum-related, first hand learning experiences. Parents will be notified of all trips in advance and will be asked to sign a *Release of Liability form*. All students will need to have at least one burgundy logo polo shirt from the uniform company to be worn with uniform khaki pants, shorts, or skorts as required for field trips. Uniforms must be worn on all field trips unless otherwise stipulated. Transportation for these outings is provided by parent volunteers or rented buses. (*Field trip costs are part of FOA Activity Fee.*)

Parents will be given the opportunity to sign up to drive, chaperone or attend field trips. If you are designated as a driver/chaperone you will be credited with a **maximum of 4** parent hours on the field trip. Those parents that choose to attend but are not needed to drive or chaperone will not receive parent hours. Parent drivers must complete and sign a Volunteer Driver Form that will be kept on file in the office and drivers will be required to submit proof of insurance and a current California Driver's License on the day of the field trip. Drivers are expected to provide general supervision for the group of children as well as giving full attention to the group of children in their charge. Chaperones/drivers must follow the instructions of the teacher/teachers regarding and be thoroughly engaged in the present. Cell phone use is prohibited except in an emergency. **Details are provided in "Guidelines for Parents Helping with Field Trips" in Appendix C.**

*Extended Field Trips:* In 5<sup>th</sup> through 8<sup>th</sup> grade extended trips are taken. This is part of the school planned curriculum. Students not attending with the class will be given independent projects and be assigned local trips to compensate for their missed academic experience.

## Biking/Walking and Parking Policies

### **Bicycles/Walking**

Students must have written permission to ride their bikes or walk to or from school. We must have written permission on file in the office stating release of liability from the parents. Bike-riders must comply with the helmet law and children without helmets will not be allowed to leave the school grounds. No riding bikes, skateboards or roller blades on campus.

### **Parking**

- The front lot is for FOA and church staff only
- Parent parking is only available along the wall (watch the “No Parking” signs)
- Our Conditional Use Permit with the City of Duarte does not allow for dropping off/picking up of students on Bradbourne Avenue.

### After-School Daycare Policies

- All children on the premises after 3:15 will be charged for daycare.
- Students staying for daycare must check in with the supervisor.
- All daycare requests should be received prior to 2:00 p.m. in order to avoid your child going to the car-line pick-up area.
- Please send an extra snack if your child is staying for daycare.
- Behavior expectations and rules that apply to the school day will carry over to the daycare program.
- Parents must sign children out from afternoon daycare.

### After-School Athletics Program – Grades 5 through 8

The after-school sports program is available for Grades 5 through 8. The cost is \$150.00 per sport. This fee is in addition to other after-school day care fees. Foothill Oaks Academy belongs to the Foothill League. Flag football and basketball are offered for boys. Volleyball and basketball are offered for girls. The staff and student body of Foothill Oaks Academy take pride in the athletic program. Good sportsmanship, commitment and participation are stressed.

Transportation to and from sports games will be provided and arranged by parents. Team rosters will be provided to facilitate ride sharing.

### **Eligibility**

Eligibility for participation in the after-school sports program will be based on a student's academic, conduct and effort grades. Academic grades must be a “C-” or higher. If at any time during the trimester a grade falls below a “C-“, the student will be put on probation for three weeks. While on probation, a student will continue to participate in practices and is required to attend games, but may not play. After three weeks, a progress report will be circulated at which time all grades must be at the required levels to remain on the team. If not, the student becomes ineligible to participate in the sports program and forfeits the sports fee. The same policy applies to conduct and effort grades. Any student with an “N” or “U” in conduct or effort for a class will be placed on probationary status and reevaluated after three weeks. If their conduct and effort grade does not improve to an “S” or better, the

student will become ineligible to participate in the sports program.

If a student is excused from P.E. for medical reasons, he or she will not be allowed to participate in after-school sports until a doctor's release is received. Attendance at school is also required for the entire day of a scheduled game or event. Regular attendance is essential to ensure a successful athletic program.

### **Code of Ethics**

The Code of Ethics applies to all students who represent the school in our after-school athletic program. The code requires students to make a commitment regarding grades, citizenship and sportsmanship. Proper care of school uniforms and equipment are also a student's responsibility. The commitment applies throughout all sports' seasons.

### **Spectator Code of Ethics**

1. Spectators should conform to accepted standards of good sportsmanship and behavior.
2. Spectators should respect officials, coaches and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Booing and other disrespectful gestures, activities or remarks will not be tolerated.
5. School discipline policy is in effect at all events. Any spectator causing disruption will be asked to leave.
6. It is important that parents model good citizenship and sportsmanship so as to be great examples for our students.

### **Student Council**

The Student Council experience provides students an opportunity for leadership. Council members discuss issues of concern among students, plan activities, and organize community service projects. Commitment to the Student Council is a privilege and a responsibility, which includes being a positive role model to other students inside and outside the classroom. Each member must achieve grades no lower than a C-, meet Good Citizen requirements, and hold a strongly dedicated commitment to school and council activities. Middle School Student Council officers and 4<sup>th</sup> – 8<sup>th</sup> grade class representatives are elected at the beginning of the school year.

### **Dress and Grooming Policies/School Uniforms**

Uniform items are to be purchased from Red Dot and are to be worn each day at all grade levels. Uniforms are expected to be clean and free of holes. (See Appendix D for details.)

Uniform policies are strictly enforced and non-compliance results in the following consequences:

- When a child comes to school in a non-uniform garment, a uniform violation notice will be sent home
- Repeated infractions will result in the loss of "Free Dress" privileges and/or parents called to bring proper clothing.

- 8<sup>th</sup> grade privilege allows free dress every Friday. Eighth grade students who have a dress code violation Monday through Thursday of any week will lose their free dress privilege for that Friday
- P.E. dress code: middle school students must wear P.E. clothing, athletic shoes, and crew socks for each class. **After three times of not dressing in a trimester, a student's conduct grade in P.E. will be affected.**

**School t-shirt and jeans Friday!** All students have the opportunity to wear jeans and a school event t-shirt every Friday, except those who have had an infraction during the week prior.

**Personal Grooming** (The administration reserves the right to establish or amend guidelines as situations arise.)

*Girls:* Hair must be clean, neat, and moderately styled. Unacceptable hairstyles are those that incorporate unusual colors, unbalanced styles, and styles combed in such a way that the hair hangs lower than the eyebrows, or is in anyway a distraction. When a notice to parents regarding hair length/style is received, it must be taken care of by the following Monday. Bandanas, scarves or caps may not be worn during school hours.

*Boys:* The general principal of neatness and simplicity will govern hairstyles. Hair shall be no **longer than collar length** of the polo shirt. Extreme hairstyles such as spikes, mullets or mohawks, shaved portions of the head, hair colors other than those naturally occurring, and styles combed in such a way that hair hangs lower than the eyebrows, or is in anyway a distraction, are unacceptable. When a notice to parents regarding hair length is received, it must be taken care of by the following Monday. Bandanas, scarves or caps may not be worn during school hours.

### **Dress Code Guidelines**

1. All logo items must be purchased through Red Dot Uniform.
2. Uniform company will have a sale on campus in the summer. In addition, uniforms may be purchased via internet, mail order, or at the Red Dot store location.
3. Used uniforms will be sold in June of each year.
4. Jackets: none other than the FOA logo jackets or sweatshirt jackets available through Red Dot. No flannel shirts or outer shirts may be worn over uniforms at any time.
5. Since long sleeve logo polo shirts are available. No layering of shirts of any kind is allowed except for simple white undershirts.
6. White athletic crew (not ankle) socks may be worn. Socks must cover the ankle and be above the shoe line. Girls may wear grey, black or white knee socks, tights or leggings. No mesh design tights may be worn. (No character/logos on socks.)
7. All students must have their name in uniforms so that they may be easily returned if lost.
8. Shoes must be safe and fit properly. Tennis/athletic or rubber soled shoes are acceptable. The primary color of the shoes must be white, brown, black, grey, navy or combination of, with matching colored laces; no neon colored shoes or laces are acceptable. Tennis shoes must be laced snugly. **No** open-toe, sling back, sandals or **slip-on shoes** ("**Toms**", **Vans**, "**Bobs**", etc.) will be allowed.

No cowboy boots or “Ugg-style” boots. No shoes that make sounds. Rain boots are only allowed in inclement weather.

9. The only jewelry allowed is a single pair of stud earrings (girls only) and a simple, plain or religious necklace. No rings or bracelets or large ornate jewelry may be worn. No wallet chains or any jewelry for piercings other than ear lobes.
10. No makeup is allowed.
11. Only clear nail polish may be worn at school.
12. Pants must be properly sized, and worn at the waist (with or without a belt). No “baggie” fit pants will be allowed. Undershirts must remain tucked in and be white in color only.
13. Sunglasses are not allowed at any time unless specifically stated on field trip or other notices.

### **Acceptable “Free Dress” Attire**

Sensible play clothes are to be worn. Unacceptable items include: halter, spaghetti or strapless tops, tops that do not cover the midriff at all times, ripped blue jeans, shirts with inappropriate saying, slogans, skulls and crossbones or inappropriate pictures, and short shorts. The inseam of girl’s shorts (4<sup>th</sup>-8<sup>th</sup> Grade) must be about 5” to 7”, making them a “Walking Length”. At all grade levels, shorts worn on campus must be “Walking Length”. Skirt length should be modest. If a clothing item is in question, determination will be at the discretion of the administration. The dress code regarding footwear remains the same on “Free Dress” days.

### **Behavioral Expectations**

There must be a willingness on the part of both student and parents to work within the behavioral guidelines of the school. It is the responsibility of each student to display qualities of good citizenship. Their best behavior is expected in the classrooms, at the lunch tables and on the playground. Each student is expected to conduct himself/herself in an orderly manner, respect the rights of others, be kind and courteous, respect the authority of adults, follow directions the first time they are given, and in every way contribute to an atmosphere of harmony. Since issues of behavior and values require cooperation between parents and the school, we ask that parents review the behavioral standards listed below with their children. Upon enrollment for each school year, parents and students will be asked to **sign a form that states they have read the handbook and are willing to adhere to and support** the policies and procedures of the school.

### **General Rules**

1. Students may not bring toys, games, or any gadgets from home unless pre-arranged with the teacher and properly labeled with student’s name. Special arrangements must be made with the office for the display of any unusual item or for “Animal Visits”. If an animal visit is arranged, the parent must accompany the animal, remain during the brief visit, and take the pet home with them. At no other time may pets be brought on to campus, including arrival and dismissal.

2. If it is necessary for a K - 8 student to carry money to school, the money should be in an envelope marked with the child's name, given to the classroom teacher for safekeeping. Students (K - 5) may not carry wallets while at school.
3. Gum chewing is not permitted
4. Pretend gunplay games are not allowed at school.

### **Behavioral Standards in Regards to Conduct:**

The following behaviors reflect our expectations for student conduct:

- A kind, respectful attitude is to be exhibited with all faculty, school personnel, and student body.
- Follow directions the first time they are given.
- Respect school property and the property of others.
- Follow the rules of good sportsmanship and fair play.
- Remain in designated, supervised areas during school and day care hours.
- Obey classroom, playground, and all safety rules.
- Respect the personal space of others; keep your hands, feet and objects to yourself.
- Only enter a classroom when a faculty member is present.
- Completely adhere to the dress code at all times.
- Follow the guidelines for "Free Dress" apparel as outlined earlier in the handbook
- Eat only in designated areas at appropriate lunch or snack times. Do not bring food in to the classroom, unless directed by the teacher.

### **Behavioral Standards in Regards to Academics:**

1. Be responsible for the timely completion of all class work and homework assignments.
2. Be prepared for class by bringing all necessary materials.
3. Return all papers requiring a parent signature to the teacher the following day, or expect a consequence.

### **General Playground Rules** (See Appendix F for details)

- Properly use and care for the playground equipment.
- No pushing, chase games or physical contact are allowed
- Stay within playground boundaries and do not leave without permission
- Stop playing when the whistle blows or the teacher calls
- No arguing with classmates during play
- One person at a time allowed on the slide, seated forward only
- No jumping from, twisting of or standing on the swings
- Jump ropes are to be used for jumping only. Be aware and courteous of others around you.
- Throwing wood chips, dirt or stones is absolutely forbidden.
- No student is allowed in the utility/equipment shed, unless assisting a member of the faculty.
- No student is allowed to go to the bathroom without permission and without a buddy.

## Unacceptable Behaviors

The following is a list of behaviors that we find undesirable and unacceptable. Foothill Oaks Academy reserves the right to exclude, suspend, or expel a student **who cannot or will not meet behavioral and /or academic expectations**. The following behaviors will have consequences and could result in expulsion:

- *Name calling and derogatory remarks*
- *Bullying (a) the aggressor must intend to hurt or intimidate someone less powerful and (b) the behavior must be repeated*
- *Harassment of any student or teacher*

At Foothill Oaks Academy we do not tolerate harassment of any kind. Our goal is to develop and encourage an environment, which is respectful and encouraging. While we recognize that the interactions of children often include teasing, we strive to help them recognize the difference between friendly, playful teasing and hurtful, harmful harassment.

Title VII of the Civil Rights Acts of 1964 protects workers from sexual harassment. Students are protected from sexual harassment under the provisions of Title IX. The state mandated Foothill Oaks Academy Sexual Harassment Policy is provided for reference in Appendix B.

In accordance with the above provisions, FOA has adopted the following policy and procedures for dealing with harassment, sexual or otherwise.

1. All students and employees of Foothill Oaks have the right to a school environment free from interference by other employees, students, and parents.
  2. Request or directives in which sexual favors are expressed or implied will not be allowed.
  3. It is never necessary for any employee or student to participate in or be subjected to sexually oriented conversations, including what others may find humorous.
  4. Comments and references to one's anatomy, looks, or dress having or implying sexual references are not tolerated.
- *Foul language, swearing or inappropriate language including sexual innuendoes, spoken or written*
  - *Rough physical contact such as kicking, hitting, or fighting of any nature*
  - *Stealing*
  - *Intentional destruction of school or personal property. Parents of a student who intentionally damages school property will be asked to bear repair or replacement costs.*
  - *Contact between the opposite genders. This will be at the judgment of the administration and will include any "Boyfriend/Girlfriend" behavior.*
  - *Possession of tobacco, alcohol or any illegal substance, as well as any weapon or item that could be used as a weapon. Possession of weapons in school requires police intervention.*
  - *Forge parents' signature on required forms.*
  - *Plagiarism (see p. 18)*
  - *Cheating (see p. 18)*

- *Repeatedly speaking to a faculty member in a rude or disrespectful manner.*

### **Privacy of Belongings**

A child's backpack, lunch box, and personal items belong only to the child, and should be labeled with their name. These belongings may be entered, inspected, or used only by that child, his or her parents, or school personnel. Any student handling the property of another student without permission will be subject to discipline.

### **Electronic Devices**

With the exception of eReaders approved by teachers on occasion, no electronic devices are allowed on campus except for special reward days. All devices will be confiscated and returned to parents only.

### **Use of Office Phone and Cell Phones**

*Use of the office telephone* by students will be limited to emergency matters. Calls for forgotten homework, lunches, books, etc. will not be allowed. Arrangements for visiting friends after school must be made prior to arriving at school. The need for other calls will be left to the discretion of school personnel.

*Cell phones* may be brought to school if the office has a signed permission slip from a parent. They must be turned off and in their backpack at all times. Cell phones may only be used under the supervision/permission of a staff member. Any other time it will be confiscated and must be picked up in the office by a parent.

### **Consequences of Unacceptable Behavior** *(See Middle school discipline plan in Appendix E.)*

The following measures shall prevail in case of repeated unacceptable behavior. These may not necessarily be used sequentially.

- Student will be sent to the office for counseling and verbal reprimand.
- Parents will be notified.
- Student will be suspended from school. Suspension will be from one half a day up to five days, at the discretion of the administration.

### **In-House Suspension**

In-house suspension removes a student from the regular classroom and is carried out in a lower grade classroom or in the office with the student completing the day's assignments on his or her own, without interrupting the teacher. In-house suspension is served the next day, unless it is a Friday or Minimum Day. Classwork completed during that time receives no credit, but tests that day earn a maximum of 70%. **No more than three in-house suspensions are allowed.** Subsequent suspensions will result in the child being suspended from school for one to five days.

### **Suspension**

Suspension means that a student will not be allowed to attend school for a specific time period. No make-up work, including tests, will be given during the time covered by at home suspensions. The issuance of a suspension is at the discretion of the principal.

Any of the following may result in a one to five day suspension, depending on the severity of the incident:

- Direct disobedience or defiance
- Attacking another student physically or verbally during the school day, at daycare, or at any school sponsored activity.
- Stealing or vandalizing
- Possession of illegal substances
- Verbal or physical aggression towards a faculty member
- Committing a serious offense (see below)
- Misuse of the internet (see Academic Expectations, Technology below)

Students suspended during the school day must be picked up within sixty minutes. Students will be held responsible for all schoolwork missed during their suspension. A parent conference will be held at the time of suspension and a student conference is required prior to re-admittance.

### **Expulsion**

Expulsion is the permanent removal of a student from Foothill Oaks Academy. A student is expelled when lack of compliance continues after two suspensions. This is the immediate consequence upon any act of extreme violence toward any person while at school or engaged in a school activity, or on school/church property.

### **Revoking Of Enrollment**

Re-enrollment is not automatic. The school reserves the right not to invite a student to re-enroll should any of the previously mentioned behaviors go unresolved or in the event of failure to meet financial obligations. Parents who are unwilling to comply (or train their children to comply) with the policies and procedures of the school are not invited to re-enroll their child, or may be asked to withdraw their child at any time during the school year.

### **Serious Offenses**

Prohibited internet use, harassment, discrimination, cheating and plagiarism are all serious offenses which can lead to an immediate detention, in-school suspension, at home suspension or expulsion. Other incidences may also be deemed serious enough by the teacher/administration discretion. **One infraction results in the student receiving an N or U in the class.** This denies them Good Citizenship or Honor Roll for the trimester.

- *Cheating And Plagiarism*

Cheating and plagiarism are considered serious infractions. This would include acquiring answers from another student, providing answers to a student, changing grades, parent-generated work turned in as student-generated work, or plagiarism. Plagiarism is using someone else's writing or ideas and trying to pass them off as your own. This includes copying word-for-word from a source without giving credit, rephrasing a few words from a source without giving credit, or using a source's key words or phrases as one's own without placing them in quotation marks. Along with a

suspension, the student will receive a zero (no credit) for the test, quiz, paper, homework assignment, or project involved.

- *Ethnic & Racial Discrimination*

Foothill Oaks Academy is committed to providing an environment in which all students and staff are able to work and play together without fear of ethnic or racial discrimination. FOA has a strict policy with regard to ethnic or racial slurs. This infraction is taken very seriously and may result in in-house suspension, at-home suspension, or, depending on the circumstances, expulsion.

## Academic Expectations

### **Technology**

Student learning is supported on campus through the use of computers for class research and assignments. Responsible use and care is expected. 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).

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.

The following activities are prohibited at all times:

- Attempting to install, installing/downloading from the internet, or running any program not provided by the school
- Playing games, using the school equipment for non-academic gain
- Attempting to visit or visiting internet chat rooms
- Attempting to visit, visiting, attempting to view, viewing, or printing morally objectionable sites or materials
- Attempting to bypass or bypassing any security systems
- Attempting to load/loading programs onto the computer or attempting to copy/copying school programs for personal use; plagiarism and copyright laws prohibit this
- Sending or receiving personal e-mail; or passing along any e-mail chain letters
- Using FOA e-mail or network services for business transactions of any type

*Statement Of Internet Use* – The internet and e-mail access is a privilege, not a right. It is forbidden to use the name “Foothill Oaks Academy”, initials, logo, or pictures of staff, students, the school or school activities on the internet sites, chat rooms, social media, blogs, etc., without written permission. The publication of anything that is degrading, lewd, threatening or violent will result in serious disciplinary action, including expulsion. Remember that any off-campus activity that violates our acceptable use policy and causes disruption at school will be subject to school disciplinary action and be considered a serious offense. This would include, but is not limited to internet profanity, hate mail and blog postings. **An Internet Contract must be signed by all students. Chromebook Agreements will be given to students with Chromebooks.**

## Homework Policy

Here at FOA we believe homework is a very important aspect of education. It helps our students develop responsibility, organization, and the ability to manage tasks; all factors that are vital to school success.

*Expectation of Students* - Assignments will be completed neatly, to the best of the student's ability and in on time. Students who are absent one day will receive homework assignments when they return to school. They will be given one day to complete absentee homework for each day of school missed. At any time your child may call a classmate for his/her assignments. After a child is absent two days, a telephone request to the office should be made **prior to 8:30 a.m.**, and the books and assignments will be available for pick-up at the office at 3:00 pm.

*Role of Parents* - Parents establish homework as a top priority and provide a quiet environment in which to work. Parents will provide positive support when homework is completed and give assistance when appropriate. Contact the teacher if your student is struggling in a given subject or with the amount of time it takes to complete the homework. Older students should be taught to communicate with the teacher when needing clarity or deeper understanding of assignments.

## Homework Guidelines

The grade level determines the amount of homework. It is our intention to have a manageable and age appropriate homework load. One purpose of homework is to build responsibility; therefore, a student needs to learn to take home at the end of the school day all papers and textbooks necessary to complete the assignment. Another purpose is to reinforce skills learned during the school day.

### *K – 5<sup>th</sup> Grade*

|              |                     |                   |
|--------------|---------------------|-------------------|
| Kindergarten | 15 min.             | 4 nights per week |
| First Grade  | 15 – 30 min.        | 4 nights per week |
| Second Grade | 30 – 50 min.        | 4 nights per week |
| Third Grade  | 45 min. – 1¼ hrs. * | 4 nights per week |
| Fourth Grade | 1 – 1½ hrs. *       | 4 nights per week |
| Fifth Grade  | 1¼ - 1¾ hrs. *      | 4 nights per week |

\* Study time, reports, and projects may add some time to this estimate. Nightly homework time will vary.

### *Middle School*

1. In Middle School there are six core subjects. Homework is not assigned in every subject every night. Homework could range anywhere from 1 ½ to 3 hours but should not exceed 30 minutes per core subject.
2. Homework is to be completed at home, unless time is given to begin work in the classroom. Work done at school on the due date during breaks or while class is in session is considered late. Peer collaboration on assignments is not allowed unless assigned as such by the teacher.
3. One major assignment/project per trimester in core subjects may be given.

4. All major assignments/projects will be assessed on quality based on a clearly established rubric, which has been given to students and parents ahead of time. Written instructions will be given four to six weeks before a major project is due.
5. A calendar with an overview of all class projects will be handed to all students early in the school year.

### **Participation in P.E. (All Students)**

All students are required to participate in P.E. unless the student brings a note from a doctor and gives it to the P.E. coach. Children being excused from P.E. due to medical reasons will automatically be excused from free play recess as well, unless a written note is sent to the office specifying the kind of activities from which your child should be excused. If a participant in after-school sports, they will not be able to participate on a day that they have been excused from P.E.

Middle school students must wear P.E. uniform, athletic shoes, and crew socks for each P.E. class. **After three times of not dressing in a trimester, a student will only be able to receive a satisfactory grade or lower in P.E. conduct.**

### **Academic Probation for Middle School Students**

Academic probation is based upon grade performance of middle school students in the following subjects: English, Literature, History, Geography, Math, Science and Spanish. Students who receive any D's or F's on their report card in any of the subjects listed above will be placed on academic probation. The status of students on academic probation is evaluated at the end of each trimester. Academic probation means that a student's promotion to a higher grade or continued enrollment at Foothill Oaks Academy is subject to departmental and principal review and may be in jeopardy until the grade has been raised. The school will make every effort to provide students with additional help and work with parents to assist the student in bringing up the grade(s).

While a student is on academic probation, the student must make every effort to increase a below-average grade to a C or better. Academic probation is designed so that the students will achieve their highest academic potential.

In order to participate in the sports program or Student Council a student must have no grades below a C- (70%).

### **Academic Achievement and Recognition**

#### **Kindergarten - 5<sup>th</sup> Achievement and Recognition**

*Progress Reports, Report Cards and Parent/ Teacher Conferences* - Progress reports will be given to every student K-8 during conferences in October. Other times during the year progress reports can be sent for students not working to full potential or needing improvement, as well as to apprise parents of students performing well. Progress Reports must be signed by a parent and returned in the student's folder. Report cards are sent home at the end of each trimester. Parent/Teacher conferences are scheduled at the end of the first trimester for all students.

*Principal's Honor Roll for 3<sup>rd</sup> through 5<sup>th</sup> Grades* – Principal's Honor Roll is attainable for all students in Grades 3 through 5. In order to earn a place on the Principal's List, a student must earn an A- average in all academic subjects (Mathematics, Language, Reading, Spelling, Science and Social Studies) and have all A's and B's in enrichment classes. A student must not have any C's, N's or U's on their report card in any area with the exception of handwriting, where an S is acceptable. Since students receiving this award are considered examples of the high standards for which we want them to strive, their effort in all areas will be considered. More than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

*Honor Roll for 3<sup>rd</sup> through 5<sup>th</sup> Grades* – Honor Roll is attainable for all students in Grades 3 through 5. In order to be awarded Honor Roll, a student must earn a B+ average in all academic subjects (Mathematics, Language, Reading, Spelling, Science and Social Studies) and have all A's and B's in enrichment classes. A student must not have any C's, N's or U's on their report card in any area with the exception of handwriting. Since students receiving this award are considered examples of the high standards for which we want our students to strive, their effort in all areas will be considered. More than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

*Good Citizens' List: Kindergarten & First Grade* - Good citizenship recognition is possible for all students in Kindergarten and First Grade. To be a good Citizen, a kindergartener must have G's or S's in all enrichment classes and work habits. Since students receiving this award are considered examples of the high standards for which we want our students to strive, more than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

*Good Citizens' List: 2<sup>nd</sup>-5<sup>th</sup> Grade* - Good citizenship recognition is possible for all students in Grades 2 through 5. Good citizens are students who treat others kindly, follow school rules, listen to teachers and are respectful to all. This constitutes outstanding or excellent behavior. To be a Good Citizen, a student must earn G's or E's in all behavior, attitude and homework areas on their report card. (no S's, N's or U's ) Good Citizens show responsibility, effort, great attitude and fine study habits. An S indicates a student is just meeting minimum requirements. In handwriting, they may receive an S. It is each student's responsibility to exhibit their best behavior in the classrooms, at the lunch tables and on the playground. Foothill Oaks Academy teachers want students to become good citizens, and they will remind students to be courteous, trustworthy and respectful to other people and to school property. Since students receiving this award are considered examples of the high standards for which we want our students to strive, more than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

### **Middle School Achievement and Recognition**

One of our chief goals in Middle School is the development of independence and responsibility in our students. Students gain confidence in the growth from childhood to adolescence by developing personal and academic skills and learning to enjoy new challenges and risks. Students learn to be accountable for their own work and actions under the guidance of a staff that monitors personal and academic growth. The curriculum in each subject helps to develop speaking, thinking, problem solving and writing skills.

*Progress Reports, Report Cards and Parent/ Teacher Conferences* – First trimester Progress Reports will be discussed with parents at Parent-Teacher conferences mid-way through the first trimester. Further progress reports will be sent if a student is experiencing difficulty in any subject. They must be signed by a parent and returned in the student's folder the following day. Report cards will be issued 10 days to two weeks after the close of each trimester.

*Principals Honor Roll* – Principals Honor Roll is attainable for all students in Middle School. In order to be awarded Principals Honor Roll, a student must earn an A- average in all academic subjects (English, Literature, History, Geography, Math, Science and Spanish.) and have all A's and B's in enrichment classes. A student must not have any C's, N's or U's in effort or conduct for all subjects. Since students receiving this award are considered examples of the high standards for which we want them to strive, their effort in all areas will be considered. More than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

*Honor Roll* - Middle school Honor Roll will require a B+ average in all academic subjects (English, Literature, History, Geography, Math, Science and Spanish) and have all A's and B's in enrichment classes. A student must not have any C's, N's or U's in effort or conduct for all subjects. More than three unexcused tardies or early dismissals in a grading period will prevent receiving this award. Any C will automatically disqualify a student for placement on any honor roll.

*Good Citizens' List* - Good citizenship recognition is possible for all students. Good citizens are students who treat others kindly, follow school rules, listen to teachers and are respectful to all. This constitutes outstanding or excellent behavior. To be a Good Citizen, a student must earn G's or E's in all behavior, attitude and homework areas on their report card. (no S's, N's or U's ) An S indicates a student is just meeting minimum requirements. It is each student's responsibility to exhibit their best behavior in the classrooms, at the lunch tables and on the playground. Foothill Oaks Academy teachers want students to become good citizens, and they will remind students to be courteous, trustworthy and respectful to other people and to school property. Since students receiving this award are considered examples of the high standards for which we want our students to strive, more than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

*D and F Grade Warning* - If a student has either a D or F in any subject at the time of progress reports in any trimester, he or she will be placed on Academic Probation (see page 21) until the grade is raised.

### Middle School Service Hours

Middle school students at Foothill Oaks Academy will be required to serve in their community. Volunteering time and energy helps to instill in our students the value of serving others, without thought of return. Giving back to our community develops humility of spirit, generosity with time, and awareness of needy people nearby. All students will benefit from this growing experience. A total of 25 hours will be required between 6<sup>th</sup> and 8<sup>th</sup> grade. Sixth graders will be required to complete 5 hours. 7<sup>th</sup> and 8<sup>th</sup> graders will give 10 hours each of these two years. They may begin the summer before the

school year to collect their hours, being sure to document properly on the school form. They will only be given service hour credits for the number of hours indicated, encouraging continued attitude of service during their 3 years of Middle School. If a student misses the deadline for turning in their service hour form, they will not receive Good Citizenship for 3<sup>rd</sup> trimester. Additionally, 8<sup>th</sup> grade students will not be able to participate in their “week of fun” activities.

### Library Books and Textbooks

Textbooks will be issued on the first day of school. All books for students must be covered with a non-adhesive type of cover (i.e. paper bag, plastic, cloth). Any lost or damaged textbook or library book will be the financial responsibility of the parent. Parents will be billed the replacement cost of textbooks. A \$10 charge will be made for paperback library books, unless the replacement cost exceeds that charge. In most cases, middle school students will have a class set of books as well as a set at home to be returned in June in good condition. All books, including home sets, need to be covered.

### Lost And Found

**K-5** – Articles found will be placed in the lost and found outside the office. Clothing, lunch boxes and other personal items must be labeled with the student’s name so they may be returned. Items unclaimed at the end of each month will be donated to a charitable organization.

**Middle School** – Items found will be kept in a Middle School classroom.

## Appendices

- A. Regulations on the Administration of Medication During School Hours
- B. Sexual Harassment Policy
- C. Guidelines for Parents Helping with Field Trips
- D. Uniform List
- E. Middle School Discipline Plan
- F. Discipline Guidelines and Playground and Lunch Rules

## Appendix A

### **REGULATIONS ON THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

---

#### **RESPONSIBILITY OF PARENT/GUARDIAN:**

1. Parents are encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school is minimized.
2. Parents assume full responsibility for supplying medications. Request your pharmacy to prepare two (2) containers; one for home and one for school.
3. Medication must be labeled with child's name and be in original container.
4. Parents must deliver or have delivered by an adult, any medication taken during school hours. No medications may be brought to school by pupils.

#### **RESPONSIBILITY OF PARENT/GUARDIAN:**

1. A request form for EACH medication must be completed by the pupil's physician, with the following information: pupil name, name of medication, purpose, dosage, time precautions, special instructions, and possible adverse effects.
2. The container must be clearly labeled with the following: the pupil's name, physician's name, name of medication, dosage schedule, dose form, and date of expirations of prescription.

---

**IT IS UNDERSTOOD THAT FOOTHILL OAKS ACADEMY IS NOT LEGALLY OBLIGATED TO ADMINISTER MEDICATION TO ANY CHILD, AND THEREFORE, I AGREE TO HOLD THE SCHOOL AND SCHOOL EMPLOYEES, FREE FROM ANY AND ALL RESPONSIBILITY FOR THE RESULTS OF SUCH MEDICATION OR THE MANNER IN WHICH IT IS ADMINISTERED**

---

## Appendix B

### Sexual Harassment Policy

*The following section is mandated by the state.* In compliance with Federal and State statutes and with high ethical standards, Foothill Oaks Academy is committed to provide an environment in which students of either gender learn together comfortably and productively, free from sexual harassment. This policy applies to all aspects of Foothill Oaks Academy. It includes but is not limited to recruitment, testing, enrollment matriculation, promotion, demotion, transfer, discipline, probation, expulsion, work evaluation and grading, assignment of duties, participation in extra-curricular activities, school social events and community service projects.

#### Prohibited Behavior

Prohibited sexual harassment includes unsolicited and unwelcome contact or unwelcome conversation that has sexual overtones. Such behavior is against Federal and State law and will not be permitted on this campus. This includes:

1. Written or Internet contact such as sexually suggestive or obscene comments, threats, racial/ethnic slurs, gender specific trait jokes and propositions.
2. Repeated verbal harassment of a student by another student or group of students will not be tolerated. This includes threats of physical violence.
3. Physical contact such as intentional pinching, touching, and brushing against another body, impeding or blocking movement and assault.
4. Visual contact such as staring at another's body, gesturing, displaying sexually suggestive pictures, cartoons, posters, magazines or any sexually suggestive objects.
5. Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome.
6. It is expressly forbidden for any student, teacher or other person to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect a person's academic performance or life.

**Harassment by Non-Students:** In addition, Foothill Oaks Academy will take reasonable action to prevent sexual harassment by non-students, including visitors, guests and outside vendors/suppliers who are likely to have contact on the campus with any students or employees.

**Monitoring:** The Principal shall take all reasonable steps to see that this policy prohibiting sexual harassment is followed by all students, teachers, visitors, administrators and others having contact with the students and staff of Foothill Oaks Academy.

**Discipline:** Any student or staff member found guilty of violating this policy will be subject to appropriate discipline up to and possibly including expulsion or dismissal. This action will only be taken after a complete and thorough investigation of the alleged sexual harassment.

**Retaliation:** Any student or staff member bringing a sexual harassment complaint or assisting in investigating a complaint will not be adversely affected in terms and conditions of enrollment or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated and punished.

**Complaint Procedure and Investigation:** All complaints of sexual harassment and retaliation for reporting or participating in an investigation shall be directed to the principal or to a teacher of the student's choice, either in writing, by filling out the Sexual Harassment Complaint Form or by requesting an individual interview.

## Appendix C

### GUIDELINES FOR PARENTS HELPING WITH FIELD TRIPS

**Most field trips are planned with an educational purpose in mind rather than for purely recreational purposes. It is our hope that parents will help facilitate the learning experience by following these guidelines:**

1. Please be prompt in arriving at school, and report to the office immediately. Bring your **driver's license and proof of insurance** to the office for photocopying.
2. Be sure your vehicle is in safe operating condition, and while driving, follow all the rules of the road including having each child secured in a seatbelt. Young children may not sit in seats where airbags deploy.
3. Please observe all parking regulations posted in parking lots. The school will not be responsible for parking tickets.
4. Keep your assigned group of children with the main group, and encourage them to listen to instructions.
5. If your child is present, encourage him/her to remain part of the group and do not set them apart with special favors.
6. Please don't purchase food, drinks, or souvenirs for children without conferring with the teacher(s), since all students/classes must be considered.
7. Please don't stop and purchase food or drinks on the trip to or from school unless this is a prearranged stop for all of the chaperones.
8. Never give food or candy to students in your care without the teacher's full knowledge, since there may be health problems of which you are unaware.
9. Let the teacher know if a child gets hurt or has a complaint.
10. Any music played in the car must be age appropriate and listened to at a reasonable volume. Sing-a-long or story CDs are helpful to pass the time for young students, but movies are not to be viewed while traveling.
11. **Remember that it is against the law to use your cell phone while driving.** In the event of an emergency, you must pull over and stop in order to make the necessary call.
12. **No younger siblings** are allowed on field trips, since your full attention is required for the group of children in your care.
13. Encourage all children to do for themselves; do not carry their belongings for them.
14. Be a chaperone. Visiting with other parents is enjoyable but needs to be done elsewhere. The teacher is depending on you to help supervise children.

## Appendix D

### Uniform List

#### **Girls:**

##### *Grades 6-8*

- Burgundy Plaid Skort
- Khaki Skort
- Khaki/Black Long Pants
- Khaki/Black Shorts
- Burgundy Plaid Skirt (special order only; modesty shorts required)
- Logo Polo Shirts: burgundy, gray, white, short or long sleeves

##### *Grades K-3*

- Burgundy Plaid Jumper (modesty shorts required)
- Burgundy Plaid Skort
- Khaki Skort
- Khaki/Black Long Pants
- Khaki/Black Shorts
- White Peter Pan Collar Blouse
- Logo Polo Shirts: burgundy, gray, white, short or long sleeves
- Socks – ankle length or knee socks: white, gray, black, burgundy
- Hair accessories are available for purchase.

#### **Boys:**

##### *Grades K-8*

- Logo Polo Shirts: burgundy, gray, white, short or long sleeves
- Khaki/Black Long Pants
- Khaki/Black Walking Shorts
- Socks – ankle length: white, gray, black, burgundy

#### **All Students:**

- Outerwear (Below are the only acceptable choices.)
  - Hooded zipper sweatshirt w/logo: burgundy, gray
  - Hooded pullover sweatshirt w/logo: burgundy, gray
  - Hooded nylon fleece lined jacket w/logo: burgundy

#### **P.E. Uniform for 6<sup>th</sup>-8<sup>th</sup>:**

- Gray logo T-shirt
- Burgundy nylon mesh shorts w/logo
- White crew socks must be worn for all P.E. classes
- Black sweatpants with logo

**ALL items are to be purchased through Red Dot Uniforms.**

**\*PLEASE NOTE:** all students will need to have at least one burgundy logo polo shirt from the uniform company to be worn with uniform khaki pants, shorts, or skorts. This will be the uniform required for picture day and other field trips.

## Appendix E

### **FOOTHILL OAKS ACADEMY**

#### **Middle School Discipline Plan**

##### General Notes:

1. Teachers will individually keep track of points for their students after a verbal warning is given.
2. Tally will be continuous to 5 points for 8<sup>th</sup> graders and to 10 points for 6<sup>th</sup> and 7<sup>th</sup>. Points will then start over after a detention has been served. Sixth graders will start over with points at second and third trimester, but seventh and eighth graders will continue with the original count.
3. If any discipline slip is not returned by the next day with a parent's signature, another point will be added to the student's total and the parent will be called by the teacher.
4. Infractions not specifically listed are up to the teacher's discretion.

##### **Level A – Mild – Blue Slip - 1 point**

Forgetting Supplies  
Gum or Food  
Running  
Talking Out  
Disobedience  
Uniform violations (1<sup>st</sup> offense, no Free Dress, but zero points; 2<sup>nd</sup> offense is 1 point)  
Grade/discipline slips unsigned

##### **Level B – Moderate – Yellow – 5 points**

**(May require a visit with the principal)**  
Disrespect  
Disruptive/distracting behavior  
Defiance  
Inappropriate language & gestures  
Cell phones & other electronics @ school

##### **Level C – Severe – Orange – 10 points**

**(Detention will be served and a principal's signature required)**  
Intentional /habitual disrespect  
Bullying  
Inappropriate display of affection  
Rough-housing  
Vandalism  
Stealing

Serious Offenses are listed and described in the Student Handbook (pgs.18) and do not necessarily pass through the point system. Also included in the Handbook are descriptions of various discipline actions that may be necessary for serious or habitual infractions.

## Appendix F

### **Playground, Lunch Rules, Snack & General Safety**

#### **General Rules**

- Physical contact, hitting, pushing or shoving is not permitted.
- Always use decent and appropriate language when speaking to others.
- Pretend gunplay is forbidden. There are to be no destructive games played with any equipment or toys.

#### **Walkway Rules**

- No running or loud voices when using hallways or walkways

#### ***Rules for Specific Areas of Campus***

#### **Lower Elementary Playground**

##### **Swings:**

1. Always swing facing the kindergarten and first grade building, never facing the wall.
2. No jumping off swings.
3. No twisting the chains and spinning.
4. Always swing in a sitting position, never on stomach.
5. No students may play in the area of the swings when they are in use.

##### **Bars and Climbers:**

1. No jumping off of any of the equipment.
2. No lifting or boosting students up to reach bars, they must be able to reach on their own.
3. No tag or chase games on the playground area.

#### **Monkey Bars at Lunch Area: (Kindergarten may NOT use this equipment)**

1. Only one student at a time may be crossing the bars.
2. Never grab on to or touch a person when they are crossing.
3. No hanging upside down from the bars.
4. Students waiting for their turn to cross must line up between the monkey bars and the small shed.

#### **Field and Blacktop Areas:**

1. No walking across or playing on the bleachers. You may sit on the bottom row only.
2. No walking across or playing on the lunch tables at the back by the wall. You may only sit on the benches.
3. Jump ropes and hula hoops are not to be used for anything but their intended purposes.

#### **Play Structure at the Back of the Field:**

1. Slide down the slide in a seated position only.
2. Do not walk up or down the slide.

3. Only one person at a time on the slide. Wait until the bottom of the slide is vacated before sliding down.
4. The number of students on the structure at one time will be limited to what is considered safe.

### **Middle School Playground:**

1. Students play on the blacktop area in-sight of the teacher supervising. The grass area on Royal Oaks is off limits unless students are accompanied by a teacher.
2. Follow the rules for using equipment and keep out of the equipment shed unless specific permission is given that day.

### **Procedures for Lining Up:**

1. Students on the field or blacktop areas, or at the lunch tables need to pause (freeze) when the first whistle is blown. When the second whistle blows, students are to line up in the assigned areas.

### **Additional Rules for Extended Daycare**

1. Students staying for extended day care must check in with the person in charge before he/she goes to the after school snack or study hall area.
2. All lunch boxes, backpacks and jackets are to be left on the hooks outside room 15 when checking in.
3. When daycare moves to the back field area, backpacks can be moved to the lunch tables.
4. All equipment from the ball container must be checked out by a supervising faculty member.
5. All snacks must be eaten while seated at the lunch tables.
6. Toys in the daycare cupboard may be checked out with the daycare supervisor after study hall.

**ALL STUDENTS MUST CHECK OUT WITH THOSE IN CHARGE BEFORE LEAVING THE SCHOOL!**

## **Lunch Table Rules**

### **Elementary (Kindergarten through 5<sup>th</sup>) Rules:**

1. All classes will have assigned tables.
2. No sharing food
3. No throwing food
4. No popping bags
5. All children need to pick up their trash before being excused. Put trash and recycle items in proper containers. Children may not leave the table before the area around and below them is clear.
6. Kindergarten through eighth grade will have teacher-assigned monitors to clean up tables.

7. All grades need to remain seated at lunch tables for the 15 minute lunch period. Children will not be dismissed to play prior to this time.
8. Students must be encouraged to eat at least half of their lunch. Unopened food that a child does not want to eat needs to go home in their lunch box.
9. Language and behavior at the lunch tables needs to be consistent with classroom expectations.
10. Students are expected to display appropriate table manners.

**Middle School Rules:**

1. Sit only at the lunch tables while eating.
2. Pick up all trash from on top of and under the tables before leaving the table.
3. Monitors must clean the tables after lunch.
4. Do not touch other student's lunch or belongings.
5. All students must sit at tables for at least 10 minutes before playing.
6. No student may enter any classroom without a teacher present in the room.
7. No throwing food
8. Language and behavior at the lunch tables needs to be consistent with classroom expectations.
9. Students are expected to display appropriate table manners.



822 BRADBOURNE AVENUE DUARTE, CALIFORNIA 91010  
626/301-9809 OFFICE 626/301-1342 FAX  
WWW.FOOTHILLOAKSACADEMY.ORG