



PARENT/STUDENT HANDBOOK 2023 – 2024



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*Assisting parents in providing a Christ-centered education that values
exceptional academics, strong moral character, and service to others*

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**HEAD OF SCHOOL WELCOME
TO FOOTHILLS COMMUNITY CHRISTIAN SCHOOL**

The central function of Foothills Community Christian School is the development of Christians. There is no demand that every student in a Christian school be a Christian. However, it is essential that those who are involved in Foothills Community Christian School understand that this is its function. We develop Christians.

The mission of Foothills Community Christian School: **Assisting parents in providing a Christ-centered education that values exceptional academics, strong moral character, and service to others.**

In order to accomplish our mission, Foothills Community Christian School meets at least three specific conditions.

1. FOOTHILLS COMMUNITY CHRISTIAN SCHOOL WILL, WITHOUT APOLOGY OR COMPROMISE, CONFORM TO BIBLICAL PRINCIPLES.

In order to meet this condition, the foundation and base for all curricula will be the Bible. It will be studied seriously, and its truths will be applied both to our personal lives as teachers and students and to our administration and policies. Our school's policies and practices will always be honest, honorable, and equitable to the individual student, teacher, and the families.

Though the Bible is the foundation of our curriculum, we do not limit our educational tools to the Bible. Since the Bible is absolutely true in all the subjects with whom it deals, we have nothing to fear from any discipline of education. Therefore, we will constantly and fearlessly develop and use all of our cognitive, affective, and psychomotor skills to search with diligence for the truth, to respect the truth, and to teach the truth.

2. WE WILL NOT FORGET THAT FOOTHILLS COMMUNITY CHRISTIAN SCHOOL IS UNIQUE.

We will remember the unique character of our school because we are committed to a special type of work of the highest quality. We are unapologetically Christian; therefore, Foothills Community Christian School will manifest that fact. That fact

demands that we as students, parents, teachers and administration commit ourselves to the very highest goals of academic excellence. In a post-Christian society, we will demonstrate that "Christian" is better than anything that is not Christian!

We will recognize in some ways we are limited. Our limitation is that we cannot and will not compete with public schools or other independent schools in every area of school life. We will maintain a balanced program. We will offer a variety of student activities including athletic and non-athletic opportunities. We will have an exceptional academic program. Our thrust is to the academically able, those with average or above ability. Our curriculum is structured to that type of student. We are able to assist those that have certain learning differences and who have a strong academic potential. While our Christian compassion opens our hearts to the needs of everyone who desires an education within a Christian atmosphere, we are realistic to the degree of recognizing that we will not be able to provide for the educational needs of everyone. Our Christian compassion for the student who may struggle inordinately with a rigorous academic program simply will not allow us to place such a burden upon that student who would have to try to keep up with the rest of the class. When a school our size tries to adapt itself to everyone and every interest, it will suffer academic mediocrity, thus failing all students in their quest for excellence in academics. This is not the purpose of Foothills Community Christian School so, we are unique in the curriculum we teach and the students we serve.

3. FOOTHILLS COMMUNITY CHRISTIAN SCHOOL WILL HAVE GREAT CHRISTIAN TEACHERS!

From the human perspective, we believe that a school rises or falls on the ability of its faculty. We will make every effort to ensure that all of our teachers are not only academically and emotionally, but also spiritually, prepared to teach in our school. There is no room for a non-Christian or an uncommitted Christian to teach at Foothills Community Christian School. Therefore, we will seek, as the first requirement that each teacher measures up to this expectation. We seek teachers who belong to Christ, believe the Bible to be totally true and by the pattern of their life behave in an encouraging way (being biblically firm and biblically forgiving) with the students and a cooperative way with families.

We seek teachers who are academically prepared. This means teachers who not only know their subject matter, but also respect the truth; vitalize the truth, and who are

capable of inspiring students to have a passion for the truth. Our teaching staff must represent the very best that Christian culture has to offer.

We believe that a Christian teacher is a guide to wisdom! We understand "wisdom" to be the awareness of God and His laws and divine principles at work! We have become God's children through faith in Jesus Christ; thus, we have the sacred privilege and the high responsibility of developing our own walk with God and helping those whom God has committed to our care to have this same opportunity and privilege.

MATTHEW ZWICKER
HEAD OF SCHOOL

**ENROLLMENT OF CHILDREN IN FOOTHILLS COMMUNITY CHRISTIAN
SCHOOL IS A PRIVILEGE, NOT A RIGHT.**

Our *exceptional academics* are evident in above average testing scores and a high percentage of high school graduates attending college. Many of our students are involved in Bible clubs, teaching younger children through Bible studies and continue to make a difference in our community and world through their *strong moral character*. Our *service to others* is apparent in the many hours Foothills' students volunteer by serving lunch at the Rescue Mission or traveling to Arizona to assist others in knowing and learning about Christ. Our Middle and High School students volunteer over 80 hours each year at the Rescue Mission. As you can see, Foothills continues to have a lasting impact on each student through their community service.

We continue to *change lives and build leaders* at Foothills Community Christian School. We thank each family who has entrusted their children to this school. The Board of Directors, administration, faculty and staff are committed to provide a Christian educational experience that seeks to fulfill our Mission.

**CONTINUED ENROLLMENT AND REENROLLMENT OF ANY STUDENT IS
DEPENDENT ON PARENTAL SUPPORT OF THE SCHOOL, ITS STAFF, AND
ITS POLICIES.**

WHAT PARENTS CAN DO TO HELP THEIR CHILDREN
IN CHRISTIAN SCHOOLS

By Dr. Paul Kienel, Former Executive Director
Association of Christian Schools International

1. **Help your children to understand that school is a disciplined learning situation.** Very little learning occurs at school if students are not trained by their parents to "obey those in authority", including their teachers and administrators. The most common threat to the academic quality of a school is a decline in discipline. When discipline goes down, learning goes down. This principle applies to schools and it also applies to individual students. Youngsters in school reflect their home training. Students whose parents firmly discipline them in Christian love at home respond well to the normal environment of the Christian school classroom.
2. **Show normal parental affection to your children.** You may ask, "What does parental expression of love have to do with school?" It is difficult for teachers to explain the love of God if the students have not experienced love at home. Too many youngsters go to school lacking the security of parental love.
3. **Train your children to be accountable for their actions.** Teach them the Biblical grace of apologizing and seeking forgiveness if they harm or offend another individual. If they lie or steal, require them to make full restitution with God and those against whom they have sinned.
4. **Train your children to be accountable for their time.** It is not an overstatement to say that many students are "time wasters". You will help your children in school and in life if you train them to use their time wisely. Talk to your children about setting specific times each day for homework and household chores. Also train them by example and by instruction to be on time for school, church, and other time-oriented obligations. Your children will be handicapped for the rest of their lives if they have not learned early in life to use time in a responsible way.
5. **Show an interest in what your children are learning in school.** Discuss with your children the subject material they are studying in the classroom. Most of what your children learn in school is interesting. It will enhance their interest in education even more if you, as parents, are intellectually involved with their education.

6. **Don't roast the teachers or principal.** Mortal human individuals who are not immune from making mistakes carry out the ministry of the school. Consequently, on occasion you may disagree with the administrator or a teacher on some aspect of the school. Don't discuss your points of disagreement with your children. It will destroy the school's ability to be effective with your youngsters.

7. **Support the school's rules and regulations.** School rules are necessary and must be generally agreed to by parents, students, and school personnel. As a parent, you may not always agree with every comma and exclamation point of the school's rules and regulations, but you must not show less than full support of them to your children. Students are much more prone to violate school rules if they know their parents do not agree with the rules. Students must see the school and the home united.

8. **Be a model of what you want your children to become.** Children are parent watchers. They are modeling their lives after yours. If you are a positive, joyful Christian individual whose lifestyle is in harmony with Biblical principles, your children will respond to the Bible-centered training of the Christian school. If, on the other hand, your lifestyle is contrary to Bible-centered living, your children may be confused and even frustrated by the conflicting role models they see at home and at school. If you are not a born-again Christian, I urge you to become one-for your sake and for the sake of your children. Life is so much better when Jesus Christ is the central figure in your family.

Your children will respond to the structured educational environment of a Christian school if you provide them with a Christ-centered home where they are loved, inspired and disciplined.

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STUDENT HANDBOOK

Foothills Community Christian School is a group of committed Christian parents with a common goal of providing a quality Christian education for the children of Great Falls and north central Montana. The school was organized in 1996, to address the need for community-based Christian education. The school is non-denominational, and opened its doors in September 1997 with pre-kindergarten through 8th grade. The high school began in 2000 growing to a full 9th – 12th grade high school in 2004. The first graduating class was the 2004-2005 class. The school currently operates under a member nominated Board of Directors.

Our *exceptional academics* are evident in above average testing scores and a high percentage of high school graduates attending college. Many of our students are involved in Bible clubs, teaching younger children through Bible studies and continue to make a difference in our community and world through their *strong moral character*. Our *service to others* is apparent in the many hours Foothills' students volunteer by serving lunch at the Rescue Mission or working at the Food Bank. Our Middle and High School students volunteer over 80 hours each year at the Rescue Mission. One of our high school students decided to continue his service of volunteering by serving lunches to the homeless in the park nearly every Sunday. As you can see, Foothills continues to have a lasting impact on each student through their community service.

We continue to *change lives and build leaders* at Foothills Community Christian School. We thank each family who has entrusted their children to this school. The Board of Directors, administration, faculty and staff are committed to provide a Christian educational experience that seeks to fulfill our Mission which is assisting parents in providing a Christ-centered education that values exceptional academics, strong moral character, and service to others.

Foothills Community Christian School has assembled a faculty and staff who are committed to Jesus Christ as Lord and Savior. The school supports the Home, the Church, and Christian education as they work together to meet the needs of every student. All employees view their work as a called ministry.

This handbook is a method of coordinating the efforts of parents, faculty, and administrators as they deal with students on a day-to-day basis. It cannot, nor will it address every situation, which may occur. It, however, provides general guidelines, which helps everyone maintain an orderly level of communication between parents and school personnel.

Foothills Community Christian School is a Christ-centered institution. The school's strong desire and commitment is to provide encouragement and support to parents as they endeavor to train their children in the nurture and admonition of the Lord.

To facilitate your direction and involvement this year, this handbook has been developed to be used as a guideline and as a tool to help you understand what will be expected. Please call the school office if you have questions or need clarification on school policies.

The following policies are offered as a guideline for conduct for the Foothills Community Christian School student and are not intended to be all-inclusive.

NOTICE OF ASBESTOS COMPLIANCE

FCCS is in compliance with AHERA, which is the Asbestos Hazard Emergency Response Act.

Asbestos is a naturally occurring mineral fiber which, until about 1980, was commonly used in building construction. Asbestos will not burn, is an excellent insulator, has great tensile strength, is resistant to chemicals, is a non-conductor of electricity and absorbs sound. Examples of "Asbestos Containing Building Materials" (ACBM) are resilient floor coverings; spray applied surfacing materials, pipe and boiler insulation and roofing materials. As ACBM deteriorates over time or is disturbed by maintenance, demolition and renovation activities it may become friable, i.e., it may be reduced to a powder form using hand pressure. When ACBM becomes friable, asbestos fibers are released into the air. Inhalation of these microscopic fibers has been proven to cause lung diseases such as lung cancer, mesothelioma and asbestosis. Uncontrolled asbestos contamination of buildings has been and continues to be a significant environmental and public health issue. In 1986 Congress enacted the "Asbestos Hazard Emergency Response Act" (AHERA) to require Public and Private elementary and secondary schools to identify ACBM in their buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the United States Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate. These regulations are incorporated within the "Asbestos Containing Materials in Schools Rule" (40 C.F.R. Part 763, Subpart E).

In compliance with the "Asbestos Containing Materials in Schools Rule", Foothills Community Christian School had its building inspected by an inspector accredited

in the State of Montana. During these inspections areas of suspect materials were identified. The type, condition and locations of these materials were noted. Samples of some suspect materials were collected. Laboratory analysis confirms the presence or absence of asbestos in these materials. Suspect materials not sampled and analyzed have been assumed to be ACBM. Confirmed and/or Assumed ACBM currently remain in our school building.

Upon confirmation of ACBM, an "Asbestos Management Plan" was developed by an accredited "Asbestos Management Planner", accredited to develop "Management Plans", in the State of Montana. This "Management Plan" includes descriptions of measures taken to ensure that materials identified in our building remains in a condition that will not pose a threat to the health of our school's students, employees and visitors. The plan includes records of past response actions, taken to protect our building occupants, and abate ACBM. The "Asbestos Management Plan" provides information of surveillance activities, conducted by trained school employees and the required tri-annual re-inspection, conducted by an independent individual, certified to conduct these inspections, in the State of Montana.

A copy of the schools "Management Plan" is available for your review, in the Foothills Community Christian School administrative office, during regular business hours. The Head of School, Mr. David Culpepper, is the schools required AHERA designated person. Please direct any questions regarding the school's "Management Plan" to him, during regular business hours, at 1-406-452-5276.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Foothills Community Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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The following policies are offered as a guideline for conduct for the Foothills Community Christian School student and are not intended to be all-inclusive.

OVERVIEW

ORGANIZATION

Foothills Community Christian School was formed by an initial group of parents from within the Great Falls community. This group of concerned parents formed an exploratory group, with the first meeting on July 5, 1996. An interim board was appointed and began drafting the Mission Statement. The Mission Statement was presented to the entire parent group, was voted on, and was passed in August of 1996. The constituency accepted the Statement of Faith in September of 1996. Subsequently, the bylaws, which included the philosophy and objectives, were developed by the interim board and adopted by all the parents in December of 1996. With this foundation, the school opened its doors to students in the fall of 1997 offering Pre-Kindergarten through 8th grade classes. A revision of the Mission Statement was completed in June of 2001 with input from the teaching staff and administrator and an additional change to wording was adopted in the fall of 2014.

In 2000, the decision was made by the School Board to add a high school program. One grade was added each year growing to a full 9th-12th grade program by 2004. The school then sought initial ACSI (Association of Christian Schools International) accreditation and in 2005 was granted a six-year term. The school was re-accredited by ACSI in 2011 and is committed to always maintaining full accreditation status.

The school began in 1997 at Harvest Springs Community Church and shared the church facility. However, the school was blessed to have the opportunity to purchase its own facility and moved into the current location at 2210 5th Avenue North in the fall 2002.

The school has an educational 501(c)(3) designation. The school operates under the auspices of a Board of Directors. The school's Head of School is the school's chief Executive and Operating Officer and is responsible to report to the Board of Directors about the overall operation of the school. The other administrative positions are: Advancement Coordinator, Athletic Director, and a School Counselor.

BIBLE-BASED

FCCS is a non-profit school serving students in grades Kindergarten through twelve. Foothills Community Christian School is a biblically-based, interdenominational Christian school serving the Great Falls, Montana area. FCCS is a covenant or believer school in that it serves families in which at least one parent is a Christian or in the case of a high school student, the student is a professing practicing Christian.

INCLUSIVE

Students are admitted without regard to ethnic or socio-economic backgrounds. Families are encouraged to participate in volunteer opportunities and classroom activities. Parents and guardians are required to volunteer at least thirty hours a year. In the event they are unable to volunteer they are assessed an additional fee amount. Tuition rates are competitive with the private schools in Montana and attract families from a large geographical region.

FUNDING

The School's educational program is funded primarily from tuition and fees. In addition, generous gifts from the FCCS family, friends, and grants assist in sustaining student financial assistance and other major projects. Parents continue to encourage the staff and students as they contribute time, labor and resources to support FCCS quality programs.

COLLEGE PREPARATORY

More than 90% of our seniors attend the finest colleges and universities of our country.

AFFILIATIONS AND ACCREDITATIONS

Foothills Community Christian School is a member of and accredited by the Association of Christian Schools International (ACSI) and Cognia. FCCS is a member of the Montana Christian Athletic Association (MCAA). ACSI certifies our administrators and teachers.

DOCTRINAL AND DENOMINATIONAL DIFFERENCES

Foothills Community Christian School is an independent Christian school and the student body and faculty represent a broad cross section of the Christian community. Our purpose is to present a sound education, integrated with doctrinal beliefs common to most Christian denominations.

The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. In order to maintain a clear non-denominational position, it is necessary that we remind faculty, staff, parents and students that certain areas of teaching are primarily the responsibility of the home and church.

FCCS desires to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by any denominational distinctive. FCCS provides an atmosphere where Bible topics are freely and openly discussed, where differences are tolerated and accepted even though we may disagree. Equally, FCCS teaches the fundamental truths of God's Word in an authoritative way to impress the importance of these truths. Finally, we strive for unity in such a way that the unsaved community around us sees the love of God in our lives and gives us the opportunity to share God's Word with them.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16-17, 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons -Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19).
3. We believe in the deity of Christ (John 10:33) His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35) His sinless life (Hebrews 4:15, 7:26) His miracles (John 2:11) His vicarious and atoning death (1 Corinthians 15:3-4, Ephesians 1:7, Hebrews 2:9) His resurrection (John 11:25, 1 Corinthians 15:3) His ascension to the right hand of the Father (Mark 16:19) His personal return in power and glory (Acts 1:11 and Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for Salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:3, John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost - they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28, Philippians 2:1-2),
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (John 7:37-39, 14:16-17, Romans 8:9-14, 1 Corinthians 3:16, 6:19-20),

8. We believe in the creation of man by God in His own image (Genesis 1:26-28, 5:1-2, Matthew 19:4, Ephesians 2:10).
9. We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27, Mark 10:6).
10. We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union (Genesis 2:18-25, Romans 1:21-27, 1 Corinthians 6:9-10;18, 7:2-5, Hebrews 13:4).
11. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death (Psalm 139:14-16).

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological gender is a rejection of the image of God within that person.

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, lesbian behavior, bisexual conduct, incest, cohabitation, use of pornography, sexual harassment, sexual abuse, sexual improprieties toward minors, and bestiality) is sinful and offensive to God. (Matthew 15:18-20; I Corinthians 6:9-10.)

We believe that in order to preserve the function and integrity of Foothills Community Christian School as representative of the Body of Christ, and to provide a biblical role model to the Foothills Community Christian School families, students, staff and the community, it is imperative and essential that all persons employed by Foothills Community Christian School in any capacity, or who serve as volunteers,

agree to and abide by this statement ON MARRIAGE, GENDER, AND SEXUALITY. (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; I Corinthians 9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Foothills Community Christian School.

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The statement of faith including the statements on the sanctity of life and does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Foothills Community Christian School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Foothills Community Christian School's final interpretive authority on the Bible's meaning and application.

SCHOOL PHILOSOPHY

The educational process in a Christian School is dependent on a Biblical philosophy which provides the right world view and essential truths for life so that children may be prepared to assume their proper place in the home, church and the state. Accordingly, the philosophy of education for Foothills Community Christian School is as follows:

The educational philosophy of the Foothills Community Christian School System is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on the total world view from which emerges a balanced personality and a proper understanding and acceptance of a person's role in life, at home, in the community, at work, at play and at worship--all grounded in the Christian concept of love. The school is to be an extension of the home and to supplement parental instruction provided in the home. Parents will have both an opportunity and an obligation to be involved in the school and their children's education.

This philosophy permeates our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. These are inseparable and God's word must be woven throughout the total curriculum. The desired goal of the school is to train disciples; i.e., students who are independent thinkers, confident in their faith,

God's word is the foundation for the education and instruction to be provided. It is apparent, then, that the types of activities we employ or permit in the classroom or school program are critical in facilitating our basic philosophy,

Certain objectives are established to implement this philosophy:

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; I Peter 1:20, 21)
2. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9, 10)
3. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22, 23)
4. To teach the student how to develop the mind of Christ towards godliness (Philippines 2:5; I Timothy 4:7)
5. To encourage the student to develop self-discipline and responsibility from God's perspective (1 Timothy 4:7; 1 Corinthians 9; 24-27)
6. To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
7. To help the student develop a Christian world view by integrating life, and all studies, with the Bible (II Peter 1:3)
8. To teach the student to hide God's Word in his/her heart through memorization and meditation (Psalm 119:11; Psalm 1:13)

9. To help the student develop his/her identity in Christ as a unique individual created in the image of God and to attain his/her fullest potential (Psalm 139:13-16)
10. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippines 2:194; Ephesians 5:21)
11. To teach the student how to become a contributing member of his/her society by realizing his/her need to serve others (Galatians 5:13; Romans 2:10)
12. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19, 20)
13. To teach the student Biblical attitudes toward material things and his/her responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19, 20; I Corinthians 10:31)
14. To teach the student to understand and use the fundamental processes in communicating and dealing with others (II Corinthians 5:20)
15. To teach and encourage the student to use good study skills and habits (II Timothy 2:3.7; 15, 16)
16. To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2)
17. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage (I Corinthians 10:11; Romans 13:1-7)
18. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45)
19. To help the parent understand the school's purpose and program
20. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children
21. To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6)

VISION and TAGLINE

UNCOMMON EDUCATION FOR LIFE

MISSION

Foothills Community Christian School (FCCS) assists parents in providing a Christ-centered education that values exceptional academics, strong moral character, and service to others.

PURPOSE

Foothills Community Christian School is a community based Christian School dedicated to assisting parents in providing a quality Christian education based upon the authoritative, inerrant Word of God. Our purpose is not only to provide a strong academic foundation for college, but also to offer a firm perspective for life. Foothills Community Christian School strives to develop the whole person for the glory of God through a disciplined environment demonstrating God's love. Foothills Community Christian School will equip students to thoughtfully examine every aspect of life through a Christ-centered worldview. The staff will serve as role models through their Christian walk, professional excellence and spiritual growth.

GOALS

The goals of Foothills Community Christian School (FCCS) are founded on the Word of God and reflect the Statement of Faith, school philosophy, vision, mission and purpose. Just as Jesus grew and developed in every aspect of His being (Luke 2:52), FCCS seeks to encourage the growth of each student in every area of his life; utilizing classroom and non-classroom opportunities for development into mature Christians. These are:

- To provide professionally competent Christian teachers and staff who live and practice Christian principles, work in partnership with the families, and integrate Christ into the curriculum. (Proverbs 3, 1 Corinthians 3:11)
- To assist families and students in identifying and applying biblical principles that will be useful and reinforced in the home, church, and school. (Ephesians 6:1)
- To foster an understanding of each individual student so that families and teachers are better equipped to recognize the individual and spiritual creation of each child. (Proverbs 22:5)

In addition, the teacher and administrative goals that emanate from the school philosophy, vision, mission, and purpose of FCCS are:

- **Spiritual:** To develop convictions in the child and help him experience God's work in his daily lifestyle by developing the ability to see life from God's point of view, and thereby be like-minded with Christ. (Philippians 2:1-9, Psalms 111:10, Isaiah 54:13)
- **Character:** To develop virtuous attitudes, desires, and power to do the will of God, thus resulting in a Godly self-image, self-control, and Godly leadership. (Romans 12:2-3, Psalms 139, Isaiah 54:13)
- **Cognitive:** To develop and maintain curriculum and staff that is of the highest quality available, thus challenging each student to academic exceptionalism - realizing that the ability to learn is a gift from God and should be properly invested in the lives of others. (2 Timothy 2:15, 2 Timothy 3:16-17, Colossians 2:6-7)
- **Social:** To train students how to develop proper and lasting relationships with family, self, those in authority over him, those for whom he is responsible, and friends. (John 15:13, Romans 13, Matthew 18:15-35, Colossians 3:17)
- **Physical:** To develop the mind and body by encouraging proper exercise and nutritional habits which will inspire a lifelong commitment to the care of God's temple - the body (Romans 12:1-2)

CORE VALUES

We rest upon the following non-negotiable values. These identify who we are, why we exist and are used in our student programs, activities and awards.

(LEARN)

LEADERSHIP

- Challenging students to excel in responsibility, work ethic, integrity, and moral decision-making
 - Student Participation
 - Contests/Fairs
 - C-Span
 - Extra-Curricular
 - Service organizations (NHS, NJHS, NAHS)
 - Yearbook, Newscast, and Video

Production

- Student Led
 - Student Councils (Lower School, Middle School, High School)
 - Praise Teams
 - Prayer groups
 - Student Buddy system
 - Student Ambassadors
 - Merit-based leadership awards
- Student Initiated or generated
 - Service to others - Bible requirement
- Developing critical thinkers with a Biblical worldview
 - Using Creation, Fall, Redemption model to interpret the world
- Understanding our important influence to the community

EXCEPTIONAL ACADEMICS

- Maintaining high educational standards
 - Honor list/roll
 - Merit-based awards
 - Merit based scholarships
 - Test Scores
 - Graduation rate
 - College acceptance rate
 - Required credits for graduation
 - High attendance requirements and enforcements
- Strong commitment to developing each student's educational abilities and goals
 - Individualized instruction
- Motivating students to pursue their God-given gifts, talents, and skills
 - Gift inventory
 - ASVAB
 - Recognitions of academic, arts, and athletic accomplishments, including lettering/pinning
 - Academic clubs, activities, and contests

AUTHORITY OF GOD'S WORD

- Encouraging students toward a Christian worldview by integrating their faith, learning, and knowledge
 - Bible required courses
 - Required verse memorization

- Required Bible reading
- Bible worldview shaping in all content areas
- Biblical-based service opportunities and student recognition of such
- Student recognition of Biblical knowledge and godly activities
- Teaching and implementing the Christian's role in evangelism, discipleship, and fellowship
 - Recognition of student involvement in church and Christian youth organizations and opportunities

RELATIONSHIPS

- **Reach-up** Commitment to modeling and encouraging a culture of love (*as demonstrated by Jesus Christ*)
 - Daily prayer by faculty
 - Weekly prayer
 - Spiritual Opportunity week (SOW)
 - Biblical Conflict resolution teaching
- **Reach over**
 - Promoting genuine and authentic relationships
 - Board and committees
 - Student recognition of team-based involvement
 - Student involvement in Athletics and extra-curricular activities
 - Believing strong parental involvement is a key to overall student success
 - PTF
 - Boosters
 - Parental attendance (in a godly manner) of student activities
- **Reach out**
 - Banquet
 - Field trips - community involvement
 - Lifestyle evangelism

NURTURING ENVIRONMENT

- Promoting a low student to teacher ratio
- Classroom management with focus on character
 - Recognition of student character traits
 - Recognition of good citizenship of students
 - Identification of students who promote a nurturing environment
- Educators devoted to creating a school of love, community, and service to

others

- Educators active in local churches and local community

OBJECTIVES – STUDENT EXPECTED OUTCOMES

The following objectives of Foothills Community Christian School (FCCS) are founded the Word of God and Statement of Faith, school philosophy, vision, mission, purpose, goals, and core values. “For no other foundation can anyone lay than that which is laid, which is Jesus Christ.” (1 Corinthians 3:11). FCCS strives to select the best instructional materials available in order to attain the overall goals of the school.

Beginning at the pre-Kindergarten level and continuing through high school, we are committed to educate the total student from a biblical worldview.

It is the hope that each student will fully experience and exhibit:

Spiritual growth by developing:

1. A personal relationship with Jesus Christ – discipleship; including opportunities for the student to confess Christ as Savior and Lord (Romans 10:9, 10)
2. A greater understanding of God’s written Word, the Bible and that the Bible is the inspired and the only infallible authoritative Word of God.
3. Attitudes of love and respect toward the Word of God (II Timothy 3:15-17; H Peter 1:20, 21)
4. The desire and ability to hide God's Word in his/her heart through memorization and meditation (Psalm 119:11; Psalm 1:13)
5. Open communication with God through prayer
6. Self-control and self-discipline through the power of the Holy Spirit
7. The mind of Christ and growth towards godliness (Philippines 2:5; I Timothy 4:7)
8. Convictions about God’s Word and life
9. A desire and opportunities to proclaim the Word – evangelism
10. An opportunity to express one’s love of God – worship
11. The skills to filter all life experiences through a biblical worldview focus which connects the big picture of Creation, Fall, Redemption, to one or more of the following:
 - a. Creation – what is made and sustained by God
 - b. Mankind – who and what humans are
 - c. Moral Order – moral behavior and responsibility
 - d. Purpose – the intention and meaning of all that exists

Character growth by developing:

1. An image of self as God views him - made in the image of God, yet sinful
2. His or her identity in Christ as a unique individual created in the image of God and to attain his or her fullest potential (Psalm 139:13-16)
3. The ability to deal with difficult situations
4. Self-discipline and responsibility from God's perspective (1 Timothy 4:7; 1 Corinthians 9; 24-27)
5. Sensitivity to emotions, which can be channeled to build character (love, joy, sorrow, loneliness, and grief)
6. Appreciation for the fine arts
7. Virtuous attitudes to teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (1 Samuel 16:7; Galatians 5:22, 23)
8. Actions that minister to others – ministry
9. Biblical attitudes toward material things and his or her responsibility for using those attitudes to God's glory (1 Timothy 6:17-19; Matthew 6:19, 20; 1 Corinthians 10:31)

Cognitive growth by developing:

1. Logical reasoning and research skills from a biblical perspective (Hebrews 5:14; Romans 12:2)
2. The skills and abilities necessary for independent learning beyond the walls of the classroom
3. Fundamental skills in communication, math, science, technology, and fine arts
4. The ability to apply fundamental skills to practical situations
5. Knowledge and skills required for future educational, vocational, and economic competence
6. Each student's use of good study skills and habits (II Timothy 2:3,7; 15, 16)
7. A love of learning and a joy in discovering the truth
8. A Christian worldview by integrating life and all studies with the Bible (II Peter 1:3)

Social growth by developing:

1. A desire to build a loving relationship with each family member
2. A desire to build a loving relationship with other Christians – Fellowship
3. A growing ability to "love one's neighbor as oneself"
4. Habits of love and respect of others as unique individuals created in God's image (Philippines 2:194; Ephesians 5:21)
5. Knowledge and appreciation for the American heritage and citizenship, with the rights, duties, and responsibilities they imply

6. Good citizenship through an understanding and appreciation of our Christian and American heritage (I Corinthians 10:11; Romans 13:1-7)
7. Understanding of other peoples, cultures, and societies
8. The fundamental biblical processes in communicating and dealing with others (II Corinthians 5:20)
9. Understanding how to relate to people in authority
10. Respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
11. Understanding how to relate to people as a leader
12. His or her need to serve others thus becoming a contributing member of society (Galatians 5:13; Romans 2:10)

Physical growth by developing:

1. An understanding of the body as the temple of God
2. Physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19, 20)
3. The application of good health and nutrition practices
4. Physical skills, which enable the student to enjoy wholesome recreational activities and daily living habits that will maintain a strong and healthy body

STUDENT/GRADUATE PROFILE

Foothills Community Christian School (FCCS) seeks to guide, train, coach, educate, and graduate students who:

ACADEMICALLY:

- Are exceptional
- Think independently and critically
- Are trained thoroughly in a biblical worldview
- Know their gifts, talents, and skills and on a path of using them
- Have a superior preparation for any further education
- Exhibit a continuing love for learning
- Demonstrates effective communication skills:
 - Speaking
 - Writing
- Participate in athletics (competitive or recreational) that equips them with a Christian approach to wellness
- Are trained in fine arts, social, and extracurricular activities that equipped them with a Christian cognitive approach to beauty, ministry, and fellowship

BY THEIR CHARACTER:

- Are equipped fully to live the Christian life:
 - Physically
 - Spiritually
 - Emotionally
- Defend effectively their faith by word and deed
- Articulate with clarity a Christian worldview
 - As it relates to the biblical definition of marriage and family
 - As it relates to the exercising of the biblical disciplines of prayer, Bible study, Christian fellowship, and a lifestyle of discipleship/evangelism
- Are committed to a local body of Christ
- Are committed to Christian education
- Love the Lord with their:
 - Whole heart
 - Soul
 - Strength
- Solve problems with courage based on biblical convictions
- Reveal authentically the character of Christ by their actions

AS LEADERS:

- Serve and influence others because they know:
 - Whose they are
 - Who they are
 - Why they are here
 - Where they are going
 - How they are going to get there
- Are equipped to engage the world for Jesus Christ
 - Physically
 - Spiritually
 - Emotionally
- Commit to a life of loyal and responsible servant leadership in a local church
- Serve and influence others by their example of a consistent work ethic, decision-making based on biblical morals, lifestyle of integrity and responsibility
- Demonstrate the skills of critical thinking based on the Truth of the scriptures
- Embrace the realization of the importance and significance of their influence in the community of which they live

TEACHER PROFILE

Foothills Community Christian School (FCCS) seeks to employ teachers and staff who:

- Passionately know, love and live Christ
- Constantly seek to improve his or her level of excellence as an educator
- Inspire and assist each student to fully utilize their God-given gifts and talents
- Are effective communicators to their students and are responsible in communicating with parents in and outside of the classroom
- Present a scholarly nurturing and mentoring focus
- Are loyal to FCCS, its families, and their local church
- Boldly fuse the message of Christ into the daily aspect of the learning experiences
- Abide and uphold the FCCS Statement of Faith, Philosophy, Vision, Mission, Purpose, Goals, Objectives, Core Values, and Student Profile
- Are advocates and encouragers who motivate, with respect, students toward a life of purity and purpose
- Are academically astute with superior qualifications and intellectual discernment

SCHOOL BOARD OF DIRECTORS

The FCCS Board of Directors is the policy-making body of the school. The purpose of the Foothills Community Christian School Board of Directors, on behalf of Christ, is to assure that Foothills Community Christian School achieves her mission. The board is responsible for establishing the preferred future of Foothills Community Christian School, insuring financial integrity and adequate funding to deliver the mission; and oversight of the Head of School.

The Foothills Community Christian School Board shall govern with an emphasis on:

- Biblically-based integrity and truthfulness in all methods and practices
- Outward vision rather than an internal preoccupation
- Strategic leadership more than administrative detail
- Clear distinction of board and chief executive roles
- Collective rather than individual decisions
- Future rather than past or present
- Proactive rather than reactive

The job of the Foothills Community Christian School Board is to determine and expect appropriate organizational performance. The board, to do its job effectively, will follow an agenda and continually improve board performance through board

education and enriched input and deliberation. The president or designee assures the integrity of the board's process and, secondarily, occasionally represents the board to outside parties. The board commits itself and its partners to biblical, ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members. The board commits itself to the individual and collective participation of its members to insure leadership success.

The board aims to maintain a size of nine voting members.

The board is scheduled to meet monthly (except in the summer). If a parent wishes to address the board on any **policy** matter, the board requests that matter be put it in writing and submit it to the board at least two weeks prior to a meeting. The board asks that any **grievance** will have already been addressed with the employee and the Head of School prior to board discussion.

Board members are: (2022-2023) Brad Hass, Jason Lehmann, Lori Badgley, Stephanie Semenza, Ginger King, Olulade Ayodele-Ogunsua, Nate Fairbanks, and Shane Etzweiler. The NON-voting member is: David Culpepper, Head of School.

All policies of the school are the sole and final responsibility of the Board.

BOARD ACTION REQUEST

In order for any issue to be considered for inclusion on the agenda of the Board of Directors ("Board") of Foothill Community Christian School ("FCCS"), for either consideration or action, each of the following steps must be completed:

1. The Applicant must provide a written statement or request ("Board Action Request") which includes at a minimum each of the following items (a Board Action Request Form is not required but may be obtained upon request from the Head of School):
 - A. A clear and concise statement of the issue being presented;
 - B. A short summary of why the issue should be considered or addressed by the Board;
 - C. All supporting documents, statements or other information relevant to the request, all of which must be provided in a form which can be easily communicated to the Board;
 - D. A description of the specific action that the Applicant would like to see the Board take with regard to the issue being addressed; and
 - E. The Applicant's contact information.

2. A complete Board Action Request must be provided by the Applicant at least two weeks in advance of the meeting at which the Applicant desires the issue to be considered by the Board to any one of the following individuals:
 - A. Head of School
 - B. Any member of the Board Executive Committee (President, Vice-President, Secretary or Treasurer).

The Board Chair of the Executive Committee has the authority to grant an exception with regard to the timing of presentation of the Board Action Request.

3. All Board Action Requests is forwarded to the Head of School as soon as reasonably possible. The Head of School will be responsible for ensuring the completeness of each Board Action Request and shall ensure that all Board Action Requests are tracked and retained, regardless of the disposition of the issue or request. The Head of School will then present each complete Board Action Request to the Board Chair who will decide when and if the issue will be placed on the Board Agenda.
4. The Head of School will be responsible for communicating to the Applicant if and when the Board Action Request will be placed on the Board Agenda. The Head of School or other individual designated by the Board will be responsible to communicate to the Applicant and any other necessary individuals the decision of the Board and action taken, if any, as soon as reasonably possible after the Board has acted on the issue.

PARENT TEACHER FELLOWSHIP (PTF)

All families enrolled in FCCS are automatically members to the Parent Teacher Fellowship (PTF). Volunteers are extremely critical to the success of any organization and Foothills is no different.

PTF is tasked to strengthen the relationship between FCCS families and the school. The PTF officers and committee chairmen serve under the direction of the Head of School. Profits raised are used for the funding of approved projects.

The objective of this association is to enhance the mission of the school by:

- Promoting a cooperative relationship between the parents, teachers, and school administration.

- Providing additional resources and encouragement to the teachers and staff.
- Providing a spiritual covering, through prayer, for the students and staff

The PTF believes in Christian education and to this end parents, relatives, teachers, and friends should be part of that process. This organization exists to utilize these individuals in support of the spiritual and academic development of our children in a manner that is glorifying to God. All parents of students enrolled in the school qualify as full members upon payment of school enrollment fees. Teachers and staff members of the school qualify as full members upon employment. Relatives and friends shall become a part by participation in activities.

The PTF is here to assist families with volunteering the 30 hours at FCCS by providing information on needs and ways one can volunteer through openings on the school bulletin board. Teachers may also need help with a variety of things so please speak with them.

PTF is involved in a wide variety of activities at FCCS, including but not limited to: room mothers, office helpers, copy support, seamstresses, library aides, Hospitality Committee, school-wide fundraising support, School Picture Day, Art, publications and periodic mass mailings, prayer, Chapel, Field Day, Music, and Drama production help. Parent involvement is always needed and appreciated!

PTF 2022 – 2023

President:

ADMISSIONS/STANDARDS COMMITTEE

The purpose of the Admissions/Standards Committee is to maintain and insure the student population of Foothills Community Christian School (FCCS) reflects her mission. The committee will review entering and current students who do not meet attendance, behavior, and academic standards of FCCS.

The committee includes but not limited to: The Head of School, Instructional Supervisor, and selected staff and faculty.

ADMISSIONS

Admission to Foothills Community Christian School is by application only and based on the following criteria. Acceptance, along with any terms and conditions, is determined by the administration.

Age Requirement

Students entering Pre-Kindergarten must reach the age of four years old by September 10th. Students entering Kindergarten must reach the age of five years old by September 10th. Exceptions are granted rarely after diagnostic academic testing, interview with the teacher, and the Head of School.

Spiritual

Entering and returning students/families:

Students must come from a family that celebrates biblical values. We require that either a father or mother be born again; that is, be a believer in Jesus Christ as their personal Savior. The personal faith of the student is of particular interest to us in the application process. An interview by the Head of School with student and parents is required. Families must agree with the FCCS Statement of Faith

Attendance

Entering students:

- Must be in attendance a minimum of ninety percent (80 days per semester) of the school days from semester prior to enrolling
- Must be at least appropriate age for grade level no later than September 10 of enrollment year (i.e. Turn 5 by September 10 for Kindergarten enrollment)

Returning students:

Must be in attendance a minimum of ninety percent (80 days per semester) of the school days from semester prior to re-enrolling

Behavior

Entering students:

Must not have a single rating of one (1) or more than two ratings of two (2) on the Minister, Teacher, or Administrator recommendation forms and have not been sent to the office on a disciplinary action in the prior school year

Returning students:

Must be reviewed on offenses in which the student is subject to suspension or expulsion

Academics

Upper School

Entering students:

Must not have a semester grade average below 80 in more than two classes or one failure

International Students:

Must score a minimum level on a FCCS approved English proficiency test (Check with admissions Office on the score threshold)

Returning students:

Must not have a failure in any class in the prior grading period

Lower School

Entering students:

Must not have a failure in any subject during the last grading cycle

Returning students:

Must not have a failure in any subject during the last grading cycle

Entering students' additional requirements:

Face-to-face interview with the FCCS Administration

(Within the past school year)

Score at least a six (6) stanine in the basic and complete battery of a nationally-normed achievement test

Show mastery in each area of any state-normed or referenced test

Must supply special education or hospital records for review prior to enrollment

Entering Kindergarten students:

Must score in the average range or better on the FCCS selected achievement and/or development test

ATTENDANCE

GENERAL STATEMENT

Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each

teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up".

CALENDAR

The FCCS calendar will have a maximum of 180 days and no less than 172 attendance days for the school year. A school calendar has been selected that is convenient to our parents and coincides when possible with the area schools. **Lower School** students arriving at school after 11:30 A.M. or leaving before 12:00 P.M. are counted absent for purposes of any awards, honors or extracurricular activities.

OFFICE HOURS (2023-2024)

The school office is closed on *Fridays* from June 17- August 18, 2023

July 1-August 18 (2023) are from 10:00 – 2:00 Monday – Thursday.

The week of July 4 (2023) the office is closed. (July 3-6)

August 21-September 21, 2023 the office hours are from 8:00-3:00pm

June 3-14 (2024) are from 8:00 – 3:00pm

June 17-30 (2024) are from 10:00 – 2:00 Monday – Thursday.

CLASSROOM HOURS

Classroom hours are:

PK3 – 5th: 8:00 – 3:20

6th – 12th: 7:50 – 3:30

After Care hours are:

PK3 – 5th: 3:30 – 5:30

6th – 12th: 3:45 – 5:30

GENERAL DROP-OFF AND PICK-UP INFORMATION FOR ALL DRIVERS

WHEN DROPPING OFF or PICKING UP YOUR CHILD designated routes and drop-off/pick-up points MUST BE FOLLOWED by parents and others in order to facilitate the orderly, timely, and safe retrieval of your children.

1. Do not park or leave an unattended vehicle in a designated fire lane at any time.
2. Do not park or wait in any posted "NO PARKING" zone.
3. Do not park or leave an unattended vehicle along the drop-off zone at any time for any reason. If you need to take something in to any of the offices during carpool hours you must park in the parking lot.
4. If for some reason you must walk in to get your child, you must park in the parking lot.

5. Do use caution in the parking lot. Adhere to a speed of no more than 10 miles per hour in parking lots and driveways. Keep cell phones off during drop-off and pick-up.
6. All pedestrians must use designated crosswalks.
7. Do yield the right-of-way to pedestrians at all times.
8. Do use courtesy at all times.
9. If someone not familiar with Drop-off or Pick-up procedures will be picking up your child, please inform them of the proper procedures and pick-up point.

ARRIVAL/DROP OFF

All Students should be dropped off at the North entrance (5th Avenue North) of the school after 7:30 A.M. Please use the drop-off lane or park in the school parking lot.

FCCS is open for students to enter at 7:30 A.M. However, students may come into the school earlier for scheduled tutoring sessions. Lower School Children who need to be dropped off between 7:30 and 7:50 will need to go to the multi-purpose room.

Lower School (grades PK3 – 5th) begins promptly at 8:00 A.M. Students are tardy after 8:00.

Upper School Students (grades 6-12) begins promptly at 7:50 A.M. Students are tardy after 7:50.

Parents who wish to walk students into the building should park in the parking lot and use designated cross walks.

Classrooms and hallways are unattended until 7:45 A.M. Students are not allowed in the classroom buildings until 7:30 A.M. each morning. No teacher is on duty before 7:30 A.M. Tardy students should report directly to the school office to obtain permission to enter.

DISMISSAL/PICK-UP

PK3 – 5th grade classes are dismissed at 3:20 P.M. PK3- 5th grade students not picked up by 3:30 will be checked into After Care. PK3-5 students waiting for an older sibling in grades 6-12 to be dismissed will not be charged until 3:45 P. M. No teacher is on duty after 3:45 P.M. Check the office for the charges.

Students must be out of the building by 3:45 P.M., unless accompanied by a teacher, parent or staff member, or unless they are participating in a school-sponsored or sanctioned activity. **All unsupervised students will automatically be placed in a supervised designated area, at the parents' expense, unless picked up by 3:45 P.M.**

PK3 – 5TH GRADES (LOWER SCHOOL)

Students should be Picked-up at the North entrance (5th Avenue North) of the school after 3:20 P.M. Parents/carpool drivers should not arrive in line before 3:10 P.M. Please note that the dismissal area will have teachers on duty.

6TH – 8TH GRADES (MIDDLE SCHOOL); 9TH – 12TH GRADES (HIGH SCHOOL)

Students are released at 3:30 P.M. Upper school students may exit at either the main entrance or the high school lobby entrance.

EARLY PICK UP

PK3 – 5TH GRADES (LOWER SCHOOL)

Early Pick-up:

Parents of students in grades PK3 – 5th should **not** pick up their child from within the building between 3:05 P.M. and 3:20 P.M.

If it is necessary to pick up a child prior to dismissal time, a parent or an authorized person must come to the school office to sign the student out. Lower School parents please send a note to the teacher with your child the morning of the day you wish to pick them up early, giving the reason and time. Children will not be released from the classroom to go home without proper school notification.

Parents of students grades PK3 – 5th who need to pick children up early for appointments or other plans should do so before 3:05 P.M. Parents should come to the school office to sign their child out early; office staff will then arrange for the child to come to the office to depart. No student is allowed to wait outside for pick-up except at regular dismissal time while under teacher supervision.

Students will not be released except through the office – please understand FCCS's concern for the safety of your child. Each child will have a pick-up list in FACTS/SIS®. Please make sure you fill it out. Only those who are noted on this authorization form will have permission to pick up your child early unless a note has been sent from home.

If the student will be returning to class, the parent must come by the office and sign the student back in. Please try to schedule dental and doctor appointments after school so the school day will not be interrupted and your child will not lose valuable class instruction.

6TH – 8TH GRADES (MIDDLE SCHOOL); 9TH – 12TH GRADES (HIGH)

Parents of students in grades 6th – 12th should not pick up their student from within the building between 3:15 P.M. and 3:30 P.M.

Parents of students in grades 6th – 12th who need to pick students up early for appointments or other plans should do so before 3:15 P.M. Parents should come to the school office to sign their young person out early; office staff will then arrange for the child to come to the office to depart. No student is allowed to wait outside for pick-up except at regular dismissal time while under teacher supervision.

PICK UP CHANGES

For your child's protection, we ask that you send a written notice to the teacher and email the office on **any** change in the pick-up procedure.

WHO CAN "PICK UP" A STUDENT?

Only persons whose names are registered through FACTS/SIS® as having permission from the parent or legal guardian are allowed to pick up students. Members of the carpool the student rides in may pick up the student. Special arrangements can be made to allow others to pick up students by sending a note or by calling and speaking with the school secretary prior to pick-up.

Parents of students going home with a friend or being picked up by another adult should communicate the change of pick up in writing to (for Lower School) the classroom teacher or (for Upper School) call and either speak or email with the office to give verbal notification of the change of pick up.

TRANSPORTATION

SAFETY

The children's safety is at stake and no family will be allowed to maintain enrollment at FCCS whose driver(s) does not follow safe driving habits and the instructions of the staff. There will never be a reason to justify endangering the health of the students.

BICYCLES

Students are allowed to ride bicycles to school. They must wear helmets and park them in the parking racks. Students are not allowed to ride their bicycles during the school day. Also, **skateboards, roller blades, and any other riding devices are not allowed at school.** FCCS is not responsible for any stolen bicycles.

CAR POOLS

We encourage the use of car pools; however, we cannot be responsible for any arrangements made by individual parents. All arrangements should be made before school. If someone other than the regular carpool person needs to pick up your child please send a note in with the child clearly identifying the driver. Inform the driver that the school will check the driver's license to verify identify if deemed necessary. Should circumstances not allow for a note, please call the office to communicate the information needed.

TRAFFIC PATTERNS

PLEASE DRIVE CAUTIOUSLY AS YOU DROP OFF AND PICK UP STUDENTS! Students may cross only at the designated crosswalks at the middle of the street and at each corner.

Drivers must pull over to the side of the road to drop off and pick-up students. Please do not stop in the middle of the street drop off or pick-up students.

SCHOOL ACTIVITY BUS OR SHUTTLE

The Transportation Coordinator is the Athletic Director and all Bus/Shuttle issues need to be addressed to the AD.

FCCS is looking for qualified drivers for our buses. The shuttle requires a Class C CDL license. If you are interested in driving for FCCS and have or you are in the process of obtaining the license. The cost of license can count toward your FIP hours. Just bring in the receipt.

When students ride the school activity bus/shuttle the following rules apply:

- All students and passengers are to remain seated when the vehicle is moving or about to move.
- Passengers must obey the bus driver at all times. Passengers must not distract the driver.
- Absolutely no smoking or tobacco use in any form is allowed on the bus
- The drivers should account for every passenger before departing and should maintain a valid seating chart.

- Absolutely no horseplay or rough housing is allowed.
- There should be no yelling or screaming at any time during the trip. Passengers should be **silent** when crossing railroad tracks.
- Passengers should avoid opening the windows on the air-conditioned buses unless instructed to do so by the driver.
- If windows are opened passenger must take the responsibility to close them before leaving.
- Never sit or lay on the floor while the bus/shuttle is moving.
- Never sit against the rear door of the bus/shuttle
- In the event of an emergency remain calm and evacuate the bus as directed.

EXTENDED CARE SCHOOL PROGRAM – Before and After School Care

Extended Care is a courtesy service offered to parents who need to drop their PK3-5th **grade students** off at school **BEFORE** 7:45 or pick them up after 3:30.

All PK3-12th grade students can be in the building after 7:30. Students are to be dropped off at the Before School Program no earlier than 7:30 A.M. in the morning. There is no adult supervision available for their care prior to 7:30 A.M. There is no charge for Before Care due to the staggered start times for our students.

Students (PK3 – 5th grades) that are picked up after 3:30 are checked into the After-Care Program. If they are waiting for an older sibling in 6th – 12th grades to be dismissed the charge for these students begin at 3:45. The fee for After Care (PK3-12th grades) is \$3.00 per hour (1st child in the family); \$1.50 per hour (for any additional child in the family). Families are billed for a full hour, even if in After Care less than one hour. After the first hour the rate is pro-rated in 15-minute increments. After Care ends at 5:30, so there will be an additional charge of \$5.00 for every additional fifteen minutes that the child must stay at school. Parents will be billed monthly on their school FACTS billing statement. **There will be no After Care on half days.**

General Information

Delinquent payments for Extended Care will be cause for removal of those children from the program. There will be no Extended Care on half days or full days off such as parent-teacher conferences,

Students in the Before or After School Program are expected to obey all rules of the Before or After School Program and school. If a particular student is continually out of harmony with the established rules and procedures, the parents are asked to make other arrangements after school.

The Before and After School Program is available for the convenience of FCCS families. FCCS teachers are not on duty to supervise students before 7:30 A.M. or after 3:30 P.M. and students are not permitted to be on the school grounds without supervision before or after these times.

Regular dismissal days – To ensure safety and protection, PK3 – 5th grades (Lower School) students who have not been picked up by 3:30 P.M. are taken to the Before and After School Program. Students in 6th – 12th grades (Upper School) who have not been picked up by 3:45 P.M. are to report to aftercare as well.

Students are not allowed to remain on FCCS grounds after dismissal. All students must be picked up by a parent or designated adult within 10 minutes after school is released or a late fee is charged. Parents will be called in to meet with the Head of School if a student is picked up late more than three times in a grading period.

DROP IN

The Before and After School Program follows guidelines set by FCCS. Only the children enrolled in child care can be on the playground areas from 3:35 P.M. to 5:30 P.M. Students not picked up within 10 minutes after dismissal are automatically sent to Before and After School Program. Parents are charged a drop-in fee (contact Before and After School Program 406-452-5276 for charges). The Before and After School Program staff will have access to your contact information.

TARDINESS

- Grades 1st – 5th: Out of class less than three and one-half hours is recorded either as a Partial Day (PD) or Late Arrival Present (LAP) if they are late one hour or less, that will be a Tardy (T).
- Grades 6th – 12th: Out of class one third (1/3) – 18 minutes - or less of class time is recorded as a tardy.

Lateness to class is disruptive and disrespectful to other students and the classroom teacher. A student is tardy unless the student is in the **appropriate room and seated** at the time of the tardy bell. Teachers may NOT hold students in their class beyond the time of the start of the next class period. When a student is tardy, the teacher will enter the tardy in the attendance record on the computer. The office will keep an ongoing record of those who are tardy. Excessive tardiness can accumulate to the extent that the student's tardy records are submitted to the Admissions/Standards Committee for review. Tardiness due to medical issues or other issues beyond the control of the student or family are not counted toward tardy consequences. The Head of School will determine the legitimacy of the excuse.

LATE ARRIVALS

Students in grades K – 5th need to be in their rooms and ready to work by 8:00 A.M. Students in grades K – 5th arriving after 8:00 A.M. must check in at the office to receive an admittance slip to class. Students who arrive in class late will not be allowed additional time to “catch up.”

Students in grades 6th – 12th have three (3) minutes between classes. Students will serve a detention for every third unexcused tardy received in a quarter. Detention will be scheduled and held as required.

Tardy consequences for Upper School (grades 6th -12th) are in the High School (grades 9th – 12th) supplemental section

PROBATION DUE TO EXCESSIVE TARDINESS

Continual tardiness, which disrupts the classroom, will result in a parent conference and possible probation or dismissal from FCCS.

Probation due to excessive tardiness is invoked when a student is excessively tardy. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to decrease tardiness. If not, the Admissions/Standards Committee will decide if the student is able to continue at Foothills Community Christian School.

ABSENCES

Regular attendance in classes is essential to a student's success. Failure of a student to attend school is considered an absence. Each absence is considered **excused** or **unexcused**.

- Grades 1 – 5: tardy or out of class three and one-half hours or more is recorded as an absence.
- Grades 7 – 12: tardy one third (1/3) – 19 minutes - or more to class is recorded as an absence.

The authority for determining the legitimacy of an absence rests with the school administration. The Head of School will consider the legitimacy of excusing absences due to family trips after receiving written request. A conference with parent(s) may be necessary.

P.E. ATTENDANCE

To be excused from P. E. activities for any one day, a student must have a note from home. In order to be excused from P. E. activities for an extended length of time, a student must have a statement from a health professional specifying the need for such an excuse and the approximate length of the recuperative period. Students will not participate in regular recess/playground activities if not participating in P. E. classes. They will be allowed to sit quietly at both P. E. and recess activity times.

TEMPORARY GUARDIAN

When parents are out-of-town and children are left in the care of another adult, the school should be notified in writing or email. If through email the parent needs to have proof the school received the email. Information should include:

1. Name of guardian authorized to pick up the child (with phone numbers)
2. A medical release form authorizing guardians to provide emergency medical care.
3. Only persons whose names are in FACTS/SIS that you will complete prior to enrolling or the email will be allowed to pick up students from school.

PROCEDURES FOR LEAVING SCHOOL CAMPUS

Arriving late and leaving early requires signed notes or an email from parents and must be approved by the Head of School. In order for a student to leave school during normal school hours, a parent must email who will be picking up the student

or sign the child out in the office. Upon returning to school, the student must sign in with note reporting the reason for absence or the parent may sign in the student.

STUDENT RELEASE

During official school hours and any official school functions, students will only be released to anyone other than their parent or legal guardian unless that parent or guardian has submitted a WRITTEN request (or email with proof to the parent that the email has been received) in advance. If a parent or guardian desires that his/her child be dismissed from school for any part of a day, he/she should notify the school office with an email or note written by the parent or guardian and verified by the office staff before the child will be released or come by the office to sign them out. The Head of School may waive the necessity for this written request.

Students may not leave the campus during the school day unless the parent has notified the school in writing and received administrative permission from the school for the student to leave.

Students are not allowed to leave with other students or friends. If leaving with another family member, the office must be notified *in advance*. The office may call the parent for verification at any time.

Unless the student is leaving school for a reason considered as an excused absence, the student will receive an unexcused absence for each class missed.

Written or email notification must include the following:

- Student's name
- Time and date to be excused
- Exact reason for leaving early
- Parent signature/or email

CLOSED CAMPUS PK3-8th GRADES

Foothills Community Christian School operates a closed campus. This means that students are required to stay on campus throughout the day.

OFF-CAMPUS LUNCHES WITH PARENTS

Students in PK3-10th grades are only allowed to leave with their parents for lunch, unless a written note is presented to the office *before classes*. With a parent's

note/email, another adult may pick them up for lunch. Parents must pick up the student in the office. Students in PK3-10th grades cannot be released to accompany other friends for lunch.

SPECIAL ACTIVITIES

Students enrolled in a performance class or special activities (i.e. Athletics, Fine Arts events, academic contests, and other extracurricular activities) are a part of the educational process at FCCS. Attendance is important for students to grow spiritually, physically, socially, and academically. An excused absence will only be given per the attendance policy. If a student must leave before the activity, they must bring a note or email from the parent prior to the event.

ABSENCES DUE TO SCHOOL ACTIVITY

If a student is absent from class due to involvement in a school activity, such as athletics, field trips or other school sponsored or sanctioned event, a teacher will record the absence. These absences are not counted against their total number of days required to be in attendance; however, the student is responsible for all make-up work. All work must be turned in the day following the absence, including taking tests or quizzes. The student is encouraged to turn work in prior to leaving for the activity.

ABSENCES KNOWN IN ADVANCE

Planned absences are excused only if the parents contact the Head of School at least two weeks in advance and make written arrangements. The decision to excuse the absence is made by the Head of School. When a student is out of school and the time of the absence is known ahead of time, it is the responsibility of the parents and student to secure the class assignments for that period of time from the teacher by phone, e-mail, or planbook.com. All course work and homework assignments are due on the day they return to class.

APPOINTMENTS

Doctor, dental, music lessons, and other appointments are to be scheduled after school when possible. All work will be expected to be made up.

ABSENCES NOT KNOWN IN ADVANCE

A parent should **call** (406-452-5276) the school office no later than 8:30 A.M. if a student is sick or has another unavoidable reason for being absent. A written excuse should be emailed or provided upon the student's return. In the event of an unplanned absence, the parent must secure their student's work as soon as possible from the teacher by planbook.com, phone, or e-mail. A student with an excused absence is given a reasonable opportunity to make up assignments and exams missed during the absence. A reasonable time to make up (assignments or tests) is generally one (1) day for each day absent up to five (5). It is the parent and student's responsibility to arrange for make-up tests or assignments.

EXCUSED ABSENCES

An excused absence is an absence due to a personal illness, a serious illness in the immediate family, death in the immediate family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrances. For excused absences, students are responsible for making up all class work, homework, and tests, and will be given a reasonable amount of time from the teacher to make up their work depending on the length of the absence. In any case, students must make up work no later than five school days upon their return to class. Although the absence has been excused, students will lose credit on work missed unless it is made up.

Immediate family is defined as mother, father, legal guardian, brother, sister, maternal and/or paternal grandparents.

Excused student absences may be excused for these reasons:

1. Personal illness. Parental note is limited to three (3) days. Thereafter, the student's absence must be excused only with a health professional's note, not to exceed five days. Parents must call or email the School office when their child is absent for illness. Students must provide a signed note from their parent (or a Parent email) upon their return before attending class.
2. Illness or death in the immediate family.
3. Health appointment (student must show note from health professional upon return)
4. Court appointments (documentation must be presented the following day.)
5. Juniors and seniors may have College Days absences. These do not count toward their absences. It is four days per year for the purpose of visiting colleges or universities. Students must request a college day in advance in writing from the Guidance Counselor (or Head of School) and submit documentation of the visit from the college or university the day following the trip.

6. School sponsored events. These do not count toward their absences.
7. Extenuating or unusual circumstances ascertained by the Head of School.

Personal/Family Trips

Continuity is important in the progress of your child's success. Families are encouraged to plan family trips during non-school times. Family trips should be planned to coincide with scheduled school vacations, and especially should not be planned during Achievement Test time. However, if your child must be out of school for personal trips, FCCS requires the following action:

1. Notify the Head of School and obtain permission at least two weeks prior to the trip.
2. Make arrangements for make-up work as approved by the teacher(s) involved.
3. Assignments given to a student before a trip are due the day the student returns to class.

Administration reserves the right to deem any absence excused or unexcused. Parents will be notified prior to the trip as to the status of the absence. **Trips (known in advance) that are not pre-approved will automatically be classified as unexcused absence(s).**

UNEXCUSED ABSENCES

Unexcused absences are those not consistent with items 1-7 of excused absences in the previous section. Any absence without a note by 7:50 A.M. on the second day of the return of the student to class is counted as an unexcused absence. Tests, class work, and assignments must be completed and turned in, but will not receive credit. Not turning work in will result in a zero as well as turning work in that is less than an 80.

REPORTING BACK TO SCHOOL AFTER ABSENCE

Upon returning to school after an absence, the student is to bring a signed note from a parent or the parent is to send an email detailing the cause of the absence; a telephone call to the office or the teacher is not accepted in place of a note or email. The student must present the note no later than the second school day after returning to school. This statement should be turned in to the office and list the dates absent and the reason for the absence. If a student is absent for up to three consecutive days, a parent note is sufficient. The note should be neatly written and include the following:

- Student's Name

- Time and date to be excused
- Exact reason for leaving
- Parent Signature/email

The office will give an admit slip to the student. This dated slip will permit the student to return to class and will indicate to the teacher(s) whether the absence is excused or unexcused. The parent may be required to provide a health professional's note for absences greater than three days.

MINIMUM DAYS PRESENT FOR CREDIT

All students must be in attendance, excused or unexcused, 90% of each semester to receive credit for that class or grade level. Excused and unexcused absences are counted equally when assessing total days absent.

APPEAL PROCEDURE

Excessive absences (excused and unexcused absences that exceed 10% of the semester attendance requirement) can accumulate to the extent that the student's attendance records are submitted to the Admissions/Standards Committee for review. There are two ways in which a student may restore lost credit due to excessive absences; one way is through attending after school classes and the other is through a waiver process. The Head of School will determine which approach to use.

Without administrative approval, a student is denied credit for the semester in the class and receives "no credit". When a student "no credits" a class, the grade earned along with an asterisk, will be recorded on the transcript. The asterisk denotes that no credit is given due to excessive absences.

TRUANCY

Truancy is the absence from school for any reason without the knowledge and consent of parents **and** school officials. Truancy is a violation of state law and, therefore, is considered to be a most severe violation of school policy. Class work and assignments missed as a result of truancy are not accepted for credit and a grade of 0 is given during a truancy period. Additionally, parents are notified, and the student shall be subject to disciplinary action up to and including expulsion.

CONSEQUENCES FOR EXCESSIVE ABSENCES

Parents are notified when a student has excessive absences. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to decrease school absenteeism. If not, the Admissions/Standards Committee will make recommendation as to the student's continued enrollment at Foothills Community Christian School.

The policy of Foothills Community Christian School regarding attendance is as follows:

1. All students must be in attendance ninety percent each semester to receive credit. No distinction is made between excused and unexcused absences. When a student is not in attendance for at least ninety percent in a semester, there is a procedure for appeal.
2. If a Lower School student is absent **more** than three and one-half hours of class, he is counted absent for that day.
3. If an Upper School student is absent **more** than one third (1/3) class time, he is counted absent for that class period

The parent or guardian is responsible for communicating the reason for the absence. The reason for the absence must be stated in writing and emailed or signed by a parent or other person standing in parental relationship to the student. The statement must be presented to the designated school official within two school days following the absence.

Attendance probation is only a notification of concern by the school. Other than the notification, there are no other consequences from attendance probation.

INFORMATION UPDATES

The office should be notified immediately (you are to update these items on FACTS/SIS® directly) about any change in the following:

1. Family's address
2. Family's telephone number (home, work, and cell)
3. Family's e-mail
4. Parent or guardian's employment address
5. Parent or guardian's employment phone number
6. Parent or guardian's employment e-mail
7. Parent or guardian's medical insurance

8. Student's doctor
9. Student's doctor's phone number
10. Student's emergency phone number(s)
11. Custody changes
12. Other pertinent information

ACADEMICS

CURRICULUM

Foothills Community Christian School teaches all subject matter by looking through the “lens” of Scripture. Teachers at FCCS are sensitive to God’s Word and are familiar with it so they become the weavers that intertwine His Word into all aspects of their teaching. We believe this to be the best method for enabling the student to determine truth as the student is exposed to a myriad of knowledge.

Teachers have been trained in learning styles and are sensitive to the modality (auditory, visual, tactual, kinesthetic) needs of their students. This knowledge, training, compatible curriculum, and formal assessment of each student’s learning style is provided for each student. The students are then trained to discover, understand, and use their learning style to enhance their mental, physical, emotional, and spiritual capacities.

The Kindergarten curriculum includes Bible, reading, phonics, writing, math, science, and social studies. The first through sixth grade classes have the following subjects as part of their curriculum: Bible, Language Arts (phonics, reading, spelling, grammar, handwriting, and creative writing), math, science, and social studies (history and geography). Students have access to the library, though they are encouraged to use the library often for research and other readings. **All** students attend art, music, physical education, technology classes, Spanish, and chapel each week.

BIBLE

A FCCS Bible class is required of each student in each grade. The Bible is God’s Word to man and contains the plan of salvation for each individual. Bible study is built into the daily schedule and is taught from both academic and spiritual perspectives. Students are taught to seek, find, and submit to God’s will for their lives. Foothills Community Christian School requires that each student in grades K-5 have a copy of the NIV version of the Bible and students in grades 6-12 have a copy of the NIV version of the Bible for work related to school. All Bible memory work will use the NIV.

LEARNING DIFFERENCES

If your student has a professional diagnosis of a learning difference or a medical diagnosis of ADD or ADHD, please contact the Administration within the first three weeks of school each school year, so that the appropriate assistance can be provided for your student. There is a protocol to be followed. At FCCS, we cannot modify any curriculum, but there are some accommodations that we can make to facilitate learning for these students. Teachers will then be advised regarding which accommodations to make for each student. It is often beneficial to have a parent-teacher conference after the third week of school for these students. In Upper School, all parent-teacher conferences are scheduled for 3:30 after school through the office. Lower School appointments are set through the individual classroom teacher. No conferences will be scheduled on Friday afternoons.

GRADING

Conduct is a separate evaluation and grade. Report cards are issued every nine weeks.

Grading System (Pre-Kindergarten and Kindergarten)

Students receive the grades **(O, E, S, N, and U)** for their academic work.

- O** Outstanding
- E** Excellent
- S** Satisfactory
- N** Needs Improvement
- U** Unsatisfactory

Daily grading marks:

I = incomplete

M = missing

A = absent without grade impact until after due date

P = pending (due date not yet reached)

Grading System (grades 1st – 12th)

A+	97 – 100	B+	87 – 89	C+	77 – 79	D+	67 – 69
A	94 – 96	B	84 – 86	C	74 – 76	D	64 – 66
A-	90 – 93	B-	80 – 83	C-	70 – 73	D-	60 – 63
F	Below 60	I	Incomplete				

Grading and Reporting Periods Lower School (Grades 1st – 5th)

Each semester is divided into two (2) nine-weeks grading and reporting periods. In computing the final grade for the course, all grades are determined in the following manner:

1st - 3rd grades

Daily Work 70% Tests/Projects 30%

4th - 5th grades

Daily Work 60% Tests/Projects 40%

In Lower School, non-core classes (art, music, physical education, technology) receive Pass/Fail only.

Grading and Reporting Periods Middle School (Grades 6 - 8)

High School courses (i.e. Algebra 1, World Geography, Physical Science, and World Language 1) taken in Middle School will follow the High School percentage distribution for computing grades. All 8th grade students taking high school credit courses are required to attend all semester exams.

For all other Middle School courses each semester is divided into two (2) nine-weeks grading and reporting periods. In computing the final grade for the course, all grades are determined in the following manner:

Grade 6th and Grade 8th (Non-high school courses)

1st Nine Weeks - 50%

3rd Nine Weeks - 50%

2nd Nine Weeks - 50%

4th Nine Weeks - 50%

Grading and Reporting Periods High School (grades 9th – 12th)

Each semester is divided into two (2) nine-weeks grading and reporting periods. In computing the final grade for the course, all grades are determined in the following manner:

Grades 9th – 12th

1st Nine Weeks - 40%

3rd Nine Weeks - 40%

2nd Nine Weeks - 40%

4th Nine Weeks - 40%

Exam or Activity - 20%

Exam or Activity - 20%

CUMULATIVE RECORDS

Cumulative records are kept on each student. Cumulative records are current and are accessible to authorized personnel. The records may be reviewed by others (parents, diagnosticians, and authorized legal authorities) under the supervision of a school official. They are available in the office for certified staff. Parents may request to review their student's cumulative records with the Head of School or Guidance Counselor.

STANDARDIZED TESTING

Achievement Tests: Each student in Kindergarten through – 8th grades will take achievement tests in the spring of the year to determine progress and scholastic strengths and weaknesses (see school calendar for dates). The results of these tests, as well as overall results of the school, are made available in the summer to parents by request and appointment. Testing modification for the student is made only when current official documentation requiring modification is on file in the school office. If a student is absent during this time, the student's records will be lacking achievement scores for that school year.

HOMEWORK

Students at Foothills Community Christian School will normally have homework. It is an integral part of the school program and aids students in advancing their studies. Parents can also assist by providing additional attention to problem areas at home. Most often, students are given class time to finish assignments, but any work not finished in class will be sent home to be completed. Students are expected to complete the homework assigned. Parents are expected to monitor their child's homework activity.

Homework is assigned by each teacher and is designed to:

- Reinforce and enrich school learning by providing the necessary practice, integration, and application through related home activities,
- Stimulate voluntary effort, initiative, independence, responsibility, and self-direction, and,
- Enrich the school experience through related home activities.

The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students.

The following guidelines are set forth to derive maximum benefit from the homework experience:

1. There will be light homework assigned on Wednesday nights (i.e. For 1st – 5th grade daily spelling, Bible verse memorization, and math assignments)
2. Students will have no more than 2 **major** tests (Quizzes that do not have a major graded weight are not considered tests) scheduled on any given day.
3. Homework done during a family trip or other extended absence from school is due on the day the student returns to class in order to receive full credit.

The school faculty urges that each student plan out-of-school activities wisely so that adequate time is provided for homework assignments as well as for the development of personal responsibility. Teachers are expected to give homework assignments.

PENALTIES FOR LATE HOMEWORK

All homework and assignments must be completed and turned in even if the work is not on time and it is designated as “late”. The student is required to complete the homework on time. Homework must be turned in on time to receive maximum credit.

LOWER SCHOOL (grades 3rd – 5th) and MIDDLE SCHOOL (grades 6th – 8th) except the high school classes that the 8th grade students take.

When **any work** is not turned in on time the student will receive:

20% off when 1 day late

50% off when 2 days late

Zero (0) when 3 days or more late

Students will complete all late assignments as directed by the teacher.

HIGH SCHOOL (grades 9th – 12th):

Foothills Community Christian School believes that late work is not acceptable. Work turned in on time represents a work ethic that FCCS chooses to reward. Preparing students for the college experience is important. As a rule, colleges do not accept work turned in late. At FCCS each high school teacher is responsible for his or her late work practice. However, the high school teachers must maintain a minimum standard of:

- **Zero (0) when work is late.** Students may turn in the assignment a day late for an additional grade. The zero stands on the original due date and the grade that

the student makes from the late work turned in will be entered as a second grade.

- For an Upper School student when a **special project (major test grade)** is turned in late, **10%** is deducted from the student's grade on the assignment for each class day the assignment is late.

MAKE-UP WORK

EXCUSED ABSENCES:

Students with excused absences are allowed to make up work within a reasonable length of time. As a general rule, students are given the same number of days to make up the work as the number of days absent, not to exceed five days. Project due dates and/or Major assessment days announced at least one week in advance are not delayed when the absence occurs on the day before the project/assessment due date. If excused absences occur in such a way as to create an “incomplete” on the report card, the work must be completed within five (5) class days after returning to school. Special consideration, however, is given to students missing several days in a row or those too ill to prepare for school. All special consideration requests must be given to the teacher prior to the expected due date for make-up work.

Teachers will assist students in making up work. It is the responsibility of both the parent and student to work with the teacher(s) to determine what work has been missed and see that it is completed and returned in a reasonable length of time. When a student misses the due date for make-up without an approved delay, the teacher is no longer technically obligated to assist the student in making up the work and the penalties for late work apply. Students are not permitted to miss regularly scheduled classes in order to make up work.

UNEXCUSED ABSENCES:

If a student receives an unexcused absence all course work and homework assignments are due. Class work and assignments must be completed and turned in, but will not receive credit or a zero. Not turning work in or turning in work that is less than an 80 will result in a zero.

TUTORIAL HELP

Students will sometimes need additional help in a subject. The first place to turn for help is to the teacher of the course. Most teachers at the school are willing to

give extra time to students who are conscientiously trying to improve their understanding and grade in a particular course. This time is limited to before and after school and must be scheduled prior to the day on which the tutorial work is desired to begin. Students may also be paired with peers who understand the material and can provide similar tutorial assistance.

For students with a greater need that cannot be met in the above time constraints, an outside tutor is recommended. The school faculty and office staff may be able to provide names of qualified tutors. Any outside tutor should confer with the teacher of the class in order to coordinate objectives and methods. It is important that the Head of School also be aware of students receiving outside tutorial help.

EXTRA WORK REQUESTS

End of quarter and end of semester requests for extra work are not accepted or approved. Low grades due to unexcused absences, excessive absences, truancy, and cheating cannot be improved. **Teachers may offer extra credit work at the beginning of a grading period, but are not required to do so.**

COMMUNICATION AND SUPPORT

Foothills Community Christian School believes it is very important for the school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

1. Teachers will use letters, e-mails, FACTS/SIS® text messages, phone calls, and regular progress reports, as needed, to communicate with the parents.
2. Parents may schedule a conference with a teacher at any time a need or concern is evident. Many needs can be met through a simple conference between parent and teacher. Concerns shared first between the parent and teacher (Matthew 18) has the greatest opportunity for a resolution that benefits the student. The Head of School is available for parent-teacher conferences following the initial parent-teacher contact.

Good, open communication is vital to a healthy relationship between parents, teachers and administration. The school communicates with the home in a variety of ways. These may include the following:

1. Report Cards – available for viewing every nine weeks to students in grades K–12th. All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes, and effort and are determined by a balanced assessment of daily work, homework, and testing.

Please discuss each report with your child carefully; however, keep in mind that grades should be guides in learning rather than goals for learning. **Please note:** Before a report card will be given to a student and access to FACTS/SIS® data is granted, the account must be current, and all books must be returned.

2. Folders (Lower School)
3. Progress Reports – e-mailed through FACTS/SIS® when a student makes an F on major grades, classwork, and homework
4. Telephone conferences - calls made by teachers, counselor, or administrators
5. Personal conferences - initiated by either the home or school
6. Website: www.Foothillschristian.org
7. Classroom newsletters, websites, twitter, or classroom social media sites
8. P.T.F. meetings and mailings
9. Weekly electronic school newsletter – **Foothills Footnotes** – Every Monday afternoon the Foothills Footnotes will be updates on the school app. If you don't have the app, you will need to talk with the front office for directions.
10. The monthly newsletter – The Falcon Flyer
11. Special mail outs
12. Ambassadors
13. FACTS/SIS® – Students' progress is reported through FACTS/SIS®. FACTS/SIS® and planbook.com® provides homework, daily assignments, schedules, and grades at least on a weekly basis. Online grades are updated in real time.

ELECTRONIC COMMUNICATION

Electronic communication is very helpful in case of an absence, as reminders of tests, and additional announcements. As a parent you may also send email to the faculty with any concerns. If a teacher does not contact you within one school workday, you are encouraged to contact administration with your concern.

Teachers will publish weekly information about the classroom activities. However, these weekly communications should not take the place of the student writing down his assignments in his homework notebook.

FOOTHILLS APP

Every Monday afternoon the Foothills Footnotes will be updates on the school app. If you don't have the app, you will need to talk with the front office for directions

FACTS/SIS®

FACTS/SIS® School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet.

FACTS/SIS® Parents Web is a private and secure website that has been set up for our school to allow you to see complete information specific to your child. You can view your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer and an email address. You must provide a valid email address to the school prior to access.

Here's how to access our easy-to-use FACTS/SIS® Parents Web for the first time:

1. Go to the www.foothillschristian.org and click on the Parents Web button on the lower right of the screen.
 - a. Log in as follows:
 - i. Type in "FCCS-MT" for your school ID
 - ii. Type in your email address that you provided to the school
 - iii. Click "New Parent Login" if you have not logged into FACTS/SIS® before
2. You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email address that you provided to the school).
3. Type in the password assigned.
4. To access grades, click "Classrooms." This will bring up all classes in which your child is enrolled at the school.
5. Click on "Homework Summary" or "Gradebook Summary" at the top of the column for each child.

You can access other school information regarding your child on this site, as well as email the teachers directly.

FACTS/SIS® also provides an app for your smart device.

Please call the school if you have any problems or questions. Together, we can continue to improve our children's academic development as well as communication at school and at home.

PROGRESS REPORTS

Parents may access FACTS/SIS® at any time to view their student's grades.

STUDENT/PARENT ACCESS TO TEACHER PLANBOOK

Parents or students:

1. Go to planbook.com
2. Click on Student View
3. Input your teacher's email
4. Input the student key as provided by your teacher

PARENT BULLETINS

Notices are sent home with students and posted on FACTS/SIS®. Lower School students' backpacks and coats will need to be checked daily for any messages from the school as they contain important dated material. Parents are encouraged to check the school website (www.Foothillschristian.org) for other school-related information.

VOICE MAIL

As an additional means of communication, FCCS has voice mail, and each teacher has a voice mail address. After school hours, you may leave messages and schedule conferences through the use of the teacher's voice mail. Teachers will check their voice mail once during each school day.

PHONE CONTACT WITH THE TEACHER

The faculty is unavailable during the times that they are in class, during devotions, during faculty meetings, and other school events. After School hours, messages may be left on their voice mail or you may email them at the school at any time. Please do not call faculty at home unless there is a serious need. If you do need to call a teacher at home, please call early in the evening so that family and bedtimes are not interrupted.

TELEPHONE

Parents please do not expect your student to receive any messages during school hours from you. If you must get in contact with your student during the school day, you must contact the office. The office will be happy to deliver any messages to a student from a parent.

SCHOOL PHONES:

The office phone is available to students only in an emergency. An administrator must authorize the office phone.

Emergencies include:

- Health and safety of student (illness or injury)
- Discipline of student

Students may **ONLY** call their parent or guardian.

Emergencies do **NOT** include:

- Making arrangements for lunch
- Making transportation arrangements
- Making arrangements to have work or instruments brought from home

The office will not give out phone numbers of school families. FACTS/SIS® has home phone numbers in the school directory.

STUDENT CELL PHONES:

Parents please do not expect your student to receive any messages during school hours from you. If you must get in contact with your student during the school day, you must contact the office. Student use of electronic communication devices (i.e. cell phones, smart phones, I-pads) are allowed on campus during school hours (7:30 A.M. – 3:30 P.M.) **by teacher permission ONLY** and for classroom educational purposes only. There is no need for a child to have a cell phone on in class when not in use for teacher permitted educational purposes. Violations of this policy will result in the cell phone being collected by the teacher.

When such items are misused during the school day, they may be confiscated by a member of the school staff and returned to parents upon request (**fines may be imposed**). The administration may keep the device up to and until the end of the school year.

SCHOOL VISITS BY PARENTS

Parents are always welcome to visit the school, but please clear any visits with the school office in advance. We ask that this be done at a time so as not to interrupt the progress of the class.

PARENT AND TEACHER CONFERENCES

Parent conferences are held upon request of the teacher, administrator, or the parent. Any parent wishing to schedule a conference with the teacher may: call the school office and have a note placed in the teacher's mailbox, e-mail or text (at the teacher's discretion) the teacher, or leave a message on the teacher's voice mail (after

school hours) or with the school office. Should the parent need a conference with more than one teacher, the conference will be scheduled through the office.

There is a temptation to try to hold a conference with teachers at pick-up, in the lunchroom, at athletic events, at Fine Arts programs, between periods or in the morning before school. Please know that teachers DO want to talk with parents, but need to do so during a scheduled time and in the privacy of the classroom. Teachers cannot be taken out of class or morning preparation time for conferences, and they need their time for lunch also. We request that parents be considerate and sensitive in contacting teachers at home. Thank you for following these guidelines.

FCCS encourages everyone to follow the Matthew 18 principle. Meeting with the teacher should be the first step for conflict resolution. If the issue is not resolved, meeting with the Head of School is in order.

LOWER SCHOOL (GRADES PK3 – 5th) PARENT AND TEACHER CONFERENCES

Parent conferences are formally scheduled in the fall at the end of the first nine-weeks. However, a conference may be scheduled at any time you or the teacher feel one is necessary.

Due to the personal and private nature of the information contained on the report cards, FCCS has chosen to set up individual appointments between the parents and the teachers of lower school students. On the designated day following the end of 1st quarter report, there will be a conference time set up for parents and teachers of lower school students to discuss the progress of their student. Please call the Front Office Administrative Assistant and set up an appointment to meet with the teacher. The first parent teacher conference is mandatory for all families. Generally, the appointments are 15 to 20 minutes long. There are no formal conferences scheduled after the first grading period. Parents are welcome to get in touch with teachers at any other time that they are not involved with their official duties or their own families. Feel free to leave a message at the office for a return call. Any necessary evening calls should be done early in the evening.

UPPER SCHOOL (GRADES 6th – 12th) PARENT AND TEACHER CONFERENCES

Parents of Upper School students can request a conference with their students' teachers at any time. Parents interested in arranging a conference with a teacher should call the office and leave a request for the teacher to return the call or email the teacher direct. A conference should be scheduled at a time convenient for both the parents and the teacher. Should the parent need a conference with more than one teacher, the conference will be scheduled through the office. Whenever

possible, the parents should communicate with the teacher before contacting the Head of School. The Head of School is available for parent-teacher conferences following the initial parent-teacher contact.

SKIPPING A GRADE

A sincere and conscientious effort is made at the time of admission to place students at the proper grade and age level. On occasion, because of a student's good academic performance, parents will request that a student be Advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The administration must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other very bright and intelligent students. At Foothills Community Christian School, it is the view that students should move through the planned curriculum in a step-by-step fashion that allows for steady academic as well as steady social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

HONOR LIST & HONOR ROLL SYSTEM (GRADES 3rd – 12th)

Only courses that receive a numeric grade are averaged in computing the GPA for the Honor List and Roll. In no case will a student be eligible for the Honor List and Roll, regardless of overall average, who has received an alpha failing grade. Any student who is receiving required resource assistance during a grading period will not qualify for the Honor List or Roll. Any student making a "4" or a "5" in conduct will not qualify for the academic Honor List or Roll.

Honor List (grades 3rd – 12th)

The Honor List is compiled after each nine-week grading period. The lists are based only on each quarter's grade, semester exams are not part of the compilation. The different Lists are:

Head of School's Honor List:

All Grades are 95 or above

Principal's Honor List:

All Grades are 90 or above and no grade is lower than an 80

AB Honor List:

A grade average of 90 or above and no grade is lower than an 80

Citizenship List:

At least one conduct grade of a 1 without any conduct grade of a 3, 4, or 5

Honor Roll (grades 3rd – 12th)

The Honor Roll is an annual recognition. The different Rolls are:

Head of School's Honor Roll: a student must make the Head of School's Honor List each grading period of the school year.

Principal's Honor Roll: a student must make the Principal's Honor List or the Head of School's Honor List each grading period of the school year.

Citizenship Roll: a student must make the Citizenship Honor List each grading period of the school year.

DEFICIENCY REPORTS

When a student (grades 1st – 12th) receives any grade below 60 a notification email through FACTS/SIS® is sent to the parent. This affords a daily opportunity to view the academic progress of the student.

ACADEMIC DETENTION

For the student that has problems completing academic assignments, the teacher may assign an academic detention. The student may avoid the detention if the work is completed to the teacher's satisfaction before the detention meets. Academic detentions are not recorded on any permanent record.

ACADEMIC PROBATION

Academic probation is invoked when a student has demonstrated a serious academic problem or deficiency. It is intended to give proper notice to the parent and student so a mutual effort to correct the academic deficiency may be made on the part of both school and home. The probation is given with the expectation that the deficiency is recognized and decreased in order to improve the grade for the next grading period to a satisfactory or passing level. If this does not occur, the Admissions/Standards Committee is called upon to make a recommendation as to

the student's continued enrollment at Foothills Community Christian School.

The procedure for academic probation is as follows:

- 1) A student who receives one "F" at the conclusion of a grading period is placed on academic probation for a minimum of one grading period.
- 2) A letter or email of notification is sent to the parents.
- 3) A conference is held between the parents and the Head of School to explain the probation and suggestions for remediation.
- 4) At the end of the next grading period, the Admissions/Standards Committee will review the academic status of the student and make appropriate decisions based on the following guidelines:
 - i) A student who receives no "F" in the next grading period is removed from probation.
 - ii) A student who receives one or more "F's" in the next grading period is considered for continued probation or dismissal from the school.

When re-enrolling, students on Academic Probation are automatically placed in the waiting pool. Following dismissal from the school for academic reasons, a student may later apply to be re-enrolled on academic probation if the following conditions are fulfilled:

1. The student has attended another school for one full semester
2. Complete a full academic load for that semester
3. Receive no grade lower than a "C" in any subject.

PROMOTION AND RETENTION

Students must have an overall grade average of 60 in all work and have passed 4 of 5 core subject areas with an overall 60 average in each in order to be promoted. If a student fails two or more core subjects, he is automatically retained. The core subjects include Bible, English, math, science, and social studies (in Lower School the English grade is the average of all language arts subjects).

If there is a possibility that a student is retained, parents are notified well in advance of the end of the school year, and his teacher and the administration will work with the family to assist in arranging supplementary assistance. With good parent and teacher communication, there should be no instance of a parent being unaware of the student's lack of progress. Parents are encouraged to check their student's grades at any time through FACTS/SIS®. Teachers will update the grades at least on a weekly basis.

SERVICE HOURS

Grades Kindergarten – 8th

FCCS wishes to acknowledge the various ways your child serves others as a way of reinforcing this godly character in your child. It is our goal to provide our students with incentives for ministry of servant hood, though we never want a school recognition certificate to take the place of selfless giving.

Service hours are simply amounts of time given by students in grades K-8 by unselfishly serving others. This is over and above normal chores at home. Work done in the home is considered a responsibility and thus will not count as a service hour. Work done for pay is unacceptable; the service must be adult-approved and verified.

The number of hours may be kept on a chart at home, initialed by an adult, and the accumulated service hours may be handed in to the teacher by May 1st. Students will be recognized with a Service Award certificate in chapel, applauding their dedication to Jesus' commandment that we "Love one another."

TEXTBOOKS

Textbooks are the property of Foothills Community Christian School and are issued to students on loan. They should be treated with respect, cared for properly, and returned at the end of the year. The student's name should be entered in the book at the designated location and hardback books should always be covered. Adhesive-style book covers are inappropriate and unacceptable. In case of an early withdrawal after school has begun, all school-supplied books remain the property of the school. Textbooks may be returned at the end of the year with a reasonable amount of wear and tear. Students are charged the full price of a textbook if it is lost or excessively damaged and the records are held until such charges are paid.

STUDENT SERVICES

COUNSELING

If a student reveals information that in the administrator or faculty member's opinion and discretion raises concerns for the safety or emotional stability of the student or other individuals, that information may be revealed to appropriate officials and the parents. If there is information that needs to be disclosed immediately (examples below), the counselor or Head of School will contact a parent or guardian immediately. The counselor or Head of School will also refer the student and family to appropriate outside resources if the school does not have the appropriate resources for the student's needs.

CONFIDENTIALITY

In most situations, confidentiality will be honored between students, counselors, administrators, or teachers. However, the following will be reported immediately:

1. Any threat of suicide/homicide will be reported to the school administration and the parent.
2. Violations of city, state, or federal laws will be reported to the parent and appropriate authorities.
3. Violence toward someone else and physical or sexual harassment/abuse will be reported to the parent and appropriate authorities.
4. Any involvement in sexual misconduct will be reported to the parent.

The school will comply with state laws concerning the reporting of recent or ongoing abuse or neglect.

LIBRARY

We trust that a library experience will prepare students to become avid readers and lifelong learners. Placing quality books in the hands of your child at the right time is an awesome responsibility.

Our children need to:

- Have books to give them insight into their own lives and take them out to see the world.
- Become discriminating readers of well-written books.
- Practice the skills of reading with a wide variety of quality books.
- Have materials that will enable them to make godly intelligent judgments in their daily lives.

All students are encouraged to have a Great Falls Public Library card. Students will learn how to check out books through the public library. Teachers of First – Fifth grades have a classroom library. Students in first through fifth grade will be taught library skills as part of the English curriculum.

FERPA - Family Educational Rights and Privacy Act

Foothills Community Christian School adheres to FERPA guidelines:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Montana Law:

Foothills Community Christian School also follows Montana Law related to data security and student privacy regulations:

The 2019 Legislature passed the Online Protections for Pupils (20-7-1325, MCA) and Pupil Records -- Online Privacy Protection (20-7-1326, MCA) laws to further protect the privacy of Montana students.

ACCEPTABLE USE POLICY FOR SCHOOL TECHNOLOGY RESOURCES

Foothills Community Christian School provides technology resources to its students and staff for educational and administrative purposes. Technology Resources include but are not limited to the intranet, internet access, E-mail, stand-alone computer, projectors, interactive-boards, iPad, iPod, smart phones, Bluetooth devices, audio/visual equipment, electronic instrumental sound and lighting, and telephone. The goal in providing these resources is to promote educational Exceptionalism in Foothills Community Christian School by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to technology and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of the school setting. Foothills Community Christian School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of Foothills Community Christian School activities. All users are expected to use the school technology resources and computer networks in a responsible, ethical, and polite manner. This is intended to clarify those expectations as they apply to computer and network usage.

USE OF SCHOOL TECHNOLOGY RESOURCES

Improper use of the Foothills Community Christian School Technology Resources is prohibited. Uses of the Foothills Community Christian School Technology Resources that are prohibited include, but are not limited to:

1. Users may not use the Foothills Community Christian School's private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. Users may not post personal information on the Internet/Social Media about themselves or other people. Personal contact information is not limited to and includes home address, telephone, school address, work address, pictures, video bites, or clips.
3. Students may not agree to meet with someone they have met on the Internet/Social Media without their parent's approval and participation.
4. Users may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are improper, even if only for the purposes of "browsing", "snooping", or "electronic discovery".
5. Users may not deliberately disrupt or harm hardware or systems, interfere with computer performance, interfere with another's ability to use equipment and systems, or destroy data.
6. Users may not use the Foothills Community Christian School's private network to engage in illegal acts.
7. Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.

8. Users may not knowingly or recklessly post false or defamatory information about a person or organization.
9. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
10. Users may not indirectly or directly make connections that allow unauthorized access to Foothills Community Christian School's network.
11. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
12. Users may not engage in personal attacks, including prejudicial or discriminatory attacks.
13. Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
14. Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
15. Users will not install or reproduce unauthorized or unlicensed software.
16. Users may not plagiarize works that they find on the Internet or other resources.
17. Users may not use computer resources and Internet for private business activities or unreasonable personal use.
18. Users may not download, install, or store software on a school computer without the approval of appropriate school personnel.
19. Foothills Community Christian School systems or resources may not be used for personal gain, or to buy, sell, advertise, or trade any products or services that are not affiliated with school business.
20. Users must demonstrate a high standard of care to protect the personal information of others (including home addresses, telephone numbers, or identification information) that is used for school purposes.

USE IN THE CLASSROOM AND USE OF THE INTERNET AND PRINTERS

1. Students will be allowed to use technology resources in the classroom only when requested and required by the teacher (the only exception are those students who have a documented learning difference with an IEP recommending daily use of technology resources). **FCCS recommends the use of Kindle's as a tool that has limited access to sites that are questionable.**
2. Students will not have access to the internet at school without permission and direction from the teacher.
3. Students will not be able to print directly from the school computers in the school library or computer labs without permission and direction from the teacher.

SYSTEM SECURITY OBLIGATIONS

1. Users are responsible for the use of their individual access account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
2. An attempt to log on to Foothills Community Christian School's private network or any other network as a system administrator is prohibited.
3. Any user identified as a security risk or having a history of violating this or any other Foothills Community Christian School policies may be denied access to Foothills Community Christian School's private network.
4. Users should immediately notify a teacher or system administrator of any possible security problem.
5. Students will promptly disclose to their teacher or other appropriate school employee any message or information received that is inappropriate.
6. Use of all school technology resources is subject to review, access, and monitoring, even if a private password or other private access code is used.
7. Any use of school resources such as telephones, internet, e-mail, or other resources is not private and Students/staff and employees should have no expectation of privacy when using such resources for personal use.

FILTERING

As required by law and in recognition of the need to establish a safe and appropriate computing environment, Foothills Community Christian School will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

SUPERVISION AND ENFORCEMENT

1. The administration has the responsibility to establish a system to ensure adequate supervision of students using the technology resources and to maintain executed user agreements for students. They are also responsible for interpreting and enforcing this policy.
2. The administration has the responsibility to interpret and enforce this policy for employees including maintaining executed user agreements.
3. Foothills Community Christian School will cooperate with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through Foothills Community Christian School's private network.

SOCIAL NETWORKING

Teachers may maintain a school-based website or a classroom social media site for their classes or FCCS approved extra-curricular activities with syllabus and homework assignments. This site may contain a discussion board, moderated by teacher, in which students may participate. Students are limited to contacting the teacher outside of class through this site or through email concerning school assignments only (any teacher response to a student email will be copied to the parent). Any moral code misconduct by students that becomes public knowledge through social websites and causes disruption to the daily operation of school may be subject to disciplinary action.

Social networks in the 21st century have gained tremendous popularity; and favorable connections to friends and family have been established. Unfortunately, as with any media that has widespread use, misuse occurs. Because this is a very difficult communication media to oversee, our school has determined to block the use of social networks during school operations and allow parents to oversee their children in the use of this internet communication. If our school or school staff is mentioned in any controversy on the internet through the use of any of the electronic social networks (i.e. Facebook, Instagram, Snapchat) engaged by our students or staff, we will take the necessary action to involve parents, school officials and local authorities as necessary to resolve the issues.

Teachers may maintain their own personal (apart from a classroom site) social website but may not interact with students currently enrolled through this site. Any moral code misconduct by a teacher that becomes public knowledge through social networking websites is valid for discipline procedures.

Students and teachers may interact through phone texting (parents must be copied) only if necessary on school outings, extra-curricular activities, or field trips for purposes of logistics and safety concerning trip.

GENERAL INFORMATION RELATED TO FCCS TECHNOLOGY USE

The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, may be accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system.

Foothills Community Christian School may provide Internet access to students as a means to facilitate resource sharing, innovation, and communication. Information

gathered from the Internet is viewed in the same manner as other reference material in the school. Such resources enhance the learning environment.

School personnel provide guidance to the student in Internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and a user may discover inappropriate information or perform inappropriate actions in spite of adult supervision.

We encourage parents to have a frank discussion with their children and train them about Christian values and how those beliefs should guide student activities while using the Internet.

School personnel will:

- Teach proper techniques and standards for Internet participation.
- Guide student access to appropriate areas of Internet.
- Assure that students understand that misuses of the Internet could result in loss of access privileges or other privileges.

PARENT AND STUDENT TECHNOLOGY USE AGREEMENT

The student and parent/guardian must sign an “Acceptable Use Agreement” before the student is given access to the school’s technology and Internet resources. School personnel or the parent/guardian may withdraw student Internet access at any time.

The parent/guardian is responsible for any damage caused by the student’s inappropriate use of the school’s technology resources.

FUNDRAISING

All school fundraising will be for the purpose of helping overall school programs or student activities (Missions Trip, Washington D.C. Trip, Spiritual Emphasis Week, etc.). The school will not engage in fundraising for a given individual, or an outside organization, without the approval of the administration and/or school board. Currently approved outside organizations include the Great Falls Rescue Mission and the Echoz Pregnancy Center.

Any class, club, or other school-related group involved in fund raising must clear its project through the Advancement office. All monies that are raised without the fund raiser being properly cleared are subject to deposit in the general operating fund of the school. Such activities are potential sources of conflict and must be coordinated according to an overall master plan. All club and booster moneys and

accounts must be maintained in a FCCS (02) activity account specifically for that purpose. No separate bank accounts may be maintained by any school organization.

FUNDRAISING FOR STUDENT OVERNIGHT TRIPS

All students who participate in school-sponsored fundraising for student overnight trips will receive equal shares of the profits after all expenses are paid. The profits will be divided according to the number of hours worked by each student. Students will be the beneficiaries of all fundraisers. The student overnight trip leader/coordinator will be responsible to assign adults to help organize and oversee all fundraisers. There are some fundraisers (i.e. pizza lunches) where the parent may work on behalf of their student due to the student being in class. Profits will be divided equally based upon the number of hours worked by the parent.

The cost for the sponsor and any required chaperones are to be included in the cost to raise for the trip.

Monies raised by school-sponsored fundraisers for student overnight trips will be kept in a school-supervised account (02 account) until it is time for payments to be made. Each student will then receive the money they have earned so that it can be applied to the payments that they have due.

CHECKS

When paying for an event sponsored by FCCS, parents are to make their checks payable to FCCS, not the teacher, administrator, or athletic director. Indicate on the check notation line where the money is to go.

RETURNED CHECK POLICY

Any checks that are returned to FCCS by the bank for insufficient funds will be assessed a minimum service charge. If the check is a tuition payment, and the situation is not cleared by the tenth of the month, it will be considered a non-payment and an additional late-fee penalty will be required.

TUITION AND OTHER CASH PAYMENTS

Tuition is not refundable for any reason. All monthly tuition payments must be made through FACTS. Please, do not send tuition or fee checks to school with the student. Tuition payments by check or cash are not accepted except for payment in full or payment for an entire semester.

No checks are cashed at the school office, and the office will not carry cash for the purpose of supplying change.

FINES AND DEBTS

Please contact the Bookkeeper for a complete list of charges.

Students are subject to the incurring of financial indebtedness during the course of the school year. Fines for overdue library books, damaged textbooks, damage to property, and debts to the school can accumulate. Semester and final grades will be withheld until all payments are current. A student's completed transcript/records will be released only after the account has been paid in full. Access to FACTS/SIS® will be suspended and report cards will be held on delinquent accounts. No student may start school in the fall unless all payments from the prior year have been made. The school office will hold all school records and reports until any financial obligations have been cleared.

Monthly tuition payments are due the tenth (10th) day of each month. Tuition not paid by the end of the workday on the tenth is late and will be assessed a late fee. When the tenth of the month falls on a Saturday or Sunday the payment will be considered late after the workday closes on the following Monday. Checks that arrive by mail after the deadline will also be assessed the late fee. It is the parent's responsibility to ensure that the payment arrives on time. If an account becomes over 30 days delinquent, the family will be contacted by the Bookkeeper. After 60 days, the family will be contacted by the Head of School. School records, including but not limited to mid-term progress reports, report cards, transcripts, and other any other materials or records which are the property of the school will not be released until accounts are brought current. Parents whose tuition becomes two months past due will not be allowed to send their children to FCCS until full payment has been made or other payment arrangements have been made with the Head of School or business manager.

Suggestions:

- 1) Make payments online via FACTS if possible
- 2) If making payments directly to the school all checks should be made payable to Foothills Community Christian School or FCCS.
- 3) Tuition payments made directly to the school should be mailed or personally delivered to the Front Office Administrative Assistant or the bookkeeper. FCCS cannot be responsible for tuition that is sent in with the student.

FAMILIES IN PARTICIPATION (FIP)

All families are required to volunteer 30 hours or pay a \$300 Opt-Out fee. A Parent Volunteer Credit Voucher form can be accessed through the Parents Web on our website: www.foothillschristian.org. Each family is responsible for writing down their worked hours on the voucher form. Please turn in the form when ALL volunteer hours for the year have been completed. This form must be turned in by third Friday of May, along with payment for any un-worked hours at \$10 per hour.

WITHDRAWAL POLICY

It is our desire to remain fiscally responsible and to be good stewards of the financial commitment our families have made to their children's education. Because tuition is an on-going yearly obligation, in order to maintain a sound operating budget, Foothills Community Christian School has authorized the refund of tuition paid in the event an enrolled student withdraws from the school.

MID-YEAR WITHDRAWALS

Parents withdrawing their student(s) from Foothills Community Christian School during the school year will be assessed a portion of the tuition based on the month of student withdrawal.

Any student withdrawing from Foothills Community Christian School will be issued tuition refunds on a monthly basis. If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those months, after withdrawal, in which there was no attendance, providing an official request for withdrawal has been received. Refunds will be issued within thirty days of student withdrawal date if requested after the first day of school and within sixty days of withdrawal date if requested prior to the first day of school.

Any tuition amount that has already been paid, and exceeds the amount due as shown above, will be refunded.

The school does not provide student accident medical payments for accidents to students.

WITHDRAWAL PROCEDURES

Any student withdrawing needs to complete the withdrawal checklist with the office before any school records will be forwarded. All classroom and library books will need to be returned and finances checked.

MEAL AND SNACK PROGRAM

Foothills Community Christian School does not offer a hot lunch program. Students are required to bring their own food for lunch. Microwave ovens are available to use at no cost for heating foods; however, there is no refrigeration or other storage available for student use. Milk (\$.50) will be available for purchase every day of the week. Periodically, special lunches will be offered as fundraisers to help various school groups.

Table seating is available in the multi-purpose area during lunch. Parents may only bring meals to the cafeteria for their own children, not for a group of students.

MEAL GUIDELINES

A healthy dietary pattern consists of nutrient-dense forms of foods and beverages across all food groups, in recommended amounts, and within calorie limits.

RECOMMENDATIONS ACROSS ALL AGES

- Added sugars—Less than 10 percent of calories per day
- Saturated fat—Less than 10 percent of calories per day
- Sodium—Less than 2,300 milligrams per day—and even less for children younger than age 14

Lower School students will not be allowed to bring soft drinks, gum, or candy in their lunches brought from home. Lower School students must label their lunch boxes or sacks clearly with the grade and first/last name.

Foothills Community Christian School is a nut free institution. Please refrain from sending peanuts or other nuts and nut products to school.

SNACK GUIDELINES

FCCS has used *Recommended Dietary Allowances, 10th Edition* and the American Beverage Association as a guide for our nutritional guidelines

IMPORTANCE

The Bible tells us that our bodies are the temple of the Holy Spirit, so we must take care of them in a healthy manner. Children and teens spend many waking hours in school, thus the school must provide healthy guidelines for nutrition. These guidelines should support a healthy lifestyle that students can take into adulthood. Research shows students who follow good nutritional guidelines perform better academically.

FOODS THAT ARE ADDRESSED

Foods offered by the school fall under these guidelines. Such foods include but are not limited to the following: school stores, vending machines, extra-curricular school events.

FOODS NOT SUBJECT TO GUIDELINES

Foods brought in by students, parents/guardians, or teachers for personal consumption, and foods offered or sold at school functions outside the school day where parents can monitor food choices. Classroom celebration food are subject to the teacher/head of school's discretion. Sound nutritional guidelines should be considered and empty calories should be avoided if possible

SMART SNACK GUIDELINES

Fruits, vegetables, whole grains, snack foods, low-fat/non-fat dairy products, per portion, as packaged:

- ≤ 200 calories
- ≤ 35% total calories from fat
- ≤ 10% of calories from saturated fat
- Trans- fat free
- ≤ 35% total calories from sugars
- ≤ 480 mg sodium

BEVERAGE GUIDELINES

- Elementary School
- Bottled water
- Juice: 8 oz. serving of 100% fruit juice; no sugar added; max 120 cal/8 oz.
- Milk: 8 oz serving of low-fat/non-fat regular/flavored milk: max 150 cal/8 oz.
- Middle School
- Bottled water
- Juice: 10 oz serving of 100% fruit juice; no sugar added; max 120 cal/8 oz.

- Milk: 10 oz serving of low-fat/non-fat regular/flavored milk; max 150 cal/8 oz. High School
- Bottled water
- Juice: 12 oz servings of 100% fruit juice; no sugar added; max 120 cal/8 oz
- Milk: 12 oz servings of low-fat/non-fat regular/flavored milk; max 150 cal/8 oz.
- Flavored water/diet soda up to 10 cal/8 oz with no serving size limit.
- Sports drinks and light juices: Limit 12 oz serving with no more than 66 cal/8 oz.

SCHOOL SUPPLIES

A list of school supplies for each grade is made available prior to the beginning of each school year. Students in grades K-5 are required to have a NIV version of the Bible. Students in grades 6-12 are required to have a NIV version of the Bible.

PARENT VISITS TO THE SCHOOL

Parents are welcome to the school at any time. All parents must check in at the front desk and receive an ID sticker to identify them as a parent/visitor in the building. This is for the safety of your children. Teachers consider the beginning and ending of each school day very important as they interact with the students. It is extremely important that parents do not interrupt the classes during the school day by going directly to the classroom and drawing the attention of the teacher away from her responsibilities for a “quick question”. Often parents just want a quick word with a teacher, but it does distract the teacher from giving his or her full attention to the students. Please write a note, text, e-mail or leave a voice mail in order to communicate with the teacher, even briefly, or arrange with the office to have the teacher return the call during a free period.

Items such as books or lunches, which are to be delivered to students, should be given to the school office rather than be taken directly to the classroom. This will avoid disruptions to instruction. The office will assist you in delivering lunches, lunch money, supplies, or other forgotten messages or items. Medicine should be taken to the school office. It is less disruptive for school personnel to deliver these items, and we are glad to serve you.

VISITORS

All visitors are welcomed at FCCS. We encourage parents and students who are interested in attending FCCS to visit our school and classrooms. However, to minimize confusion or disorder we ask that the following be observed:

FCCS is a closed campus (grades PK – 8th), meaning:

1. Visitors **MUST SIGN IN THE FRONT OFFICE** and wear a FCCS sticker for identification purposes. This will help eliminate interruptions during the school day.
2. Any person who is not an employee or a student at FCCS is considered a campus visitor.
3. Unidentified, unknown persons will not be allowed on campus.
4. Observers in classrooms need to make appointments with the school office. We encourage observers to visit during October through April.
5. If a parent or guardian is bringing a forgotten lunch box, money, books, or homework, all these items should be taken to the office and not the classroom.
6. Students may not leave the school property during the school day unless the Head of School gives approval.
7. Student visitors from neighboring schools are not permitted when school is in session. Students who are interested in enrolling in FCCS are welcome when arrangements are made through the office. Visitors must **adhere** to school dress code.
8. Friends from other schools or other adults must seek prior approval of Head of School before being invited to visit on campus during lunch.
9. Families of students are always welcome for lunch visits, chapel, or other student-involved programs. Parents may visit during lunch and bring guests with them.
10. Parents attending parties or field trips are to sign in at the Front Office.
11. VOLUNTEERS (FIP) must sign in at the office prior to volunteering in the building and display a visitor's badge while in the school.

TRANSPORTATION TO AND FROM SCHOOL

Transportation of students is the responsibility of the parents. Each parent is expected to see that students are at school on time and picked up at the end of the school day on time.

PARKING LOT RULES

1. No students are allowed in the parking lot between 7:50 A.M. and 3:30 P.M. without a pass.
2. Students may not eat lunch or loiter in the parking lot.
3. Students must park in the specified area only.
4. A speed limit of 10 mph is enforced.
5. Students will wait on the sidewalk to be picked up. This applies to after school

and field trips. On bad weather days they may wait inside by the exit doors.

HIGH SCHOOL (grades 9-12) SOCIALS

Students in grades K – 8th are not permitted to attend any school-sponsored High School social functions.

PETS

We discourage the bringing of pets to school unless special permission is obtained from the classroom teacher. Please do not let pets out of the vehicles during drop off and pick up times.

BALLOON AND FLOWER DELIVERIES

Flowers, balloons, and other items delivered commercially to a student must be delivered to the office. Students are called down to the office at the end of the day. School and student organizations may sell balloons and flowers for special events. Distribution of flowers and balloons is at the discretion of the administration.

LOST AND FOUND

Items in the Lost & Found center most often are unlabeled clothing and lunch boxes. Parents are asked to please clearly label everything your child brings to school; label with child's FULL NAME, not just initials. Items of clothing, shoes, lunchboxes or books that are left in the locker rooms, lunchrooms or other places in the school will be taken to the lost and found box. The lost and found box will be cleaned out on a regular basis with any unclaimed items being given to charity. Other items, such as jewelry, glasses or items of value will be taken to the school office. All items in the lost and found at the end of the quarter will be put on display. Any items not claimed from the office or lost and found will then be used for the garage sale, given to charity, or thrown out. All labeled items will be returned to the child's classroom.

STUDENT ACTIVITIES

STUDENT ACTIVITIES OVERVIEW

Foothills Community Christian School offers a variety of Student Activities designed to give systematic extracurricular opportunities to all students in achieving optimal growth in spiritual, academic, character, social, and physical development. These activities are offered in individual and group settings. As members of MCAA and ACSI, our school is involved in various student activities. We have the opportunity to compete with other Christian and Private schools in student activities. Student Activities reflect the school's stated philosophy, mission, purpose, goals, and objectives. Both school and out-of-school resources are used to implement the program of Student Activities in compliance with school policies. The Student Activities at Foothills Community Christian School consist of, but are not limited to, the following programs:

- Athletics
- Awards Ceremonies
- Banquets
- Chapel
- Class Parties
- Clubs
- Contests, fairs or other academic competitions
- Dances
- Field Trips
- Graduation ceremonies
- Honor Societies
- Leadership Events
- Mission opportunities
- Performing groups
- Promotion ceremonies
- Retreats
- Service groups
- Spiritual Emphasis Opportunities
- Student Governments

The school seeks to give all students skills to prepare for all aspects of Christian

adult living. The staff, faculty, and administration work conjunctly in providing Student Activities designed to meet the spiritual, academic, character, social, and physical needs of each student.

SUNDAY ACTIVITIES

It is our practice not to infringe upon a family's or staff member's liberty to worship the Lord on the entire day of Sunday by planning any kind of non-ministry school activity. The school involves staff, students, and parents in activities throughout the week. Sunday is a special day reserved specifically for corporate worship for God's people. The school will recognize this by not intruding or planning any non-ministry activity on this day. There may be school-sponsored opportunities for Christian service occasionally that are optional for students to minister on Sundays. In no way will the student(s) be penalized for not participating in a school-sponsored ministry on a Sunday.

WEDNESDAY EVENTS

Any events occurring after school, such as athletic practices and fine arts rehearsals, will conclude no later than 5:30 P.M.

ADULT SPONSORS

Only designated adults may interact with students in the capacity of sponsors or leaders. Parent volunteerism and involvement is crucial to a successful school program. The school welcomes the participation of parents. The administration reserves the sole right and responsibility to specifically choose and approve any adult involved in any curricular or extracurricular activity or event of Foothills Community Christian School.

In the area of curricular and extracurricular sponsors the school will designate class, event, and trip sponsors. Our desire is to build a partnership with parents. This partnership must be characterized by support of the school's programs and policies, leadership, and personnel. This partnership is also characterized by the school building bridges of support and communication to the family. One of the primary goals of any instructional program in Christian education is that the school and the parents are a blessing to each other. Therefore, it is vital the school and the parents function as partners.

Parents of Foothills Community Christian School must agree to abide by the policies, practices, and procedures set forth by the administration of the school. Foothills Community Christian School annually conducts background checks on all volunteers and employees. It is understood that specific or general actions of parents that are determined, by the Head of School, to be detrimental to the ministry of Foothills Community Christian School may result in termination of participation or continued enrollment at FCCS.

BOOSTER CLUBS

Booster Clubs are organizations that support a specific program, club, or activity of Foothills Community Christian School in various ways. Parents are encouraged to lead, form, and participate in a Booster Club. Some areas that a Booster Club can assist are athletics, band, choir, drama, and art.

ATHLETIC BOOSTER CLUB (ABC)

The Booster Club throughout the year sponsors fund-raisers in order to raise funds for the program.

2023-2024

Athletic Booster Club president:

SPECIAL EVENTS GUIDELINES

Care will be taken to specify whether special events for students of FCCS are school-sponsored or parent-sponsored (school-sanctioned) activities. *Please review details in the High School Addendum.*

ELIGIBILITY

ACADEMIC REQUIREMENTS FOR PARTICIPATION

1. To participate in any extracurricular activity, each student must maintain a seventy or above average in each and all subjects.
2. Grades are checked weekly.
3. Each week the grades are averaged with the preceding weeks through the **end of the semester**. The cumulative grade average in every class must be seventy (60) or above for the student to be eligible. If a student is failing any subject at the time grades are checked, the student is ineligible for the following week. Should the student still have a failing average in any class that student is ineligible the next week; this cycle repeats until the student is passing or is dismissed from school.

4. Students are responsible for all class work, homework and tests they miss due to competitions or required or approved activities that take place during normal school hours. Missed assignments and tests are due on the first day the student returns to school.

SUMMER ACADEMIC GUIDELINES FOR PARTICIPATION

1. Students who end the second semester in non-compliance with academic requirements for participation in extracurricular activities may participate in summer student activities. They become ineligible and will follow the academic requirements for participation on the first day of fall classes.
2. Students who successfully complete any FCCS approved academic credit work in the summer (that raises the failing grade to a passing average prior to the first day of fall classes) become academically eligible on the first day of fall classes.

ATTENDANCE REQUIREMENTS FOR PARTICIPATION

Extracurricular activities provide opportunities for learning Christian leadership and socialization skills.

To be eligible for any **extracurricular activity** students must:

- Attend school (a minimum of a half day) on the day of the activity.

BEHAVIORIAL REQUIREMENTS FOR PARTICIPATION

Extracurricular activities provide opportunities for learning Christian leadership and socialization skills. Some clubs and organizations have behavioral stipulations, for those that do **not**, to be eligible for any **extracurricular activity** students must:

1. Not be on category 2 behavioral probation – unless the conditions of probation stipulate otherwise
2. Not be on category 3 behavioral probation

EXTRACURRICULAR ACTIVITIES

LOWER SCHOOL AND MIDDLE SCHOOL OVERVIEW

Student activities provide opportunities for learning Christian leadership and socialization skills, but Elementary and Middle School are not intended to imitate all High School activities and therefore the activities are not as numerous. Since students who are actively involved in extracurricular activities are generally successful in school, parents should encourage their young person to be involved in at least one activity. Not all programs are available every year.

STARTING NEW CLUBS

1. A group of students or staff member generates the idea of beginning a club.
2. A faculty member is identified who is willing to be the club sponsor.
3. A parent (encouraged but not required) can also be used to assist the faculty member as a co-sponsor.
4. The sponsor must indicate his/her willingness in writing to the Head of School.
5. The students bring their club idea to the Head of School
6. Upon the support of the Head of School, the formation of the club can be announced to the student body to solicit interest.
7. A club must have at **least five (5) members to constitute.**
8. Once constituted, the students write the club charter.
9. The charter must include:
 - a. The Name of the club
 - b. Statements of:
 - i. The philosophy of the school
 - ii. The vision of the school
 - iii. The mission of the school
 - iv. Rationale of the club
 - v. Purpose of the club
 - vi. Goals of the club
 - vii. Objectives of the club
 - c. Descriptions of the practices and procedures of the club:
 - i. Regular meetings
 - ii. Special meetings
 - iii. Notice of special meetings
 - iv. Quorum for conducting business
 - v. List of officers and their duties
 - vi. Election of officers
 - vii. Removing officers
 - viii. Term of office
 - ix. Required books and records (minutes of meetings and recording finances)
 - x. Amending the practices and procedure
10. The charter is submitted for administration approval.
11. Upon approval of charter, regular meetings of the club are scheduled through the Administration office.
12. The faculty sponsor must attend all meetings.

LEARN - AWARDS, ACTIVITIES, AND STUDENT GROUPS

At the conclusion of the academic year, special programs are held for the purpose of honoring students who have excelled in numerous endeavors during the year. Elementary School and Middle School students have separate programs. Student awards are tied to the Foothills Community Christian School Core Values: L leadership, E exceptional academics, A authority of God's Word, R relationships, and N nurturing environment (LEARN).

LEADERSHIP

STUDENT COUNCIL

FCCS operates a student council for Elementary, Middle School, and High School students. Each student council plays an important role in the coordination of student activities at the school. The members of this organization represent the views of the students and they can share those views with the faculty. Through this organization the plans of the school can be better coordinated with a mutual understanding and with mutual needs being met.

The purposes of the student council are as follows:

1. To represent FCCS on behalf of the Lord Jesus Christ to the community through service ministry projects.
2. To begin to reveal the leadership abilities God has given to our young people by providing service opportunities guided by FCCS faculty sponsors.
3. To promote school spirit and enthusiasm by providing festivities and projects that serve the community, local churches, school faculty and staff, and their peers.
4. To help develop and demonstrate good citizenship and proper respect for government by providing opportunities that involve students in the democratic process.

Elementary (3rd – 5th grades) or Middle School (6th - 8th grades) Student Councils

Served all year on the Elementary or Middle School Student Council **Teacher Sponsor selects and submits the information to the office. (Presented by the Teacher Sponsor)**

The FCC High School Student Council plays an important role in the coordination of student activities at the school. The Student Council is an organization designed to extend the school's mission: Assisting parents in providing a Christ-centered education that values exceptional academics, strong moral character, and service to others in order for them to impact the world for Christ for eternity. This organization concentrates on servant-leadership and represents the views of the

students as they share those views with administration. Not only will high school spirit be promoted, but also through this organization the plans and activities of the high school can better be coordinated with a mutual understanding and with mutual needs being met. The purposes of the FCCHS Student Council are as follows:

1. To promote high school spirit and enthusiasm by providing festivities and projects for the student body.
2. To represent FCCHS on behalf of the Lord Jesus Christ to the community through service and ministry projects.
3. To help develop and demonstrate good citizenship and proper respect for government and democratic procedures.
4. To begin to develop the leadership abilities God has given to our young people under the guidance of proper channels of authority.

THE NATIONAL HONOR SOCIETY (NJHS, NAHS, NHS)

THE NATIONAL JUNIOR HONOR SOCIETY – (NJHS)

FCCS Chapter (7th – 9th grades)

The Foothills Community Christian School Chapter of the National Junior Honor Society is made up of students from grades 7 - 9 who are selected on the basis of scholarship, community service, leadership, Christian character and citizenship.

What is the National Junior Honor Society (NJHS)?

The NJHS is an honorary society that recognizes exemplary students who exceed normal expectations in scholarship, service to others, leadership ability, character, and citizenship responsibilities. These five qualities are the core of the NJHS. Students inducted into the NJHS are expected to be role models to their fellow students and to the community. The NJHS is well recognized in the community and by businesses and colleges as an indicator of a student's work ethic, character, and service to others.

What does the NJHS do?

The NJHS will meet regularly during or after school hours. The purpose of these meetings is to plan and record service projects for the students, school, and community. Some of the service projects in consideration at this time include: organizing "Service-Before-Self" days, tutoring students at FCCS and other schools, helping in the computer lab, organizing monthly class meetings, and helping teachers and administration in special projects.

How will a student be selected for induction to the NJHS?

The following is an explanation of the induction process. Five teachers make up the faculty council, which make decisions on induction and disciplinary matters. Please read the following carefully.

NJHS SELECTION PROCESS

Minimum Requirements (must be met within the prior semester of the application)

- Cumulative GPA: 90% or greater (No nine-weeks grade below an 85)
- Conduct: 2 and 1 (O or E)
- Attendance: 0 unexcused absences and no more than five (5) absences
- Tardiness, not exceeding three (3) times in all classes per grading period in the year of consideration

What happens if a student meets the minimum requirements?

The parents and students are notified by a letter sent home in the mail offering congratulations and directions for completing the rest of the process.

What happens after meeting the minimum requirements?

The following qualities are rated on a scale of 1 to 3, with a 3 being the highest score possible. In the end, the ratings in each of the five qualities are averaged. If the average is greater than or equal to 2, then the nominee is selected for membership.

Scholarship

Core classes are weighted at 100% and elective classes (World Languages included) are weighted at 50%.

Ratings

- 1 – If the student's cumulative grade average is above 93%.
- 2 – If the student's cumulative grade average is above 95%.
- 3 – If the student's cumulative grade average is above 97%.

Service

A survey is sent to the parents to determine the amount and depth of service in which the student is involved. The service that the student performs must be volunteer work with no type of reimbursement, and it cannot be a position in which the student was elected. These surveys are mailed home with a letter declaring that the student has met the minimum requirements.

Ratings

The surveys are rated according to the number of activities and the depth to which an official of the organization rates the student. The following formula is used to assign the final ratings:

$$.60\left(\frac{\text{number_of_activities}}{2}\right) + .40\left(\frac{\text{depth_average}}{10}\right)$$

- 1 – If the score from the formula above is greater than or equal to 1.00
- 2 – If the score from the formula above is greater than or equal to 1.50
- 3 – If the score from the formula above is greater than or equal to 2.00

Leadership

All of the classroom teachers will complete a survey that rates the student's leadership qualities. The following qualities are rated on a 1-10 scale:

- Overall leadership qualities
- Influential in their peer groups
- A risk taker (Not afraid to try something new)
- Does the student have a servant's heart?
- Does the student make good decisions?
- Does the student follow through with good decisions?

Ratings

- 1 – If the average of the teachers' rating is greater than or equal to 7.00
- 2 – If the average of the teachers' rating is greater than or equal to 8.00
- 3 – If the average of the teachers' rating is greater than or equal to 9.00

Character

The student's classroom teachers will complete a survey pertaining to the student's character. The following qualities are rated on a 1-10 scale:

- Overall character
- How the student handles stress
- How the student handles disappointment
- Honesty
- Perseverance and determination
- Friend selection
- Desire to do what is right (integrity)

Ratings

- 1 – If the average of the teachers' rating is greater than or equal to 7.00
- 2 – If the average of the teachers' rating is greater than or equal to 8.00

3 – If the average of the teachers' rating is greater than or equal to 9.00

What if a student falls below expected standards of scholarship and behavior?

If a student falls or is in danger of falling below the minimum requirement upon which they were inducted, they will receive a written warning signed by a member of the faculty council and the chapter advisor. If adequate improvements are not made, the faculty council will dismiss the student from the NJHS. The faculty council reserves the right to dismiss a student at any time for any severe infraction of NJHS, school, or legal policies. If this occurs, the student and the parents have the right to a closed meeting with the faculty council and chapter advisor to discuss the issue(s) at hand.

What if you disagree with the decisions of the faculty council?

Students and parents have the right to appeal either the non-selection or dismissal of a student to the faculty council. The faculty council has the final say in all matters.

What if I have questions about the NJHS or its procedures?

You can contact the chapter advisor with any question.

Honor **List/Roll** recognition is an independent recognition from Honor **Society**. Honor Society requirements include scholarship as well other factors for membership.

THE NATIONAL HONOR SOCIETY – (NHS)

FCCS Chapter (10th – 12th grades)

The Foothills Community Christian School Chapter of the National Honor Society is made up of students from grades 10 - 12 who are selected on the basis of scholarship, community service, leadership, Christian character and citizenship.

What is the National Honor Society (NHS)?

The NHS is an honorary society that recognizes exemplary students who exceed normal expectations in scholarship, service to others, leadership ability, character, and citizenship responsibilities. These five qualities are the core of the NHS. Students inducted into the NHS are expected to be role models to their fellow students and to the community. The NHS is well recognized in the community and by businesses and colleges as an indicator of a student's work ethic, character, and service to others.

What does the NHS do?

The NHS will meet regularly during or after school hours. The purpose of these meetings is to plan and record service projects for the students, school, and community. Some of the service projects in consideration at this time include: organizing “Service-Before-Self” days, tutoring students at FCCS and other schools, helping in the computer lab, organizing monthly class meetings, and helping teachers and administration in special projects.

How will a student be selected for induction to the NHS?

The following is an explanation of the induction process. *Five teachers make up the faculty council, which make decisions on induction and disciplinary matters.* Please read the following carefully.

NHS SELECTION PROCESS

Minimum Requirements (must be met within the prior semester of the application)

- Cumulative GPA: 90% or greater (No nine-weeks grade below an 85)
- Conduct: 2 and 1
- Attendance: 0 Unexcused absences and no more than five (5) absences
- Tardiness, not exceeding three (3) times in all classes per grading period in the year of consideration

What happens if a student meets the minimum requirements?

The parents and students are notified by a letter sent home in the mail offering congratulations and directions for completing the rest of the process.

What happens after meeting the minimum requirements?

The following qualities are rated on a scale of 1 to 3, with a 3 being the highest score possible. In the end, the ratings in each of the five qualities are averaged. If the average is greater than or equal to 2, then the nominee is selected for membership.

Scholarship

Core classes are weighted at 100% and elective classes (World Languages included) are weighted at 50%.

Ratings

- 1 – If the student’s cumulative grade average is above 93%.
- 2 – If the student’s cumulative grade average is above 95%.
- 3 – If the student’s cumulative grade average is above 97%.

Service

A survey is sent to the parents to determine the amount and depth of service in which the student is involved. The service that the student performs must be volunteer work with no type of reimbursement, and it cannot be a position in which the student was elected. These surveys are mailed home with a letter declaring that the student has met the minimum requirements.

Ratings

The surveys are rated according to the number of activities and the depth to which an official of the organization rates the student. The following formula is used to assign the final ratings:

$$.60\left(\frac{\text{number_of_activities}}{2}\right) + .40\left(\frac{\text{depth_average}}{10}\right)$$

- 1 – If the score from the formula above is greater than or equal to 1.00
- 2 – If the score from the formula above is greater than or equal to 1.50
- 3 – If the score from the formula above is greater than or equal to 2.00

Leadership

All of the classroom teachers will complete a survey that rates the student's leadership qualities. The following qualities are rated on a 1-10 scale:

- Overall leadership qualities
- Influential in their peer groups
- A risk taker (Not afraid to try something new)
- Does the student have a servant's heart?
- Does the student make good decisions?
- Does the student follow through with good decisions?

Ratings

- 1 – If the average of the teachers' rating is greater than or equal to 7.00
- 2 – If the average of the teachers' rating is greater than or equal to 8.00
- 3 – If the average of the teachers' rating is greater than or equal to 9.00

Character

The student's classroom teachers will complete a survey pertaining to the student's character. The following qualities are rated on a 1-10 scale:

- Overall character
- How the student handles stress

- How the student handles disappointment
- Honesty
- Perseverance and determination
- Friend selection
- Desire to do what is right (integrity)

Ratings

- 1 – If the average of the teachers' rating is greater than or equal to 7.00
- 2 – If the average of the teachers' rating is greater than or equal to 8.00
- 3 – If the average of the teachers' rating is greater than or equal to 9.00

Citizenship

The student's classroom teachers will complete a survey pertaining to the student's citizenship. The student is awarded one point if they meet each of the following criteria:

- Current on world, national, and local affairs
- Obeys rules and laws
- Participation in activities

Ratings

The teachers' points are averaged.

- 1 – If the average of the teachers' points is greater than or equal to 1.00
- 2 – If the average of the teachers' points is greater than or equal to 2.00
- 3 – If the average of the teachers' points is greater than or equal to 3.00

What if a student falls below expected standards of scholarship and behavior?

If a student falls or is in danger of falling below the minimum requirement upon which they were inducted, they will receive a written warning signed by a member of the faculty council and the chapter advisor. If adequate improvements are not made, the faculty council will dismiss the student from the NHS. The faculty council reserves the right to dismiss a student at any time for any severe infraction of NHS, school, or legal policies. If this occurs, the student and the parents have the right to a closed meeting with the faculty council and chapter advisor to discuss the issue(s) at hand.

What if you disagree with the decisions of the faculty council?

Students and parents have the right to appeal either the non-selection or dismissal of a student to the faculty council. The faculty council has the final say in all matters.

What if I have questions about the NHS or its procedures?

You can contact the chapter advisor with any question.

Honor **List** recognition is an independent recognition from Honor **Society**. Honor Society requirements include scholarship as well other factors for membership.

LEADERSHIP LETTER/PIN

STUDENT COUNCIL AND NATIONAL HONOR SOCIETY (NHS/NAHS) LETTER (*Applies in year of participation*)

For a student to receive a varsity letter in Leadership:

The STUCO, NHS, NAHS sponsors identifies these recipients.

1. Serve at least 1 year.
2. Serve as an Officer at least one semester prior to letter.
3. Leader in community with a minimum of twenty service hours per year.
4. Display evidence of integrity, good work ethic, and respect.
5. Maintain an overall minimum grade average of 85 in all courses.
6. Conduct must include a "1" during at least one quarter in at least one class
7. No Category 2 or 3 conduct violations
8. Head of School must approve

NEWSPAPER, YEARBOOK, VIDEO PRODUCTION LETTER/PIN (*Applies in year of participation*)

For a student to receive a varsity letter in newspaper, yearbook, or video production:

The Newspaper/Yearbook Sponsor identifies these recipients.

1. On staff at least two semesters.
2. Hold an editor's position at least one semester or be a lead photographer at least one semester.
3. Display general good work ethic, good attitude, and respect authority and peers.
4. Maintain a minimum grade average of 90 in Yearbook or Newspaper.
5. No Category 2 or 3 conduct violations
6. Head of School must approve

ATHLETIC LETTER/PIN (*Applies in year of participation*)

For a student to receive a varsity letter in Athletics:

The Athletic Director identifies these recipients.

1. Must be a member of a varsity level team

- a. Basketball - participate in one more quarter than total number of varsity games.
- b. Volleyball - participate in one more game than total number of varsity matches
- c. Soccer - participate in one more half than total number of varsity games.
- d. Golf – Have a contributing team score in 1 or more tournaments or meets.

*Ex: An athlete played 17 quarters in varsity games during a season that had 16 varsity games.

- 2. A positive and cooperative attitude throughout the season.
- 3. No more than 1 academic suspension.
- 4. The requirements listed in #1 may be waived for a significant contribution by a player at the state tournament. Coaches do not have to limit awards to letters. Coaches are allowed to give supplemental awards to athletes to reward outstanding achievements.
- 5. Must contribute to the improvement of the varsity squad based on the coach's recommendation
- 6. No Category 2 or 3 conduct violations
- 7. Athletic Director must approve

Foothills Community Christian School recognizes that some sports are only offered in a club or league variety at a high school level in the state of Montana. It is the responsibility of these organizations to issue a varsity letter to students who have earned it. Although FCCS will not issue a letter we will recognize the outstanding efforts of these FCCS student athletes. If a Foothills Community Christian School student athlete competes in an individual match under the FCCS name, the school will review the criteria of that given sport and may issue a letter to that individual. Ex: Student athlete attends Weight Lifting meet and wins division wearing FCCS apparel.

EXCEPTIONAL ACADEMICS

PERFECT ATTENDANCE (ALL GRADES)

Students who are not absent during the school year. *The Classroom Teacher verifies the names with the office (FACTS/SIS). (in Elementary presented by the classroom Teacher; in Secondary presented by the grade level Sponsor)*

HONOR ROLLS (3rd – 12th grades)

The Honor Roll is an annual recognition. The different Rolls are:

- ***Head of School's Honor Roll:***

A student must make the Head of School's Honor List each grading period of the school year. All grades are 95 and above.

- ***Principal's Honor Roll:***

A student must make the Principal's Honor List or the Head of School's Honor List each grading period of the school year. All grades are 90 and above.

- ***The AB Honor Roll:***

A student must make the AB Honor List and/or the Principal's Honor List and/or the Head of School's Honor List each grading period of the school year. The student's grade average is a 90 and above with no grade lower than 85.

SUBJECT AREA AWARDS (3rd – 12th grades)

Awarded to the student (in cases of ties, students) in core (Bible, Math, English, Science, Social Sciences) and electives (Music, Art, Technology, and PE) courses with the highest average in the course *Classroom Teacher submits the names to the office. (Presented by the Classroom Teacher)*

ACADEMIC EXCELLENCE AWARD (3RD – 12TH GRADES)

Awarded to the student (in cases of ties, students) in core (Bible, Math, English, Science, Social Sciences) and electives (Music, Art, Technology, and PE) courses with the highest average in the course *Subject Area Teacher submits the names to the office. (Presented by the Classroom Teacher)*

ACADEMIC LETTER/PIN (9th – 12th grades) Applies in year of participation)

For a student to receive a varsity letter in Academics:

The Grade Level Sponsor identifies these recipients.

1. Must complete two full High School semesters (including semester in which award is presented) at Foothills Community Christian School with a Numerical Grade Point Average (NGPA) of 95 or above; No single grade below 85; OR
Must complete four full High School semesters (including semester in which award is presented) at Foothills Community Christian School with a Numerical Grade Point Average (NGPA) of 90 – 94; No single grade below 85
2. Conduct must include a "1" during at least one quarter in at least one class

3. No Category 2 or 3 conduct violations
4. Head of School must approve.

ART LETTER/PIN (Applies in year of participation)

For a student to receive a varsity letter in Art:

The Art Sponsor/Teacher identifies these recipients.

1. Complete a full semester of High School Art at FCCS.
2. Participate in at least two Art exhibits at FCCS (Art teacher approved).
3. Compete in at least one Art Contest with either work/works or in Art History (Art teacher approved).
4. Serve as a provider of artistic work for a school function (Art teacher approved).
5. Attend at least one exhibit at an Art Museum or Art gallery (Art teacher approved). A school sponsored field trip attendance will fulfill this requirement if the required assignment is completed on time and receives a grade no less than 95
6. Maintain a minimum grade average of 90 in Art class.
7. No Category 2 or 3 conduct violations
8. Fine Arts Director or Head of School must approve.

INSTRUMENTAL LETTER/PIN (Applies in year of participation)

For a student to receive a varsity (9th – 12th grades) letter in Orchestra, Band, Drum Line, or Praise Team:

The Band/Orchestra sponsor/director/teacher identifies these recipients.

1. Complete a full semester of High School Orchestra, Band, Drum Line, or Praise Band at FCCS
2. Perform in at least two contests.
3. Perform in a FCCS school production (teacher approved).
4. Attend at least two live band or orchestra performances in our community (Instrumental teacher approved).
5. Maintain a minimum grade average of 90 in a FCCS instrumental course.
6. No Category 2 or 3 conduct violations
7. Fine Arts Director or Head of School must approve.

CHORAL LETTER/PIN (Applies in year of participation)

For a student to receive a varsity (9th – 12th grades) letter in Chorus:

The Choral Sponsor/Teacher identifies these recipients.

1. Complete a two (2) full semesters of High School Choir at FCCS.

2. Perform in at least two contests.
3. Perform in at least two choral performances.
4. Perform in or help with the FCCS school productions (Choir and Drama teacher approved).
5. Attend at least two live choral productions in our community (Choral teacher approved).
6. Maintain a minimum grade average of 90 in Choir class.
7. No Category 2 or 3 conduct violations
8. Fine Arts Director or Head of School must approve.

THEATER ARTS LETTER/PIN (Applies in year of participation)

For a student to receive a varsity letter in Theater Arts:

The Theater Arts Teacher identifies these recipients.

1. Complete a full semester of High School Theater Arts at FCCS.
2. Compete in at least one Drama/Speech tournament.
4. Participate in a FCCS school production (Theater Arts teacher approved).
5. Attend at least two live theater performances in our community (Theater Arts teacher approved).
6. Maintain a minimum grade average of 90 in Theater Arts class.
7. No Category 2 or 3 conduct violations
8. Fine Arts Director or Head of School must approve.

SCHOLAR ATHLETE AWARD

Any varsity (9th -12th grades) athlete with a 90 or higher composite grade average for the first semester of the school year will be eligible to receive a Scholar Athlete award. **The Athletic Director identifies these recipients.**

AUTHORITY OF GOD'S WORD

CHAPEL SERVICES

FCCS students attend chapel once each week. During this service the children are involved in worship, singing, prayer and sharing scriptures. They are given special teaching through individuals, including pastoral staff of community area churches, films, puppets, student programs, and other creative media.

Grades K-2, 3-5, 6-8, and 9-12 Chapel services are held once weekly. Selected speakers and special programs are included, along with varied participation of students. Once a month holds an All-school chapel for all grades. Other special chapels will be at other days or times to accommodate special services.

Because FCCS is a nondenominational school, speakers and groups from many different churches will be utilized along with the talent of our own staff. The Head of School will screen all speakers, performers, and other groups in order to maintain a high level of spiritual lessons to be taught. The level and types of chapel will vary due to the wide division of ages involved in Foothills.

Along with chapel services, each student begins the school day with a devotional prayer and verse as well as the recitation of the United States, Bible, and Christian flag Pledge of Allegiance. Specialty and Upper School teachers will open each class in prayer. Bible classes are the appropriate class to receive expanded prayer requests.

BIBLE CLASSES

Bible is an integral part of the overall curriculum and purpose of our school. For this reason, Bible classes are required of all students. FCCS has chosen the New NIV version of the Bible as the classroom version for grades K-5 and the NIV version of the Bible for grades 6-12. This decision is made only on the basis of class drill and for testing purposes. Because of the importance of the Bible, Bible class will be given the same emphasis as any other class as far as grades, homework, and credits are concerned. Emphasis will be given to the concepts and precepts of the Word of God as well as the memorization and factual content required.

PRAYER - STUDENTS

It should go without saying that prayer is one of the most crucial parts of Foothills Community Christian School. Much prayer has already been invested and much more is needed. It is essential that prayer for wisdom, discernment, protection, and safety be the first action taken in every situation. Teachers are encouraged to pray in class as appropriate. Every formal meeting will include prayer. Please add us to your church's prayer list, and mention FCCS when you pray with your family.

PRAYER - STAFF

James 5:16c - "The prayer of a righteous man is powerful and effective. " (NIV)

Teacher Devotional Time:

Because we recognize the absolute importance of prayer, we realize that the success of the school depends upon our praying for one another. The school staff meets together each morning prior to the students' arrival to begin the school day with

devotions and prayer.

Parent Prayer Group – MOMS IN PRAYER

We invite parents of students here at FCCS to meet each week to pray for specific needs. All parents are invited to participate. Contact the school office for more information.

CHURCH ATTENDANCE

FCCS has the purpose of helping Christian parents raise their children in the 'nurture and admonition of the Lord.' Because of this, weekly church attendance and membership in a like-minded, scriptural church is expected of Foothill's families. The family and the church are the two institutions that God has set up to carry out His purposes on earth. We teach the students the importance of commitment to a local church and we encourage students to pray for their churches and pastors. At the end of the school year FCCS recognizes students who attended church at least once every week during the school year.

PERFECT CHURCH ATTENDANCE (ALL GRADES)

This is awarded to each student who has been present at least once each and every week during the school year. For K-5th grades the Classroom Teacher verifies the names with the office. (Presented by the classroom Teacher) For 6th – 12th grades the Bible teachers keep up with the weekly church attendance. For 6th – 12th grades the Grade level Sponsor identifies these recipients.

DEBORAH AND ELIJAH AWARD (6TH - 8TH GRADES)

This is awarded to the students (one young man and one young lady per grade level). They must have no grades on their report card lower than an "80" or lower than an "S (2)" on the behavior side of the report card. These students most exemplify servant qualities towards their classmates and their teachers, serving them with generosity, humility, wisdom, enthusiasm, and love. They show diligence in respect to God's Word and demonstrate endurance in the face of challenge. The teachers select these recipients. Classroom teachers (6th - 8th) submit the names to the office. (Presented by the Grade level Sponsor Teacher)

ORDER OF THE EYAS AWARD (6TH - 8TH GRADES)

This is awarded to the students (one young man and one young lady per grade level). The recipients of this award represent the Lord and their class well because of their strong Christian character in the specific *areas of obedience, respect, honesty and diligence*. These students also set an example of being “peacemakers” among their peers and teachers by consistently exhibiting a cooperative spirit. Students from the same grade-level choose these students.

ANDREW AWARD (9TH - 12TH GRADES)

This is awarded to the students in recognition of their genuine and consistent willingness to take the gospel to others; *they do the work of an evangelist*. It is awarded to the student (a young lady and a young man in each grade level) who shows courage to live out and proclaim the gospel in spite of what is popular or expedient. The faculty selects these recipients.

ORDER OF THE FALCON AWARD (9TH - 12TH GRADES)

This is awarded to the students (one young man and one young lady per grade level). The recipients of this award represent the Lord and their class well because of their strong Christian character in the specific *areas of obedience, respect, honesty and diligence*. These students also set an example of being “peacemakers” among their peers and teachers by consistently exhibiting a cooperative spirit. Students from the same grade-level choose these students.

SERVICE BEFORE SELF (9TH - 12TH GRADES)

The Great Commandment, the Great Commission, and the Golden Rule are the marching orders for Christians. To love, to go, and to do is what God desires for us all. Those that have gone before us are cheering us on to get out of our comfort zone and demonstrate our love to others in action.

In an effort to meet our core values (i.e., commitment to modeling and encouraging a culture of love, as demonstrated by Jesus Christ, and understanding our important influence in the community) and our mission (i.e., service to others) – Foothills Community Christian School requires a minimum of 20 hours of Community Service hours per year which count toward graduation honors. As a bible requirement 5 Service-Before-Self hours are required per quarter, for all high school students. The Service-Before-Self requirement meets the minimum required number of community service hours for graduation.

Students are encouraged to record all community service hours for the purpose of their transcript, as most colleges are looking for students who spend their individual time in service to others.

Service-Before-Self Ministry is an effort to encourage students to serve outside their comfort zone. We believe the Bible class and teacher are where these discussions and encouragement take place on a regular basis. Service-Before-Self is designed to help each student in high school to take individual responsibility and to prioritize their time in order to serve beyond the school walls and his or her immediate family. The assumption is that students by this time in their life are involved already in the home and school.

Galatians 6:10 gives us marching orders to do good to all people and especially the household of faith (church). Service rendered for the church is also considered for Service-Before-Self hours. We do encourage the students to serve especially when their church is involved in any outreach project or event.

High School students (9-12) at Foothills Community Christian School are required to complete five (5) Service-Before-Self Ministry Christian service hours each quarter. The hours do not have to be completed all at once, or on the same active service project or event. The students cannot “bank or roll-over” hours from one quarter to another for their Bible requirement with the exception of summer hours that will count for the first quarter. These projects count for twenty percent (20%) of a student’s Bible grade each quarter. A student will receive a grade upon successful completion of the required hours per quarter. It is the responsibility of the student to ensure that their Service-Before-Self Ministry project meets the specified criteria. A list of pre-approved service projects will be provided to the students. If a student has interest in performing a service project not listed on the pre-approved list, the student will be required to have the project pre-approved by the Bible teacher. If the student fails to have a project pre-approved that is not listed on the pre-approved service project list, and it does not meet the required Service-Before-Self Ministry criteria as defined below, the student will not receive credit towards their bible grade.

A Christian Service-Before-Self Ministry service project is defined at Foothills Community Christian School as a benevolent outreach to the larger community for the purpose of giving students an opportunity to live out Christian principles and experience personal and spiritual growth through service and love. All such servant-hood Service-Before-Self Ministry must be done on a voluntary basis -- that is, there is no direct financial reward to the student (from parents or otherwise).

These projects are independent of other class projects and assignments. These projects are also independent of regular church attendance and normal expected involvement in one's own church activities. Simply attending Church services or being active in a youth group will not suffice. Each student is responsible for their own projects, including transportation.

The Bible teacher has the authority to approve the projects. All Service-Before-Self Ministry projects must reflect and be consistent with the philosophy and mission of Foothills Community Christian School and (if not already on the approved list, which each Bible teacher has) have **written prior** approval from the student's Bible teacher. Acceptable projects may include, but are not limited to, the following:

- (1) A student's **neighborhood or community** (e.g., clean-up project, library volunteer, youth organization project);
- (2) A **mission trip** (domestic or foreign and may be sponsored by the student's church).
- (3) A **non-profit** Christian ministry or organization (e.g., Touched by an Angel, American Family Radio, Special Olympics); or
- (4) Events or ongoing service **initiated by the student** (e.g., church nursery care, teaching a class at church, or planning and leading a ministry project);

If they are serving at an organization, a supervising adult from that organization (youth pastor, pastor, community leader, or business owner) other than the student's parent or guardian must verify the satisfactory completion of the project. The supervising adult's assessment and authorized signature are required on the school-provided assessment sheet. If the service is anonymous or for an individual the parent may sign in lieu of the individual.

SOME EXAMPLES

NOT acceptable for Service-Before-Self Ministry Hours:

School work days

Attending church or a church youth service

Chores around the house

ACCEPTABLE for Service-Before-Self Ministry Hours:

Any Church designated Outreach ministry (Pastor Approval)

Church mission trip

Family project to the homeless

Projects for the first fall quarter will begin no earlier than the first day of summer break while projects for the second quarter will include the Christmas break. All

projects must be completed prior to the last day of each quarter. Transfer students have to meet the project requirements only for each full quarter they are enrolled at Foothills Community Christian School. **Any and all Community service hours served count toward graduation honors, but only “Service-Before-Self Ministry” hours count toward the Bible grade.**

All Service-Before-Self ministry hours count as community service hours. Not all community service hours count as Service-Before-Self Ministry.

MINISTRY HONORS – Seniors Only

Students who go above and beyond the required service hours for Bible will receive special recognition (seal on the diploma) at graduation:

	Silver	Blue	Bronze	Gold
Number of hours (over the four-year period of high school)	100	120	140	200

Service and Service-Before-Self Ministry (Silver, Blue, Bronze, or Gold) Honor: All hours (the required 5 hours plus any others accumulated during each quarter) will be counted toward graduation ministry honors recognition. A single mission trip or any week-long ministry can account for a maximum of 40 hours toward graduation requirements. **Identified by the Senior Bible Teacher**

DIVORCE SITUATIONS

It is the policy of FCCS to remain neutral in divorce and custody situations and follow what the court mandates as visitation guidelines and orders concerning children. A spirit of cooperation among divorced parents is expected and is conducive to the spiritual and academic well-being of the student. Any parent that disrupts this process will jeopardize the continued enrollment of his or her student at FCCS.

The school will provide non-custodial parents records and information once written authorization from the custodial parent is attained and/or court documents are in FCCS's possession.

RELATIONSHIPS

ATHLETICS

Because God is sovereign over all His creation, His Lordship must also extend to athletics. The Athletic department of Foothills Community Christian School recognizes this fact and, therefore, seeks to give honor to God by formulating a philosophy consistent with His character and will.

1. **We are deeply committed to presenting Christ to each athlete so that, by God's grace, each might grow in Christian character.** This is our first priority because we are more concerned about the eternal destinies of our athletes than any other single factor. At FCCS, we recognize that the athletic field offers opportunities for growth in Christian character that do not exist in the classroom.
2. **We desire that each athlete perceives a godly concept of success.** While winning the contest is the object of planning and preparation on the part of both coach and athlete, it must not be considered as the sole measure of success. Other values, which are being built into the athlete, must be the ultimate criteria on whether or not we are truly successful.
3. **The criteria for determining the success of each athlete will be seen in the qualities he is developing in his life.** Such things as loyalty, respect for others, proper manners, perseverance, commitment, integrity, diligence, servant-hood, suitable response to crises, humility, handling victory and defeat, encouraging to others, demonstrating unconditional love, developing a work ethic, despising self-glorification, and knowing the joy of play are standards we work to instill.
4. **Athletics is not an end in itself.** It may be used either to glorify God or bring Him into shame and derision in the world's eyes. We desire to instill in our athletes this God-centered attitude toward athletics. This will encourage them to be well-rounded student athletes who develop interests and abilities in other areas.
5. **Coaches will acknowledge our ministry.** It is a calling – unique and dynamic in its implications. Coaches are entrusted with the lives of young men and women. The coach's actions, words, thoughts, and even the motivations of their hearts must be led by the Spirit of Christ.

The upper school program centers upon the development of the Christian Student Athlete's character while under the stress and duress of interscholastic competition. Participants in the program are selected based on documented success as students of good character and competitive try-outs.

The coach or coaches of the particular sport, with oversight from the Athletic Director make decisions concerning team selection. If the number of students trying out for a sport exceeds the number of players required for the team, then some of the students may be moved to a developmental team if spots are available (i.e. J.V. or J.V. B). If the student is unable to make the developmental team he\she may be cut.

Additionally, many students who make a team may not necessarily be allotted playing time, depending on their attitude, character, skill, experience, and the level of the competition. Desire alone on the part of a student, although important, is not always sufficient. Whether a student makes a team or, after making the team, sees a lot of playing time, depends on several specific factors:

A. Making the team

Students are chosen for team membership on the basis of:

1. Level of skill the student already possesses in comparison to the other students trying out. Size, speed, strength, and agility are all factors that are taken into consideration.
2. The natural abilities that a student might possess that would indicate a high potential for the development of skills not yet refined.
3. The attitude and effort that the student shows in the try-outs and is known to be a part of the student's general nature will also be considered.
4. The evidence that indicates that the student can be part of a team and place the welfare and achievement of the team ahead of personal gratification and recognition is another consideration.

B. Participation after making the team

Playing time accorded a player will depend upon:

1. The skill the player possesses
2. The growth and development of skills as the season progresses
3. The ability to function effectively as part of the team, to follow the game plan and to put team success first
4. The effort, attitude, and seriousness devoted to the practice sessions and the game situations
5. The way a player fits into the strongest combination of players that the coach can put on the field or court.
6. Playing time is assigned by the coach and is not up for discussion, debate or suggestions.

Any student expected to have experienced a concussion of any level will be immediately removed from practice or competition. The athlete will not be allowed to return to competition until FCCS is informed by the student's physician that he or she is clear to return to activity. The athletic department will support any and all direction by the student's physician. High School athletes will be asked to have their physician fill out a concussion return to play form before returning.

PARENT CODE OF CONDUCT

1. I hereby pledge to provide positive support, care and encouragement for my child participating in the Foothills Community Christian School Athletic Programs.
2. I will encourage my child to be the best he/she can be, pleasing to all, but more importantly to be an example and witness to God.
3. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game and/or practice.
4. I will place the emotional and physical well-being of my child ahead of any personal desire to win.
5. I will provide support for coaches and officials working with my child, to provide a positive, enjoyable experience for all.
6. I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sports events.
7. I will remember that the game is for the players and not for the adults
8. I will ask my child to treat other players, coaches, fans, and officials with respect.

SPECTATOR/COACH CODE OF CONDUCT

1. Conduct myself in a sportsman-like manner. While this is a competitive league, it is also a Christian league and we are here to be Christ-like and to glorify God.
2. Not yell instruction or criticism, but yell encouragement and praise. Not make derogatory comments directed toward players, parents of the opposition, officials or league administration.
3. Respect the officials and their calls. This is an attitude, which young athletes can learn by watching their coaches and parents.
4. Support the athletes, win or lose. Have patience with them during this learning experience.

NURTURING ENVIRONMENT

CHARACTER TRAIT RECOGNITION (PK3 – 5TH GRADES) and selected secondary students

Lower School Teacher selects and submits the information to the office. (Presented by the classroom teacher). Upper school class sponsor chooses and presents at the award ceremony

CITIZENSHIP HONOR ROLL (ALL GRADES)

A student must make the Citizenship Honor List each grading period of the school year. A student must make at least one O (1) with the other nine weeks being no less than an E (2) without any S (3), N (4), or U (5) in a grading period.

O (1) = Outstanding – Student **always or virtually always** conducts himself or herself in a manner that contributes to the learning atmosphere in the class.

E (2) = Excellent – Student **generally** conducts himself or herself in a manner that contributes to the

LEARN

The following student recognition awards incorporate all five core values (LEARN) in determining the award.

HALL OF EXCEPTIONALISM (9TH – 11TH GRADES)

The FCCS Hall of Exceptionalism students are high school students in grades 9th – 11th that exemplify the best in academics, excellence in a Christian walk, character, leadership, scholarship and service.

They must have been here for at least three semesters.

The members of the Hall of Exceptionalism are **selected by the faculty** according to the following criteria: excellence in a Christian walk, character, leadership, scholarship and service.

CHRISTIAN WALK: Consistent Christian lifestyle

- Committed to a relationship with the Lord
- Dedicated to growing in excellence in spirit
- Active prayer life
- Love for God's word
- Love for people

CHARACTER: Ethical relationships

- Positive attitude toward authority, his/her commitments and responsibilities

- Integrity and honesty in dealings with peers and authority
- Never sent to the office for a category 2 or 3 disciplinary action

LEADERSHIP: Esteemed by his/her peers, the faculty and staff

- Involved in school leadership, fulfilling commitments to classes, organizations and athletic teams
- Influencing others to excel in attitude and performance

ACADEMICS: Diligent in academic studies by fulfilling assignments with excellence

- Turning assignments in on time
- Growing in the knowledge and understanding of the subject matter
- Contributing to class discussion positively and regularly

SERVICE: Life of service to others

- Not self-focused for selfish gain
- Motivated to meet the needs of others
- Blesses others through actions
- Spirit of giving that springs from the heart

EPISTLE OF CHRIST (SENIOR ONLY)

This is the highest honor FCCS bestows on a student. *Two SENIORS (1 boy and 1 girl) are recommended by the senior class and voted on by the faculty and staff* of the school for this award based on II Corinthians 3:2-3. The characteristics on which the recipient is determined are:

1. Spiritual maturity
2. Spiritual commitment
3. Servant's heart and attitude
4. Positive leadership
5. Positive encouragement
6. Genuine concern for the well-being of others
7. Genuine contentment in every situation
8. A spirit of cooperation
9. A genuine love of God and His word
10. A desire to serve God in all circumstances
11. Active in his/her own church

STUDENT OF EXCEPTIONALISM (SENIOR ONLY)

The FCCS Student of *Exceptionalism* is a **SENIOR** that exemplifies the best in academics, excellence in a Christian walk, character, leadership, scholarship and service.

They must have been here for at least three semesters.

The members of the Student of Exceptionalism are *selected by the faculty* according to the following criteria:

(Excellence in a Christian walk, character, leadership, scholarship and service)

CHRISTIAN WALK: Consistent Christian lifestyle

- Committed to a relationship with the Lord
- Dedicated to growing in excellence in spirit
- Active prayer life
- Love for God's word
- Love for people

CHARACTER: Ethical relationships

- Positive attitude toward authority, his/her commitments and responsibilities
- Integrity and honesty in dealings with peers and authority
- Never sent to the office for a category 2 or 3 disciplinary action

LEADERSHIP: Esteemed by his/her peers, the faculty and staff

- Involved in school leadership, fulfilling commitments to classes, organizations and athletic teams
- Influencing others to excel in attitude and performance

ACADEMICS:

Diligent in academic studies by fulfilling assignments with excellence

- Turning assignments in on time
- Growing in the knowledge and understanding of the subject matter
- Contributing to class discussion positively and regularly

SERVICE: Life of service to others

- Not self-focused for selfish gain
- Motivated to meet the needs of others
- Blesses others through actions
- Spirit of giving that springs from the heart

WHO'S WHO IN ACADEMICS (SENIOR ONLY)

In order to be recognized for Who's Who in Academics, a student must be a **SENIOR** who, *selected by the faculty*, has

- Been at FCCS for at least 2 years
- Achieved excellence in attitude and diligence in studies
- Displayed a growth in the knowledge and understanding of this subject area
- Has a special interest in this field of study

DELORIS M. RUSSELL MEMORIAL SCHOLARSHIP AWARD (10TH-12TH GRADES)

The family of Deloris M. Russell has established a merit scholarship awards program for students enrolled at Foothills Community Christian School. Mrs. Russell held an interest in setting higher life standards for children and challenging youth to meet their goals.

Description

Scholarship awards are given annually to students enrolled at FCCS as a sophomore, junior, or senior. A total of three awards are granted each year. The recipients receive a cash award that is applied to their FCCS tuition and in the case of a senior it is applied to the college or university the graduate will be attending that fall.

Guidelines

Guidelines for the awards are as follows:

- Students must be enrolled at FCCS by October 1 and stay contiguously enrolled through at least May 1 to be eligible.
- *The Head of School appoints a committee of no less than three persons to review and select the three finalists.*
- The Head of School may be one of the three on the committee.

Criteria

Criteria for the awards are based upon improvement in the following areas:

- Academic achievement
- Exemplary leadership qualities
- Spiritual growth and maturity

FOUNDERS AWARD (SENIOR ONLY)

The Founders of Foothills Community Christian School have established an award for seniors enrolled at Foothills Community Christian School. The Founders held an interest in

Biblical Worldview Shaping, Kingdom work and challenging youth to service before self. The award is designed to honor that interest.

One award per year for a graduating senior is presented. The scholarship is \$750. The award is to assist in funding their plans for the future, if it is college then the college, or if it is a year or so of ministry or missions then it would go to that. The discretion of where to direct the funds is the committee's based on the graduate's future plans.

The administrator of Foothills Community Christian School shall appoint a committee of no less than three persons to review and select finalists. The administrator may be a member of the committee.

1. Guidelines for the awards are as follows:
 - a. Only seniors are eligible
 - b. Two letters of recommendation (not from employees of the school or family members)
 - c. Interview with Committee
 - d. Applications due by May 13th to committee chair, unless committee requires earlier date
 - i. Application must include:
 1. Name
 2. Email address
 3. Two letters of recommendation
 4. Proof of a high school cumulative GPA of 2.5 or better through the 1st semester of the senior year
 5. Completed Essay (500-1000 words)
 6. List of Community Service Activities (include detail)
2. Criteria for the awards are based upon improvement and/or excellence in the following areas:
 - a. Academic achievement – *must maintain a 2.5 GPA from freshman through the end of the 1st semester senior*
 - b. Exemplary leadership qualities – *evidence by activity in community service opportunities (include a list with details)*
 - c. Spiritual growth and maturity – *quality of a written essay on “Fulfilling the School Mission”*
 - d. Plans after High School – *evidence by interview response to the question “What are your plans after high school?”*

OTHER RECOGNITION INFORMATION

REQUIREMENTS FOR RECEIVING A LETTER/PIN

As a mark of integrity of students living in a godly manner in and out of school, students are expected to follow all rules involving the wearing of a Letter Jacket

which includes only those patches, letters, or insignia (pins) earned and purchased through Foothills Community Christian School for grades **9 – 12**.

LETTER JACKETS

Wearing a Letter Jacket fosters unity and school spirit among the students at Foothills Community Christian School. It also gives an opportunity for students to share in the pride and love for the school. The standards for “lettering” should give students a goal to attain and something to look forward to in High School. The highest level of honor, achievement and excellence is that of earning the letter “F” on the front of the jacket along with the privilege of earning and wearing additional patches, letters, or insignia (pins) as a High School student.

HOLIDAYS AND SPECIAL DAYS

CLASS PARTIES

The Head of School must approve all off-campus school sponsored parties in advance.

Class parties held at school during the school day are limited in number and carefully controlled in terms of expense. Elementary (grades K – 5th) school may have five school sponsored parties during the year as they relate to seasonal holidays and events. These are:

1. Thanksgiving
2. Christmas
3. Valentine’s Day
4. Easter
5. End-of-Year (The End-of-Year party may be held off campus).

These parties are planned by each lead room mother with the teacher’s help, and will adhere to the guidelines established by the Head of School. Occasionally during the school year, each room mother will be asking each family to have a part in providing refreshments for each class. The students may do the decorating, and refreshments are kept simple. The school cannot supply any supplies or food items for parties (i.e. silverware, cups, plates, or napkins.)

Parties in the Upper School (grades 6th – 12th) school are the responsibility of the grade level sponsor (Bible) teacher and planned for during Advisory time.

Some groups wish to provide refreshments on the teachers' birthdays. Please call the Head of School to arrange times for unscheduled parties. The Head of School must approve any other parties before plans are made.

Written invitations to parties away from school can be delivered at school **ONLY** if all the children in the class are to receive an invitation (or all boys or all girls). Also, we ask that students not be picked up from school for parties unless all in the class (or all boys or all girls) are invited.

THANKSGIVING

Classes are to set aside a time of special thanksgiving to the Lord for all He has done for us. Students may dress appropriately for any special event that may be planned by the teachers.

CHRISTMAS

The Christmas party is to be held the last day of classes before the Christmas holidays. The party (grades K – 5th) should not be more than one and one-half hours (90 minutes) in length. The party (grades 6th – 12th) is during a Advisory time. Room mothers may furnish refreshments, provide favors, and plan games with the help of the teacher. Activities that encourage the remembrance of the real meaning of Christmas must be included in all celebrations. Christmas should be a time of celebration for the students.

VALENTINE'S DAY

The party is to be held on Valentine's Day or the Friday before, if it happens to fall on a weekend. It would be fun to decorate bags or boxes to receive the special "mail". Room mothers may furnish refreshments, provide favors, and plan games with the help of the teacher. The Lower School (grades PK – 5th) party should not be more than one and one-half hours (90 minutes) in length. The Upper School (grades 6th – 12th) party can be during lunch time.

EASTER

The Easter celebration is held on the day classes are dismissed for the Easter holidays. All classes will celebrate Easter. Lead room mothers may furnish refreshments, provide favors, and plan games under the direction of the teacher. Dying and hiding of eggs is an acceptable activity for PK-Second grades. The Lower School (grades PK – 5) celebration should not be more than one and one-half hours (90 minutes) in length and include a special chapel. The Upper School (grades 6 – 12) celebration is during Advisory time. Activities that encourage the remembrance of the real meaning of Easter must be included in all celebrations.

END OF YEAR PARTIES

For Lower School, end of year parties held during school hours are during the last week of school. Field trips are acceptable.

HALLOWEEN

There are to be **NO** parties at Halloween. There are to be no decorations used which include ghosts, witches, skeletons, or black cats. This is not a day for celebration with refreshments or special activities. Safety could be stressed to students in any activity outside school. An emphasis on **All Saints Day** (November 1) is encouraged.

STUDENT BIRTHDAYS

We welcome the celebration of birthdays, but ask that you contact the teacher well in advance to determine the best method and time to carry out your celebration. Invitations to and arrangements for birthday parties taking place outside of school should be taken care of outside of the classroom.

LOWER SCHOOL: Any student who has a birthday during the school year may celebrate by bringing cupcakes or other suitable refreshments or simple favors to the class for the teacher to distribute during lunch or at recess. For those having summer birthdays we will celebrate their "Happy Birthday" on a designated day. It is preferred that any treats be sent in single sized portions that do not require the teacher to divide and serve. Please make other arrangements for siblings.

No invitations to parties may be given out at FCCS unless all students in the class are invited, or all girls or all boys are invited. Also, we ask that students not be picked up from school for parties unless all in the class (or all boys or all girls) are invited. Otherwise, invitations must be mailed.

UPPER SCHOOL: Any student who has a birthday during the school year may celebrate by bringing suitable refreshments to the class for the grade level sponsoring teacher to distribute during the lunch period. Birthday parties, when held, are to be held no more than once a month in the lunch period. Written invitations to parties away from school can be delivered at school **ONLY** if all the children in the class are to receive an invitation (or all boys or all girls). Also, we ask that students not be picked up from school for parties unless all in the class (or all boys or all girls) are invited. Otherwise, invitations must be mailed or emailed.

CONTESTS

Students will have the opportunity to try out to compete in various district competitions including but not limited to: spelling bees, math contests, speech meets, music festivals, art festivals, and science fairs.

FIELD TRIPS

Education is not limited to the four walls of the classroom. Field trips are designed to allow students educational experiences that cannot be achieved in the traditional classroom. Teachers may choose to take their classes to on-site locations to comply with the educational objectives of the class. Therefore, field trips are not optional.

The students will be taking various field trips throughout the year. Child care arrangements must be made for younger children of parents (who serve as **official, required** sponsors) going on field trips. All parents attending will need to have a background check on file at the school prior to accompanying any students on a school sponsored outing.

Students are not allowed to participate in field trip/activities without written permission by a parent or legal guardian. Emergency student information is provided to the sponsor (teacher).

In order to participate in a field trip, a student must have earned the right to go. To earn the right, a student must demonstrate that he has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of the Head of School, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip. Parents will always be provided with all information concerning a field trip, and adequate chaperoning is provided with the number of official sponsors being based on the grade level involved.

The field trips are designed for specific grade levels and NO siblings are allowed.

We often depend upon parents to assist in providing transportation. These specific rules will be followed on all trips:

1. Permission slips will be required of all students making a trip
2. At sponsor's discretion, electronic devices will not be allowed to, from, or during any school event.
3. A seatbelt shall be required (one per child) for each student's safety.

4. Official sponsors will have their admissions paid.
5. Trips will be cancelled when the appropriate number of sponsors cannot be found.
6. Proof of insurance for vehicle drivers shall be on record in the school office (insurance company, policy number, limits of liability). If you expect to help with field trips, please provide this information at the beginning of the year.

Trips that include at least a one-night stay:

Students who sign up to go on touring trips are students that have a very clear sense of the behavior that is expected of them in a variety of situations. Students are expected to be courteous, respectful, and considerate to each other, and to other travelers. Guidelines are not set to restrict the enjoyment of the trip, but to allow students to explore and learn within predetermined and safe parameters.

Failure to abide within the guidelines has the potential to unfairly spoil the adventure for the rest of the group. When guidelines are followed, students enjoy the freedom to appreciate a journey of a lifetime in the company of good friends.

PERMISSION SLIPS

Parents will be asked to sign the permission slip allowing their child(ren) to go on each specific field trip. The signed permission slip will be kept with the teacher.

DISCIPLINE

DISCIPLINARY PHILOSOPHY

Foothills Community Christian School is for those students and parents who are willing to meet high achievement and behavior standards. Realizing that a quality education is not only acquiring knowledge and skill but also developing a Christ-like character, students are expected to demonstrate a high standard of Christian behavior.

God made us in His image. Being in the image of God requires us to realize the value and dignity of each person. The manner in which God parents us demonstrates that we are valuable to Him. He wants us to trust Him and to Love Him.

The philosophy a man or woman holds concerning the behavioral nature of mankind will greatly determine the philosophy he/she holds concerning the discipline of mankind. Jeremiah the prophet recorded God's attitude toward His creation when he said in Jeremiah 17:9, *"The heart is deceitful above all things and desperately wicked."* God set the example as a parent. He tells us what He wants done or not done, and holds us accountable for being obedient. He promises consequences when we disobey.

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. FCCS does not seek to assume a task that God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child-training process.

In formulating a philosophy of education and discipline, the school has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training received at home and training received at school. In that same spirit, the school likewise encourages parents to discipline their children according to Scripture so as to reinforce and support at home the training received at school.

By using this approach, Foothills Community Christian School seeks to fairly and firmly discipline its students in ways that will enable them to more easily accept the biblical basis for authority, so they will obey and trust men and women whom they can see, so that they will learn to obey and trust God whom they cannot see directly.

As a Christian school, FCCS must have order in its educational program to function in accord with the will of God for Christian education. Having and maintaining such order inherently implies the structured authority of school officials and the submission to that authority by the students. The students must understand and believe that all authority originates with God; they must decide to be obedient to divine authority in all areas of their lives (1st Timothy 6:1-2). If the students first learned such obedience and trust in their homes and practice it there (Ephesians 6:1-2), then they would find it easier to accept discipline at school and in other environments, such as at work. FCCS teaches students to be familiar with and appreciate the boundary lines of acceptable and unacceptable behavior in the school. FCCS officials directly oversee student behavior within the limits established by the school. FCCS takes corrective action when those limits are not sufficiently observed. We lead each student to accept the need for repentance, restitution/reparation and reconciliation as the basis for rebuilding trust when it is breached. A Truth-based education requires that we present to the student unchanging standards and procedures. Enforcement of consequences and rewards will help shape the student's trust in and obedience to authority. It is critical that such rules be enforced fairly, firmly, and consistently in order to achieve an orderly environment for learning at FCCS, and to stress to the students the certainty of consequences should they misbehave or disobey.

Foothills Community Christian School strives to cooperate with the home in developing the following godly character traits:

Put God First

"Love the Lord your God with all your heart and with all your soul and with all your mind." (Matthew 22:37) Truthfulness and honesty in word and action is expected; morally good conduct in respect to language, extracurricular activities, social and peer relationships are demonstrations of putting God first.

Respect For Others

"...Love your neighbor as yourself." (Matthew 22:39) Students must show courtesy and respect the authority of the teacher, office staff, and administration. Students must be respectful of others' rights and property. Theft or attempted theft of school possessions or other persons' possessions will lead to stern disciplinary action and possible dismissal. Boys are to be gentlemen at all times; girls must be ladies at all times.

Ready Obedience

“If you are willing and obedient, you will eat the best from the land.” (Isaiah 1:19) Cheerful obedience to all authorities is expected; such obedience should be willing, immediate, and complete.

Diligence To Duty

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” (Colossians 3:17) Responsibility in doing assigned tasks is a high priority; promptness in attendance and assignments, truthfulness and honesty in word and action, morally good conduct in respect to language, extracurricular activities, social and peer relationships, and no abusive language (written, spoken, or gestured) will be tolerated from students, whether directed to faculty, staff, or fellow students.

General Guidelines for Implementing Disciplinary Responses

As school personnel determine the appropriate action to take in response to student misconduct, they will follow these guidelines:

1. The purpose of discipline is to teach, to maintain order and to build and restore trust in authority, not to simply be punitive.
2. Any discipline effort, to be successful, should bring the student close to the goal of self-discipline.
3. Disciplinary measures are much more effective if the school and the home are supportive of each other's efforts.
4. Discipline is not an act of malice or vengeance, but of love.
5. The disciplinary response chosen will be assertive, not hostile or passive.
6. The disciplinary response chosen will be appropriate to the age and maturity level of the student.
7. The disciplinary response chosen will be appropriate in its intensity and consequence as it relates to the violation of rules that has been breached.
8. Discipline in a Christian context should result not only in a change of behavior but ultimately in a change of heart.

GENERAL STATEMENT

The rules and standards set forth in this section apply to conduct while on school premises and/or involving school property, conduct off school premises which directly affects other students or the school, and school functions of any kind. This handbook does not, nor cannot, define all types and aspects of student behavior; however, the administration has the responsibility to set forth policies, rules and regulations to help each student establish and build trust in all their relationships.

In addition, the teacher, within his/her classroom, may establish certain rules and regulations consistent with those established by the administration.

The administration has authorized exclusions, suspensions, and expulsion as the more severe methods of disciplining students. The Head of School has the authority to use any of these means of correction deemed most appropriate for the violation. Other methods of correction, detentions, or removal from a program, will also be used for less severe violations of school rules. The type of discipline invoked depends upon the nature and seriousness of the offense.

DISCIPLINARY PRACTICES STATEMENT

Recognizing its responsibility to safeguard its good name and the welfare of all of its students, FCCS reserves the right to respond as it sees fit to the misbehavior of its students, even if those actions take place outside of school hours and away from school activities.

Individual teachers, under the supervision of the administration, will handle discipline cases in harmony with our philosophy. The form of correction will depend on the nature of the misconduct. Emphasis is placed on each student being personally responsible for his/her actions and on using Scriptural principles as the guide for acceptable behavior.

The disciplinary practices of the school are intended to establish a classroom environment conducive toward learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority. Discipline is God's way of restoring trust in Him and in others.

The school's discipline practices include instruction, correction, punishment, and reward. All of these elements are biblical principles and a balance between punishment and reward is essential.

Each classroom teacher will have an established classroom discipline procedure approved by the Head of School so that the expectations, consequences, and rewards for proper behavior are similar for each classroom.

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs.

It is our responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to trust each other and function together each school day in a God-honoring manner.

In the well-disciplined classroom, both the teacher and the students must exercise self-control. A maturing child should sense the responsibility to control himself as a mandate from God. As the pupils operate on this level of self-control, the teacher is the authority figure that sets the positive and constructive tone for self-discipline in the classroom.

Any breakdown in the self-control of and the trust between individuals naturally hinders the learning process. Given a wholesome relationship between the pupil and the teacher, control and trust can be restored in most cases by discussion, instruction, and example. Discipline, when defined as chastisement or punishment, enters into the picture only when there is a consistent breakdown of this self-control that leads to a breach of trust. When improper behavior occurs that requires parental action, parents will be notified by the teacher or an administrator.

The school sees as its more fundamental obligation, however, the education of its students in principles of good behavior as they are based in the goals and philosophy of FCCS. The school recognizes further the importance of appropriate counseling in cases where student misbehavior seems correctable.

When students are admitted to the school, they become identified with the school, and the school may be judged by the kind of persons they are and by the way they conduct themselves. It is expected that their conduct will reflect favorably on them and on the school at all times. Recognizing its responsibility to safeguard its good name and the welfare of all of its students, FCCS reserves the right to respond as it sees fit to the misbehavior of its students, even if those actions take place outside of school hours and away from school activities. All students must understand clearly that in order to maintain its high standards, **THE SCHOOL RESERVES THE RIGHT TO DISCIPLINE, SUSPEND, OR EXPEL A STUDENT WHO IS GUILTY OF EXCESSIVE MISCONDUCT WHETHER OCCURRING ON OR OFF THE SCHOOL CAMPUS.** In all cases discipline is administered equitably and in love. Humiliation of the student will be avoided.

By enrolling their students at FCCS, parents agree to abide by the regulations stated here and to recognize the school's right to regulate student behavior and to enforce those regulations. Parents are encouraged, moreover, to cooperate with the school

in teaching those human and moral biblical values which form the basis of the school 's disciplinary code.

MUSIC

"Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."
(I Corinthians 10:31)

The purpose of Foothills Community Christian School is to give direction to our students not only academically, but also spiritually. We believe that music that does not promote a biblical worldview is detrimental to the spiritual, moral, and academic life of a student. Scriptural principles teach that any involvement in this type of music is not conducive to drawing a person into a closer walk with Jesus Christ. Such music is not permitted on the school grounds, which includes the parking lot.

Parents/guardians are respectfully requested to support the school in this music policy by using the principle of replacement, which is substituting wholesome, uplifting music, such as contemporary Christian music and gospel music. Christian radio stations are good sources of wholesome, uplifting music.

RECESS/PLAYGROUND RULES

1. Treat others how you would like to be treated. (Follow Golden Rule Matthew 7:12)
2. Stop what you are doing when you hear the whistle blow and wait quietly for instructions.
3. Only scream if you are hurt
4. Do not throw rocks or snow. Keep the rocks in the rock areas.
5. Ask the adult before leaving recess for any reason.
6. You must wear snow boots (a warm waterproof boot, that doesn't have laces and covers above the ankle) to go on any snow.
7. Stay out of any water, ice, or mud.
8. Whatever you bring to recess make sure you take it back in.
9. Chasing games are allowed on the ground, not up on the equipment.
10. Chasing games must be approved by the adult in charge
11. When playing a chasing game touching (tagging) other students is acceptable, otherwise, keep your hands and entire body to yourself
12. No balls allowed in the field unless first approved by the Head of School or his designee.

13. Go up the stairs and down the slide. Only one person is allowed on the slide at a time.
14. Stay off of the top of the monkey bars. Only one person is allowed on the ladder at a time.
15. Swing straight while sitting on your bottom.
16. Wait until the swing slows down before getting off.
17. If the swings are full, to get a turn you stand in front of someone on a swing. You count their feet coming up 25 times. Then they get off and it's your turn. You can only count on the same person once per recess.

SEARCH AND SEIZURE

The school reserves the right to search a student's person, possessions, and vehicle(s) or conduct a random search if in the opinion of the Administration there is reason to believe it to be in the best interest and safety of the school or when there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Searches may be conducted of student property, including purses, backpacks, and vehicles when at school or school endorsed or sponsored or sanctioned events. Fixed school property (i.e. lockers and buildings) may be searched at any time with or without reasonable grounds for suspicion.

LAW ENFORCEMENT OFFICIALS

A reasonably cooperative effort is maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to investigate alleged criminal conduct on the school premises or during a school-sponsored or sanctioned activity or to maintain the educational environment. Administration has the responsibility and the authority to determine when the assistance of law enforcement officers is necessary.

School officials will not voluntarily allow students to be interviewed at school regarding crimes unrelated to the school.

Where a suspected violation of criminal law involving the operation of the school has occurred on the school grounds or during a school-sponsored activity, law enforcement officials may be notified and their presence requested for the questioning of suspected students. Reasonable attempts are made to contact a student's parents or guardian who, unless an emergency exists or government agencies deny, shall be given the opportunity to confer with the student and to be present with the student during such questioning.

CONDUCT MARKS

Parents will also be informed of their student's conduct by the nine-week report card that will have an evaluation of conduct for each of the courses in which the student is enrolled. The following marks are used in grades Kindergarten – twelfth.

1 = Student always or virtually always conducts himself or herself in a manner that contributes to the learning atmosphere in the class.

2 = Student conducts himself or herself in a manner that contributes to the learning atmosphere in the class. (All students start each quarter with this level)

3 = Student contributes to the learning atmosphere in the classroom but occasionally (once every week to two weeks) interferes with the learning process. Student has teacher documented information related to the infraction. Student's behavior is not severe enough to send to the office for disciplinary action.

4 = Student hinders the learning atmosphere in the classroom interfering with that process at least once or twice per week. Student's behavior is severe enough to send to the office for disciplinary action.

5 = Student consistently interferes with the learning atmosphere, disrupting it anywhere from once every other day or more than once per day. Student's behavior is severe enough to send to the office for disciplinary action and the student is in danger of suspension or expulsion.

Each student will start each grading period with a 2. Students who have not been sent to the office for a disciplinary offense will receive a conduct grade of a 1, 2, or 3 in that class for that grading period. Students that are sent to the office for a disciplinary offense in which the Head of School agrees that the offense warrants a trip to the office, will receive a 4 or 5 in the conduct grade for that grading period.

DISCIPLINE CATEGORIES AND CONSEQUENCES

Foothills Community Christian School has classified and divided misconduct into three categories. Category 1 is the lowest level and is handled by the teachers. Category 2 and 3 will be handled by administration with Admissions/Standards Committee oversight. In the cases of expulsion and dismissal the school board will be notified. The categories and consequences serve as a general guide as no set of

regulations can be exhaustive.

HEAD OF SCHOOL

Conduct that results in a student's trip to the Head of School's office is viewed as a serious matter (category 2 or 3) as it is extremely disruptive to the normal classroom experience.

A student sent to the office is required to have documentation from the faculty member. The documentation will include name, date, nature of misconduct, and faculty comments.

Parents are notified in writing and through email for incidents that requires discipline to be administered. A copy of the notice is placed in the annual disciplinary file and a copy is sent to the referring teacher. The Head of School will choose the appropriate disciplinary measure based on the severity of the offense.

CATEGORY 1

This is the category level in which the teacher, lead teacher, and/or parents are involved. This category includes, but is not limited to activities that violate Category I rules that prevent classroom order and instruction:

- Student lack of timeliness
- Student lack of engagement
- Student poor performance of academic habits
- Public displays of affection
- Gum Chewing
- Eating or drinking in any area other than those designated for that specific purpose
- Distractions to learning: radios, tape or CD players, mp3's, electronic games, toy weapons, action figures, dolls, or any toy and other non-academic items brought to school
- Out of the classroom without a pass
- Dress code violations
- Neglecting to have parents sign and return assignment pads, school work, permission forms, or referral slips
- Running inside the school buildings
- Defacing school property (may also be considered a "major" offense (Category 2 or 3))
- Noises that disrupt the classroom learning environment

- Talking without permission
- Failure to bring school items (i.e. books, pencils, pens)
- Possession of books, magazines, or music that do not support the Philippians 4:8 principle (may also be considered a Category 2 offense based upon the material)
- Littering (not disposing of trash properly)
- Missing a scheduled detention
- Students playing unsupervised on the playground before school, after school, or unsupervised at any time
- Students not in designated areas for student activities

CATEGORY I

EXAMPLES OF MISCONDUCT:

To ensure that students' grades reflect the learning taking place in the classroom, the behaviors of Student Timeliness, Student Engagement, and Student Academic habits are identified separately from academic achievement. We believe that these habits or traits, which often become entangled with subject area proficiency, are also vital and need to be reported separately.

Student Timeliness:

Responsibility - Timeliness - Assignment Completion

Student inconsistently turns work in on time (more than two assignments late) and completes assignments in a manner that reflects each assignment's goal and expectation or student regularly turns in assignments late and does not complete assignments in a manner that reflects each assignment's goal and expectation.

Student Engagement:

Participation - Preparation - Engagement – Focus

Based on classroom guidelines, student is inconsistently engaged in classroom activities and/or sometimes distracts the learning environment or based on classroom guidelines, student is rarely engaged in classroom activities and regularly disrupts the learning environment.

Student Academic Habits:

Independence - Motivation - Perseverance - Self-Advocacy - Resourcefulness – Grit

Student is difficult to motivate, even externally, and does not make use of resources for learning.

Displays of Affection:

As young men and women pursue close personal relationships, there is the desire to exchange personal affections. Neither the campus at Foothills Community Christian School nor any off-campus school sponsored or endorsed event is the suitable place for such exchanges. Inappropriate embracing, kissing, or other displays of affection are not accepted forms of behavior at school.

A persistency to engage in such behavior will result in disciplinary action by the staff member who observes the behavior.

Gum Chewing:

Chewing gum clogs up plumbing, mars carpeting, damages clothing, and generally leads to unattractive appearances. For these reasons, gum chewing is not allowed in any portion of the school or in school vehicles at any time.

A persistency to engage in such behavior will result in disciplinary action by the staff member who observes the behavior.

Distractions to learning:

Toys, mobile phones, pagers, laser pointers, electronic toys and games, whistles, skate boards, and other non-academic items brought to school are not allowed on campus. This includes CD, DVD, MP3 players, and radios with individual headphones or earplugs. Their presence tends to invite misuse and often causes classroom distractions and interruptions. Such devices are confiscated and stored until an understanding or arrangement can be worked out.

A persistency to engage in such behavior will result in disciplinary action by the staff member who observes the behavior.

Hall Passes:

All students are expected to have a hall pass when they are moving through the halls during any time of the day other than during the passing period when students move from one class to another. Teachers may NOT hold students in their class beyond the time of the start of the next class period. Teachers are instructed to issue a minimum of hall passes.

Moving through the hall without the appropriate pass will result in disciplinary action by the staff member who observes the behavior.

Dress Code:

It is the responsibility of the parents (parent only K-5th) and the student to ensure that the student wears acceptable attire, uniform or otherwise, each day at school. Students are subject to Category 2 disciplinary action if repeated dress code violations occur. *Dress code violations will result in disciplinary action*

CATEGORY 1

CONSEQUENCES:

The following consequences are **not** the only consequences used but are the most frequently used. The consequences with the explanations are:

1. REDUCTION OF CONDUCT GRADE:

Category I offenses will result in the teacher entering a conduct grade of a 3 for the quarter the infraction(s) occurred.

2. DETENTION:

The school office will notify the parents/guardians of detention assignments. Parents will be notified prior to detention. The times are not set for the convenience of the parent or student, but they are set to be served in a timely manner after the offense. This notification is sent (or emailed) home and required to be signed by a parent/guardian and returned to the school office the next operating school day.

Detention will be served at lunch, before or after school, and monitored by the teacher or administration. A missed detention will result in an additional one being assigned. FCCS has four classes of detentions whose selection is determined by the Head of School:

1. After School Detention (grades 6th – 12th): Student is confined to a specific room, monitored by a teacher or administrator, starting 5 minutes after school for the duration of 45 minutes. There are no costs to parents/guardians for after school detentions.
2. Lunch Detention (grades 6th – 12th): Student is confined to a specific seat in the lunchroom, monitored by a teacher or administrator, starting with the tardy bell for the duration of lunch. There are no costs to parents/guardians for lunch detentions.
3. Saturday Detention (grades 6th – 12th): Parents/guardians must pay the monitor as determined by the Head of School, for the Saturday detentions. The student is confined to a specific school room, monitored by a teacher or administrator, for a detention. Saturday detentions may be assigned after a student receives three lunch detentions during a semester, or two consecutive nine-week grading periods.

3. LOSS OF PRIVILEGES (grades K – 6th):

Not able to serve as line leader, door holder, teacher's helper, or loss of recess time.

4. PARENT-TEACHER DISCIPLINARY CONFERENCE: A face-to-face conference between the teacher and parent will be set by the teacher.

5. FINES ASSESSED: Fines may be assessed to recover confiscated property. The decision to return confiscated property rests with administration.

CATEGORY 2:

This is the category level in which the Head of School becomes involved. This category includes, but is not limited to activities and attitudes that show a lack of respect for authority or violations of specific Category 2 rules:

- Cheating (receiving assistance from other students on assignments when the work is not assigned as a “group” assignment OR the copying of answers on an assignment from another student with the intent to represent the information gathered as their own work), plagiarism (may be a category 3 offense as well)
- Possession or use of occultist material
- Profanity, inappropriate language or hand gestures (profanity, suggestive sexual overtones)
- Bullying, intimidation, harassment, threats, verbal abuse (i.e. name-calling, ethnic or racial slurs, teasing, derogatory statements)
- Unexcused absence from class; truancy (leaving class group or campus without permission)
- Destruction of school or personal property
- Defacing school property, graffiti
- Conduct unbecoming a Christian at a school event (Acceptable conduct would be rooting FOR our school. Unacceptable conduct would include but is not limited to name-calling, inappropriate banners or signs, using inappropriate language, harassing other players, officials, parents, or fans)
- Inappropriate Public Displays of Affection
- Stealing and theft (may be a category 3 offense as well)
- Activities that threaten the safety of the student, classmates, staff, or any others
- Inappropriate magazines or pictures
- Misuse of electronic communication devices – mobile phones, and other electronic communication items
- Technology Offenses – damage to computers, adding software to computers without permissions (includes running software from compact disks; accessing unapproved, immoral websites)
- Misconduct by students that becomes public knowledge through social websites

and causes disruption to the daily operation of school

- Inappropriate parking
- Unauthorized possession of school property (such as admit slips, passes)
- Any persistent behavior that disrupts classroom teaching or school procedures
- A pattern of disobedience
- A pattern of disrespect, rudeness, and insubordination to school authorities
- A pattern of dishonesty and lying
- Frequent and repeated violations of Category I rules

Any Category I offense that demonstrates a history and pattern of frequent and repeated minor infractions is then considered a Category 2 offense. The Head of School determines this.

CATEGORY 2

EXAMPLES OF MISCONDUCT:

Cheating is a serious offense that involves taking information from another source and presenting it as one's own, thus including the components of both stealing and lying. It is therefore very important that students come to understand the seriousness of any act of cheating and are continually reminded by teachers of the consequences of cheating. Teachers are also expected to take precautions in terms of test security and the structure of the classroom-testing environment in order to protect students from unnecessary temptation.

Foothills Community Christian School will not tolerate academic dishonesty. This violation, in the form of cheating and plagiarism, is a grave breach of trust that must be present between a student and teacher. Administration, faculty, students and parents should never take an occurrence of academic dishonesty lightly. Therefore, it is the intent of FCCS to enforce this policy with justice and objectivity, working with parents to teach students the value of honor and integrity, and the natural consequences of inappropriate choices.

In keeping with the philosophy of no tolerance for cheating, this policy will be enforced in each situation in terms of the severity of the infraction, the age, and discipline record of each student involved. Disciplinary action may include a range of grading penalties, and detentions up to and including suspension and/or expulsion as deemed appropriate for the offense and the individuals involved.

Academic Dishonesty

1. Any attempt to gain an unfair advantage on an assignment, quiz, or test;

2. Copying, faxing, or duplicating assignments that will each be turned in as one's own work;
3. Exchanging assignments by printout, disk transfer, or electronic transfer, then submitting them as originals;
4. Preparing for cheating in advance, including:
5. Writing formulas, codes, and key words on one's person or objects for use during a test when the teacher has prohibited such;
6. Using hidden and/or unauthorized reference sheets (cheat sheets) during a test;
7. Using programmed materials in electronic or battery-operated devices when they have been prohibited by the teacher;
8. Exchanging answers (either giving or receiving answers) with others when prohibited;
9. Taking, stealing, and/or using a (completed) assignment from someone else and submitting it as one's own work;
10. Giving a (completed) assignment to someone else for the purpose of submitting it as their own;
11. Taking credit for group work when little contribution was made when contrary to the established assignment criteria,
12. Not following additional specific guidelines for academic honesty as established by a teacher, class, or department;
13. Unauthorized acquisition, use, and/or distribution of test materials or answer sheets;
14. Unauthorized use of teacher's computer files and/or grading programs.

Cheating (Academic Dishonesty)

- "I have chosen the way of truth; I have set my heart on your laws." Psalm 119:30
- "The LORD detests lying lips, but He delights in men who are truthful." Proverbs 12:2
- "He whose walk is blameless and who does what is righteous; who speaks the truth from his heart...he who does these things will never be shaken." Psalm 15:2,5b

Plagiarism (Academic Dishonesty)

Plagiarism is defined as "to steal and pass off the ideas or works of another as one's own; use of another's production without crediting the source" (*The American Heritage Dictionary* 1001).

Examples of plagiarism may include *but not be limited to*:

- Submitting someone else's work in whole or part as one's own;

- Submitting images or documents from the internet without proper citation of sources;
- Copying the language, structure, style, or ideas of another without proper citation documentation;
- Failing to acknowledge a source of information; and
- Using graphics, tables, charts, illustrations, cartoons, or other materials without proper citations.

Academic Dishonesty is not:

1. When permitted by the teacher, peer tutoring to better understand what is being asked for;
2. The method or process of finding the answer (but not giving the answer).
3. Incorporating someone else's work, idea, and/or graphics and images into your own work when proper notation to the work is made and proper citation is given;
4. Submitting work done alone or with the help of the teacher;
5. Group work when solving a problem in which group work has been authorized by the teacher, and submitting one copy as group work, identifying each member of the group.

Investigative Procedure:

When a student is suspected of cheating, the teacher or staff member is responsible for verifying the accuracy of the alleged cheating and notifying the parent. The biblical model (Deuteronomy 19:15 – 19) is followed in determining if cheating has taken place:

1. The teacher or staff member must have direct knowledge through observation or
2. The student confesses or
3. The testimony of at least two reliable witnesses confirms the suspicion. Teachers and staff members are required to fully investigate any suspicion of cheating prior to determining if a student has cheated. Some examples of cheating are:
 - a. Copying homework or any other school work
 - b. Handing in the work of another person
 - c. Plagiarism (presenting another person's work as your own) and unauthorized assistance on tests, quizzes or other class work

If it is determined that a student has indeed cheated, the following actions are taken:

1. The student will receive a zero on the assignment.
2. The Head of School is notified.

3. The student will confer with the Head of School.
4. The parents are called.
5. The student is suspended (amount of time to be determined by the Head of School) from any sort of leadership position in a club, class, or athletic team, or may be removed from the position. Cheating is a violation of honor, and leadership is a matter of honor.

In case of a **second offense** the student will automatically be placed on Academic and Behavior probation for a period not less than a full grading period. A conference with the parent, student, teacher, and Head of School is held. A **third offense** within the school year will result in the student being subject to expulsion. A second conference with the parent, student, teacher, and Head of School is held. The Admissions/Standards Committee is notified. The Head of School will make the final decision.

A student involved in academic dishonesty is considered in violation of the standards at FCCS and at this level students are subject to appropriate disciplinary action as cited above.

Occultist Material and Activity:

The Bible categorically denounces any and all occultist practices (Deuteronomy 18:9-14; Galatians 5:20). In the city of Ephesus many who were practicing in the occult became believers in Jesus Christ and renounced their occultist practices. "Many also of those who practiced magic brought their books together and began burning them in the sight of all..." (Acts 19:19)

Under the designation occult we would class at least the following items: witchcraft, magic, palm reading, fortune telling, Ouija boards, tarot cards, Satanism, Spiritism, demons, and the use of crystals and crystal balls. To this list we could add much more. It is our desire to avoid extremes that are common in dealing with the occult. We neither see the devil in everything nor completely deny his influence and workings. Realizing that mankind has a certain fascination about evil, we believe that it is wise to take the advice of the Apostle Paul, "I want you to be wise in what is good and innocent in what is evil" (Romans 16:19). Playing around with the world of the occult can lead to serious repercussions. The road of the occult is broad and leads to destruction, while the way of Christ is narrow and leads to life eternal. *A student involved in occultist activity is considered in violation of the standards at FCCS and at this level students are subject to appropriate disciplinary action.*

Abusive Language:

Curse words; swear words, suggestive language, inappropriate double entendre, and innuendo are not appropriate for the academic and spiritual environment of the school. They are not to be used.

A student engaged in such use is considered in violation of the standards at FCCS and at this level students are subject to appropriate disciplinary action

Disrespect:

Students are expected to submit to the authority of the teachers and the administrators over them. Faculty members are called upon to use professional judgment and to make decisions that are often influenced by many variables. These decisions will not always please all students. However, in all instances, students are required to be respectful and recognize the authority of the teacher or administrator. An act of disrespect, school-related, on or off the campus, verbal or non-verbal, is a serious breach of conduct standards.

Any student behaving in a disrespectful manner is considered in violation of the standards at FCCS and at this level students are subject to appropriate disciplinary action

Bullying and Harassment:

The State of Montana defines bullying as “written, verbal, or physical action that physically harms a student or their property or causes a reasonable fear of injury.” Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Foothills Community Christian School defines bullying as “when a person willfully and repeatedly exercises power over another with hostile or malicious intent; this can include, but is not limited to, hitting, kicking, pushing, pinching, restraining, threatening another, teasing, insulting, name calling, abusing verbally or physically, humiliating, harassing, mobbing, excluding from a group, social isolation, obscene gestures, stealing property, destroying property, or sending mean notes, text messages, tweets or emails. Bullying is an intentional act, characterized by repeated occurrences and meant to exhibit power over another.”

The ultimate goal of this policy is the protection of the students and their increased feelings of safety and belonging. This policy sets forth guidelines which will be used for the identification and reporting of bullying. This policy requires teachers and staff to utilize a variety of prevention and intervention activities, tools, and resources that create environments of safety and respect and expectations of appropriate behavior. Anyone in the school community has the responsibility to report any incident of bullying that comes to their attention.

How to Report an Act of bullying:

1. Complaints or reports of bullying may be given orally or in writing.
2. Students may report complaints of bullying to any school employee, and that employee is then required to report the incident in writing to the administrator in charge of the accused or victim(s).
3. Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness.
4. Reports should be filed in writing and can be submitted to the administrative office of the accused, victim or witness.

School's investigation procedure related to accusations of bullying:

1. When a bullying offense has been reported, the accused will be interviewed individually and asked to write an account of events.
2. If it is determined that there was an actual act of bullying, the parents of the accused will be notified and required to meet with the administration.

3. The Admission's Committee will review the case, interview the accused if necessary, and determine a recommended course of action (Consistent with the range of consequences identified in this handbook).
4. The administration will take the recommendation into consideration and make the decision regarding specific action to be taken.

Forms of bullying:

- Bullying related to race, religion, and culture
- Bullying related to special educational needs and disabilities
- Sexist and sexual bullying
- Cyber bullying

Students are expected to demonstrate grace to each other. In all instances, students are required to be respectful and recognize that each person is an Image Bearer of God. FCCS believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual, verbal, and physical harassment. The administration considers harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense. All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct. This prohibition applies whether the conduct is by word, gesture, or any other intimidating conduct. An act of disrespect, school-related, on or off the campus, verbal or non-verbal, is a serious breach of conduct standards.

Any student behaving in a harassing manner is considered in violation of the standards at FCCS and at this level students are subject to appropriate disciplinary action

Inappropriate Public Displays of Affection

We believe the Christian school is the place where good, caring relationships should be developed among the students. We encourage students to spend time, whenever possible, in an open and non-secretive way, talking and listening to each other. We strongly discourage all girlfriend/boyfriend relationships.

Students may not pair up and seclude themselves in classrooms or other places in the school facility. We do not allow physical displays of affection during school or school events. Holding hands or embracing sessions in school or at school activities are viewed as being indiscreet.

A student who ignores these requirements is considered in violation of the standards at

FCCS and at this level students are subject to appropriate disciplinary action.

Closed Campus (grades K – 8th):

Foothills Community Christian School operates a closed campus. Arriving late and leaving early requires signed notes from parents and must be approved by a school administrator. Approval to sign out must be granted by the Head of School or his designee.

A student who ignores these requirements is considered in violation of the standards at FCCS and at this level students are subject to appropriate disciplinary action.

Care of School Property:

A good citizen, among other things, takes pride in the care of school property, realizing that the appearance of the building and campus is a credit or discredit to him, as well as to the student body in general. Students should take pride in the appearance and maintenance of Foothills Community Christian School property. The family of any student found to have intentionally, knowingly, or recklessly damaged or destroyed school property is required to compensate the school for the full measure of the damage. In addition, the family of any student accidentally damaging or destroying school property shall be required to compensate the school for the full damage of the property.

A student abusing school property is considered a serious violation of the standards at FCCS and at this level students are subject appropriate disciplinary action.

Use of Electronic Communication Devices:

Student use of electronic communication devices (i.e. cell phones, smart phones, iPads, surfaces) are allowed on campus by teacher permission and for classroom educational purposes only. There is no need for a child to have a cell phone on in class when not in use for teacher permitted educational purposes.

A student abusing school property is considered a serious violation of the standards at FCCS and at this level students are subject appropriate disciplinary action.

CATEGORY 2

CONSEQUENCES:

The following consequences are **not** the only consequences used but are the most frequently used. The consequences with the explanations are:

1. REDUCTION OF CONDUCT GRADE:

Category 2 offenses will result in a conduct grade of a 4

2. **SUSPENSION:**

A student may be suspended from school only after a parent-administrator disciplinary conference. Suspensions can be in-school (ISS) or off campus – Out-of-School (OSS). The Head of School decides which suspension will be more effective in bringing about future proper behavior. Very specific changes in attitudes and actions are expected prior to readmission.

- **ISS** will be held on campus. This will consist of the student being supervised by a proctor (in some cases the families will be required to compensate the proctor) in a location away from his/her peers for the entire school day. The number of days the student will serve ISS is determined by the Head of School.
- **OSS** prevents the student from attending the school or coming on the school campus during the OSS. The number of days the student will serve OSS is determined by the Head of School.

MAKE-UP WORK – Students are required to turn in work missed during their ISS or OSS. All graded class work, homework, and quizzes in the student's classes/courses during the suspension will receive no grade, however, work, homework, and quizzes not turned in or taken will receive a grade of zero (0).
Major tests or projects will receive full credit.

STUDENT ACTIVITIES – The student is suspended for a specified number of days and/or a specific event or events in extra school activities (i.e. field trips, trips, parties, and athletic events as a participant or spectator, school contests or events).

3. **BEHAVIORAL WATCH**

Behavioral Watch is invoked in the following manner:

Existing students: AUTOMATIC (at the time of the event)

Behavioral Watch shall result:

- When a student has accrued enough entries on the Behavioral Contract to send him to the office of the Head of School.
- From a violation of a Category 2 rule.

Behavioral Watch will last from the date of the offense until the Admissions Committee meets. The Admissions/Standards Committee will meet to determine if Behavioral Probation is required or if the Behavioral Watch is sufficient. Specific changes in attitudes and actions are expected, as determined by the Admissions/Standards Committee, prior to Behavioral Watch being lifted.

All the following **consequences** are invoked for a student who is placed on Behavioral Watch:

1. The student may be suspended for a specified number of days and/or specific events in extra school activities (i.e. field trips, trips, parties, athletic events as a participant or spectator, school contests or events). This decision rests with the Head of School.
2. Notification is sent to the parents.
3. A conference is held with the parents and the Head of School to explain Behavioral Watch and suggestions for improvement.
4. The Admissions/Standards Committee will review the behavioral status of the student at their regular scheduled quarterly meeting or at a special called meeting.

New students:

Behavioral Watch is not a condition on which a new student may enter. New students must be admitted with “Full” or in the case of a concern, Probationary conditions

4. BEHAVIORAL PROBATION – CATEGORY 2

Behavioral Probation is invoked in the following manner:

Existing students:

Behavioral Probation shall result:

- When the Admissions/Standards Committee makes the decision to move a student from Behavioral Watch to Behavioral Probation.

Behavioral Probation will typically last from the date of the offense until the end of the next grading period (must be a minimum of nine consecutive school weeks). Specific changes in attitudes and actions are expected, as determined by the Admissions/Standards Committee, prior to probation being lifted. If there is not a change, expulsion or dismissal may be recommended by the Head of School at any time during the Behavioral Probation period.

All the following **consequences** are invoked for a student who is placed on Category 2 Behavioral Probation:

1. ***Category 2*** - The student is suspended for a specified number of days and/or specific events in extra school activities (i.e. field trips, trips, parties, athletics, clubs, student organizations, ungraded dramatic presentations, and school contests or events). The decision for the student to practice is the responsibility

of the Admissions/Standards Committee.

2. Notification is sent to the parents.
3. A conference is held with the parents and the Head of School to explain the probation and suggestions for improvement.
4. The Admissions/Standards Committee will review the behavioral status of the student at the completion of an entire grading period or the nine weeks, as specified by the Admissions/Standards Committee, after the student was placed on probation.
5. The Admissions/Standards Committee will decide if the student is to remain in school either by lifting Behavioral Probation or continuing the probation (the conditions of probation may change). When re-enrolling, students currently on Behavioral Probation are referred to the Admissions/Standards Committee for a decision regarding fall admission status.
6. Extracurricular activities may be resumed at the removal or lifting of probation.
7. Following dismissal or expulsion from the school for behavioral reasons, a student may apply to be re-enrolled on Behavioral Probation if the following conditions are fulfilled:
 - a. The student has attended another school (cannot be a home school) for one full semester.
 - b. The student has completed a full academic load for the semester.
 - c. The student received no discipline infractions during the semester.

New students:

Behavioral Probation shall result when a student is accepted to FCCS with a history of behavioral concerns. The Admissions/Standards Committee will decide the conditions of the probation.

5. OTHER CONSEQUENCES:

The Head of School and Admissions/Standards Committee are notified.

Foothills Community Christian School seeks to maintain high standards of academic performance and behavior. Students who are unable to meet the standards of conduct or academic performance, as designated in this handbook, might have special needs beyond the capability of FCCS's resources.

CATEGORY 3

This is the most severe misconduct category. This is the category level in which the Head of School, Admissions/Standards Committee and/or Law Enforcement Officials become involved. This category includes, but is not limited to:

- Activities that violate biblical moral codes or conduct
- Activities that seriously threaten the safety of the student or classmates (including reckless driving)
- Violation of US, State or City laws and ordinances or any charges pending thereof. (While the school does not hold itself responsible for offenses committed outside of its jurisdiction, conduct which is of such a nature as to jeopardize the good name of the school may be grounds for expulsion. This includes any activity which results in police intervention or involvement regardless of any charges or lack of charges resulting.)
- Activities that show gross lack of respect for authority or property
- Frequent and repeated violation of Category 2 rules

Any Category 2 offense that demonstrates a history and pattern of frequent and repeated infractions is then considered a Category 3 offense.

CATEGORY 3

EXAMPLES OF MISCONDUCT:

Occultist Material and Activity:

The Bible categorically denounces any and all occultist practices (Deuteronomy 18:9-14; Galatians 5:20). In the city of Ephesus, many who were practicing in the occult became believers in Jesus Christ and renounced their occultist practices. "Many also of those who practiced magic brought their books together and began burning them in the sight of all." (Acts 19:19)

Under the designation occult we would identify at least the following items: witchcraft, magic, palm reading, fortune telling, Ouija boards, tarot cards, Satanism, Spiritism, demons, and the use of crystals and crystal balls. To this list we could add much more. It is our desire to avoid extremes that are common in dealing with the occult. We neither see the devil in everything nor completely deny his influence and workings.

Realizing that mankind has a certain fascination about evil, we believe that it is wise to take the advice of the Apostle Paul, "I want you to be wise in what is good and innocent in what is evil" (Romans 16:19). Playing around with the world of the occult can lead to serious repercussions. The road of the occult is broad and leads to destruction, while the way of Christ is narrow and leads to life eternal.

Occultist involvement is considered a serious violation of the standards at FCCS and at this level students are subject to expulsion.

Pornographic Materials:

Books, magazines, pamphlets, student-generated, or other pornographic materials of any nature must not be brought on the campus or to off-campus school activities. Possession or use of such materials is considered a serious violation of the standards at FCCS and at this level students are subject to expulsion.

Promiscuity:

A Student engaged in sexual experimentation, intercourse or otherwise acting out sexual activities is a serious violation of the standards of God.

A student engaged in any activities of this nature is considered a serious violation of the standards at FCCS and at this level students are subject to expulsion.

Possession, use, sale, or charges pending related to alcoholic beverages:

- Any student possessing or selling alcoholic beverages on or off the school premises or at a school activity or
- Any student using alcoholic beverages on or off the school premises or at a school activity or
- Any student with a charge pending related to the use of alcoholic beverages (not limited to, but included DUI/DWI) or
- Any student under the influence of alcoholic beverages is unacceptable behavior.

A student involved with alcohol is considered a serious violation of the standards at FCCS and at this level students are subject to expulsion.

Possession, illegal use, sale or charges pending related to drugs (prescription or non-prescription):

- Any student use of prescribed drugs in a manner not prescribed or
- Any student possessing or selling non-prescribed drugs (or drugs prescribed to someone else) on or off the school premises or at a school activity or
- Any student using non-prescribed drugs (or drugs prescribed to someone else) on or off the school premises or at a school activity or
- Any student with a charge pending related to the use of drugs or
- Any student under the influence of non-prescribed drugs is unacceptable behavior.

A student involved with the possession, use or sale of drugs is considered a serious violation of the standards at FCCS, and at this level students are subject to expulsion.

Possession or Use of Tobacco Products:

For reasons of health, safety, and legality, the possession or use of tobacco products are forbidden anywhere on the campus, buildings, or any school sponsored or sanctioned activity. Smokeless tobacco products are likewise banned. Such products are illegal, detrimental to health, and not in keeping with God's commands

concerning one's own body.

A student possessing or using tobacco products on or off the campus is considered a serious violation of the standards at FCCS and at this level students are subject to expulsion.

Possession of Fireworks:

Fireworks are illegal within the city limits of the surrounding communities and are a violation of the fire code. Possession, use, or sale of fireworks is prohibited on the campus or at school activities.

Student Possession or use of fireworks on campus or a school activity (sponsored or endorsed by the school) is considered a serious violation of the standards at FCCS and at this level students are subject to expulsion.

Possession of a Weapon:

A student having in his possession or displaying, using, or threatening to use any weapon, "toys" that look like weapons, or any instrument that could be classified as a weapon is unacceptable behavior.

Any student usage of these items is considered a serious violation of the standards at FCCS and at this level students are subject to expulsion.

Fighting:

Teachers and administrators work hard to keep Foothills Community Christian School safe and to insure a good learning environment. The purpose of our school is to provide opportunities for academic and spiritual growth. Students cannot offer their best efforts if they do not feel secure. It is for this reason that fighting is prohibited, and can result in a suspension.

Since it is often difficult to tell exactly who started a particular fight, we hold the right to suspend all parties involved. Fighting, normally, does not happen without cause. Several things tend to occur before most fights take place. Usually, words are exchanged or dirty looks are given, before the actual fighting begins. The real reasons however precede the words or looks. Emotions such as jealousy, revenge, and insecurity are often the real causes of fights.

A student engaged in fighting is considered a serious violation of the standards at FCCS and at this level students are subject to expulsion.

CATEGORY 3

CONSEQUENCES:

The following consequences are **not** the only consequences used but are the most frequently used. The consequences with the explanations are:

1. REDUCTION OF CONDUCT GRADE:

Category 3 offenses will result in a conduct grade of a 5.

2. BEHAVIORAL PROBATION – CATEGORY 3

Existing students:

Behavioral Probation shall result:

- Automatically from a violation of a Category 3 rule.

Behavioral Probation will typically last from the date of the offense until the end of the next grading period (must be a minimum of nine consecutive school weeks). Specific changes in attitudes and actions are expected, as determined by the Admissions/Standards Committee, prior to probation being lifted. If there is not a change, expulsion or dismissal may be recommended by the Head of School at any time during the Behavioral Probation period.

All the following **consequences** are invoked for a student who is placed on Category 3 Behavioral Probation:

1. **Category 3** - The student is not allowed to participate (i.e. leadership positions, practices or events/games) in extracurricular activities.
2. A letter of notification is sent to the parents.
3. A conference is held with the parents and the Head of School to explain the probation and suggestions for improvement.
4. The Admissions/Standards Committee will review the behavioral status of the student at the completion of an entire grading period or the nine weeks, as specified by the Admissions/Standards Committee, after the student was placed on probation.
5. The Admissions/Standards Committee will decide if the student is to remain in school either by lifting Behavioral Probation or continuing the probation (the conditions of probation may change).
6. When re-enrolling, students currently on Behavioral Probation are referred to the Admissions/Standards Committee for a decision regarding fall admission status.
7. Extracurricular activities may be resumed at the removal or lifting of probation.
8. Following dismissal or expulsion from the school for behavioral reasons, a student may apply to be re-enrolled on Behavioral Probation if the following conditions are fulfilled:
 - a. The student has attended another school (cannot be a home school) for one full semester.
 - b. The student has completed a full academic load for the semester.

- c. The student received no discipline infractions during the semester.

3. *SUSPENSION:*

A student may be suspended from school, only after a parent-administrator disciplinary conference. Suspensions can be *in-school (ISS)* or *off campus – Out-of-School (OSS)*. The Head of School decides which suspension will be more effective in bringing about future proper behavior. Very specific changes in attitudes and actions are expected prior to readmission.

- *ISS* will be held on campus. This will consist of the student being supervised by a proctor (in some cases the families will be required to compensate the proctor) in a location away from his/her peers for the entire school day. The number of days the student will serve *ISS* is determined by the Head of School.
- *OSS* prevents the student from attending the school, school sponsored events, or coming on the school campus during the *OSS*. The number of days the student will serve *OSS* is determined by the Head of School.

MAKE-UP WORK – Students are required to turn in work missed during their *ISS*. All graded class work, homework, quizzes, and major tests in the student's classes/courses during the suspension will receive no grade, however, class work, homework, quizzes, and major tests not turned in or taken will receive a grade of zero (0).

STUDENT ACTIVITIES – The student is not allowed to participate in **any** extra school activities for the period the student is on probation (i.e. field trips, trips, parties, and athletic events as a participant or spectator, school contests or events).

4. *DRUG TESTING*

The school retains the right to require drug testing, including hair follicle testing, of any student at the parents' cost should there be suspicion of drug use or possession. The school retains the right to search the person and property of any student. Searches may be conducted of student property, including purses, backpacks, and vehicles when at school or school sanctioned or sponsored events.

5. *EXPULSION or DISMISSAL*

Expulsion or dismissal is recommended if it becomes apparent the school is not able to meet the needs of a student, or that a student's behavior is preventing classroom instruction. Expulsion or dismissal may also be recommended for violation of Category 3 rules, unresolved academic, or failure to correct the deficiencies

specified by the Admissions/Standards Committee. When expulsion or dismissal is recommended, a date of expulsion or dismissal from school is set and the proper procedure followed. The expulsion or dismissal date may be immediate. Recommendations for expulsion or dismissal will require the approval of the Head of School and the notification the School Board. The following offenses may be, but are not limited to, considered as grounds for expulsion or dismissal:

- Activities that violate biblical moral codes or conduct
- Activities that seriously threaten the safety of the student or classmates (including reckless driving)
- Violation of US, State or City laws and ordinances
- Activities that show gross lack of respect for authority or property
- Frequent and repeated violation of Category 2 rules

In the event of an expulsion or dismissal the School Board is notified. A senior student will lose the privilege of participating in any senior events and the graduation exercises (Baccalaureate and/or the Graduation ceremony) even if all other requirements have been satisfied.

APPEAL PROCESS FOLLOWING EXPULSION or DISMISSAL

Parents may appeal the expulsion or dismissal of their student. The Head of School must receive an appeal request letter within 48 hours. The Head of School will decide if he will hear the appeal.

If a decision is made to hear the appeal, a date is set within 72 hours from the receipt of the request. The Head of School will decide whether to include the Admissions/Standards Committee in the hearing.

If the appeal is based on a violation of policies, the appeal is sent to the chairman of the School Board. The chairman of the School Board will notify members of the Board and they will decide if they will hear the appeal.

COMPLAINT AND GRIEVANCE PROCEDURES

No man, other than Christ Himself, is perfect. We all sin and fall short and need one another's forgiveness and mercy. We are to rejoice with one another when our issues are resolved.

Even in the best-run Christian school there are problems that lead to complaints against the school staff or School Board members. It is important that these be

handled biblically and promptly. Biblical handling of complaints is the best way to maintain healthy, vibrant relationships among people.

From time to time there will be disagreements. We encourage staff, students, and parents to avoid gossip and to approach one another in privacy and love when a problem needs to be addressed. God's way is always to our benefit. FCCS emphasizes Matthew 18 as a guide to dealing with conflicts in our relationships.

In Matthew eighteen, the Lord Jesus Himself gives us the model for resolving conflict. Matthew eighteen outlines for us the process by which we should seek peace and resolution with one another. *Matthew 18:15 states: "If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over."*

Parents, staff, students and board members are enjoined to submit to this procedure. We encourage the one or ones that received the offense to address the offending party in order to give that person the opportunity to clarify the problem and, if necessary, seek forgiveness. The offended party should begin with the offender, and then bring in others.

In other situations where there may be a difference of opinion between two people, the attitude should be one of submitting to one another in love. In cases that are not resolved on a one-to-one basis, the administrator may seek a resolution as the third party, or if necessary, on behalf of the offended party. In all cases, we strongly encourage the handling of problems in a God-honoring, professional, charitable manner only with the other party. The temptation to talk with others about the problem is great, but it is not God's way.

The following steps serve as a guide for conflict resolution.

1. The parent meets privately with the teacher to seek a resolution of the problem with a spirit of reconciliation.
2. If the problem persists, the parent meets with the teacher and administrator to seek resolution, again in the spirit of reconciliation.
3. If the problem continues, the case is presented to the Head of School. The Head of School or his designated representative calls upon the parties involved as seems warranted, all with an effort to reconcile.
4. If the problem remains unresolved, it is presented to the Board of Directors. The Board or its designated representatives, calls upon the parties involved in order to work out a final solution. All decisions of the Board are final. Either party can demand mediation.

When concerns arise from a student or parent, the matter must first be resolved by approaching the teacher involved. If there is no resolution at that point, the matter can be brought to the Head of School. The Head of School will work to resolve all matters within the school.

The Head of School will become involved in grievances only when they are of a very serious nature and will usually defer to the decisions made at the Head of School level. If a serious concern from a parent or student is unresolved, and the proper grievance procedure has occurred, the matter may be brought to the Head of School. Either party can demand mediation. Should the matter involve a school policy or the Head of School directly, the parents may request to be heard by the FCCS School Board.

Any person beyond the Board or a standing committee of the School Board may present to any member of the Executive Committee a formal request for a matter to be heard before the School Board. This will be reviewed and approved or not approved by the Executive Committee of the Board (The officers of the board) and if approved will be placed on the agenda of the next official Board meeting. The request must be submitted in writing two weeks prior to the next official Board meeting.

TEACHERS' CLASSROOM RULES

In addition to the rules and policies set forth in this handbook, each teacher will have class rules that apply to their class only. Even though you may not see the point of a given rule or agree with it, it is important that you support the teacher so that your child can learn the valuable lessons leading to the understanding that there are:

- 1) different types of leaders, but the authority is still the same,
- 2) that in life, we will have different types of leadership, and
- 3) that the education is the important point.

Several general elementary rules apply as listed below:

- 1) No physical contact, for any reason, except the incidental contact from sports, and crowded areas
- 2) No communication in class without the teacher's permission. This includes notes, talking, codes, facial expressions, hand signals, or Morse code
- 3) Obey all authorities immediately, completely, and with a proper attitude.

- 4) Be on time to all events according to the directions given.
- 5) Have control over your tongue: suggestive language, cursing, using the Lord's name in vain, gossip, lies, mimicking, copying or quoting worldly or crass sounds or phrases, and disrespectful words will not be tolerated. Students should speak quietly in the hallways to avoid disturbing other classes.
- 6) Respect all others and their property.
- 7) All students must have permission when out of class, unless directed otherwise.
- 8) It is essential that we be considerate of the property of others. Students should be cautious not to mark, deface, or otherwise damage FCCS property.
- 9) FCCS reserves the right to modify or add to these rules as it is deemed necessary. Parents will be notified email and/or Dojo.

PHILOSOPHY OF DRESS CODE

As we represent FCCS, we need to be good ambassadors. We also need to understand that people do not always look to who we are, but to how we look and behave. Our dress code lets others know that we honor God with our appearance.

1 Samuel 16:7 "But the LORD said to Samuel, 'Do not look at his appearance or at the height of his stature, because I have rejected him; for GOD sees not as man sees, for man looks at the outward appearance, but the LORD looks at the heart.'" (NAS)

DRESS CODE

It is our desire at FCCS to do all things pleasing and honoring to the Lord. We desire to create an educational atmosphere that honors God and maximizes learning. While we recognize that God looks at the heart and not the outward appearance, it remains true that our appearance is important. First Thessalonians 5:22 says, "Abstain from all appearance of evil." (KJV) Peter reminds us that our attractiveness should not be based on what we wear, but on "that of your inner self . . ." (NIV) Even so, Samuel notes that while "The Lord looks on the heart" man will look at our outward appearance. (NIV) We reveal the contents of our heart by our dress and our actions, and this is what the world sees when they see us. Therefore, our clothing and the way we wear it should represent our desire to please God and honor Him.

Modesty, moderation, neatness, and cleanliness are the overriding principles of the FCCS dress code. The dress code applies to students when they are on campus, at athletic events, and at all school functions. Our desire is that the students dress in

such a way that they reflect pride in their school, respect for themselves, and honor for our Creator.

The expectation is that students follow the dress code unless told otherwise by administration or teachers. Students who have special dress needs must obtain permission from the Head of School.

When weather calls for outer garments, please label each garment with the student's name. The school is not responsible for lost or damaged clothing.

It is the responsibility of the parents and/or guardians to educate their student(s) in modesty and to determine that a student's clothing is appropriate for school. It is the responsibility of the teachers and administration to enforce the dress code at FCCS.

FCCS administration reserves the right to determine the appropriateness of all dress code infractions at school and any school sponsored or endorsed functions. Dress code infractions for female students will be determined by a female teacher, staff or administrator. The Head of School or designee shall have final authority over all determinations.

DRESS CODE REQUIREMENTS

GENERAL:

Clothing must be:

- Conservative, neat, clean, pressed, presentable
- Fit appropriately and modestly

Clothing may not be:

- Severely faded, dirty, torn, frayed, disheveled
- Excessively oversized or too tight, immodest (Even if new)

Sunglasses, Hats, bandanas, caps, visors, or any other headwear that covers the head or face may not be worn in the building. Students may wear theme-appropriate headwear on designated spirit days.

Gang related jewelry, and dress associated with gang activities is prohibited.

Spiked bracelets and spiked necklaces are prohibited.

No clothing may be worn that contains offensive or inappropriate graphics or language, promotes unhealthy habits, portrays obscene, offensive, or disrespectful attitudes or behavior, any political rhetoric or political campaign images, or any non-Christian musical groups.

Pajamas and costumes may not be worn unless specifically approved for spirit or reward days.

Undergarments must not be visible through clothing or when bending, squatting, or sitting.

SHIRTS/SWEATERS/HOODIES AND SWEATSHIRTS:

- All tops must cover the shoulders, back, midriff and cleavage.
- No shirt may be worn that exposes skin when arms are raised.
- Hoods must be down when a hoodie is worn.

SHORTS AND PANTS:

- Shorts must be no shorter than 2 inches above the knee.
- Pants and shorts must not be immodestly tight or excessively loose fit and contain no lettering across the seat.
- Pants and shorts cannot have holes, tears, or fraying (even if new).
- **Grades K-3** may wear knit legging style bottoms.
- **Grades 4-5** may wear work out style bottoms (no legging style work out pants or sweats).
- **Grades 6-12** students may not wear yoga pants, work out pants, or sweats. Leggings may not be worn unless they are worn under a dress or skirt.

DRESSES/SKIRTS/SCOOTERS (Girls only):

- Dresses, skirts, and scooters must be no shorter than 2 inches above the knee at their shortest point.
- Dresses must cover shoulders or be worn with a cardigan or other shirt style top (no shawls). Covering tops may not be removed in school if the dress does not cover shoulders.
- Leggings or shorts must be worn under all dresses and skirts.
- **K-5** Nylons and tights are not considered leggings and should not be worn in place of leggings during regular school days.
- **Grades 6-12** Nylons or tights may be worn in place of shorts or leggings.

SHOES:

- Must be worn at all times
- No heels or soles greater than 2 inches (stilettos may not be worn).
- No pajama slippers.
- **Grades Pre-K-5:** No flip flops (sandals must wrap around the heel)
- **Grades Pre-K-5:** Snow Boots must be above the ankle and must be pull-on – no shoe strings

HAIR AND PIERCINGS/MAKEUP:

- Hair should be conservative, neat, clean and a natural color. (Temporary wash out hair color may be allowed on School Spirit Days).
- No visible tattoos.
- **Girls:** No piercings other than the ears are allowed to be visible at school or any school function.
- **Boys:** Hair should be short and facial hair should be neat and trimmed with a shave line. No visible piercings.

PHYSICAL EDUCATION:

Grades 6-12: Required FCCS PE Uniform

- Long (basketball length) navy blue shorts
- Grey FCCS shirt
- Non-marking athletic shoes appropriate for running

The PE uniform is to be **purchased through Universal Athletics:**

Service options: In-store shopping

Located in: Holiday Village Mall (outside the main mall in the Southwest Corner)

Address: 903 13th Ave S, Great Falls, MT 59405

Hours: Open 10am · Closes 6PM; Monday – Saturday (Saturday closes at 5pm)

Phone: (406) 761-2381

SPECIAL EVENT ACTIVITIES

Field trips, Pastors' Appreciation Day, Veteran's/Grandparent's Day, Spring Banquet, or anytime the students are asked to represent the school. Students will and parents will be notified in advance when Special Events dress should be worn.

The required special event attire:

- Khaki pants
- Navy blue Foothills embroidered polo

OTHER SPECIAL EVENTS:

The Head of School may designate proper dress for other special events (graduation, awards, activity days, i.e., spirit week etc.)

Extracurricular Supervisors (i.e., coaches, choir director, and student council advisors) have the authority to request and enforce specific dress code for school affiliated events with the Head of school approval.

FORMALS:

Girls: No cleavage, no midsection showing, dress/skirts must be no more than 2 inches above the knee at its shortest point and must have at least one strap.

Dresses must be pre-approved by a female upper-school teacher or designated female school administrator prior to the event.

Boys: Montana Formal (For example, but not limited to, black tie, blue jeans etc.)

ATHLETIC EVENTS (ATHLETES ONLY):

The whole team should be consistent in dress and the designated dress code will be determined by the Athletic Director. This should be worn all day on games days (before and after the games). Coaches will notify athletes of attire on a game-by-game basis.

AFTER SCHOOL EVENTS:

Students are to exercise good judgement in what they wear and how they wear it. In the case of gross violations of dress code at an after-school event, the student will be asked to leave the event.

CONSEQUENCES

Our expectation is that all parents will ensure that their child complies with the intent and the details of our dress code. Discipline categories 1, 2, and 3 are explained in the discipline section of this handbook. Students not in compliance will experience the following consequences:

LOWER SCHOOL (Grades K-5):**1st Offense – Category 1 Violation**

The teacher will inform the Head of School and parents of the violation. The parents will be asked by the teacher to bring proper dress code items to school for the student to comply. If parents cannot bring dress code clothing within one hour, the student will find something in the “Why Buy” shop instead and return to class.

2nd Offense – Category 1 Violation

The teacher will contact and send an official referral to be signed by the parent. A copy will be filed in the office. The parent will be asked by the teacher to bring proper dress code items to school for the student to comply. If parents cannot bring dress code clothing within one hour, the student will find something in the “Why Buy” shop instead and return to class.

3rd Offense – Category 2 Violation

The student will be referred to the office. The Head of School or designee will contact the parent. The parent will be asked to bring proper dress code items to the school for the student to comply. If parents cannot bring dress code clothing within one hour, the student will find something in the “Why Buy” shop instead and return to class.

4th Offense – Category 2 Violation

The teacher will refer the student to the Head of School, who will make parent contact to discuss the repeated issue.

UPPER SCHOOL (Grades 6-12):**1st Offense – Category 1 Violation**

- The teacher will contact a parent explaining the violation
- The contact/violation will be noted in behavior report on FACTS/SIS
- The parent will be asked to bring proper dress code items to school for the student to comply.

2nd Offense – Category 1 Violation

- The teacher will contact the parent explaining the violation
- The contact/violation will be noted in the behavior report on FACTS/SIS
- The parent is asked to bring proper dress code items to school for the student to comply.
- The student will be required to wear Special Events Dress Code clothing for one week.
- The student will serve detention if not in dress code within one hour.

3rd Offense – Category 2 Violation

- The teacher will contact parent explaining the violation and that the Head of School is being notified.
- The contact/violation will be noted in the behavior report on FACTS/SIS

- The parent will be asked to bring proper dress code items to school for the student to comply.
- The student will serve a minimum of two detentions, not including the detention from the second offense, if not in dress code within one hour.

4th Offense – Category 2 Violation

- The teacher will contact the parent explaining the violation and that the Head of School is being notified.
- The contact/violation will be noted in the behavior report on FACTS/SIS.
- The parent is asked to bring proper dress code items to school for the student to comply.
- If the student is not in compliance within one hour of notification, the student will serve an in-school suspension until proper attire is found. The in-school suspension is considered an unexcused absence from class.
- The student will be required to wear Special Events Dress Code for a minimum of one week, to be set by the Head of School.
- The student will serve in-school suspension.

5th Offense – Category 2 Violation

- The parent will refer the student to the Head of School, who will make parent contact to discuss the repeated issues and convene the Admissions Committee.

HEALTH AND SAFETY

SEVERE WEATHER SCHOOL CLOSING

While FCCS retains the right to make a final decision regarding school closing, **bad weather dismissal** will be consistent with the Great Falls Schools. Any announcements concerning early dismissals, cancellations, or schedule changes **due to weather conditions** for the Great Falls Public School District will also apply to FCCS. All closings **due to weather** will be announced on our website, and through electronic communication.

EMERGENCY DRILLS

Crisis Management Drills are held at various times during the school year. Directions are posted in rooms. Students are expected to cooperate fully during these drills. Fire drills and lock down drills will be held during the year. Emergency drills are held monthly at various times during the school day. Each alarm should be considered a true emergency. The teachers and staff will acquaint the students with the proper procedures to be followed during an emergency or fire drill. These include the need to walk without speaking and to move quickly and quietly to the designated area. A map of the school evacuation plan is posted in each classroom, and each teacher will see that the students fully understand the route.

FIRE DRILLS

Fire drills are conducted at regular intervals as required by Montana State law. When drills occur, it is essential that the students leave the building silently and promptly by the designated route. They are to remain with their teacher during roll call and until the teacher is given the signal to return to class.

CHILD ABUSE POLICY

It is a state law and FCCS policy to report any suspected child abuse to the appropriate agency.

MEDICAL RECORDS AND EMERGENCIES

Student health and emergency information is required for every student at the time of enrollment or re-enrollment in FACTS/SIS. Parents are required to update their child's health and emergency information before the start of the school year. If there are any major changes in your child's health and/or medication or medical procedures, or any changes in phone numbers, please notify the clinic immediately.

as well as updating the information online. In the event of an emergency health situation, every attempt will be made to reach the parent. If further medical assistance is needed, 911 will be called. All risks and hazards incidental to such treatment, including transportation, are the responsibility of the parent or guardian of the student in need. Permission for treatment is given electronically in FACTS/SIS. It is the parents or guardian's responsibility to ensure this has been checked.

MEDICATION TAKEN AT SCHOOL

Medication is recognized as prescription as well as non-prescription drugs and includes, but is not limited to: analgesics, antipyretics, antacids, antihistamines, decongestants, and cough/cold preparations. It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. Guidelines have been established to maintain control of authorized drugs within the school and to ensure the health and welfare of students. All medication must have a completed medication release/instruction form. This form is available in the Parents Web on our website at www.foothillschristian.org) turned into the office and not carried in the student's possession or stored in his/her desk or locker. All medications, prescription as well as non-prescription, must be delivered by the parent to the office in the original container labeled with the student's name, date, directions, and the physician's name. The school may administer to any student only the medication that is accompanied by a written parental authorization for a specified reason (i.e., headache). If your child is to receive medication at school, it is the child's responsibility to report to the designated area in the school to take his/her medication. Prescription medication that is to be given on an ongoing basis must be accompanied by a note/request from a licensed physician/dentist or it will be returned to the parent. No medication will be administered to students without a completed Permission to Administer Medication form. No exceptions. These forms must be completed and resubmitted each school year. Parents must provide any medication to be given to a student, this includes Tylenol and Motrin. Medications that are sent to school and must go home at the end of the day are the responsibility of the parent. Medication must be picked up at the end of each school year will be discarded.

SELF-ADMINISTRATION OF MEDICATION

‘Self-administration’ is defined as the student consuming or applying medication in the manner directed by the licensed prescriber without additional assistance or direction. Only students with special medical needs such as diabetes, asthma, and severe allergies or who are subject to anaphylactic reactions and may require emergency medications (i.e., insulin, asthma inhaler, or epinephrine auto-injector) qualify for ‘self-administration’ status.

MANAGEMENT OF LIFE- THREATENING ALLERGIES POLICY

When sending warm-ups or a cold lunch, please DO NOT send fish, shellfish or peanut products with your student. There are students at FCCS whose allergies to fish/shellfish are triggered by smell and some with severe peanut allergies. Parents should consult with the teacher before supplying food or craft materials to these classrooms. Signs will be posted outside of the student’s classroom. Risk of accidental exposure to food allergens has been significantly diminished although it can never be completely removed. FCCS will work with parents to promote a healthy learning environment.

It is the responsibility of the child’s parents or guardians to inform the school of their child’s allergy. The parents or guardians and child’s physician need to provide an **Allergy Action Plan form**. Anaphylactic or potentially anaphylactic children who have been issued a prescription for an EpiPen® shall supply the EpiPen® as well as Benadryl to the office.

ILLNESS AND INJURY

FCCS policy on fever states that a child with 100° temperature or greater is excluded from school. Students, who experience a fever of 100° or greater, vomiting, diarrhea, and/or a persistent cough within the last 24 hours, are advised to stay home until the student is *symptom-free for twenty-four hours without benefit of any medication*. If a child returns to school and remains ill, parents will be called. If antibiotic therapy has begun, the student must remain out of school for the initial 24-hours in addition to being fever free for 24-hours. Students who are ill or injured at school must be seen by the Administrative Assistant to the Front Office. Teachers may choose to handle minor injuries in the classroom. *Students are not permitted to call their parents for release*. It will be the Head of School or his designee’s decision to return the student to class or to exclude the student from school. School exclusions include, but are not limited to, the following:

1. A temperature of 100° or higher
2. unusual lethargic behavior
3. sore throat or swollen glands
4. heavy congestion, cold, or cough
5. Undetermined skin rashes
6. Draining wound that cannot be adequately covered enough to prevent spread of bacteria to other students
7. Conjunctivitis
8. Observed vomiting and diarrhea

If a student at school shows these symptoms, they will be isolated and you will be notified to pick them up. If a student is suspected of having a contagious illness we will require them to be taken from school. The school maintains the right to require a medical professional's signature of the student's ability to return to campus.

DRUG ABUSE POLICY

If a student possesses any drug (including tobacco or alcohol) or drug paraphernalia on the school campus or at a school event, as defined by the Montana code, that student shall be suspended and face possible expulsion. If an administrator has reasonable suspicion that a student is under the influence, it is the parents'/guardians' responsibility to have their child tested immediately with an approved drug test at the parents' expense within a 24-hour period. Test results must be turned in to the Head of School within that time period. Failure to do so would bring forth immediate suspension and possible expulsion.

DRUG TESTING

Drug testing may be required at any time of any student during the school year.

IMMUNIZATIONS

FCCS follows all federal and state guidelines for immunizations. Students must have proof of immunizations before being permitted to attend FCCS or participate in school-sponsored activities. The school will verify all records. All immunizations must be current by the first date of attendance. All FCCS students are required to maintain a program of immunizations consistent with state regulations and policies.

The state of Montana requires full immunizations and a specific form of certification. Please contact the school office if there are any questions or if the proper form is needed. **Updated immunization records must be on file in the school office prior to the first day of school.**

HEALTH SCREENINGS

The Lions club does an annual retina screening

All other health screenings are the responsibility of the parents/guardians

OTHER CONCERNS

REQUEST FOR SCHOOL DOCUMENTS

Any request for a school document (academic, disciplinary, or records) must be presented in writing to the school office. The document is mailed or the parent notified when the document is available for pick up.

TRANSCRIPTS, REPORT CARDS OR OTHER SCHOOL RECORDS AND DOCUMENTS ARE NOT ISSUED TO THE PARENT WHEN ANY TUITION, FEES, FINES OR OTHER FINANCIAL OBLIGATIONS ARE OWED TO THE SCHOOL.

SOLICITATION

Since Foothills is an independent school without a sponsoring organization, no sales or fundraising projects are permitted, except those originating from FCCS. A bulletin board will be provided for area churches and ministries to announce upcoming events. All announcements must be cleared and initialed by the administration.

USE OF FACILITIES

Any activity requiring use of any part of the facility or grounds must be scheduled and approved through the school office.

Purpose Statement

Foothills Community Christian School's facilities were provided through God's benevolence and under the stewardship of the FCCS Board of Directors. The Board of Directors desires that its facilities be used to extend the mission of the school and be in harmony with the statement of faith, philosophy, mission, vision and, core values, of the school. Although the facilities are not generally available for public

use, we make our facilities available to approved non-FCCS owned groups and individuals as a witness to our faith, in a spirit of Christian charity and as a means of demonstrating the gospel of Jesus Christ in practice.

Facility use will not be permitted to individuals or groups holding, advancing, or advocating beliefs or practices that conflicts with Foothills Community Christian School's statement of faith or moral teachings, which are summarized in, among other places, the school's bylaws. Nor may the school's facilities be used for activities that contradict, or are deemed inconsistent with, the school's statement of faith or moral teachings. The Foothills Community Christian School Board of Directors reserves the right to determine the non-FCCS owned groups' and individuals' compliance should any question arise. The Head of School will execute the will of the Board of Directors in arranging for the use of the facilities.

This restricted use practice is necessary for two important reasons. First, the school may not in good conscience materially cooperate in activities or beliefs that are contrary to its statement of faith. Allowing its facilities to be used for purposes that contradict the school's beliefs would be material cooperation with that activity, and would be a grave violation of the school's mission, vision, core values, and statement of faith.

Second, it is very important that the school presents a consistent message to the community, and that the school staff conscientiously maintains that message as part of their witness to the good news of the gospel. Allowing facilities to be used by groups or individuals who express beliefs or engage in practices contrary to the school's statement of faith would have a severe, negative impact on that message that the school strives to promote. It could also cause confusion and scandal to the school patrons and staff and the community because they may reasonably perceive that by allowing use of the facilities the school agrees with the beliefs or practices of those individuals or groups.

Therefore, in no event shall individuals or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the school's statement of faith use any school facility. Nor may school facilities be used in any way that contradicts the school's statement of faith. This practice applies to all school facilities.

Approved Users and Priority of Use

The Head of School approves all uses of the school facilities. Generally, priority is given to the organized groups that are part of the school, sponsored activities of the

school, and the immediate family members of staff and students.

SUGGESTIONS

The school invites suggestions. Please feel free to call the office for a conference, or put suggestions in writing and turn them in to the office. Encouraging comments as well as written concerns are appreciated. All suggestions are dealt with prayerfully.

PLEDGES

BIBLE

I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto feet, and a light to my path, and will hide its words in my heart that I might not sin against God.

CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life abundant to all who believe.

UNITED STATES FLAG

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

SCHOOL SEAL



SCHOOL VERSE

I lift up my eyes to the hills - where does my help come from? My help comes from the Lord, the Maker of heaven and earth. Psalm 121:1-2

SCHOOL ALMA MATER

"WE'LL REMEMBER YOU" (2017)

Foothills, our Alma Mater; forever, we'll be true!

As we journey over life's highway, we'll remember you!

Foothills Christian, Foothills Christian, onward as we trod;

Years of grace and full devotion with the help of God!

FCCS, FCCS, Foothills! Falcons! Yeah!

Music by Dale Harris, friend of FCCS

SCHOOL COLORS

Dark **Blue**, Vegas **Gold**, and **White**

SCHOOL FIGHT SONG (2016)

Go Foothills Falcons, fight, fight; aim for the prize, let's go Falcons, challenging as we rise onward, onward; never relent, soaring toward the higher call, blue and gold will conquer all; forward to victory

Words and Music by Debbie Sheasby, FCCS Music Teacher 2016-2018

SCHOOL MASCOT

Falcons

SCHOOL ATHLETIC LOGOS



OTHER SCHOOL LOGOS



HIGH SCHOOL ADDENDUM

HIGH SCHOOL ATTENDANCE

TARDINESS

Students will begin each nine weeks (quarter) with zero tardiness in each class.

Beginning of the day: Students are expected to be in their classrooms and ready for the start of the school day by 7:50 A.M. Students who arrive after the 7:50 A.M. tardy bell rings are required to get a tardy pass from the office. The office will determine whether a tardy is excused or unexcused.

Students will receive an admit slip when arriving late. They must obtain signatures on their admit slip from each teacher whose class they missed. They are to turn in the admit slip at the end of the day to the upper school office.

Class periods: Students are expected to be in their seats when the bell rings. Students who arrive to class late with a tardy will not be allowed additional time to "catch up".

A student who is not in class ready for work when class officially begins is tardy. If a student misses more than 1/3 of the class, he is counted absent for that class period. The tardy accumulates regardless of the period (i.e. one tardy each in period 1, period 4 and period 6 would be three tardy infractions). Excessive tardiness is grounds for dismissal from FCCS.

TARDY CONSEQUENCES

The following represents the enforcement of the policy, Tardiness during each quarter:

On the 3rd and 4th (each one) Tardy:

In any class or combination of classes will result in the student serving a Detention.

On the 5th Tardy:

In any class or combination of classes will result in the student serving a Detention and the Behavioral Contract beginning. **There is a mandatory meeting to be held with the student, guardians, and the Head of School.**

On the 6th and 7th (each one) Tardy:

In any class or combination of classes will result in the student serving a Detention and will continue on the Behavioral Contract.

On the 8th Tardy:

In any class or combination of classes will result in the student serving a Detention and will continue on the Behavioral Contract. Probation will begin. There is a mandatory meeting to be held with the student, guardians, and the Head of School.

On the 9th and 10th (each one) Tardy:

In any class or combination of classes will result in the student serving a Detention, a one day In School Suspension (ISS) or a parent will shadow the student for a complete day and walk the student from class to class. Probation will continue.

On the 11th Tardy:

In any class or combination of classes will result in the student serving a Detention, a one day In School Suspension (ISS) or a parent will shadow the student for a complete day and walk the student from class to class. Probation will continue. There is a mandatory meeting to be held with the student, guardians, and the Head of School. The Head of School may refer this issue to the Admissions/Standards Committee for review.

On the 12th and each following Tardy:

In any class or combination of classes will result in the student serving a one day In School Suspension (ISS) and the guardians will be charged the cost of a substitute (all day) to watch the student. Probation will continue. The Admissions/Standards Committee will inform the Head of School of the continued tardiness. The Admissions/Standards Committee will recommend consequences to the Head of School.

PARTIAL ATTENDANCE

If a student checks in/out because of a medical appointment, the student will be marked as present (partial attendance) in the classes in which they leave prior to the bell dismissing that class. The student must be in attendance in the class at least 2/3 of the class to be considered present.

ARRIVAL AND DISMISSAL

Regular school hours for high school students are 7:50 A.M. to 3:30 P.M.

Arrival:

Students should not arrive prior to 7:45 A.M. unless they are under adult supervision (i.e. tutoring, athletics). Students in grades 9 – 12 arriving between 7:30 and 7:45 A.M. should go to the multipurpose room. Students are not allowed in the hallways, without a pass, until 7:45 A.M. Students in grades 9 –12 begin promptly at 7:50 A.M. The on-duty teacher will release the students by 7:45 A.M. to go to their classroom and lockers. A bell sounds at 8:00 for high school students. Students are tardy after 7:50 for students in grades 9 – 12. Tardy students should report directly to the school office to obtain permission to enter.

We ask that parents not go to classrooms in the morning unless they are doing volunteer work. This allows the day to start with fewer interruptions.

Dismissal:

Classes are dismissed at 3:30 P.M. (9th – 12th). Any temporary exceptions must be arranged with the Head of School, sponsor, or coach in advance.

Students must be out of the building by 3:45 P.M. unless accompanied by a teacher, coach, parent or staff member or unless they are participating in a school-sponsored or sanctioned activity. When school is dismissed, students are to report to make their way to be picked up and should not be in the school building unless they are under the direct supervision of an adult. All unsupervised students will automatically be placed in a supervised designated area, at the parents' expense, unless picked up by 3:45 P.M. (9th – 12th). Also, any students waiting to be picked up after 3:45 P.M. are to report immediately to after-school care. Students will be placed in the after-school program at 3:45 P.M.

SPEED LIMIT

The speed limit in the parking lot is 10 mph.

PROCEDURE FOR LEAVING SCHOOL CAMPUS

In order to leave school during normal school hours, a student must sign out in the School Office with his/her parent's written permission. If he/she returns to school before the school day is over, he/she should enter the building at the front of the school and receive an Admit Slip from the front office to return to class. If a student

does not return to school until the next day an admit slip is still needed for classes missed the previous day.

PERMISSION TO GO TO THE PARKING LOT

Students must receive written permission from the school office prior to going to their car during school hours.

ABSENCES

The attendance policy for all High School students place a limit on the number of absences a student may have in a class in order to receive credit for that class. All students must be in attendance for a minimum of ninety percent of each subject area classroom days each semester to receive credit. There is no distinction made between excused and unexcused absences.

On the fourth absence - A formal notice is e-mailed to the parent indicating that the student has used one-half of their allotted absences for the semester, and a copy is placed in the student's folder. For families without e-mail, a written notice or documented phone call is used to notify parents.

On the seventh absence - The parents are contacted and a meeting is scheduled to discuss the implications of further absences. The student is placed on Attendance Probation. Should the eighth absence occur in the semester, the Admissions/Standards Committee reviews the student's attendance record and makes a recommendation.

REASON FOR ABSENCE

After an absence, the parent is responsible for communicating the reason for the absence in the form of a written letter or email signed by the parent or guardian. It is the responsibility of the student or the parent to request the opportunity to make up class work missed. A student who has been truant will receive a zero for class work missed.

APPEAL PROCEDURE

When a student is not in attendance for at least ninety percent of the school days, there is an appeal procedure.

Appeal procedure is as follows:

- The Head of School must be petitioned for a waiver if a student fails to attend the ninety percent class attendance requirement.
- The Head of School will decide whether or not to have the Admissions Committee review the appeal. If the appeal request petition is given to the Admissions/Standards Committee for initial review, they will recommend to the Head of School whether the student should be required to make up the class time and the work missed. Eligibility for credit due to extenuating circumstances is recommended only for extended personal illness, illness or death in the family, quarantine, weather conditions making travel dangerous, or any other extenuating circumstances acceptable to the Head of School.
- The Head of School will review the recommendation of the Admissions Committee and rule. The family is notified in writing of the Head of School's decision.

ATTENDANCE AT ATHLETIC AND FINE ARTS EVENTS

We encourage all of our students to attend our athletic and fine arts events. Students need to dress appropriately (refer to student dress code) at these events.

FAMILY/COLLEGE VISITS

FCCS encourages families to spend time together and to visit colleges; FCCS will excuse students with the understanding that: Students need to pick up the college visit form from the Administration or the front office and fill it out and return prior to the college visit.

1. Upon return the student must present the college's documentation of their visit.
2. Assignments must be made up according to the make-up policy for excused absences.
3. If such make-up work falls at the end of a grading period, an "I" is assigned for no more than one week. If by the end of five class (each subject area) days the work is not made up, all incomplete work is given a zero.

AFTER SCHOOL WORK

FCCS recognizes that it is between a student and the parents as to whether or not a student will seek outside employment during the year. Therefore, if a student must work, we suggest that the student not exceed a workload of ten hours during the week. Tutorials should take precedence over work. Only seniors and those students who are enrolled in dual credit classes off campus are permitted to be off campus during school hours with parent permission and having met all credit requirements for graduation.

UPPER SCHOOL AFTER-SCHOOL SUPERVISION

FCCS understands that many of our families have a need for extended after-school supervision. Therefore, FCCS provides an after-school program for Kindergarten to grade 12. The upper school program is offered during all regular school days from 3:30 – 5:30 P.M. For those students participating in the after-school program, they will have 15 minutes to buy a snack, visit with friends, and report to the designated area by 3:30 P.M. Daily attendance will be taken. If a student in the program desires to attend any school event during this time period (i.e. after-school games, clubs, or tutoring session), or if a student is not in school due to an illness, written notice must be sent to the school office and after-school care provider ahead of time. Otherwise, the student is expected to be in attendance.

MAKE-UP WORK

It is the responsibility of a student (or the student's parent) who is absent to request the opportunity to make up class work missed. A student is generally given the same number of class (each subject area) days as he has been absent to complete missed work upon returning to school. Homework assignments are usually available by logging on to FACTS/SIS®. A student who has been truant or has an unexcused absence is not eligible for a passing grade for class work missed.

GRADUATION ATTENDANCE

All seniors who meet the requirements for graduation are required to attend the graduation ceremonies. All students 8th – 11th grades are required to attend the senior graduation.

HIGH SCHOOL DAILY SCHEDULE

Beginning of School – 7:50 A.M. (Tardy Bell)

End of School – 3:30 P.M.

Passing time – 3 minutes

Length of Class – 54 minutes (on Wednesdays 50 minutes)

Lunch – 30 minutes

Advisory (Extra-curricular/Study Hall i.e. Video Club, Student Councils, Praise Team, etc.) – 30 minutes

Number of periods – 7

Special Classes at times designated by Administration

Chapel – 56 minutes - once a week

Athletics – In-season - Practices are held Monday through Friday after school. There may be Saturday practices. There are no Sunday games or practice. To receive game and practice schedules call the Athletic office.

ACADEMIC

GUIDANCE PROGRAM

Foothills Community Christian School guidance program consists of individual and group services designed to give systematic aid to all students in achieving optimal development in spiritual, cognitive, emotional, social, and physical growth. The guidance program reflects and is consistent with the school's stated philosophy, mission, purpose, goals and objectives. School and out-of-school resources, in accordance with established policy, are used to implement the guidance program. The guidance and counseling service at Foothills Community Christian School consists of, but is not limited to, the following programs:

- Testing
- Individual academic counseling
- Teacher in-service training
- Teacher Consultation

The school seeks to guide all students in proper directions beyond High School. The staff, faculty, and administration work conjunctly in providing guidance for High School students in spiritual needs, academic needs, and in seeking vocational direction.

The guidance program is central to the development and success of each student. Through the selection of appropriate courses and programs, students are prepared to enter college or another field of endeavor. The administration reviews student placement and organizes necessary conferences with parents, students, and teachers in order to facilitate student achievement.

The school web site: www.Foothillschristian.org contains resources such as college guides and also various resources on careers. Students and parents are always welcomed to visit the guidance office to use any of the college materials.

Parents and students should feel free to call to discuss a student's program or to make an appointment. You may call 406-452-5276 or email dculpepper@Foothillschristian.org. You may also contact the front office to set an appointment with the Guidance Counselor or the Head of School.

CUMULATIVE RECORDS

Cumulative records are kept on each student. They are available in the office for certified staff. Parents may request to review their student's cumulative records with the Head of School or Guidance Counselor.

ACADEMIC DEVELOPMENT

Planning for college begins with choosing courses that will meet college entrance requirements and then making a serious effort to achieve at the highest possible level. Students meet with the Head of School or Guidance Counselor each year to review plans and select appropriate courses. Students are required to take the PSAT in the 8th – 11th grades. Interpretative sessions are available with both students and parents after each test. To help students collect information, FCCS provides information about College Fairs and brings representatives from a variety of colleges to the FCCS campus.

PLANNING FOR THE FUTURE

8th and 9th Grades

1. Think about [career](#) possibilities and explore different [occupations](#).
2. Find out which courses to take in High School to prepare [academically](#) for college.
3. Study, work hard, and do your best to earn good grades. Your performance in High School can play an important part in gaining you [admission](#) to college
5. Save money now to pay for school if you haven't already done so.
6. Take the PSAT 8/9 now (each year).

10th Grade

7. Think about [selecting a school](#). Find out about the different [types of schools](#), and decide which [characteristics of schools](#) are most important to you.
8. Take the PSAT now in preparation for next year.

11th Grade

7. [Gather information](#) from schools. Write for brochures and catalogs, attend college fairs, and begin college visits.
8. Take the [standardized tests](#). Retake the PSAT, for a shot at a National Merit Scholarship, and take the SAT and ACT in the spring.
9. Take the ASVAB for career placement information.

12th Grade

10. (Fall) Finish [gathering information](#) on schools, select four to six you like best, and [apply for admission](#). Retake the SAT and ACT if you aren't satisfied with your first results.
11. Apply for [financial aid](#) by filling out the [Free Application for Federal Student Assistance](#) (FAFSA). Consider all of your [options for paying for school](#). Find out about [scholarships and grants](#) before taking out a [student loan](#).

SELECTING A COLLEGE

1. Establish your goals and interests.
2. If you know what [career](#) interests you the most, find out what kind of education and training you'll need to work in that field.
3. Make sure you are [academically prepared](#) for college and that you've taken the [standardized tests](#) that may be required for admission.
4. Familiarize yourself with the different [types of schools](#), and find out what [characteristics](#) to look for when selecting a school.
5. Choose characteristics that are important to you.
6. [Gather information](#) about schools.
7. Make a short list of the schools that possess the characteristics you're looking for and that best meet your goals and needs.
8. Request additional information from the schools on your list including an application for admission, costs, and [financial aid](#).
9. [Apply for admission](#) to the four to six schools that top your list.
10. Visit [Other Internet Resources](#) for more information.

FUNDING FOR COLLEGE

1. Find out as much as you can about [schools](#) you are interested in attending. Request information on the costs of attendance, and try to calculate your school expenses.
2. Discuss [options for paying for school](#). Also, talk to the Administration about applying for local or private [scholarships](#). Many states also offer [pre-paid tuition programs](#) that are worthwhile to check out.
3. Request information and forms on [financial aid](#), and complete admission applications.
4. Apply for financial aid. Start by completing the [Free Application for Federal Student Aid \(FAFSA\)](#), which will help determine your [need](#) for financial aid. You can get the form from the Administration or a financial aid office of a college you are considering attending.
5. Complete any other aid or admission forms required by the school.
6. Receive the [Student Aid Report \(SAR\)](#). This will summarize the information you completed on your FAFSA, and will include your [Estimated Family](#)

Contribution. You need to review the SAR to make sure it is correct, and send it to the financial aid offices of the schools you wish to enroll.

7. Receive your award letter. The letter, which comes from the school's financial aid office, will let you know what kind of financial aid, and how much, you qualify.
8. Consider the financial options outlined in the award letter. These options may include: grants, scholarships, loans, and work-study programs.
9. Accept or reject all or part of the award package, and complete any other forms required by the school.
10. Reapply for financial aid each year you are in college or postsecondary training. If you filled out a FAFSA the year before, you will probably be eligible to complete the shorter Renewal FAFSA.

COLLEGE PREPARATORY TESTS

There are standardized tests you should be familiar with and take if you are considering going to college. Check with the schools you're interested in attending to find out what test or tests they require you to take. Also, contact the testing agencies, or check your local bookstore for samples of past tests to become familiar with what to expect. You may also want to check out Internet resources at <http://www.mapping-your-future.org/features/resources.cfm> available on testing. In order to graduate from FCCS, a student must take the ACT (with writing) or the SAT by the end of the fall semester of their senior year. We recommend every student take both tests beginning in the fall of their junior year.

ACT® - 11th

The American College Testing (ACT) is one of two standardized tests used by colleges as part of their admissions criteria. The test is designed to measure achievement in English, math, reading, and science. Scores for each section are averaged to create a composite score. A perfect score on the ACT Assessment is 36. Contact the school office for test dates, locations, and study materials to become familiar with test content and questions, or call the ACT information line at (319) 337-1000.

PSAT® – 11th (8th – 10th as well)

The Preliminary Scholastic Assessment Test (PSAT 8/9 & 10/11) are tests that allows students to compare their ability to do college work with the ability of other college-bound students. The test is good practice for the Scholastic Assessment Test (SAT), which is required by many colleges for admission. Taking the PSAT helps students plan for college. They can get an idea of how they will do on a college admissions

test and can find colleges that seek students like them. Prepare for the PSAT and the SAT by doing a test question of the day everyday direct from the College Board on their web site.

The PSAT (Preliminary Scholastic Assessment Test) is a two-part, exam that is very similar to the SAT (Scholastic Assessment Test). The PSAT consists of two 25-minute verbal sections, two 25-minute math sections, and one 30-minute writing skills section. All FCCS students are required to take the PSAT in the fall of their junior year in High School. Some students choose to take it during their sophomore year. Scores from your junior year on the PSAT are used to determine National Merit Scholars; students who qualify for merit-based scholarships are distributed throughout the United States. Call the PSAT information line at (609) 771-7070.

SAT® - 11th

The other standardized test used for admissions by colleges is the SAT. A perfect score on the SAT is 2400. The SAT test is a three-hour exam that measures writing, verbal and math reasoning skills used for admission. Scores on each section range from 200-800 points. Contact the school office for test dates, locations, and study materials to become familiar with test content and questions or contact the Educational Testing Service for general SAT information at (609) 771-7600.

ASVAB® – Testing for career preparation

The school administers the Armed Service Vocational Aptitude Battery (ASVAB) in the spring of a student's junior year. The ASVAB is a timed multi-aptitude test, which is given at over 14,000 schools and Military Entrance Processing Stations (MEPS) nationwide and is developed and maintained by the Department of Defense.

Students are scored in four critical areas -- Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension and Mathematics Knowledge. This counts towards your Armed Forces Qualifying Test (AFQT) score. The AFQT score determines whether the student qualified to enlist in the U.S. military. The scores in the other areas of the ASVAB will determine how qualified students are for certain military occupational specialties and Enlistment Bonuses.

The results are shared with the student. Contact the office for details.

COMMUNICATION OF ACADEMIC PROGRESS AND REQUIREMENTS

It is a goal of FCCS to have the school staff and parents join together in helping to motivate students and to instill in them a desire to strive for academic mastery and meaningful achievement in their course work. Strong communication systems between home and school are emphasized as an important part of this policy:

- As the instructional leader of FCCS, the Head of School has the responsibility to ensure appropriate grading practices.
- Parents need to understand that failure to receive an unsatisfactory report does not guarantee a passing grade because a teacher cannot always foresee failing work that might occur at the end of a reporting period.
- Grades are recorded in an orderly, appropriate and timely manner.
- FCCS will provide information to students on study skills and test-taking skills.
- FCCS encourages sharing information with parents about a student's exceptional progress and their achievement, and about their individual accomplishments.
- Parents may request conferences with teachers and the Head of School of the school.

Parents of upper school students can request a conference with their students' teachers at any time. Parents interested in arranging a conference with a teacher should call the school office and leave a request for the teacher to return the call or email the request to the teacher. A conference should be scheduled at a time convenient for both the parents and the teacher. Whenever possible, the parents should communicate with the teacher before contacting the Head of School. The Head of School is available for parent-teacher conferences following the initial parent-teacher contact.

MINIMUM NUMBER OF COURSES

Students must be enrolled in a minimum of four (4) classes each semester. A student with four (4) classes is considered a full-time student. Tuition is the same for students taking four or more classes.

SUMMER READING PROGRAM REQUIREMENTS

The focus of summer reading is a greater exposure to classic, contemporary, and Christian literature. Required summer reading will provide opportunities for immediate discussion, testing, and/or essay writing material during the first week of school. The literary works will be discussed in the classroom setting with an

emphasis on characterization, theme lines, plot structures, and their application to students' personal experiences.

Summer reading requirements will be published on the school website before the summer break begins and they will be well in keeping with the standards of other private schools locally and across the United States. Assignments will be due the first week of school for students enrolling prior to August 1st. Students enrolling afterwards must submit work no later than September 15th.

COURSE CREDIT

All courses will have a difficulty factor assigned to them as follows:

- Regular course – 0.0
- Honors – 0.5
- AP course or dual credit course (Score of an 85 or better) – 1.0

The semester average for any course must be 60 or above for credit to be received. When a student receives a failing final course average that course must be repeated. If a student withdraws from a course after the 10th class day of a semester, a “WF” is entered on the permanent record with a grade of 50.

Credits are awarded by semester.

If a student fails the first semester of a course, the student may be permitted (by authority of the Admissions/Standards Committee) to take the second semester. The first semester failing grade will be averaged with the second semester grade when awarding credit for a course. If the student passes the second semester with a grade high enough to make the annual grade equal to or greater than a 60, credit will be awarded for both semesters. If the student passes the second semester but the grade is not high enough to make the annual grade equal to or greater than a 60, credit will be awarded for the second semester only. In the latter case, the student will have to successfully retake the first semester.

LOCAL CREDIT COURSES

A local credit is a course specific to FCCS and is not normally transferable and does not count toward the total number of credits a student needs for graduation. Local credit courses are courses that are not listed in the TEKS but are approved by FCCS. Local credit course Pass/Fail grades are not included in the student's GPA (grade point average) for determining Valedictorian or Salutatorian rankings or other honors or awards based on the student's GPA.

WAIVER POLICY

FCCS High School Students Requesting Alternative plan for Satisfying Classroom Attendance/Coursework Requirements

1. Parents requesting a waiver of certain classroom attendance/coursework requirements must submit in writing to the Administration the extenuating circumstances that warrant consideration by the administration.
2. If there is a request for a waiver, it will be considered on a case by case basis and is applicable for the one school semester/year, and may be renewable, subject to approval of administration.
3. In all cases, a student must be in good standing at the school and must complete the academic requirements for the given school term through an accredited study program approved by FCCS administration.
4. No student will be permitted to miss core classes they are enrolled in at FCCS in order to attend these alternative classes.

WAYS TO EARN COURSE CREDIT

1. Students may earn a maximum of two (2) units of credit per year through correspondence, virtual school, Christian Liberty Academy, or other approved non-traditional courses.
2. -90Advanced Placement (AP) exams. Students taking an AP class are required to take the AP exam in that course. Testing is done on the Foothills Community Christian School Campus. Students must score a three or better to receive FCCS AP credit.
3. Dual credit (earning High School and college credit at the same time) by taking college courses.
4. College-Level Examination Program (CLEP).
5. When a student takes certain High School courses while in Middle School, the grade earned is used in determining the student's High School GPA.
6. Students may take the second semester or end of year exam and score an 85 or better and receive credit on any high school course.
7. Online courses:
 - a) reserved for elective or replacement credits
 - b) may take online courses in the summer
 - c) must be approved by the administration
8. A student may choose to take courses on a pass or fail basis if the course is beyond his graduation requirements (except PE; PE is taken only as a pass/fail class). Students must declare to do so on the first day of class. These grades are not included in the student's grade point average (GPA).

HONORS CREDIT

FCCS may offer in grades 8th – 12th an Honors Program in some courses. Acceptance will be based upon standardized test scores, GPA, and teacher recommendations. Student performance is assessed each semester.

Honors classes are weighted on a 4.5 scale (+.5) (Transfer students will have their credits transferred on the Foothills Community Christian School transcript according to our system).

Students in the Honors Program will receive Honors credit only if the grade average from each semester is 85 or higher. Honors by contract are weighted as .5 points on a 4.5 scale (i.e. in a non-Honors class a 95 is an A and an A is a 4.0, in Honors that grade point would be 4.5). The numerical grade in the class is reported on the report card and transcript as the actual number grade earned. On the report card and transcript an "H" is noted next to the grade posted. The .5 is not shown for that specific class on the report card or on the transcript, but is reflected in semester and final averages on both the transcript and report card. The recorded "H" indicates that the .5 points are to be added for honor list purposes and for purposes of class rank and other honors and recognition related to grade point averages.

If, at the end of the year, a student in the Honors Program receives a semester grade average lower than an 85, the .5 points is not added to the report card and the transcript, and, no "H" is recorded. Students who score 85 or better in these classes typically will do well in our AP and dual credit courses their Junior and Senior years.

Honors Credit for Eighth Grade

Students in the eighth grade who take high school level courses (i.e. Algebra 1, Spanish 1, World Geography, Physical Science, and Yearbook) and score an 85 or better each semester will receive Honors Credit (.5) and the credit for the course will show on their high school transcript. Students who take the course and score below the 85 will not receive honor (+.5 on the 4.0 scale) credit. Often students may want to retake Algebra 1 and/or Spanish 1 to ensure a good foundation. The course will show on their 8th grade report card. Eighth grade students may take the second semester or end of year exam and score an 85 or better and receive honors credit on any high school course.

AP® - ADVANCED PLACEMENT CREDIT

An AP course is a High School course taught at the collegiate level. The curriculum has been enhanced to prepare the student to meet end of year AP test requirements. Depending on the score of the AP exam, students may receive one semester of college credit (check with the college of your choice prior to FCCS enrollment in the AP class). AP classes are weighted on a 5.0 scale (+1) (Transfer students will have their credits transferred on the Foothills Community Christian School transcript according to our system).

Disclaimer

Content and tests of AP classes are determined by the College Board and therefore may not always reflect the values that FCCS embraces.

Prerequisites

- Prior to enrolling in an AP class, a student must agree to take the AP exam offered in May and personally pay (at time of enrollment in the class - nonrefundable) for the AP exam.
- A student must maintain a “B” or better average in the subject area related to the AP class from the prior year.
- A student must score a 90th percentile or better in the Language or Math portion of a nationally normed reference test (Language portion of the test for AP English or social studies classes and Math portion of the test for AP math or science classes) at their grade level.
- A student must have their teacher’s recommendation and for English an essay writing sample. The teacher reference must be from the subject area related to the AP class from the prior year.
- A student must have signed permission from their parents or guardians.

Any AP credit student with grade less than 85 at end of 1st quarter will be moved to the non-AP class. Students who transfer from the AP class at the end of the first quarter will be responsible for the information from the non-AP class on the semester exam.

Students taking AP will receive AP credit **only** if the student maintains a “B” or better in the class. AP classes are weighted as 1.0 point on a 5.0 scale (i.e. in a non-AP class a 95 is an A and an A is a 4.0, in AP that grade point would be 5.0). The numerical grade in the class is reported on the report card and transcript as the actual number grade earned. On the report card and transcript a “C” is noted next to the grade posted. The 1.0 is not shown for that specific class on the report card or on the transcript, but is reflected in semester and final averages on both the transcript and report card. The recorded "AP" indicates that the 1.0 points are to be

added for honor list purposes and for purposes of class rank and other honors and recognition related to grade point averages.

If the student in an AP course receives a class grade of “C”, the 1.0 point is not added to the report card and the transcript, and no “AP” is recorded.

DC - DUAL CREDIT

A dual credit course is a High School course in which the curriculum has been enhanced to meet the requirements for both college credit and High School credit. Students who qualify may receive one semester college credit for each semester taken. DC classes are weighted on a 5.0 scale (+1) (Transfer students will have their credits transferred on the Foothills Community Christian School transcript according to our system).

Disclaimer

Content and tests of DC classes are determined by the College that awards the credit and therefore may not always reflect the values that FCCS embraces.

Prerequisites

- Must score a minimum of the following: PSAT: Contact the Guidance Office
- Prior to enrolling in the DC class, a student must agree to personally pay (at time of enrollment in the class – nonrefundable to the college) for the college credit (typically payment is made to the college awarding the credit).
- A student must maintain a “B” or better average in the subject area related to the DC class from the prior year.
- A student must have their teacher’s recommendation and for English an essay writing sample. The teacher reference must be from the subject area related to the DC class from the prior year.
- A student must have signed permission from their parents or guardians.

Prior to enrolling in a Dual Credit class, students must agree to take the PSAT offered prior to the beginning of the year when the Dual Credit Class is taken. There may be other testing the college requires prior to admittance in the college class.

There may be a college registration charge per course per semester. There may be an additional book cost for each semester of dual credit. The college determines these costs. In order for a dual credit course to be offered at the FCCS campus during any given year the teacher must be approved by FCCS and the college.

Students enrolled in dual credit classes are expected to perform at the college level in their class work and attendance. Any student who does not meet the expectations and requirements of the college instructors may be dropped from receiving the college credit. Any student not making at least a semester grade of an 85 or better will not receive the extra GPA weighting. End of semester grades are the only grades recorded in these classes.

Students taking Dual Credit will receive Dual Credit only if the grade average from each semester is 85 or better. Dual Credit classes are weighted as 1.0 point on a 5.0 scale (i.e. in a non-Dual Credit class a 95 is an A and an A is a 4.0, in Dual Credit that grade point would be 5.0). The numerical grade in the class is reported on the transcript only as the actual number grade earned. On the transcript a "C" is noted next to the grade posted. The 1.0 is not shown for any class in which the student makes lower than an "85" In classes in which the student scores above an "85" the 1.0 point is added for purposes of class rank and other honors and recognition related to grade point averages.

DUAL CREDIT (DC) COURSEWORK ON THE FCCS CAMPUS

Any DC credit student (when the class is offered at FCCS) with a grade less than 85 at end of 1st semester will be moved to the non-DC class.

When feasible and possible, FCCS seeks to offer dual credit courses on the FCCS campus during the school day to juniors and seniors. Upon successful completion of the coursework, students will receive high school credits on their FCCS transcripts as well as college hours on a College transcript. In order to enroll for these courses, students must be in good academic standing at FCCS and must continue in good academic standing at the college and university. Students must pass the college required entrance exam or have acceptable scores on the PSAT, ASPIRE, PLAN, SAT or ACT. For FCCS students who are Montana residents, the college tuition is one-half at the state colleges/universities and only ten per cent at University Of Providence for the dual credit courses given at FCCS. Students must buy the college textbooks. **There are no exam exemptions in these courses.** A student can earn several hours of college credit through FCCS's dual credit program. Additional credits can be earned through other colleges or universities. Contact the Guidance office for details.

GRADING PHILOSOPHY

The purpose of grading is to communicate directly to students the degree to which they have demonstrated both mastery of the standard course of study as well as

concepts and skills for thinking, living, loving, and leading as Christians. The parents and the school share a mutual responsibility for assisting students in their achievement and success. To support this concept, FCCS holds to certain basic premises as consideration is given to those concepts that are related to student evaluation:

- Each student is treated equitably; grades are determined for individual assignments as well as for each grading period.
- Each teacher will develop a clearly defined grading procedure. A copy is distributed to students at the beginning of each course so they are aware of the way in which they are evaluated.
- Open channels of communication are encouraged between parents and students and the school community.

BASIS FOR GRADES

FCCS policies mandate a certain basis for grades which includes:

- Numerical scores for each Upper School course are based on student performance on examinations, essays or papers, performances, projects and/or other criteria appropriate to the subject matter, but may also include consideration of other criteria appropriate to the subject area. Class work, homework and class participation are specific examples of such criteria.
- Actual numerical scores will apply to daily, project, test, end of grading period and final exam grades. Weighted grades apply to GNA and GPA semester averages on report cards and transcripts.
- Grades will reflect academic achievement and are neither based on, nor adjusted for, non-academic criteria such as discipline, tardiness, participation in student activities or attendance except as provided for in the handbook.
- Mastery of the standard course of study, as well as criteria set by the teacher that is in keeping with the philosophy, vision, mission and purpose of the school, is demonstrated by a minimum of 60% per semester per subject.
- Grades are based on a numerical scale of 0 – 100; **no work will receive more than 100 (even when bonus points are added)**
- Passing grades will reflect scores of 60 or above.

HIGH SCHOOL GRADING SCALES

<i>LETTER GRADE</i>	<i>A</i>		<i>B</i>		<i>C</i>		<i>D</i>
<i>NUMERIC GRADE</i>	90-100		80-89		70-79		60-69
<i>GRADE POINT AVERAGE (GPA)</i>	4		3		2		0

Courses taken on a pass/fail basis are not included in calculating the GNA or GPA.

Grading and Reporting Periods High School (Grades 9-12)

Each semester is divided into two (2) nine-weeks grading and reporting periods. In computing the final grade for the course, all grades are determined in the following manner:

1 st Nine Weeks - 40%	3 rd Nine Weeks - 40%
2 nd Nine Weeks - 40%	4 th Nine Weeks - 40%
Exam or Activity - 20%	Exam or Activity - 20%

MINIMUM GRADES

Academic credit will be awarded per semester to students successfully meeting the required criteria for each class. Students must maintain an average of 60 or better in a subject for the semester to receive credit for a course. All semester grades are posted to the student's transcript. Passing grades do not replace a posted failing grade; instead it is listed separately on the transcript.

CLASSIFICATION REQUIREMENTS

- High school students will be classified and permitted to participate in class activities according to the following criteria:
- Sophomore (10th grade) 7 credits completed to include 2 semesters of Freshman English
- Junior (11th grade) 14 credits completed to include 2 semesters of Sophomore English
- Senior (12th grade) 20 credits completed to include 2 semesters of Junior English

SEMESTER EXAMINATIONS

All students, including seniors, are required to take semester examinations in every course in the fall semester. In the spring semester, students (in grades 8-11) maintaining a 90 in the third quarter and a 90 in the fourth quarter are exempt. Exempt students are not to be on campus during their exempt exam.

Written examinations are not given early for any reason. Written examinations are given in the following departments: English, Mathematics, science, social studies, and World Language. Written or performance exams are given in all other subject areas. Each semester is divided into two grading periods and one semester exam. The semester examination will count as 20% of the semester grade, and each of the two grading periods will count 40% each.

Students taking semester exams will remain in class until the time allotted for the exam period ends. These tests are cumulative for a full semester only.

Semester test schedules can be found on the school website and on the calendar.

SENIOR FINALS

Seniors must maintain a passing grade in the **spring** semester to be exempt from the exam. Seniors who are failing are required to take the exam (during the same time as the other students). Any student who has not completed graduation requirements will not receive a diploma but may participate in the graduation ceremony.

PAPERS AND REPORTS

All papers or reports of one page or longer regardless of the subject (not just in English) or class will require the student to follow MLA format and to turn in a plagiarism report (Turnitin) with the paper or report. The teacher will identify the plagiarism percent they want the student to use.

HOMEWORK

Teachers will make every effort to limit homework on Wednesday night. It is our desire that our students attend their local church services. However, it will not be practical to expect no homework due on Thursdays or no tests and quizzes scheduled for that day. Students will be given assignments in advance and wise use of their time in completing those assignments will be vital in making sure that they do not have a heavy homework load on Wednesday evenings.

The student is required to complete the homework on time. Homework must be turned in on time to receive credit.

INCOMPLETE WORK

If a student receives an "incomplete" at the end of a nine-week grading period, five class days are allowed for completion of the work to receive a grade. It is the student's responsibility to complete all incomplete work in a timely manner.

FAILED COURSES

In grades 9 through 12, courses that are required for graduation and in which the student earns a grade below 60, must generally be repeated. This may be accomplished by:

1. Repeating the course at FCCS at the earliest opportunity.
2. Repeating the course in an approved summer school session.
3. Repeating the course through a FCCS administrative-approved method.

If a student fails the first semester of any full credit class, they may proceed to the second semester of the class with the written permission of the Head of School. If the grade average for the entire school year is a 60% or higher, the student will receive credit for the entire class.

It is the responsibility of the student and parent to arrange for all make-up courses and to provide the grade to FCCS immediately. Replacement credits are granted, but no grade is removed from a transcript even if the course is repeated. No FCCS student may enroll in summer school or any outside course and transfer the credit to FCCS without written consent from the Guidance Counselor or Head of School prior to enrolling in the course.

STUDENT TRANSFER INFORMATION

FCCS accepts transfer credits from schools with accreditation issued by a regional or state accreditation agency without further validation. A student transferring into Foothills Community Christian School High School from another accredited school must meet the graduation requirements of Foothills Community Christian School (FCCS) to be eligible for a FCCS diploma. A senior, at minimum, must successfully complete the entire last semester to receive a diploma from FCCS. The Head of School will have the authority to review exceptions and approve or deny the request for a diploma.

Provisions for transfer students as it relates to Bible credits – transfer students who are deficient in Bible requirements may request to substitute other course work as an alternative for the Bible requirement. The Head of School will have the authority to approve or deny this request.

Transferred students that have at least 20 credits but are deficient in one or more required credit areas may graduate by petitioning the administration no later than

December of their senior year. The administration will notify student and parents of the decision.

FROM NON-ACCREDITED SCHOOLS (INCLUDING HOMESCHOOL)

A student transferring from a non-accredited school must successfully pass all courses in their first full semester at Foothills Community Christian School for the credits from their non-accredited courses to transfer. Students who fail any class in their first semester at Foothills Community Christian School will have to meet with the administration to determine which course of action to take to transfer credits. The decision of the administration is final.

ADDING AND DROPPING COURSES

Since the master schedule has been created around the electives requested by the students in late spring and early summer, it is not likely that electives will be changed. However, students may request consideration of such a change no later than the end of the second week of the fall semester. Once the two-week period to amend the student schedule has passed, if a student drops the class, the grade will be listed as a W/F (withdraw/failing) on the transcript. Drop/Add requests are made through the Guidance Counselor's office or HOS office. Parental consent is required for classes to be dropped and added.

Requests for course changes may be made only during the **first two weeks** of a semester.

SUGGESTED SEQUENCE FOR COURSE REQUIREMENTS

FOUR-YEAR PLAN

9TH	10TH	11TH	12TH
Bible	Bible	Bible	Bible
English 1	English 2	American Literature	British Literature
Alg. 1, 2, or Geometry	Alg. 2, Geometry or PreCal	Math selection	Math Selection
Biology or Earth & Space	Biology or Earth & Space	Chemistry/Physics	Chemistry/Physics
World Geography or World History 1	World History 1 or 2	U.S. History	Government Economics
World Language 1	World Language 2	World Language 3	Technology Selection
Fine Arts	Elective	Speech/College Prep	Elective
Elective	Elective	Elective	Elective
PE			

Course descriptions are comparable to the course descriptions listed in the State of Texas TEKS and are found in the Texas and FCCS Standards in Planbook

Non-school athletic involvement may count for PE credit – contact the office for details.

The lowest level math that receives high school credit is Algebra 1

Some high school courses that may be offered prior to ninth grade are:

- World Geography
- Algebra 1
- World Language 1
- Physical Science

Each elective is limited in class size.

COURSE OFFERINGS (grades 9th – 12th)***Electives offerings are based on student population******BIBLE***

Old Testament Survey, New Testament Survey, Church History, Biblical
Worldview (including Ethics and Apologetics) – **While enrolled at FCCS Bible
must be an FCCS Bible course**

ENGLISH

English 1 & 2, American Literature, British Literature, or any Dual Credit English
(writing or literature)

ELECTIVES: Communication Applications (Speech), Photojournalism (Newscast,
Yearbook)

MATHEMATICS

Algebra I (lowest level accepted for HS credit), Geometry, Algebra II, Advanced
Math, or Dual Credit College Algebra or other Dual Credit Math

SCIENCE

Physical Science, Earth & Space Science, Biology, Chemistry, Physics, or any Dual
Credit Science

SOCIAL STUDIES

World Geography, World History 1&2, U.S. History, Government, Economics, or
any Dual Credit Social Studies

COLLEGE PREP

Normally taken during the junior year, focuses on preparing for college with
SAT/ACT prep, college visits, essay writing, practice applications and interviews,
and scholarship searches.

WORLD LANGUAGES

Spanish I-II

FINE ARTS

Art

Choir/Music

TECHNOLOGY

Computer Applications or Dual Credit – or a school approved technology elective (required during the 4 years of high school regardless of high school credit awarded during 8th grade), Video Production

PHYSICAL EDUCATION/ATHLETICS

A student may **ONLY** receive 2 full credits in PE toward the required 28 credits to graduate from FCCS.

1 PE credits is required to graduate (state graduation requirement). The following credits apply for students who participate in athletics (team sports):

- Fall – .5 credits
Soccer, Volleyball
- Spring – .5 credits
Basketball
- To receive the .5 credit, a student must actively participate at least in **70** hours of practice, games, performance – attendance is kept by the coach

ADDITIONAL AND ON-LINE COURSES

A student must receive approval from the administration prior to enrolling.

LOCAL CREDIT

A local credit is a course specific to FCCS and is not normally transferable and does not count toward the total number of credits a student needs for graduation.

Local credit courses are courses that are not listed in the TEKS but are approved by FCCS. Local credit courses are on a Pass/Fail basis. Grades are not included in the student's GPA (grade point average) for determining Valedictorian or Salutatorian rankings or other honors or awards based on the student's GPA.

REQUIRED CREDITS***COLLEGE PREPARATORY DIPLOMA (Recommended Program)*****GRADUATION YEARS: 2022 and after**

The required credits are:

	COURSE		CREDITS
1	Bible		4.0
2	English Language Arts		4.0
3	Mathematics		4.0
	Algebra I - Minimum level for credit		
	Algebra II		
	Geometry		
	Pre-Calculus or Advanced Math		
4	Science		4.0
	Physical Science		
	Earth & Space Science		
	Biology		
	Chemistry		
	Physics		
	Health		1.0
5	Social Studies		4.0
	World Geography	1.0	
	World History	1.0	
	U.S. History	1.0	
	U.S. Government	0.5	
	Economics	0.5	
6	*Physical Education		1.0
7	Fine Arts		1.0
	Vocal		
	Instrumental		
	Art		
	Theater Arts		
	Digital Photography		
8	World Languages	Same language	2.0
	Spanish		
9	Technology (includes Video Production)		1.0
10	Communication Application (Speech or Debate)		0.5

11	College Prep		0.5
12	Other Electives		1.0
	TOTAL		28.0

* Can substitute: A.D. approved sports

COLLEGE PREPARATORY – NARRATIVE

A student must demonstrate proficiency in the following:

1. **Bible** – four credits. All students are required to take a Bible class each semester.
2. **English Language Arts** – four credits. The credits must consist of: one English I, II, American Literature, Senior English (British Literature or, Dual Credit English)
3. **Mathematics** – four credits to include Algebra I, Algebra II, Geometry, and either Advanced Math, Pre-Calculus, or Calculus
4. **Science** – Four credits to include at least one credit from Physical Science, Earth & Space Science, Biology, Chemistry, and Physics. The fourth credit may be selected from any science course approved by FCCS. Health is a requirement for graduation and does not count in the required four credits of science.
5. **Social Studies** – three and one-half credits. The credits must consist of World Geography, World History, United States History, Studies since Reconstruction, and United States Government (one-half credit).
6. **Economics** – one-half credit. The credit will consist of Economics with emphasis on the Free Enterprise System and its benefits.
7. **Physical Education** –to include Foundations of Personal Fitness. A student may not earn more than two credits in physical education toward graduation requirements.
 - a. FCCS may allow a student to substitute certain physical activities for the one-half required credits of physical education. The substitutions must be based on the physical activity involved in athletics, drill team, marching band, cheerleading, and dance.
 - b. FCCS may award up to two credits for physical education for appropriate private or commercially sponsored physical activity programs conducted on or off campus. The student must apply to the Administration for approval of such programs, which may be substituted for graduation credit in physical education. Such approval may be granted under the following conditions:

- i. Olympic-level participation or competition, which includes a minimum of 15 hours per week of highly intensive, professional, supervised training. The training facility, instructors, and the activities involved in the program must be certified by the Administration to be of exceptional quality. Students qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education.
 - ii. Private or commercially sponsored physical activities, which include those certified by the Administration to be of high quality and well supervised by appropriately trained instructors. Student participation of at least seventy hours per semester must be required. Students certified to participate at this level would not be dismissed from any part of the regular school day.
- 8. **Fine arts** – one credit, which may be satisfied by: Art, Theater Arts, Choir, Band, or Orchestra (private lessons can be considered)
- 9. **World Languages** – two credits. The credits must consist of Level 1 and 2 in the same language.
- 10. **Communication Applications** – one-half credit, which may be satisfied by Communication Applications, Speech Communication, Public Speaking, Debate, or Oral Interpretation.
- 11. **Required Electives:**
 - 1. Technology – one credit: Computer Application/Coding/Computer Science, or Video Production
 - 2. English – one-half credits: College Prep – one-half credit
 - 3. English – one-half credits: Communication Applications (Speech or Debate)
 - 4. Health – one credit
- 12. **Electives** – one and one-half credits. The credit must be selected from any course approved by FCCS. Driver's education is not accepted as credit for graduation.

A student must earn at least **28** credits to complete a FCCS High School program. Credit for a class may be awarded without prior instruction (Credit by Examination). College Board Advanced Placement (AP) courses and Dual-credit (DC) may be substituted for requirements in appropriate areas.

DISTINGUISHED ACHIEVEMENT DIPLOMA

GRADUATION YEARS: 2022 and after

This program offers additional courses and advanced measures for students pursuing a more rigorous level of study. The total number of credit hours for this program is 29. Students opting to earn this diploma must take a minimum of 6 dual credit or AP level classes and one on-line class while in attendance at FCCS.

The required credits are:

COURSE		CREDITS
Bible		4.0
English Language Arts		4.0
Mathematics		4.0
Algebra I - Minimum level for credit		
Algebra II		
Geometry		
Pre-Calculus, AP Calculus or College Algebra		
Science		4.0
Physical Science		
Earth & Space Science		
Biology		
Chemistry		
Physics		
Health		1.0
Social Studies		4.0
World Geography	1.0	
World History	1.0	
U.S. History	1.0	
U.S. Government	0.5	
Economics	0.5	
Physical Education		1.0
Fine Arts		1.0
Vocal		
Instrumental		
Art		
Theater Arts		
Graphic Arts		
World Languages	Same language	3.0
Spanish		
Technology		1.0

Communication Application (Speech)		0.5
College Prep		0.5
On-Line Electives		1.0
TOTAL		29

* Can substitute: A.D. approved sports

DISTINGUISHED ACHIEVEMENT – NARRATIVE

In addition to meeting the *College Preparatory Diploma*, the *Distinguished Achievement Diploma* requires a student to demonstrate proficiency in the following:

- **Mathematics** – four credits to include Pre-calculus or College Algebra
- **World Languages** – three credits, the credits must consist of Level 1, 2, and 3 in the same language.
- **Science** – four credits to include at least one credit from Biology, Chemistry, and Physics. Physical Science may NOT be counted in the required number. The fourth credit may be selected from any Advanced science course approved by FCCS. Health is a requirement for graduation and does not count in the required four credits of science.
- **On-Line Elective** – one credit outside of FCCS course offerings (The elective has to be approved by the administration). Taking courses online is not the easiest endeavor for some students, but whatever post-high school plans are, students will have to take courses and exams online. Whether it is the military, college, or the workforce, more and more continuing education and competency testing is being done online. Being adept at finding your way around a learning environment is invaluable.
 - ***Online Elective students must:***
 - Sign up and be recommended by the Administration/HOS and core teachers in the fall of their junior year.
 - Take four (4) math, four (4) science, and three (3) World Language (same language) courses. Math must be taken in High School and must include Pre-calculus or College Algebra; Science must include Biology, Chemistry, Physics and an Advanced level science.

- Take a minimum of one credit through an approved on-line source.
 - Be a member of the National Honor Society.
 - Score a minimum of 24 ACT or 1650 SAT (out of 2400)
- *MTDA* – Montana Digital Academy (MTDA) is one option many students use for their on-line experience. There is no cost to this program as it is administered through the Great Falls Public School System. MTDA uses Moodle as their Learning Management System (LMS). Although not every organization uses Moodle like MTDA, all LMS's have similar components.
- **MEET ONE OF THE FOLLOWING THREE OPTIONS:**
 - **Advanced measures:** The measures must focus on demonstrated student performance at the college or professional level. Student performance on Advanced measures must be assessed through an external review process. A student must achieve any one of the following three:
 - Original research/project:
 - Judged by a panel of professionals in the field that is the focus of the project; or
 - Conducted under the direction of mentor(s) and reported to an appropriate audience; and
 - Related to the required curriculum.
- OR
- Test data:
 - A score of three or above on The College Board Advanced Placement examination in any AP course or;
 - A score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation, as part of the National Hispanic Scholar Program of The College Board, or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation.
- OR
- College courses:
 - A grade of 3.0 or higher on courses that count for college credit

SENIOR YEAR CONCERNS

TRANSCRIPTS

Transcripts requests are through email or in person in the front office. Prior to graduation all requests for transcripts are at no cost. After graduation, the first official transcript is at no cost; each additional one will cost \$2.00. All unofficial transcripts will cost \$2.00. Allow 5 days for transcripts to be completed. Rush transcripts may be requested for urgent deadlines with a \$5.00 rush transcript fee. Rush transcripts may or may not be available for same-day pick up. Transfer students' transcripts are evaluated on an individual basis.

GRADUATION STANDARDS AND REQUIREMENTS

All students should begin required Bible, English, Mathematics, Science, and Social Studies courses in the semester in which they enter High School and continue those courses in sequence each semester until the requirements are met.

For meeting graduation requirements (credits, honors, and recognitions), a student is subject to the FCCS handbook requirements of their freshman year. A graduating student may choose a more recent FCCS handbook version. Should a student choose to follow the graduation requirements (credits, honors, and recognitions) from a more recent FCCS handbook, all credits, honors, and recognitions shall apply to do so but they will be under ALL graduation requirements of that handbook.

ADDITIONAL GRADUATION REQUIREMENTS

Each senior must deliver a Chapel presentation, complete a senior survey, and an exit interview with the Head of School. There is also a community service hour requirement.

CHANGES IN GRADUATION REQUIREMENTS

There may be changes and new interpretations in the future that could not be included at the time of publication. Students should check with the administration in order to be sure their plans are accurate and current.

GRADUATION DIPLOMAS

FCCS offers two diploma tracks, both are college preparatory. They are the College Preparatory Diploma and the Distinguished Achievement Diploma.

- **COLLEGE PREPARATORY DIPLOMA** – *Basic College Preparatory Program*
FCCS requires twenty-eight credits to graduate (This includes 4 Bible credits and only 2 consecutive World Language credits).

- **DISTINGUISHED ACHIEVEMENT DIPLOMA** – *Advanced Academic Program*
- 1) FCCS requires twenty-nine credits to graduate (This includes 4 Bible credits, 3 consecutive World Language credits, and at least one FCCS approved on-line course). Must successfully complete at least a combination of two AP classes (3 or better on the AP Exam) or two dual credit classes (Maintain minimum of a B average)

GRADUATION CLASS RANKING

FCCS does not rank its students. Foothills Community Christian School provides a college-preparatory curriculum to each student. Valedictorian and Salutatorian will still be selected and rank can be provided for scholarship purposes through the administration. We believe this is in the best interest of our students as this allows for us to present our graduates to the colleges and universities in the most competitive way.

Any student entering FCCS after the first day of the junior year will not be eligible for Valedictorian, Salutatorian, or top 10% honor graduates. For college admission purposes, a letter will be issued along with the transcript explaining the school policy.

RESIDENCY REQUIREMENTS FOR CLASS RANK HONORS

A senior must fully complete the last six semesters of course work at FCCS as a full-time student to be considered for Valedictorian or Salutatorian honors or any other Foothills Community Christian School honors based on class rank.

GRADUATION SPECIAL DISTINCTIONS

SCHOLAR ENDORSEMENT

Students who wish to receive the FCCS Scholar Endorsement must take a minimum combination of 5 (AP or dual credit) courses in 4 academic areas during High School and score 3 or better on each AP exam and 85 or better in the dual credit classes. All AP classes at FCCS would be through the Montana Digital Academy (MTDA). The FCCS Scholar Endorsement can be earned in either of the diploma tracks.

VALEDICTORIAN/SALUTATORIAN

It is the policy of Foothills Community Christian School to recognize a qualified Valedictorian and Salutatorian each year from the senior class based on the highest academic and moral standards. The Valedictorian and Salutatorian will both speak at graduation.

Valedictorian

The honor of Valedictorian will be awarded to the student who has earned the highest numeric (on the 100 scale) grade average upon completion of the seventh semester of high school and with the minimum GPA of at least 3.75. The following are additional requirements that must be met:

- 2) The numeric grade average will be calculated after the seventh semester (grades 9-12) and then monitored for the remaining semester. (The numeric grade average will be carried to fourth decimal place)

In the case of a tie:

- a) Grade number average on an unweighted 100-point scale
- b) SAT/ACT Scores
- c) Number of AP/Dual Credit courses completed successfully
- d) AP and Dual Credit Classes will be weighted an additional 10 points. Honors classes will be weighted an additional 5 points.
- e) Number of On-line courses completed successfully

If a tie remains then there would be more than one Valedictorian and/or Salutatorian for that class.

- 3) Must complete the entire eleventh and twelfth grades at FCCS.
- 4) No category 2 offenses up to and including graduation (during their senior year)
- 5) All tuition and fees must be paid no later than one week prior to graduation.
- 6) The student must have completed all course requirements.

If the student with the highest GPA does not meet the requirements, the student with the next highest GPA who meets the requirements will be bestowed the honor.

Salutatorian

The honor of salutatorian will be awarded to the student who has earned the second highest numeric (on the 100 scale) grade average upon completion of the seventh semester of high school and with the minimum GPA of at least 3.5. The following are additional requirements that must be met:

- 1) The numeric grade average (on the 100 scale) will be calculated after the seventh semester (grades 9-12) and then monitored for the remaining semester. (The numeric grade average will be carried to fourth decimal place)

In the case of a tie:

- a) Grade number average on an unweighted 100-point scale
- b) SAT/ACT Scores
- c) Number of AP/Dual Credit courses completed successfully
- d) AP and Dual Credit Classes will be weighted an additional 10 points. Honors classes will be weighted an additional 5 points.

- e) Number of On-line courses completed successfully
 - (1) If a tie remains then there would be more than one Valedictorian and/or Salutatorian for that class.
- 2) Must complete the entire eleventh and twelfth grades at FCCS.
- 3) No category 2 offenses up to and including graduation (during their senior year)
- 4) All tuition and fees must be paid no later than one week prior to graduation.
- 5) The student must have completed all course requirements.

If the student with the highest GPA does not meet the requirements, the student with the next highest GPA who meets the requirements will be bestowed the honor.

Based upon the criteria listed above, it is possible that FCCS not have a Valedictorian or Salutatorian who is acceptable.

GRADUATION WITH HONORS DESIGNATION

All students may graduate with honors by completing 28 (in the case of the Distinguished Diploma, 29) credits and having an overall 3.5 GPA. Those students will be recognized (in the graduation program) as follows:

- Cum Laude 3.5 – 3.74
- Magna Cum Laude 3.75 – 3.99
- Summa Cum Laude 4.0 or better

GRADUATION DIPLOMA RECOGNITIONS

- *Distinguished Achievement Diploma*
Those students earning the Distinguished Achievement Diploma will have a seal signifying this honor affixed to their diploma and announced at graduation.
- *FCCS Scholar Endorsement*
Those students earning the FCCS Scholar Endorsement will have a seal signifying this honor affixed to a certificate and included with their diploma and announced at graduation.
- *Service-Before-Self Ministry* (hours) – a separate certificate
 - 100 – 119: Silver seal;
 - 120 – 139: Blue seal;
 - 140 – 199: Bronze seal;
 - 200+: Gold seal

GRADUATION REGALIA RECOGNITIONS

CORDS

- Gold (*honors*) – GPA 3.5+ with 28 credits (Cum Laude, Magna Cum Laude, Summa Cum Laude)
- Old Gold – Presidential Education Achievement Program Gold Award
- Tri-color (*white, Vegas gold, and blue*) – Attended FCCS 12 or more consecutive years
- Brown (*Fine Arts Graduate of Distinction – In a Fine Arts class all 4 Years of High school*)
- Multi-color (*National Art Honor Society*)
- Crimson & Gray (*National Forensic League*)

STOLES

- *White Stole (NHS) – current member*
- *Valedictorian and Salutatorian wear a white stole*

STUDENT ACTIVITIES

OVERVIEW

Student activities provide opportunities for learning Christian leadership and socialization skills. Since students who are actively involved in extracurricular activities are generally successful in school, parents should encourage their young person to be involved in at least one activity.

The school seeks to give all students skills to prepare for all aspects of Christian adult living. The staff, faculty, and administration work conjunctly in providing Student Activities designed to meet the spiritual, academic, character, social, and physical needs of each student.

SUNDAY ACTIVITIES

It is our practice not to infringe upon a family's or staff member's liberty to worship the Lord on the entire day of Sunday by planning any kind of *non-ministry* school activity. The school involves staff, students, and parents in activities throughout the week. Sunday is a special day reserved specifically for corporate worship for God's people. The school will recognize this by not intruding or planning any non-ministry activity on this day. There may be school-sponsored opportunities for Christian service occasionally that are optional for students to minister on Sundays. In no way will the student(s) be penalized for not participating in a school-sponsored ministry on a Sunday.

SPECIAL EVENTS GUIDELINES

Care will be taken to specify whether special events for students of FCCS are school-sponsored or parent-sponsored (school-sanctioned) activities.

SCHOOL SPONSORED:

A. General Information

Except where specified otherwise, all students 9th through 12th grade may be involved in any of the special event activities offered by Foothills Community Christian School (FCCS). All school-sponsored special events will have at least one teacher as the sponsor – no exceptions.

B. Basic Rules

Consistent with the Student Handbook and basic Christian standards:

1. Students are not to use, write, distribute or possess profane, indecent, or obscene language, literature or pictures.
2. Use, possession, or distribution of alcoholic beverages, tobacco products, drugs and weapons and any other questionable practices are prohibited at any FCCS Special Event.

C. Special Event Dress Policy

Special events provide opportunities to allow students to wear something other than what is required at school on a daily basis. Accordingly, the dress policy for each special event will be, when necessary, specifically published consistent with appropriate standards of modesty and in compliance with the Student Handbook. Students will be required to adhere to the published dress policy guidelines in order to participate in the event.

D. Social Event Guidelines

Beyond academics and athletics, Foothills Community Christian School is committed to providing a healthy and wholesome Christian atmosphere where students can enjoy the fellowship of their peers. Accordingly, periodic social events are planned throughout the year.

1. Chaperones:

- a. Student social events require a minimum of one adult chaperone for each ten students at any specific event. To ensure the necessary number of chaperones to conduct any given social event, parents are encouraged to actively involve themselves in the planning and implementation of the events their children plan to attend. Lack of chaperone commitments will be considered reason to cancel the event.
2. Guests:
 - a. In order to ensure the integrity of the Christian environment referenced above, attendees will normally be limited to FCCS students, parents, faculty and staff. Any social events allowing student guests will be specifically identified as such. Any person attending a FCCS special event as the guest of one of our students will first require administration approval. To receive approval the FCCS student host will provide a completed **“Non-FCCS Guest Permission Form”** available in the office.
3. Times:
 - a. Specific starting and ending times will be announced prospectively for all evening events. For students other than those with their own transportation, parents should make pick-up arrangements for their child no later than the published ending time of the event.
4. Re-entry:
 - a. A no re-entry policy is in effect for all FCCS events that are social in nature. Any student leaving an event without explicit approval from a teacher sponsor will not be allowed to re-enter the event.
5. Music:
 - a. With the wide range of Christian music readily available, all music at FCCS will be Christian in nature. Exceptions will be permitted in very limited and specific circumstances.
6. Lighting:
 - a. Lighting will be appropriate for the type of event planned and will be established by the teacher sponsor.
7. Discipline:
 - a. Consistent with the Student Handbook, Foothills Community Christian School reserves the right to dismiss a student from a school social event if deemed to be the appropriate action for the benefit of the other students and staff of FCCS. Any disciplinary issue arising from attendance at a special

event will be referred to the administration for appropriate administration-parent interaction and remedy.

PARENT SPONSORED (SCHOOL-SANCTIONED):

A. General Information

- a. Location of dance/event should be one which does not require undue travel or which might be unsafe. – *cannot use school premises or property*
- b. Consider access to room or location to prevent other groups from coming in to join our group or interact with our group.
- c. Communicate event to administration as the dance/event is planned.
- d. Debrief dance/event following the event and discuss issues of interest to the school and the community.

B. Chaperone Guidelines

- a. No faculty or staff members.
- b. All parent chaperones should adhere to stated guidelines set forth by the sponsor group.
- c. Have a current yearbook on hand.
- d. Chaperones should call the parent in case of emergencies and not call the school, even in cases of moderate drinking.
- e. Call police for emergencies or drugs.
- f. Chaperones should call the parent if students do not come or if they leave unusually early.
- g. Rowdy or disruptive students should be asked to leave and parents should be called.
- h. No smoking or tobacco products.
- i. No alcohol.
- j. No illegal drugs.
- k. No lewd or vulgar dancing.
- l. No fireworks.
- m. Students must keep clothing on at all times.
- n. Chaperones will rotate on and off of the dance floor (Dads are usually very effective at this).
- o. Do not stand around and watch the students on the dance floor all night.
- p. Chaperones will assist with monitoring bathrooms, exits, parking lots, refreshments.
- q. Be friendly, not judgmental or annoying to students.
- r. Be there, but don't be obvious or flashy. Don't dress to compete with students, be loud or draw attention to yourself.

- s. Don't stand around all night and talk to other parents only. Don't gossip about students or their attire.
- t. Chaperones are to notify the head chaperone if there are any problems.
- u. No one may leave the dance and come back in once they have left the building/area. An exception on a case by case basis would allow for a parent to accompany them to the car to retrieve needed items.
- v. These are children, young people, and teenagers. Be firm, but loving and discreet.
- w. If inappropriate dancing occurs, call the couple away from others after the song and ask them to dance appropriately. This is their first warning. Second warning – do the same thing. Third warning – they may be asked to leave.

C. D.J.'s and Bands

- a. No physical contact with students.
- b. No requests of songs from students-only through specific chaperones.
- c. No dancing with students. Social contact with students should be held to a minimum.
- d. Clothing of D.J. and band members should be decent and inoffensive.
- e. Language of D.J. and/or band members should not be vulgar or offensive – nor suggest sexual activity or drug use.
- f. Consider submitting for approval a play list from D.J. and band.
- g. Consider paying half of money at contract and half the money after the event.
- h. D.J. or band will not use any alcohol or controlled substances prior to, during or after the performance at the location of the party.
- i. No smoking will be done in the presence of the students before, during or after the party.
- j. D.J. or band will not perform any music of profane, immoral or sexual content. The band will not do any lewd dancing or gestures. Please be mindful that this party is for Foothills Community Christian School students. We wish to encourage our children in the greatest of safety and good, clean fun.
- k. Failure to comply with any of the above will result in no further payment to the D.J. or band.

ELIGIBILITY

These requirements apply to all extracurricular activities, events and competitions. Extenuating circumstances may be reviewed by administration, but they are rare. The following rules apply:

ACADEMIC REQUIREMENTS FOR PARTICIPATION

To participate in any extracurricular activity, each student must maintain a seventy or above average in each and all subjects.

1. Be enrolled as a full-time student (4 or more class periods per day).
2. Grades are checked weekly. Each week the grades are averaged with the preceding weeks through the **end of the year**. The cumulative grade average in every class must be sixty (60) or above for the student to be eligible. If a student is failing any subject at the time grades are checked, the student is ineligible for the following week. Should the student still have a failing average in any class that student is ineligible the next week; this cycle repeats until the student is passing or is withdrawn from school.
3. The student can participate in practices.
4. The student may attend but will not be permitted to participate in any extracurricular events or games.
5. The student will be required to attend any tutoring sessions that may be assigned by the Athletic Administrator, teacher, sponsor, or coach during the ineligibility period.

Students are responsible for all class work, homework and tests they miss due to competitions or required or approved activities that take place during normal school hours. Missed assignments and tests are due on the first day the student returns to school.

SUMMER ACADEMIC GUIDELINES FOR PARTICIPATION

1. Students who end the second semester in non-compliance with academic requirements for participation in extracurricular activities may participate in summer student activities. They become ineligible and will follow the academic requirements for participation on the first day of fall classes.
2. Students who successfully complete any FCCS approved academic credit work in the summer (that raises the failing grade to a passing average prior to the first day of fall classes) become academically eligible on the first day of fall classes.

ATTENDANCE REQUIREMENTS FOR PARTICIPATION

Extracurricular activities provide opportunities for learning Christian leadership and socialization skills. To be eligible for any **extracurricular activity** students must:

1. A student must be in attendance for at least a half day the day of the activity in order to participate.

2. Be enrolled in a minimum of four core classes on campus at Foothills Community Christian School.

MCAA EXCEPTION

Students that attend a MCAA (Montana Christian Athletic Association) member school (e.g., Treasure State), that does not have enough students to participate in MCAA sports, may petition the FCCS Athletic Director for permission to play on a FCCS team. Permission is granted by the Head of School and/or school board on a case-by-case basis and is valid for only one year at a time. **MCAA Board approval is also required.**

BEHAVIORAL REQUIREMENTS FOR PARTICIPATION

Extracurricular activities provide opportunities for learning Christian leadership and socialization skills. Some clubs and organizations have behavioral stipulations, for those that do **not**, to be eligible for any **extracurricular activity** students must:

1. Not be on category 2 behavioral probation – unless the conditions of probation stipulate otherwise
2. Not be on category 3 behavioral probation

DISCIPLINE

The discipline policy of the school is intended to establish a classroom environment conducive toward learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority. It also builds a platform for lasting trust-based relationships of respect and dignity.

The FCCS discipline policies include instruction, correction, punishment and reward. All of these elements are biblical principles and a balance between punishment and reward is essential.

Each teacher will review the discipline policies with the class during the first nine weeks.

CHARACTER EXPECTATIONS

Foothills Community Christian School is committed to developing future Christian leaders whose character is beyond reproach and whose personal integrity is evident in all academic endeavors. To that end, the educational environment of our school must reflect the highest standards of honesty, respect, and trust. The following represents FCCS's expectations for student behavior that are consistent with preparing students for their futures as productive citizens.

All students enrolled at Foothills Community Christian School are expected:

- To develop their personal relationships with God and be open to His claims on their lives;
- To strive to fully develop their minds and intellect for the glory of God;
- To model the highest standards of honesty in all endeavors;
- To keep the rules of Foothills Community Christian School;
- To report their own violations;
- To use their influence to encourage other students to keep the rules of the School, and
- To report their own violations
- To complete all academic responsibilities honestly and independently except under specific circumstances in which the instructor clearly gives permission for student collaboration;
- To learn about and understand plagiarism and how to cite sources properly;
- To refuse to reveal any information concerning a quiz, test, or examination to another student taking a test or to one who may take the test at a later time or date;

- To refrain from the unauthorized or unacceptable use of computers, the school network, or other electronic devices;

The Principle of Honor (Philippians 4:8, 9):

I will at all times develop and uphold high standards of honesty in thought, speech, and behavior.

The Principle of Self-Control (Philippians 2:3):

I will at all times control my personal desires in harmony with the social good of all, considering the interest of others to be of equal value with my own.

The Principle of Consistency (I Thessalonians 4:9-12):

I will at all times work in accordance with the conventions of cultured society and the traditions of Foothills Community Christian School.

The Principle of Good Citizenship (Romans 13:3):

I will at all times cooperate with the rules and policies of the School.

All teachers and students are obligated to report any violation to an appropriate authority.

CONDUCT – EXPULSION BEHAVIORS

The school retains the right to search the person and property of any student. The school retains the right to search any vehicle used by students. The school retains the right to require drug testing of any student at the parent's cost should there be suspicion of drug use or possession. The policy is in effect seven days a week during the student's enrollment at FCCS.

The school will not normally allow any student to enroll or continue in his attendance at FCCS if he engages in any of the following:

- Activities that violate biblical moral codes or conduct
- Activities that seriously threaten the safety of the student or classmates (including reckless driving)
- Violation of US, State or City laws and ordinances or an arrest
- Activities that show gross lack of respect for authority or property
- Frequent and repeated violation of Category II rules

SOCIAL NETWORKING

Teachers may maintain a school-based website for their classes with syllabus and homework assignments. This site may contain a discussion board, moderated by teacher, in which students may participate. Students are limited to contacting the teacher outside of class through this site or through email concerning school assignments only. Any moral code misconduct by students that becomes public knowledge through social websites and causes disruption to the daily operation of school may be subject to disciplinary action.

Social networks in the 21st century have gained tremendous popularity; and favorable connections to friends and family have been established. Unfortunately, as with any media that has widespread use, misuse occurs. Because this is a very difficult communication media to oversee, our school has determined to block the use of social networks during school operations and allow parents to oversee their children in the use of this internet communication. If our school or school staff is mentioned in any controversy on the internet through the use of any of the electronic social networks (i.e. Facebook, snapchat, WeChat, Instagram) engaged by our students, we will take the necessary action to involve parents, school officials and local authorities as necessary to resolve the issues.

Teachers may maintain their own social website but may not interact with students currently enrolled in their class(es) through this site. Teachers may establish a class social media site for classroom and homework usage, as long as parents are aware and may join with at least viewing rights. Any moral code misconduct by a teacher that becomes public knowledge through social networking websites is valid for discipline procedures.

Students and teachers may interact through twitter, only if necessary and if parents are aware and have the opportunity to follow, on school outings or field trips for purposes of logistics and safety concerning trip.

CLOSED CAMPUS (9th – 10th grades)

FCCS is a “closed campus” school. Students are not free to leave for lunch EXCEPT on Fridays. For students to leave on Fridays for lunch, the school must have written parental permission on file. During school hours students may only leave when parents check them out personally or an Administrator is notified in writing from the parent or guardian of the need for the student to leave campus during school hours.

STUDENT DRIVERS

Any student driving to school must also possess a written permission form from a parent or guardian. Students are not allowed to go to their cars during the school day without administrator permission. All students must register their vehicle to park on our campus. All student drivers must have a valid license and proof of insurance to park on campus. Students are assigned to a parking area. Students may be assigned parking places. Students must register their car and purchase a parking pass from the office. Students who do not park in their assigned space may be towed at the owner's expense.

Students are not to sit in their cars waiting for class to start or drive off campus without proper permission. Students may drive themselves to school functions only if the school is not providing transportation. The school will need the written permission from the parents in order for the students to drive to these functions, to ride with a student driver, or to drive other students. Students driving recklessly on campus will lose their privilege of driving to school. Driving is a privilege that can be taken away if abused at the Upper Head of School's discretion

DESIGNATED SCHOOL AREAS

Students are only to be in areas designated for student activities and must park in student designated parking.

CARE OF BUILDING, FURNITURE, EQUIPMENT

Damage to a building, property, furniture, fixtures or equipment, whether willful or through negligence, shall be paid for in full by the person or persons responsible, or by the parents or guardians of the student(s) involved.

STUDENT LOCKERS

Each student is given a locker in which to keep school supplies and books. Locker cleanups may be done at the discretion of teachers; locker checks may be done at the discretion of the administration. Lockers are property of the school and should be treated with respect and cared for properly. Excessive damage to a locker is charged to the student. The student should clean out lockers by noon on the last day of finals. No food is allowed in lockers except bagged lunches.

CARE OF TEXTBOOKS

Students are responsible for all textbooks issued to them. Hardback books must be covered at all times (**do not use adhesive based material**). Students are charged for marks, writing or other types of damage to books. If a textbook is lost, the student must pay for it or the student's account is charged before another book can be issued. If the book is subsequently found and turned in, the student will receive a refund.

DISTRACTING PERSONAL POSSESSIONS

Items that in some way interfere with an orderly school climate are not to be brought to school. Some examples of such items include but are not limited to:

- Radios
- I-pods
- Skateboards
- Basketballs
- CD/DVD players
- Laser Pointers
- MP3 players
- Other high tech. games

When such items are used for anything else during the school day, they may be confiscated by a member of the school staff and returned to parents upon request. The administration may assess a fine and keep the device up to and until the end of the school year.

HIGH SCHOOL DRESS CODE

(The general section of the handbook is followed on all other dress code questions that are not addressed below)

In order to assist students in understanding that some events require a difference of dress, special activities will have a prescribed special event semi-formal requirement. The Head of School will designate proper dress for special event and activity days.

ENFORCEMENT

Students not in compliance will not be permitted to participate in the activity until they comply. Attempts will be made to contact parents in order for the student to be brought into compliance in time to participate. Lack of participation due to non-compliance will count as an unexcused absence.

DRESS CODE FOR SPECIAL EVENT ACTIVITIES (grades 6-12)

Including, but not limited to:

AWARD DAYS

GRADUATION

Since FCCS is established on Christian principles, dress for our special events must also be appropriate to our philosophy. Foothills Community Christian School is a school that permits homecoming dances, proms, banquets, and other formal events. While allowing these events, it is highly expected that the dress for these events reflect our core values. This option, we feel, is much better than the option of not allowing these events at all. Cooperation between parents, students, and administration is needed for this to succeed. Students who do not participate on dress-up days are expected to be in their regular uniform.

ON-CAMPUS

Ladies: Dresses, blouses, dress pants, and pant outfits are acceptable. Long dresses and skirts are also acceptable. Backless dresses are permitted if the scoop stops at the midpoint of the back and sides are not too revealing. Dresses/blouses should still have a modest neckline. Skirt length should also remain modest (2 inches or less above the knee). Although you may wear sleeveless attire, the dress or top should have a jacket, sweater, or over-blouse. Use the three-finger rule to determine allowable shoulder width tank tops. Dresses and blouses must have a modest neckline. Dress pants may not be excessively tight fitting. Jeans, shorts, and T-shirt style tops are not considered dress-up apparel. Dress shoes should be closed toe and heel unless specified otherwise by administration. Beach style sandals, flip-flops, athletic/tennis shoes or high-top boots are not to be worn. If there is any doubt of dress attire, students or parents should contact administration in advance. Having dresses approved is advisable. The student may bring the dress for approval; however, a picture of the dress with the student wearing it is preferable for the approval.

Gentlemen: Collared dress shirts, polo style shirts, and dress slacks are acceptable. Conservative ties are encouraged; “Dockers” or cotton twill slacks are acceptable. Jeans, shorts, saggy/baggy pants, tank tops and T-shirt style tops are not considered

dress up apparel. Matching dress shoes and belt are expected. Beach style sandals, flip-flops, athletic/tennis shoes or high-top boots are not to be worn.

OFF-CAMPUS

The Head of School will determine proper attire for off campus events. If a student wants to invite a non-FCCS person as a guest to the event, a “Non-FCCS Guest Permission Form” must be submitted to the Head of School no later than a week in advance for approval. The guest is to follow the same guidelines.

The administration reserves the right to deny entrance to an event in which the student or the student’s guest is not properly dressed.

WHOM TO CALL?

<u>QUESTION</u>	<u>ANSWER</u>
General campus functions, programming, student conduct, attendance	Business Manager, Head of School, Advancement Coordinator
Scheduling, standardized tests, community resources, parenting skills, support groups	Head of School, Instructional Supervisor, Advancement Coordinator
Athletics, Student Activities, Calendar	Athletic Director, Instructional Supervisor, Advancement Coordinator, Business Manager, Administrative Assistants,
Hygiene, immunizations, vision and hearing, illness, health related information	Administrative Assistant-Front Office, Business Manager
Student grades/progress, course content, classroom discipline, class assignments/homework	Teachers, Head of School, Instructional Supervisor
Volunteer Services	Advancement Coordinator, PTF President, Booster Presidents
Fundraising, Gifts to the School	Advancement Coordinator, Business Manager, Athletic Director, Head of School
Current books, research and supplementary reading, parenting literature	Head of School, Instructional Supervisor
School lunch program, Facility scheduling, Facility Upkeep	Facilities Manager, Business Manager, Administrative Assistants
Tuition and Fees	Bookkeeper, Business Manager, Administrative Assistants, Advancement Coordinator

When a parent or guardian has a question or concern, the person who made the initial decision should be contacted. If the parent or guardian still has a concern after discussion with that person, the Head of School should be contacted.

SCHOOL STAFF

2023-2024

The Support Staff, including maintenance and office personnel, daily provide vital ministries for FCCS. They are the avenues for much of our communication and assistance. In most instances, these people can answer any questions you have.

The Faculty is composed of specialists who consistently work with your child in and out of the classroom. Become familiar with your child's teacher. If you have questions concerning your child, contact the teacher first.

The Head of School, Matthew Zwicker (mzwicker@foothillschristian.org), is the administrative Head of the School and directs the daily operations of the school. Administrators report to the Head of School and Head of School reports to the School Board of Directors. The Head of School is visible on campus and is available for assistance when appropriate.

A = Associates Degree B = Bachelor's Degree,
M = Master's Degree, D = Doctorate Degree

INSTRUCTIONAL FACULTY AND ASSIGNMENTS

TEACHER	DEGREE	ASSIGNMENT	YEARS AT FCCS	TOTAL YEARS
Bauer, Dustin	B	12th Bible, 11th/12th Economic & Government, 10th World History 2, High School Video Production, 8th World Geography	14	20
Dierking, Doreen	B	Upper School/Middle School: Math, Science, Montana History	16	42
Fladager, Amber	B	Lower School: Third Grade	5	5
Grimes, Connie	B	Art: All Level (PT)	10	17
Holder, Joe	M	Upper School: History, English, 8th Bible	1	1
Holland, Alyssa*	B	Lower School: Fifth Grade	11	11
Jensen, Teresa	B	Lower School: Kindergarten	4	18

Juhl, Emma *	B	PE: All Levels	1	1
Lapp, Kathryn	M	Pre-Kindergarten, Kindergarten, and First Grade Music	1	
Leeds, Hannah	B	Upper School: Math	1	1
Miller, Betsy	M	Upper School: Science	11	17
Morrison, Carrie	B	8th - 12th English, Speech, College Prep	6	14
Prettyman, Jerod	B	9th – 11th Bible, Boss Club	2	5
Rhodes, Jay	M	Lower School: Fourth Grade	2	29
Ruiz, Deborah	B	Lower School: First Grade	1	8
Rushton, Roxie		Pre-Kindergarten	2	24
Wallace, Lisa	B	Music: All Level	6	6
Wied, Rachel	M	Lower School: Second Grade	1	9
Zimmerman, Evan	B	6th & 7th Bible, Technology 6th - 12th	2	2

*Graduate of FCCS

ADMINISTRATIVE – FACULTY

ADMINISTRATOR	DEGREE	ASSIGNMENT	YEARS AT FCCS	TOTAL YEARS
Zwicker, Matthew	M	Head of School	1	8
		Advancement Coordinator		
McNay, Carson*	B	Athletic Director, Transportation Coordinator	3	3
Miller, Betsy	M	Instructional Supervisor (PT)	11	17
Hall, Ramona	-	Business Manager	23	23

*Graduate of FCCS

FACULTY SUPPORT

FACULTY SUPPORT	ASSIGNMENT	YEARS AT FCCS
Bandow, Shelly	Teacher Assistant	2
Knight, Elizabeth	Teacher Assistant	2
Lapp, Kathryn	Teacher Assistant	1
Shope, Jordan	Teacher Assistant	2
Strange, Rebekah	Teacher Assistant	1

SUPPORT STAFF

SUPPORT STAFF	ASSIGNMENT	YEARS AT FCCS
Keele, Jeff	Boiler Operator	8
Matti, Mike	Building and Grounds Attendant	6
Morgan, Loree	Bookkeeper	4
Pennell, Bonnie	Administrative Assistant – Front Office	22
Ruiz, Chelsie	Advancement & Administrative Assistant	1
Shaw, Damian	Staff Support & Chaplain	3
Wolstein, Jeff	Facilities Manager	3

SPECIAL PROGRAM STAFF

SPECIAL PROGRAM STAFF	PROGRAM RESPONSIBILITY
Current Staff	Before School Care
Jessica Tolliver	After School Care

ATHLETIC STAFF

Fall	Varsity	Soccer – Head (Men)	Joseph Yeisley
Fall	Varsity	Soccer – Assistant (Men)	Dylan Gillespie
Fall	Varsity	Volleyball – Head (Ladies)	Kelsey Rubens

Fall	Varsity	Volleyball- Assistant (Ladies)	Emma Juhl
Winter	MS	Volleyball – Head (Ladies)	Emma Juhl
Winter	Varsity	Basketball – Assistant (Men)	
Winter	Varsity	Basketball – Assistant (Ladies)	
Winter	Varsity	Basketball – Head (Men)	
Winter	Varsity	Basketball – Head (Ladies)	Kerri Koteskey
Winter	MS	Basketball – Head (Men)	
Winter	MS	Basketball – Head (Ladies)	Amber Fladager
Spring		Golf – Head	