

Dear Students and Parents,

Welcome to Foothills Christian High School! This institution has been established on the biblical principle that parents have the primary responsibility for the education of their children (Deuteronomy 11:18-19; Ephesians 4:6). The goal of the staff and administration of FCHS is to partner with you in this parental task by providing a quality education in a loving, safe and Christ-centered environment. It is our desire to communicate Foothills policies and values that we feel are important in order to maintain a school that honors our Lord and Savior, Jesus Christ, in every aspect.

Parents can support the vision, mission and message of FCHS through the following:

1. **Provide spiritual guidance through regular church attendance, prayer, and Bible reading at home.**
2. **Pray faithfully for your child, the teachers, and Foothills Christian High School.**
3. **Support the school discipline plan.**
4. **Faithfully support teachers, administrators and school policies. Handle any concerns only with the person(s) involved.**
5. **Enforce the school dress code, giving particular attention to neatness, cleanliness, and modesty.**
6. **Make sure your student attends school daily and on time.**
7. **Require completion of classroom and homework assignments.**
8. **Pay tuition promptly.**

As the need arises, changes and additions may be made to the contents of this handbook. All changes will be communicated to the parents via email and the monthly newsletter. The faculty and staff of FCHS also reserve the right to make immediate addendums to school policy for any and all conduct and disciplinary issues that may arise.

Please read the information contained in this year's handbook thoroughly and carefully. After reading the handbook in its entirety, both parent and student need to sign the Handbook Acknowledgement Form and return it to the students **Bible teacher no later than Wednesday, September 14th** (Do not return this form to the office). Additional forms are available in the office.

Thank you for entrusting the education of your child to us as we depend on God to lead and guide us throughout this academic year.

We look forward to a great year!

Serving you in Christ,
The Administrative Team

TABLE OF CONTENTS

GENERAL INFORMATION

School History.....	1
Vision: Why We Exist.....	1
Mission: Our Function.....	2
Message: Life Truths We Teach.....	2
Values: Foundational Principles on Which We Stand.....	2
ESLRS: Expected School-Wide Learning Results.....	3
Statement of Faith.....	4
Accreditation.....	4
Bell Schedule.....	5
Academic Calendar.....	6

CONTACT INFORMATION

Administrative Team.....	8
Support Staff.....	8
Faculty.....	9
Parent/Teacher Fellowship (PTF).....	10
Coaches and other personnel.....	11

ACADEMIC POLICIES

Graduation Requirements.....	12
Citizenship Marks.....	14
Academic Integrity.....	14
Academic Probation.....	14
Athletic Eligibility.....	14

SCHOOL POLICIES

Attendance.....	16
Visitors.....	17
Withdrawals.....	18
Transportation.....	18
Dress Code.....	18
Code of Conduct.....	21
Discipline.....	22

GENERAL INFORMATION

**FOOTHILLS CHRISTIAN HIGH SCHOOL
2321 DRYDEN ROAD
EL CAJON, CA. 92020
(619) 303-8035
FAX (619) 741-2648**

SCHOOL HISTORY

Foothills Christian High School was founded by Foothills Christian Church in 1997 as part of a K-12 school system named Venture Christian Schools. It began as a Home School assistance ministry and was originally located in Lakeside, California.

In 2002, the Elementary and Junior High school remained in Lakeside while Venture Christian High School amicably separated and relocated to a rented facility on Magnolia in downtown El Cajon. In 2006, the current facility at 2321 Dryden Road was purchased for the school. Concurrent with the move to the Fletcher Hills neighborhood, the name of the school was changed to Foothills Christian High School.

The school experienced a significant rate of growth (86%) from 2002-2007. As a result, it was transformed into a hybrid high school consisting of three days a week of in-class instruction and two days of independent home study utilizing an on-line instructional program to further enhance student learning. Four and five day a week in-class options are now available with the addition of new programs including math tutoring and various science labs.

VISION: WHY WE EXIST

Foothills Christian High School exists to train and disciple today's students into Christ-centered leaders and citizens of tomorrow.

MISSION: OUR FUNCTION

Partnering with Foothills Christian Church, our mission is to educate our students from a Biblically based worldview in a Christian environment. Partnering with parents/guardians, students, teachers, staff, and the body of Christ, we promote the development of spiritual maturity, academic excellence, and athletic achievement.

MESSAGE: LIFE TRUTHS WE TEACH AND LEARN

We celebrate the Kingdom of God, pursue Christ-like character, and promote academic excellence.

VALUES: FOUNDATIONAL PRINCIPLES UPON WHICH WE STAND

- **Truth** - Diligently discovering God's unchanging revelation about His Kingdom. (Romans 1:20, 25; John 8:31, 32; John 17:17; II Timothy 3:16, 17)
- **Love** - Sacrificially seeking everyone's highest good. (I Corinthians 13:1-8)
- **Excellence** - Consistently performing above and beyond common expectations and standards. (Hebrews 4:12, 13)
- **Integrity** - Consciously making every effort to be conformed to the image of Christ and faithfully committing to treat one another with godly excellence. (Colossians 3:1-17)
- **Leadership** - Courageously influencing people toward God's perspective, plan, and purposes. (Jeremiah 29:11-14, Psalm 68:6)
- **Learning** - Actively pursuing the lifelong quest for knowledge and wisdom. (II Peter 1:3-9)
- **Knowledge** - Purposefully seeking information and testing its truthfulness. (Proverbs 1:7; Phil. 3:10, 11)
- **Wisdom** - Persistently applying knowledge within a Biblical worldview. (Psalm 111:10)

F **aitiful followers of Christ** who are

Servant Leaders
Outreach oriented
Defenders of their faith

C **ritical Thinkers** who are

Asking pertinent question
Assessing statements and arguments with the truth
Able to create and analyze solutions

H **elpful Citizens** who are

Hearers and doers of God's word
Others minded
Impacting the community for Christ

S **cholars** who are

Effective Communicators
Responsible Learners
Innovative Thinkers

STATEMENT OF FAITH

There is one God, existing eternally in three Persons: Father; Son; and, Holy Spirit.

Jesus Christ is true God and true Man, conceived by the Holy Spirit, born of the Virgin Mary. He died sacrificially on the cross in our place, and all who believe in Him are justified because of His shed blood. He rose from the dead, according to the Scriptures, and will come again with His angels and His saints to establish His kingdom on Earth. There shall be a bodily resurrection for the just and unjust. For the former, a resurrection unto life; for the latter, a resurrection unto judgment.

The Old and New Testaments are inerrant as originally given, and their truths are the standard for Christian faith and practice.

Sin has separated man from God, resulting in both physical and spiritual death, and as a result man can only be saved through the atoning work of the Lord Jesus Christ. Salvation has been provided through Jesus Christ for all men who repent and believe in Him and are born again of the Holy Spirit, thereby receiving the gift of eternal life.

Each believer receives the Holy Spirit at conversion, but we also believe in the baptism of the Holy Spirit, which brings power to the believer for daily sanctified living and for the powerful manifestation of the spiritual gifts. This infilling of the Holy Spirit is not a one-time event, but is repeatable throughout the believer life.

The church consists of all those who believe in the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit.

ACCREDITATION

Foothills Christian High School is fully accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC).

BELL SCHEDULE

REGULAR DAY (WEDNESDAY AND THURSDAY)

Period 1	7:40 – 8:30
Period 2	8:35 – 9:25
Home Room	9:30 – 9:35
Period	9:35 – 10:25 (Homeroom)
Period 4	10:30 – 11:20
Lunch	11:20 – 11:50
Period 5	11:55 – 12:45
Period 6	12:50 – 1:40
Period 7	1:45 – 2:35
Period 8	2:40 – 3:30

CHAPEL DAY (EVERY TUESDAY)

Period 1	7:40 – 8:20
Period 2	8:25 – 9:05
Chapel	9:10 – 10:30
Period 3	10:35 – 11:15 (Homeroom)
Period 4	11:20 – 12:00
Lunch	12:00 – 12:30
Period 5	12:35 – 1:15
Period 6	1:20 – 2:00
Period 7	2:05 – 2:45
Period 8	2:50 – 3:30

Foothills Christian High School 2011-2012 Academic Calendar

August		
23-25	Tuesday-Thursday	Staff In-service
29	Monday 8:30-10:00 a.m.	<u>Registration for all students beginning with A – E</u>
29	Monday 10:30-12:00 p.m.	<u>Registration for all students beginning with F – J</u>
	12:00-1:00 p.m.	<u>PLEASE NOTE THAT THE STAFF WILL TAKING LUNCH FROM 12:00-1:00 P.M.</u>
29	Monday 1:00-2:30 p.m.	<u>Registration for all students beginning with K - Q</u>
29	Monday 2:30-4:00p.m.	<u>Registration for all students beginning with R - Z</u>
30	Tues. 7:00-8:30 p.m.	Meet the Staff (for Students with Last Names starting with A-K)
September		
1	Thursday 7:00-8:30 p.m.	Meet the Staff (<u>for Students with names beginning with J - Z</u>)
2	Friday 8:30-11:30 a.m.	Freshmen/New student orientation
6	Tuesday	First day of School/Chapel Schedule
15	Thursday 6:30-8:00 p.m.	Senior College Night
28	Wednesday (7:00 a.m.)	See You At The Pole (Prayer/Worship)
27-29	Tuesday-Thursday	High School Retreat at Pine Valley
October		
10	Monday	Columbus Day –SCHOOL CLOSED
11	Tuesday	Chapel – Post Retreat Sharing
12	Wednesday	School Wide Testing
12	Wed. 6:30 – 9:00 p.m.	Parent/Teacher Conference
22	Saturday (8 a.m. – 12:00 noon)	National ACT Testing
November		
5	Saturday	Daylight Savings Time Ends
10	Thursday	End of First Quarter
11	Friday	Veterans Day Remembrance (School Closed)
21-23	Monday-Wednesday	Staff Development – School Closed
24-25	Thursday –Friday	Thanksgiving Holiday – School Closed
December		
19 – 31	2 Weeks	CHRISTMAS HOLIDAY – SCHOOL CLOSED

JANUARY		
2	Monday	Office Reopens
3	Tuesday	Chapel-New Year Vision
12	Thursday	College Night For Juniors
16	Monday	Martin Luther King, Jr. Holiday - SCHOOL CLOSED
23-26	Monday-Thursday	First Semester Finals
27	Friday	End of First Semester
February		
9	Thursday	Chapel – Shadow Day
14	Tuesday	Preferred Registration Begins
16	Thursday	College Night for Freshmen/Sophomores
20	Monday	President's Day – SCHOOL CLOSED
March		
1	Thursday	Open Registration Begins
15	Thursday	Parent/Teacher Meeting
30	Friday	End of the Third Quarter
April		
2-13	Two Weeks	Easter Break
14	Saturday (8 a.m. – 12:30 p.m.)	National ACT Testing
18-19	Wednesday-Thursday	SAT-10 (Stanford) Testing
May		
3	Thursday	National Day of Prayer
7-11	Tuesday-Thursday	Teacher Appreciation Week
15	Tuesday	ASB Elections
22	Tuesday	Chapel-Seniors Farewell
28	Monday	Memorial Day – SCHOOL CLOSED
31	Thursday	FCHS Awards Night
June		
5-7	Tuesday-Thursday	Senior Finals
11-14	Monday - Thursday	Finals for 9th, 10th and 11th Grades
14	Thursday (10:00-12:00 noon)	Graduation Rehearsal (at Foothills Christian Church)
15	Friday (6:30-8:00 p.m.)	Graduation at Foothills Christian Church

CONTACT INFORMATION

ADMINISTRATIVE TEAM

Tom Edelen tomedelen@foothillsschool.net
Principal

Wayne Strong waynestrong@foothillsschool.net
Assistant Principal

Ray Warwick raywarwick@foothillsschool.net
Assistant Principal

SUPPORT STAFF

Joyce Boysel joyceboysel@foothillsschool.net
Office Assistant/Website

Robin Bridgeforth robinbridgeforth@foothillsschool.net
Office Manager

Betty Goodman bettygoodman@foothillsschool.net
Counselor

Tim Griggs timgriggs@foothillsschool.net
Athletic Director

Mary Hoffman maryhoffman@foothillsschool.net
Receptionist

Jeff Morgan jeffmorgan@foothillsschool.net
Technology Administrator

Cheryl Self cherylsel@foothillsschool.net
Accounting

Tammy Switzer tammyswitzer@foothillsschool.net
Administrative Assistant

FACULTY

Brent Armstrong

*U. S. History, World History,
Conceptual Physics*

brentarmstrong@foothillsschool.net

Ginger Armstrong

Art 1, 2, Drama

gingerarmstrong@foothillsschool.net

Claudia Bainqualls

Spanish 1, 3

claudiabainqualls@foothillsschool.net

Michael Best

*Guitar 1, 2, 3, Percussion,
Music Theory/Worship*

michaelbest@foothillsschool.net

Joyce Boysel

Debate/Public Speaking

joyceboysel@foothillsschool.net

Dan Deyling

Apologetics/Social Psychology

dandeyling@foothillsschool.net

Rachel Edelen

English 1, 3

racheledelen@foothillsschool.net

Diane Edwards

Math 1A

dianeedwards@foothillsschool.net

RaeAnne Falduti

ASB

raeannefalduti@foothillsschool.net

Heather Felice

English 2, 4

heatherfelice@foothillsschool.net

Nancy Fire

*Educational Support,
Independent Study*

nancyfire@foothillsschool.net

Kim Golser

*U.S. History, Earth Science,
Biology, School Nurse*

kimgolser@foothillsschool.net

Tim Griggs

Bible As Literature

timgriggs@foothillsschool.net

(Faculty Continued next page)

Faculty Continued

David Matranga davidmatranga@foothillsschool.net
Spanish 1, 2

Beth Mueller bethmueller@foothillsschool.net
*Biology, Anatomy,
Physiology, Marine Biology*

Mark Mueller markmueller@foothillsschool.net
Algebra 1, 2

Ron Newkirk ronnewkirk@foothillsschool.net
*Honors U.S History, Christian Leadership
Government/Economics*

Sarah Rodriguez sarahrodriguez@foothillsschool.net
Geometry, Pre-Calculus, Calculus

Becky Runyan beckyrunyan@foothillsschool.net
American Sign Language 1, 2

Josh Thompson joshthompson@foothillsschool.net
*Films as Literature, Geometry,
Life of Christ, Systematic Theology*

Thomas Snooks thomassnooks@foothillsschool.net
Physical Education

Wayne Strong waynestrong@foothillsschool.net
*Honors Physics, Conceptual Physics,
Chemistry, A.P. Chemistry*

Virginia Valles virginiavalles@foothillsschool.net
Computer 1, Yearbook

Ray Warwick raywarwick@foothillsschool.net
Life of Christ

PARENT/TEACHER FELLOWSHIP (PTF)

Nancy Atterbury nancy^uatterbury@cox.net
PTF President

COACHES

Tim Griggs

Athletic Director

timgriggs@foothillsschool.net

Robert Moberg

Boys Soccer

robertmoberg@foothillsschool.net

Gerry Campbell

Girls Soccer

gerrycampbell@foothillsschool.net

Mike Edwards

*Cross Country (Co-Ed),
Track (Co-Ed)*

mikeedwards@foothillsschool.net

Nancy Foley

Cheer

nancyfoley@foothillsschool.net

Girls Softball

Brad Leaf

Boys Basketball

bradleaf@foothillsschool.net

Dave Lewis

Boys Baseball

davelewis@foothillsschool.net

Thom Lubic

Football

thomlubic@foothillsschool.net

Jonathan McCaskill

Girls Basketball

jonathanmccaskill@foothillsschool.net

Dan Santos

Girls Volleyball

dansantos@foothillsschool.net

Nathan West

Boys Volleyball

nathanwest@foothillsschool.net

Joey Tennison

Lacrosse

joeytennison@foothillsschool.net

ACADEMIC POLICIES

Graduation Requirements 2010-2011

*All classes are 1 year (10 units), unless otherwise noted.

General Diploma 220 Units

College Prep Diploma 260 Units

Units	Subjects	Units	Subjects
40	English (4 years)	40	English (4 years)
20	Math (2 years, including Algebra I) Pre-Algebra Algebra I Geometry Algebra II Pre-Calculus	30	Math (3 years, 4 recommended) Algebra I Geometry Algebra II Pre-Calculus Calculus
30	Social Studies (3 years) World History & Geography US History & Geography American Government/Economics	30	Social Studies (3 years) World History & Geography US History & Geography American Government/Economics
20	Science (1 of physical, 1 year of biological) Physical Science Earth Science Biology	30	Science (3 years, including both biological and physical) Physical Science Earth Science Conceptual Physics (lab) Chemistry (lab) Physics (lab) Biology (lab) Human Anatomy/Physiology (lab) Marine Biology (lab)
20	Physical Education (limited to 2 years)* *2 approved sports may be substituted for 1 year of PE.	20	Physical Education (limited to 2 years)* *2 approved sports may be substituted for 1 year of PE.
10	Computer Technology (1 year)	10	Computer Technology (1 year)
40	Bible (Required each semester enrolled at FCHS)	40	Bible (Required each semester enrolled at FCHS)
10	Foreign Language Spanish ASL Or Fine Arts (1 year of same) May choose from: Art, Drama, Guitar	20	Foreign Language (2 years of same) Spanish I Spanish II Spanish III ASL I ASL II
		10	Fine Arts (1 year of same) May choose from: Art, Drama, Guitar, Music Theory/Worship, Percussion
30	Electives Any course in excess of required units	30	Electives Any course in excess of required units

The following table details the current grade scale used at FCHS. Teacher/office assistants receive credit towards their total units needed for graduation but no letter grade; only 2 semester's total of credit will be counted toward the 220 unit graduation requirement.

Grade	Grade Scale	GPA Scale	Honors and AP +1.0
A+	97-100	4.0	5.0
A	93-96	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-79	1.3	1.3*
D	63-66	1.0	1.0*
D-	60-62	0.7	0.7*
F	Below 60	0.0	0.0* (below C- lose Honor's +1)

HONORS AND AP POLICY

Students must qualify and remain qualified to take Honors or Advanced Placement (AP) courses. The following qualifications and standards apply by subject matter:

Qualifications for History and English Honors Classes/AP Classes:

- Superior oral and written communication skills
- Superior reading comprehension
- Superior reading retention
- Superior study habits
- Highly motivated
- Demonstrated initiative
- Ability to conduct independent research
- Students' records of academic accomplishments
- Minimum of 80% in previous history or English class
- The students' previous teachers must provide a positive evaluation of their ability based on
- Must maintain a grade of 80% or higher to remain in Honors class.

Qualifications for Math and Science Honors Classes/AP Classes:

- Superior study habits
- Highly motivated
- Demonstrated initiative
- Students' records of academic accomplishments
- No grade lower than an 80% in the corresponding discipline the previous year
- The students' previous teachers must provide a positive evaluation of their ability based on the above criteria
- Student must maintain an 80% or higher to remain in Honor's class

CITIZENSHIP MARKS

E--Excellent

- ❖ Consistently displays a Christ-like attitude and goes above and beyond to meet behavior expectations.

S--Satisfactory

- ❖ Respectful to the teacher and classmates and willingly participates in learning activities.

N--Needs improvement

- ❖ Attitude and behavior occasionally disrupts learning and negatively impacts the class.

U--Unsatisfactory

- ❖ Unwilling to cooperate or benefit from correction and frequently demonstrates a negative attitude and disruptive pattern of behavior.

ACADEMIC INTEGRITY

Our goal at Foothills Christian High School is to create and maintain an academic environment founded upon integrity. One of the most common forms of academic "cheating" is plagiarism. Plagiarism is defined as the act of attempting to steal and pass off the original ideas or words of another as one's own, to use another's production without crediting the source, to commit literary theft, to present as new and original an idea or product derived from an existing source. In other words, plagiarism is an act of fraud. No form of academic dishonesty, including plagiarism, will be tolerated at FCHS.

ACADEMIC PROBATION

At the end of each semester, a student who receives an F in any class or whose cumulative GPA falls below 2.0, will be placed on academic probation for the upcoming semester. The terms of probation may vary from student to student; as a result, they will be clearly specified in writing and discussed in a conference between a faculty member of FCHS, the student and his/her parents. Students in Honors or AP classes must maintain a minimum of a 77% in the class. Failure to do so may result in the student being removed from the class.

ATHLETIC ELIGIBILITY

At FCHS we are committed to training up **Christian Student Athletes**. Athletes at FCHS are expected to demonstrate Christ-like character both in the classroom and on the field. It is a privilege, and not a right to represent FCHS in athletic competition. To participate in FCHS athletics students must meet both academic and athletic expectations. Students who fall below the academic and conduct standards of FCHS will lose the privilege of participation in FCHS sports. The following are guidelines for athletic participation:

Academic

1. Consistent with CIF criteria, a student must maintain a cumulative 2.0 grade point average on a 4.0 scale, in all enrolled with no F's.
2. Eligibility will be determined and/or re-evaluated each quarter and semester.
3. Eligibility for fall athletics is determined from grades received for the 2nd semester of the previous year.

Citizenship (conduct)

1. Any student who receives two U marks may be declared ineligible for athletic participation.
2. Eligibility will be determined and/or re-evaluated each quarter and semester.

SCHOOL POLICIES

ATTENDANCE

Regular school attendance is essential to the academic success of each student. We expect students to attend classes consistently and punctually and encourage parents to actively support and facilitate this behavior. Because on-campus direct instruction takes place only 3 days a week, we ask that parents schedule all professional appointments after school or on a Monday or Friday. We highly discourage parents from excusing their student from school for vacations, celebrations, driving tests, shopping, etc. Students who oversleep, choose to stay at home or decide to miss class periods to study or complete assignments will be considered truant and their absence will be unexcused.

ABSENCES

An excused absence may include, but is not limited to, the following: personal illness, professional appointments (medical, dental, optical, etc.), school related athletic or off-campus activities or any absence approved in advance by the administration. A planned absence form must be completed, signed by each teacher and returned to the office ONE WEEK before the expected absence for administrative approval. Any absence that fails to meet the prior conditions will be considered *unexcused*. Students will not be allowed to make up any work missed as a result of an unexcused absence.

After an absence, a student returning to the school must report to the office with a signed excuse if a parent/guardian has not already notified the office. **ABSENCES WILL NOT BE EXCUSED WITHOUT PARENTAL NOTIFICATION.**

Students will be granted one extra day for each day absent to complete any and all make-up work (e.g. 3 days of absences - work is due three days after returning to school). Major assignments (i.e. projects, essays) assigned before the absence will be due the first day a student returns to class. Students must attend at least half of their classes in order to participate in any after-school practice or performance that is held that day.

EXCESSIVE ABSENCES

Students who are absent more than **SIX** days in one semester **WILL** be put on an Administrative Attendance Contract. All absences (unexcused and suspensions) count towards a student's total number of absences. Field trips and early release for athletic activities do not count as an absence. Students who are absent more than ten days in a class per semester may not receive credit for that course.

Students are expected to arrive to school and all classes on time. If a student is late to school they must first come to the office, sign in and obtain a tardy slip to be given to the teacher before reporting to their next class. Examples of an excused verses an unexcused tardy are as follows:

- Excused tardy: Events such as traffic accidents, inclement weather and personal emergencies, etc.
- Unexcused tardy: Oversleeping, running out of gas, doing last minute homework or studying for a test, etc.

If a student arrives to any class after the tardy bell has rung they must report to the office for an admittance slip. Teachers have the authority to establish individual class tardy policies.

***The Administration of FCHS has the final authority in determining if an absence or tardy will be excused or unexcused.**

TRUANCIES

Students who leave school grounds without permission from the office or are absent for all or any part of a class without the teachers permission, may be considered truant. Any absence without the knowledge of a parent/guardian will also be considered truant. Students will not receive credit for any work due or assigned during truancy.

LEAVING CAMPUS DURING SCHOOL HOURS

FCHS is a closed campus. Students may leave campus during the school day only with approval from a parent/guardian **and** the administration. Before leaving campus, all students must check out at the main office. Students who leave campus without parent/administrative approval **and** without signing out will be considered truant. Those students with athletic release, professional appointments (i.e. doctor, dentist etc.), or other pre-approved school activities must sign out at the front office, and administrative approval required.

VISITORS

We welcome all students who wish to attend FCHS to visit our campus; *only* these students will be allowed to visit classrooms during regular school hours. Approval must be granted to all prospective students, by the administration, two days prior to the requested visit date. As well, parents wanting to visit a classroom must receive permission from the administration. Parents, youth pastors, and FCHS graduates are welcome to visit at lunch without prior approval. All visitors must sign in at the office and wear the visitors badge provided.

WITHDRAWALS

To withdraw a student from FCHS, a parent/guardian must complete a withdrawal form (available in the office). At the time of withdrawal, all school materials, and textbooks, athletic uniforms and equipment, and unpaid tuitions and extra-curricular fees are due. A \$75 withdrawal fee will be assessed to cover administrative cost

The responsible party has a period of two weeks (10 business days) to return all school property or notify the school as to how the situation is to be rectified. If no communication is received within two weeks, a letter will be sent home stating that FCHS has the right to withhold all grades, transcripts and/or diplomas as stated in the California Education code 48904(b)(1). In addition, if the student is transferring to another school, that school will also be asked to withhold all grades, transcripts and/or diplomas until notified in writing by FCHS that full restitution has been made as stated in California Education Code 48904.3(a).

If this represents a financial hardship to the parent/guardian, FCHS may arrange a payment plan whereby obligations will be met. This will be coordinated by the Office Administration. All obligations **MUST** be met by the last day of the school year in which the debt was incurred.

Seniors are required to have all financial accounts current in order to take their semester finals (June 1, 2012 for the 2011-2012 academic year).

TRANSPORTATION

- Students who drive to school must obtain a parking permit from the office and display it on the rearview mirror of their car at all times. The cost for the permit is \$10. A \$5 refund will be given if the parking permit is returned at the end of the year **in good condition**.
- Students may not park in any spaces designated for faculty. Students must obey the **5 mph** speed limit and the direction of traffic flow. Failure to do so will result in the on campus driving privilege being revoked.
- All students must be dropped off and picked up at the back of the school in the drop off/pick up lanes.
- Students may not be dropped off on the street or in the front of the school. We kindly ask that parents not pull into a parking space to drop their student(s) off.
- The parking spaces in the front of the school are for handicapped, visitor and faculty parking only.

DRESS CODE

Foothills Christian High School desires to create an educational atmosphere that honors God and maximizes learning. Modesty, moderation, neatness, and cleanliness are the overriding principles of the FCHS dress code. Students are expected to comply with the dress code whenever they are on campus and **at all school-related activities**. Our desire is that our students dress in such a way that they reflect pride in their school and respect for themselves.

GENERAL GUIDELINES FOR ALL STUDENTS

All clothing must be clean, neat, and presentable and fit appropriately. Clothing may not be oversized, frayed, torn, tight, baggy or altered in any way that would violate the dress code. No clothing may be worn which displays offensive emblems, words, slogans or anything gang related.

PANTS/SHORTS/SKIRTS

- Pants must fit at the waist and may not be "sagged".
- Pants and shorts may not have holes or rips in them, including any that are patched.
- Pants and shorts may not fit so tight that they are immodest.
- Cutoffs are not allowed.
- Pajama tops or pants may not be worn to school.
- All shorts and skirts may be **no shorter than 6 inches from the floor when kneeling**.
- If leggings are worn underneath skirts, the skirts must still maintain dress code length.

SHIRTS

- Girls may wear shirts without sleeves but the material must come to the edge of the shoulder and may not be altered in any way (i.e. cutting off the sleeves).
- **All shirts for boys must have sleeves.**
- Tank tops, "muscle shirts", "wife beaters", camisoles, or any spaghetti strap tops may only be worn underneath another pullover or buttoned up shirt/blouse. A sweater or jacket is not considered a shirt or blouse and may not be worn solely over any of the aforementioned garments.
- Cleavage may not be shown at any time.
- Shirts must be long enough so no midriff or lower back is shown when standing, sitting or bending over.
- Undergarments are not to be visible at any time.

SHOES

- Shoes must be worn on campus at all times. Slippers are not acceptable footwear for school.
- All students enrolled in P.E. must have appropriate shoes for participating in all physical activity, including running. The P.E. teacher has the final authority to determine appropriateness of all shoes for the class.

JEWELRY, TATOOS AND BODY PIERCING

- Studded belts, gloves or "choker" necklaces are not permitted.
- Students are not allowed to get tattoos while attending FCHS.
- Body piercings other than the ears are not allowed to be visible.
- Plugs of any size may not be worn.

HAIR AND ACCESSORIES

- Hair should be neat, clean, and must remain a natural color.
- Hairstyles should not be a distraction to others.
- Hats, hoods, and/or sunglasses may not be worn in the classroom or in chapel.

The Administration is the final authority in determining and interpreting dress code policies including, but not limited to the definitions of modesty, moderation, neatness, cleanliness, natural color, and extreme hairstyles.

ATTENDANCE AND TARDY POLICY

Attendance on the core days of school (Tuesday, Wednesday, and Thursday) is the key to your success in your academic pursuit. Habitual tardiness and absenteeism not only affect you, but has a negative impact on the class as a whole.

- Students must be on time to class.
- Student must attend regularly scheduled classes and finals.
- Vacations, non-emergency doctor and dentist visits, and other instances of discretionary time commitments should be scheduled so that this does not interfere with your academic pursuit.
- In case of student absence, parents must contact the office either by phone, email or written note for the absence to be excused.
- It is the responsibility of the parent or guardian to initiate a planned absence form prior to the absence and to ensure that all the assignments are completed during your absence. All assignments are due on the day that you return from the planned absence. Planned absence forms may be obtained in the office.
- Work missed during an unplanned excused absence (e.g. illness, death in the family, etc.) will be due as determined by the circumstances of each case, but generally no later than an equal amount of days to the days absence (e.g. five days absent = work due five days after return).
- You must come to class prepared to work before the tardy bell rings.
- If you are sent to the office for a tardy slip and you do not have a note or the teacher has not called the front desk, you will receive an unexcused tardy.
- Unexcused tardy slips accumulate per semester.
- All students, regardless of class level, college courses, employment, etc. are required to attend the school's Chapel services as scheduled and the annual retreat.
- The school does not recognize **"Senior Ditch Day"** as an excused absence regardless of parental consent. The administration recognized this absence as truancy.
- Cutting classes (ditching class) is a major violation of the code of conduct.

Discipline for Unexcused Tardy slips

4 tardy slips	Detention	One Lunch Period
8 tardy slips	Detention	One Lunch Period
12 tardy slips	Detention	Three hours on Monday or Friday
16 tardy slips	Suspension	One Day Suspension-half credit for missed work. Behavioral Contract Added/Parent Conference*
20 tardy slips	Suspension	Two or three Days Suspension-half credit for missed work.*
24 tardy slips	Expelled	Dismissed from enrollment No credit for missed work

*As a Biblical based institution FCHS allows the student under suspension to complete restitution (ref., Numbers 5:6-8) assignments to earn the privilege of receiving half credit for academic assignments that were completed during the suspension period.

CODE OF CONDUCT

RESPECT FOR ADULTS

Students should be prepared to show respect to all adults at FCHS including, but not limited to, those who are employed by the school. Students are expected to follow instructions and directions given by all faculty and staff without comment or complaint. If disrespectful or improper conduct does occur, appropriate discipline by the teacher or faculty member and/or a referral to the administration will be given.

SPEECH

We are instructed by the apostle Paul in Ephesians 4:29 as follows, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

FCHS students are expected to communicate truthfully, positively and respectfully to all students and adults. Speech that tears others down, is rude, hurtful, disrespectful, profane, or vulgar will not be permitted. Students are expected to live by this code of conduct both on and off campus and therefore, will also be held accountable for things said/posted/written on social networking sights including but not limited to Facebook, Myspace, and Twitter.

PUBLIC DISPLAYS OF AFFECTION

Demonstrations of outward physical affection such as kissing, handholding or frontal hugs are not allowed while on campus.

SCHOOL BOUNDARIES

- Students may not be inside school buildings/classrooms without a FCHS staff member present.
- Students may only eat lunch in the designated lunch area, except on rainy days.
- Once students have finished their school day, they must remain in the quad area while waiting for a ride home. Students may not loiter in the hallways or in the parking area.
- The hills and dirt access roads around the school are off limits.

GUM, FOOD AND DRINKS

Gum chewing is not allowed AT ANY TIME on campus in order to protect the cleanliness of our facility.

Food and drinks are not permitted inside the buildings except on rainy days. It is up to the discretion of individual teachers if they are to make exceptions to this rule for club/athletic meetings, ASB functions, class parties etc... A teacher or faculty member must be present at all times when students are eating inside a classroom. **Food is not permitted in the chapel at any time.**

ELECTRONIC DEVICES

Students may only use cell phones, iPods, or other electronic devices before school, during passing periods, at lunch or after school. **NO ELECTRONIC DEVICES MAY BE USED DURING CLASSES OR CHAPEL.** If these devices are used outside of the allowed times, they will be confiscated and taken to the office. Devices confiscated a second time will be held in the office until retrieved by a parent.

TOBACCO, ALCOHOL, ILLEGAL DRUGS

Students may not possess, use, sell or buy any form of tobacco, alcohol, or illegal drugs in or out of school. Violation of this code of conduct may result in suspension or expulsion.

IMMORALITY

Students may not be involved in any form of sexual immorality, pornography, or "sexting" at any time.

DISCIPLINE

Partnering with parents, the staff and faculty of FCHS is committed to train and disciple today's students, equipping them to make an impact both in their community and in the world. In order to promote the development of spiritual, academic and athletic excellence in our students, we must clearly communicate expectations of behavior and conduct.

Teachers will notify parents of unacceptable student behavior or academic concerns via phone, email, and/or a **Parent Contact (P.C.)** notification form. This form will be sent home with the student and is to be signed by a parent/guardian and **returned to the teacher on the next school day**. Failure to do so will result in a **lunch detention**.

Administration will notify parents of unacceptable student behavior or academic concerns via phone, email, and/or a **Notice of Disciplinary Action (N.D.A.)** form. This form is used only after conferencing with a student and must be signed by a parent/guardian and **returned to the office within 24 hours**. Failure to do so will result in a **Monday/Friday detention**.

In order to be aligned with God's word, we endeavor to ensure that love, consistency, and timeliness is demonstrated in every aspect of the disciplinary process.

Disciplinary actions may include, but are not limited to the following: verbal warning, lunch detention, work detail, Monday/Friday detention, referrals, parent involvement, lowered citizenship grade, behavior probation contract, suspension and/or expulsion.

Minor Infractions are given a verbal warning or a detention. Referrals are reserved for habitual minor infractions or more serious major violations.

Verbal Warning

Verbal warnings are given on the first offense for dress code violation, use of electronic devices in the classroom or chapel and chewing gum.

Lunch Detention

Half hour detentions will be served each Wednesday during lunch. Students are to report immediately to lunch detention at the end of 4th period. If the student purchased a lunch, they should not wait in line to get their lunch. A staff member will bring all purchased lunches to students serving detention. Students who are more than 5 minutes late, or who fail to attend detention will be reassigned to a one hour Monday/Friday detention. All students must sign into detention. Talking is not permitted during detention.

MINOR VIOLATIONS OF THE SCHOOL'S CODE OF CONDUCT

Minor Violations include (but are not limited to):

- Misuse of electronic device
- Unreturned Parent Communication (P.C.) or Notice of Disciplinary Action (N.D. A.)
- Unprepared for class
- P.D.A. (Public Display of Affection)
- Dress Code
- Gum
- Minor unsafe driving on school grounds
- Food in the classroom or buildings
- Boundary violations
- Leaving campus without permission or signing out

- Other violations based on teacher's classroom policies, procedures and expectations
- The 2nd offense for dress code, electronic device, chewing gum

Minor Violation Consequences:

- 1 Warning
- 2-3 30 minute lunch detention and parent contact
- 4-5 D.A.'s: 2 hour detention on Monday/Friday, parent contact
- 6-7 D.A.'s: 3 hour detention on Monday/Friday, parent contact
- 8 D.A.'s: at least 1 day suspension and parent conference and probationary contract
- Other consequences may include work detail, lowered citizenship grade, loss of credit, an essay assignment and various forms of restitution.

Monday/Friday Detention

Detentions ranging in length from 1-4 hours will be served either on a Monday or Friday, depending on which day is most convenient for the parent/guardian. Time and day will be determined by the parent, student and administration. If students are not assigned work detail, they need to come prepared to complete schoolwork. Once all school work is completed they may read a book or their Bible. Talking is not permitted in detention. Students will be given a half hour lunch break, but they may not leave campus to get lunch. If a student fails to show up for detention, or fails to call the office to reschedule before the start of the detention, they will have to serve the assigned detention plus one additional hour of detention.

MAJOR VIOLATIONS OF THE SCHOOL'S CODE OF CONDUCT

Behavioral/Character Probation Contract

Students who repeatedly fail to respond to discipline will be placed on a Behavioral/Character Probation Contract. The terms of the contract will be put in writing and discussed during a conference between the administration, the student/ and his/her parents/guardians. Students who fail to abide by the conditions set forth in the contract may be considered for suspension or expulsion from FCHS.

Suspension or Expulsion

Suspensions will last the length of the student's regular school day and may be served "in-school" or at home. If the suspension is "in school," students must bring school work, reading materials and/or their Bible. When expulsion is considered for any student, his/her cumulative behavioral record for the school year and the nature of the offense will be considered. The Administration will conference with the teacher and/or coach (if necessary), student, parent/guardian and the FCHS board before a decision is made regarding expulsion.

Major infractions which may result in immediate suspension or expulsion, depending on the nature of the offense and include but are not limited to:

- Fighting

- Defiant or disrespectful behavior
- Forgery, cheating or plagiarism, deception-lying, falsifying or altering school documents,
- Immorality or sexual misconduct
- Theft
- Destroying or vandalizing school or personal property, including graffiti
- Habitual truancy or tardiness
- Verbal or non-verbal actions involving intimidation, threat and/or lack of respect for others
- The use of vile, profane, obscene, or suggestive language and/or gestures
- Possession of, providing, or arranging the sale of, or the use of alcohol, drugs, narcotics, or any controlled substance
- Racial remarks or any form, harassment (racial or sexual) or bullying
- Possession of weapons of any kind, including pocket knives
- Inappropriate use of the internet
- Serious unsafe driving while on campus
- Chapel/Campus/classroom disruption
- Truancy (cutting classes or school)
- Fighting
- Vandalism of school or private property
- Violation of a probationary contract

Major Violation Consequences:

- Any major offense violation will result in a referral and a parent conference. Other consequences will include one or more of the following:
 - Restitution
 - Driving privileges being revoked
 - Probation contract
 - Monday/Friday detention
 - Citizenship grade lowered
 - Loss of credit for an assignment
 - Suspension of 1 to 6 school days
 - Expulsion
- Students who accumulate multiple suspensions may be asked to leave or will not be allowed to return as a student the following academic year.

Referrals and major violations will accumulate per year.

While the policies of FCHS are designed to provide clarity for all involved, the Administration reserves the right to discipline every case based on its unique and specific nature. Any conduct which is harmful to the Christian or academic development of a student, or negatively impacts the school wide environment is cause for disciplinary action and can result in various forms of discipline, including expulsion.