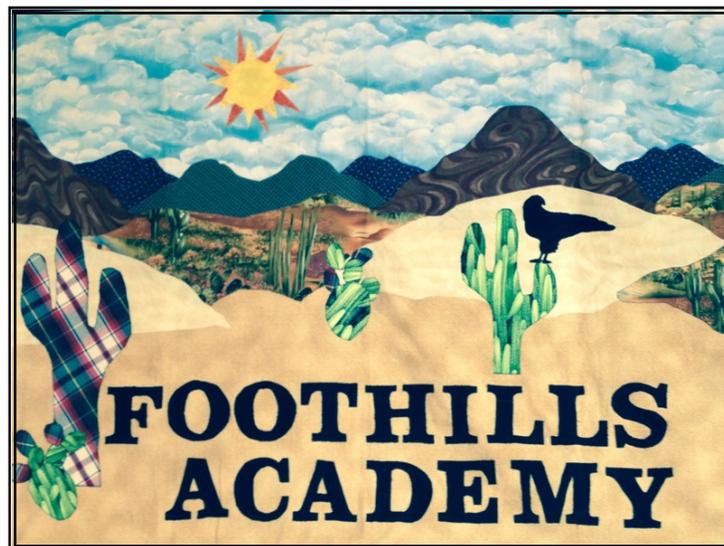


FOOTHILLS ACADEMY

E L E M E N T A R Y



2016-2017

Student/Parent Handbook

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WELCOME

Foothills Academy was established in 1993 as a coeducational college preparatory school serving grades six through twelve, with the addition of grades one through five in 2009 and Kindergarten in 2013. Involvement is part of the learning process for Foothills Academy students. This process stresses the six shared values of the Foothills Academy community which are

Respect
Honesty
Integrity
Responsibility
Effort
Perseverance

This handbook contains the guidelines by which Foothills Academy Elementary (FAEP) operates and includes our expectations regarding student conduct. The handbook is also designed to answer questions frequently asked by both parents and students. As in all schools where self-examination and evaluation are integral parts of the community's strength, procedures and policies are subject to changes and improvements. Looking ahead, we hope to work together to make your years at Foothills Academy Elementary both challenging and rewarding.

PHILOSOPHY

Foothills Academy is guided by the philosophy that a learner is a purposeful, goal-oriented, socially interactive being who is motivated by the desire to meet psychological, social, physical, and emotional needs. Education provides a context in which learners are able to enhance themselves through the development and refinement of purposes, the achievement of goals, and the experience of constructive interactions that lead to the fulfillment of their needs. A learner who is part of a successful educative process is one who increasingly identifies personal development in individual and social contexts with the fulfillment of needs.

- Donald S. Senneville, Director

MISSION STATEMENT

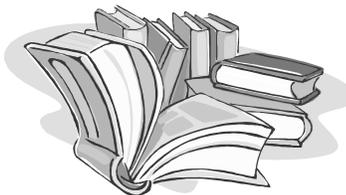
The mission of Foothills Academy College Preparatory is to provide an educational setting for academically advanced students who are self-directed, competent learners who will excel in college and exercise leadership in a changing world.

All **goals** relate to the acceleration of each student's achievement and academic development.

- Students are taught critical thinking skills in the classroom through a relevant curriculum which is based on higher order thinking skills and problem solving.
- Students will develop their own values and perspectives based on personal and group experiences and by the use of logic, intuition, and abstract analysis.
- Students will produce creative projects and authentic assessments in the areas of writing, research, creative problem solving, and critical thinking.
- Students will demonstrate competency in computer use, research skills and lab procedures, and methods of field research.

Criteria for meeting goals

- Assessments match student outcomes to curriculum standards, skills, and concepts.
- Values and student perspectives are assessed by teacher observation and parent conferencing.
- Creative projects are assessed by rubrics that measure problem-solving and critical thinking.
- Computer competency is measured by the Arizona Department of Education technology standards which are specific to research and basic tech proficiency.



← COMMUNITY RESPONSIBILITIES →

Administrators' Responsibilities

The administrators are responsible for supporting teachers and insisting that they meet their obligation to create an atmosphere conducive to student self-direction and self-regulation. They support teachers in maintaining classroom management and being alert to and correcting situations likely to promote poor citizenship. They are responsible for notifying parents of serious student offenses and defending every individual within Foothills Academy Elementary against arbitrary and unfair treatment.

Teachers' Responsibilities

The teachers' responsibilities include maintaining a professional attitude and commitment to academic, advisory, character education, and special needs programs of the school; demonstrating effective classroom management; preparation for class activities which include, but are not limited to, planning lessons and/or activities to achieve daily and unit objectives as prescribed by the Arizona Standards; development of plans and methods of evaluating student work; development of strategies (e.g., clustering) to address the needs of students with different ability levels; review of subject matter; checking and responding to all voicemail and email within 24 hours; participation in professional development activities and in-service training; supervision of students in and out of the classroom; and consistent enforcement of all Foothills Academy Elementary rules including the uniform code as published.

Parents' Responsibilities

The parents' responsibilities are to support their child in their school work, attend school programs, activities and open houses, and abide by their signed commitment letters. Parents are expected to cooperate with the school and support its corrective measures and to notify the school of any unusual behavior pattern or health issue on the part of their child. Parents are expected to ensure that their students follow the uniform code. If a parent has a concern regarding classroom issues, the parent should first address the issue with the teacher(s) involved. If the issue is not resolved, then the parent may raise the concern with the Principal. If the issue is still not resolved, the issue may be raised with the Director, then with the Board if necessary.

Parents are expected to read and respond when appropriate to all Foothills Academy Elementary communications (including emails and website bulletins/information). Parents are responsible for notifying the school of address, phone (including cell phone), email, and child custody changes.

Parent Volunteers

The Arizona Department of Public Safety requires volunteers who work with children on a regular basis to obtain a background check. To obtain the forms and instructions to accomplish this, please contact the school front office. This will require fingerprinting and fees. If you already have a valid fingerprint card, you may provide us with a copy to satisfy this policy. To receive more information regarding background checks you may contact the Arizona Department of Public Safety at (602) 223-2223.

COMMUNITY INFORMATION

In order to volunteer for one of our school field trips, volunteer must agree to be responsible for a specific group of students chosen by the classroom teacher. If the trip requires you to transport children other than volunteer's own, the school will need copies of current driver license and vehicle insurance card.

Conferences

Conferences may be scheduled with teachers throughout the school year. No formal conferences are scheduled, although student progress may be monitored online, or student/teacher/parent conferences can be scheduled.

Note: Decisions regarding grouping of students and discipline are the exclusive responsibility of the school administration.

THE SCHOOL DAY

Grades K through 6:

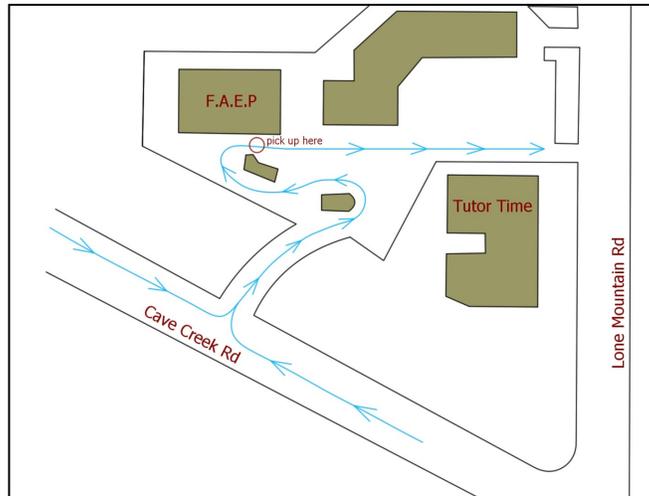
- ❖ **Earliest drop off is at 8:00 A.M.
School starts at 8:30 A.M. and ends at 3:00 P.M.*
(*on half days at 12:00 P.M.)**
- ❖ **Pick up is at 3:00 P.M., no later than 3:15 P.M.*
(*on half days no later than 12:15 P.M.)**
- ❖ **For traffic control, please abide by the parking lot pick up instructions as established at the beginning of the school year.**

Supervision of your student prior to **8:00 A.M.** and after **3:15 P.M.** is not the responsibility of Foothills Academy Elementary, with the exception of after school tutoring or other school sponsored activities. Parents should **not** drop off their student before **8:00 A.M.** and should pick up their student **PROMPTLY** on the days and at the times indicated above. **Parent cooperation is essential in this area.**

Pick up procedures at the FAEP campus:

The school will begin releasing students at 3:00 P.M. (or 12:00 P.M. on half days). Students will be released to the parent/guardian outside the entrance to the school. There will be a teacher or staff member with a walkie-talkie in the parking lot. They will call your child out from the building as you drive up to them. Staff and Teachers will assist your child(ren) into your vehicle on the driver's side. Students will not be allowed to walk across the parking lot alone to your parked vehicle. We will not release a student unless a parent or an authorized person listed on the student's "Pick up Authorization Form" is present, or a signed notification from the parent or guardian has been received by the elementary campus front office. For traffic control and safety, please abide by the parking lot drop-off and pick-up directions as follows: **(see next page for illustration)**

COMMUNITY INFORMATION



STUDENT RECORDS

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the students. The student records maintained by the school may include, but are not necessarily limited to, identifying data; report cards and transcripts of academic work completed; standardized achievement test scores; attendance data; reports of psychological testing; health immunization records and teacher or counselor observations.

All student records are maintained in the offices of the school and are stored in locked file cabinets. Records are available only to the teachers and staff working with the students. If a student should transfer to another school, these records will be sent to the new school upon parents' written request. Records are confidential and will be released to most agencies or persons only with prior written consent of the parent. Students 18 years of age and older and custodial parents/guardians have the right to inspect and review that student's records.

HEALTH ISSUES



When a child becomes injured or ill at school, the parent will be called immediately and must make arrangements to pick up the child within 30 minutes of the time they are notified by the school of the illness or injury. Children may not be left at the school indefinitely after the parent is called. **Parent cooperation is essential in this area.**

If a child is sent home with a fever, parent should keep the child at home for at least 24 hours before allowing them to return to school.

Parents should notify the school of any relevant health issues.

COMMUNITY INFORMATION

IMMUNIZATION RECORDS

To enter or transfer into public, private, or charter elementary and secondary schools (grades kindergarten through 12), students, individuals more than 18 years of age, or emancipated students, must have immunizations.

The law allows

- (a) parents/guardians to elect exemptions to immunization requirements based upon their personal beliefs, and
- (b) health care providers of children to elect medical exemptions or provide laboratory evidence of immunity.

The law does not allow parents/guardians to elect exemption simply because of inconvenience (record is lost or incomplete and it is too much trouble to go to a health care provider or clinic to correct the problem). Students who are not immunized may be excluded from campus in the event of an outbreak.

Students are required to keep immunizations up to date in compliance with the Arizona Department of Health Services (ADHS). Parents/guardians will be notified if immunizations are not in compliance with the Arizona Department of Health Services (ADHS), and it will be necessary to have student(s) immunized accordingly. Parents/guardians should respond *promptly* when notified that students' immunizations require updating. If the student remains out of compliance, he or she will not be permitted to attend school without an exemption until their immunizations are brought up to date and a record of the update has been given to the school.

ACADEMICS

GRADES AND REPORT CARDS

Foothills Academy Elementary is committed to discouraging grade inflation. The grades on the student's Report Card reflect the student's performance according to the absolute scale derived from strict adherence to Arizona Academic Standards at the appropriate level. Frequent and consistent monitoring of student progress is a high priority.

- Foothills Academy has implemented a unique way for parents to check on important data, such as your child's grades and attendance. Since "real-time" access to grades is now available, all quarter and semester report cards will be accessible only online. Paper report cards will no longer be mailed. This access is provided via a real-time Web-portal called FamilyLink that is dynamically linked to the school's Student Information System.
- Using FamilyLink, parent and family members can access this information by visiting the Web site for Foothills Academy at www.foothillsacademy.com and navigating to the link to FamilyLink. This is a vital communication tool and can be accessed from any computer that has open access to the Internet.
- Letters will be mailed home at the beginning of the school year containing a Username and Temporary Password. Note: The password provided is

ACADEMICS

temporary. The first time you log in, you are prompted to change the password to something more secure, yet easy to remember. It is important to remember that the data provided via FamilyLink is confidential and appropriate measures to protect credentials should be taken to prevent unauthorized access.

- Parents/guardians are encouraged to contact the teacher by phone, email, or in person for an appointment to address concerns or questions about academic progress and student grades.



DIRECTOR'S LIST/PRINCIPAL'S LIST

Honor lists are determined at the end of each semester.

- Candidates must have attended Foothills Academy Elementary the equivalent of one semester. On appeal, exceptions may be considered by the administration.
- Participation is open to qualified full-time students in grades 5-6
- Each semester's GPA is to be used for determining scholastic eligibility
- GPA requirements are the same for all candidates in grades 5-6
- The minimum semester GPA requirement for Principal's List is 3.3 (on a 4.0 point scale) with no grade lower than a "B" in any subject.
- The minimum semester GPA requirement for Director's List is 3.8 (on a 4.0 point scale) with no grade lower than a "B" in any subject.
- On the date the semester ends, students having an Incomplete in any subject will not be eligible for the Director's List or Principal's List that semester. Director's List and Principal's List designation is not retroactive.

NOTE: Periodically, as part of the daily lesson, students are asked to exchange their homework/class work assignments in order to review and grade the assignment together in class. The purpose behind doing this is to provide the students with immediate feedback and an opportunity to receive clarification on class concepts.

Ds AND Fs AND REMEDIATION POLICY

- **For 6th grade**, A 6th grade student in the regular education program who receives a **D** or **F** average in both Literacy and Math for the current year will be recommended for retention at that grade level for the coming year unless remediation in both subjects is successfully accomplished.
- Written proof of remediation is required. Remediation must be done for **Ds** and **Fs** in either literacy or math through taking summer school classes, completing an accredited supervised or independent course, tutoring, earning credit by exam, or doing a special project.

If your student receives a D or F on his/her progress report or semester report card, please contact the teacher *immediately*.

← ACADEMICS →

PROMOTION AND PUPIL-TEACHER RATIOS CHECKLIST FOR STUDENTS WITH DISABILITIES

- A. Foothills Academy Elementary ensures that the governing board shall prescribe criteria for promotion for students with disabilities which shall include accomplishment of the academic standards adopted by the State Board of Education in reading, writing and mathematics (ARS 15-701.01.B).
- B. Foothills Academy Elementary's governing board may adopt other criteria for students with disabilities including additional measures of academic achievement and attendance which are in addition to the courses of study and competency requirements prescribed by the State Board of Education (ARS 15-701.01 and A.A.C. R7-2-301 (D)(1)).
- C. Foothills Academy Elementary establishes the following policy regarding special education student allowable pupil-teacher ratios 14:1: (ARS 15-764 (A)(5)).

Procedures include, but are not limited to

- 1. A student with disability will complete the requirements in accordance with the academic standards adopted by the State Board of Education in reading, writing and mathematics (§ARS 15-701.01.B).
- 2. All students with disabilities will take Arizona's Instrument to Measure Standards (AIMS) at grades 3, 5, 8, and high school OR, for students in ungraded classes, at ages 9 years, 11 years, 14 years and 16 years.
- 3. Each student's IEP team will determine the promotion test criteria.

← BEHAVIOR AND DISCIPLINE →

GUIDELINES AND PROCEDURES FOR STUDENT DISCIPLINE

INTRODUCTION

Foothills Academy Elementary is a unique place of learning and offers a challenging curriculum in a personalized setting. It allows students freedom to explore their individual identities and focus on their education. Each student is prized as an individual and treated as part of a family, the Foothills Academy Elementary family. Foothills Academy depends upon the character of its students to make this possible. Foothills Academy students enjoy greater freedom because they are independent, self-directed, and willing to accept greater responsibility.

The purpose of these guidelines is to establish general principles for behavior of Foothills Academy Elementary students. Students themselves will be the primary exemplars of standards for behavior.

BEHAVIOR AND DISCIPLINE

DISCIPLINARY PROCEDURE OVERVIEW

Rule infractions at Foothills Academy Elementary are handled utilizing the following procedure. Foothills Academy Elementary is required by law to preserve the privacy of all students in disciplinary matters.

Teachers and students are encouraged to resolve minor classroom disturbances and personal conflicts informally by inviting cooperation to end conflict and addressing the shared values of the school to reach resolution.

More severe infractions are referred to the principal. A teacher, parent, student and principal conference will be held the next day. After the incident, a hearing for the accused student and an investigation, the principal and the director decide if there is enough evidence to warrant either an administrative decision regarding consequences or a referral to any one of the disciplinary options for review.

Consequences for infractions are sequenced based on severity of infraction and the student's disciplinary record.

ADMINISTRATIVE DECISION PROCESS

- A. When a student is accused of misconduct, the administration will meet with the student and provide the opportunity for the student to explain or present additional information about the alleged misconduct. If the alleged misconduct is serious or if the recommended or possible sanction is disciplinary probation, the administration will provide notice of the meeting to the student's parent or guardian. If the student's continued presence in class is excessively disruptive to the educational mission of the school, the administration may immediately remove the student from class and refer the decision for permanent removal from the class to the **Compliance Review Committee**.
- B. If a long-term suspension or expulsion appears to be considered, the Principal may convene the **Faculty Discipline Council (FDC)** to advise them of the offense, the student's discipline history, and any aggravating/mitigating circumstances to be considered. By simple majority, the **FDC** will deliver to the Administration the faculty recommended action. The final determination of sanction rests with the Administrative Team.
- C. If the student is suspended for more than 10 consecutive school days or if the student is expelled, the student may appeal the sanction to the Foothills Academy Board.
 1. The appeal must be in writing and must be delivered to the Director and Principal within 10 calendar days after the student receives the decision from the administration to suspend or expel. The administration may also provide a written response to the Board.
 2. The Board will hear the appeal in closed session within 10 calendar days after the Board secretary receives the written appeal.
 3. No member of the Board who participated in the decision to suspend or expel will participate as a Board member in the appeal (but may provide evidence, if appropriate, during the appeal hearing).
 4. The decision of the Board is final.

BEHAVIOR AND DISCIPLINE

ADMINISTRATIVE DECISION PROCESS (Continued)

A student with disabilities will be disciplined as a regular education student unless the infraction is determined to be related to the student's special need, in which case, the student will be referred to the IEP team to follow IDEA and state mandated special education disciplinary procedures. For more details please see Foothills Academy Elementary's SPECIAL EDUCATION POLICIES AND PROCEDURES regarding discipline in this Handbook.

POLICIES AND PROCEDURES

ATTENDANCE IS AN ESSENTIAL PART OF THE EDUCATIONAL PROCESS AT FOOTHILLS ACADEMY ELEMENTARY.

A. ABSENCES

An absent student must have his/her parent/guardian notify the Administration Office between **8:00** A.M. and **9:00** A.M. on each day of his or her absence. An absence must be excused by the parent/guardian by telephone, email or written notice within **24 hours**. Failure by the parent/guardian to do so will result in an unexcused absence and a zero ("0") for the classes missed.



Please Note: An unexcused absence in any class earns a zero ("0") for the day in that class. Teachers are required to record participation grades and provide appropriate academic consequences for unexcused tardies and absences.

For extended absences (more than two days), contact the school office for homework assignments. It is the sole responsibility of students to make up any and all course work missed due to absences. No credit will be given for work made up during an unexcused absence.

B. EXCESSIVE ABSENCES

1. If a student is absent for 15 days in a school year (total, not necessarily consecutive), a note from a physician must be brought to the office for every subsequent absence.
2. If a student is absent 10 consecutive unexcused days, the school must withdraw the student without notice.
3. If a phone call from a parent/guardian is not received within 24 hours of a student's reported absence, that absence shall be unexcused. State law does not allow for changes in absences once reported.

A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent (10%) of the number of required **attendance** days (180 attendance days) prescribed in A.R.S. section 15-802, subsection B, paragraph 1.

BEHAVIOR AND DISCIPLINE

Please Note: Students with excessive absences (more than 10% of the required number of school days) may be required to submit special projects or assignments in lieu of makeup work.

C. TARDIES

If it is foreseen that a student will arrive tardy, the parent/guardian must inform the Administration Office the day of the tardiness. Students are considered tardy after **8:35** A.M. **All tardy students must have a parent/guardian sign in for them at the Administration Office when they arrive on campus.** Tardiness will not be excused for oversleeping, missing or late transportation, working on schoolwork or other reasons deemed inappropriate.

D. APPOINTMENTS

Medical or dental appointments during school hours are not an acceptable practice unless absolutely necessary. If appointments are necessary during school hours, please try to arrange them after 2:00 P.M.

E. EXCUSE FROM SCHOOL

The administration and faculty are aware that parents have rights regarding the activities of their sons and daughters. We are, however, concerned when continued absence and tardiness affect a student's performance. In addition, excessive absences significantly impact state allocated funding. Foothills Academy Elementary cannot be responsible for a student's academic progress when there is continual absence and tardiness even with parental permission. We strongly discourage absence for extended vacations, hunting, camping, hiking, ski trips, family celebrations, etc. On rare occasions such an activity on school days may be necessary. If so, the student must make arrangements through the administration office within three school days prior to the first day of absence.

STUDENT'S PERSONAL PROPERTY

Students should not bring valuables or large sums of money to school. Foothills Academy Elementary takes no responsibility for lost or stolen items or protection of bicycles. Belongings may be searched if a search is deemed necessary by school administration. Student belongings, including clothing, must be labeled with student's name. Personal laptop computers should be labeled with student's name and password protected. Personal laptop will be used only for school assignments while on campus. No cell phones or gaming devices are allowed to be used during school hours.

CONDUCT AT ACTIVITIES

A student is considered at all times and places as a member of the Foothills Academy community. As such, he or she must be conscious of his or her actions at dances, parties, meetings, and other gatherings of Foothills Academy community members.

BEHAVIOR AND DISCIPLINE

RULES

These rules apply to student conduct on the campus of Foothills Academy Elementary, at all school sponsored events, events sponsored by organizations affiliated with Foothills Academy Elementary, and any events in which the student is representing Foothills Academy Elementary.

1. Be prompt, prepared, and polite.
2. Absences must be called in between **8:00** A.M. and **9:00** A.M. Students are considered tardy after **8:35** A.M.
3. No talking or disruptive behavior during Assembly or during other presentations.
4. No roller blades, skateboards, scooters or similar "vehicles" on school property. Bicycles may be ridden to and from school.
5. No food or drink (other than water) is allowed in the building, except in designated areas during lunch. Capped water bottles (filled with water only) are allowed.
6. Foothills Academy Elementary is a closed campus for **ALL** students. All students are to remain on campus during lunch. Non-Foothills Academy Elementary students are NOT allowed on campus at any time unless given permission by the administration. When given permission by the administration, the visiting student must obtain a visitor's pass from the school office.
7. Damage to or misappropriation of school property (including but not limited to buildings, furniture, carpet, textbooks, computers, software, et al) is the monetary responsibility of the individual(s) who caused the damage and the parent or guardian of the student or students involved will be held responsible for reimbursement of any costs incurred.
8. Any possession of, use of, distribution of, or being under the influence of illegal drugs or alcohol is prohibited.
9. Possession and use of tobacco products and **ALL** forms of cigarettes will result in disciplinary action.
10. Any intentional harm (threatened, verbal, or physical) inflicted upon a student and/or staff member is prohibited.
11. Possession and use of weapons, explosives, or fireworks is prohibited. Prohibited weapons include **ALL** knives (real or toy), pellet guns, "bb" guns, paintball guns, water guns, cap-guns, and **ALL** firearms.
12. Intentionally sounding a fire or lockdown alarm is prohibited.
13. Foul or inappropriate language is prohibited.
14. Open defiance of authority, continued disruptive or disorderly behavior, violent or threatening behavior, or excessive absenteeism are prohibited.

BEHAVIOR AND DISCIPLINE

15. Harassment is prohibited. Definition: Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of, but not limited to, the individual's race, religion, creed, color, national origin, age, physical ability, sexual orientation or gender. Harassment at any time during a school day, including conduct while going to or from school, or during school-related activities is prohibited.

Harassment includes

- *Verbal:* Derogatory comments or jokes, slurs, insults, epithets, or threatening words spoken to another person.
 - *Physical:* Unwanted physical touching, deliberate impeding or blocking of movements, or any intimidating interference with normal work or movement.
 - *Visual:* Derogatory, demeaning or inflammatory photos, posters, cartoons, calendars, written words, letters, notes, invitations, drawings, gestures, or objects.
16. At no time are students to be in off-limits areas. Off-limits areas include all streets adjacent to the school campus surrounding the school and unsupervised room areas. Before and after school, the areas designated for students is the playground.
17. Students will be led to cars by the teachers for pick up.
18. Students will not violate any other published Foothills Academy Elementary rules or applicable law.

SANCTIONS

1. Students agree to comply with these *Rules* and the *Guidelines and Procedures for Student Conduct*, and pursue the required course of study, in accordance with the authority of the teachers and administrators of Foothills Academy Elementary. A student who violates any of these *Rules* or the *Guidelines and Procedures* **may be subject to** one or more of the following sanctions:
- A. *Educational assignment* – This will include a commitment plan; it may include time out; parent conference; a written behavioral contract signed by the student, a parent or guardian, and a teacher or administrator. Approved community service may be part of an educational assignment.
 - B. *Warning* – This may be in writing, will include a commitment plan, and may require the student's and a parent's signature. The warning should specify which rule(s) have been violated and notify the student that further misconduct may result in a more severe consequence.
 - C. *Detention* – Teachers have the option to detain a student at lunch or after school for purposes of making up work, for extra help, or for creating commitment plans.
 - D. *Toleration* – Toleration involves allowing a student to attend school

BEHAVIOR AND DISCIPLINE

SANCTIONS (Continued)

daily subject to immediate removal from school for the day upon infraction of school rules. Parents will be called to provide prompt transportation of the student from school.

- E. *Probation* – There can be no further serious (as determined by the administration) infractions.
 - F. *Suspension* – This involves prohibiting the student from attending classes and school activities for a specified period of time or until specified conditions have been met. While suspended a student may not attend any Foothills Academy Elementary sponsored activities without the prior approval of the administration.
 - G. *Expulsion* – This involves permanent separation of the student from Foothills Academy Elementary.
2. Mitigating and aggravating factors **may be considered** when imposing a sanction. These factors may include the student's record of prior or similar misconduct; the nature of the offense; the severity of any damage, injury or harm resulting from the misconduct; payment or restitution by the student to the school, property owner, or the persons injured for harm done; the student's efforts to repair the property damaged by the misconduct, or any other factors appropriate under the circumstances.
3. All sanctions imposed are subject to state and federal law, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act and the Arizonans with Disabilities Act. The procedures for conduct review, recommendation of sanctions and imposition of sanctions are outlined beginning on Page 10, Guidelines and Procedures.

UNIFORM CODE

All Foothills Academy students in grades K - 12 are required to wear the official Foothills Academy uniform and must abide by the following rules. Adherence to the Uniform Code is the responsibility of the parents and student. Students out of uniform in *any way* will be asked to contact the parent immediately for prompt delivery of appropriate uniform clothing. We thank you in advance for your cooperation.

Foothills Academy uniform clothing includes the following. Unless noted otherwise, TO INSURE ADHERENCE TO THE UNIFORM CODE, all noted clothing items must be ordered/purchased at:

"CLEATS" **

20221 N 67th Ave., Ste E-5, Glendale, AZ

Phone 623-537-3376

website: www.iycfa.info

*****A portion of the proceeds from each sale will benefit the school and its programs.***

These guidelines must be followed in purchasing Foothills Academy (FA) uniform items:

SHIRTS/BLOUSES with official Foothills Academy logo – ("CLEATS" items only)

- Red long or short sleeve knit polo shirt
- White long or short sleeve oxford cloth shirt, buttoned appropriately at all times.
- Undershirts, long or short sleeved, if worn, must be collarless, **solid** white, **solid** red or **solid** black.
- Camisoles, if worn, must be **solid** white, **solid** black, or **solid** red (**no patterns or prints**).
- Official Foothills Academy T-shirts may be worn on Fridays **ONLY**.
- Official Foothills Academy athletic team jersey or shirt **ONLY** may be worn on game days. **NO** other pieces of the athletic uniform may be worn on game days (pants, shorts, socks, shoes, etc.).

PANTS/SHORTS with official Foothills Academy logo/SKIRTS (official Foothills Academy plaid only) – ("CLEATS" items only)

- Official uniform black or khaki pants with logo
- Official uniform shorts appropriate in length and fit. **Administration and faculty will determine inappropriate length or fit.**
- If shirt is tucked in pants or shorts, black or khaki web belt or black leather belt must be worn -- trimmed to fit appropriately (no belt "tails"). Do not remove belt loops from clothing.
- Official Foothills Academy plaid skirts (or plaid jumpers for *FAEP girls ONLY*). Boy-leg or bike style shorts (black **only**) should be worn under skirts.

UNIFORM CODE

HEM SKIRTS CAREFULLY! LENGTH AND FIT OF SKIRTS (& JUMPERS) MUST BE APPROPRIATE FOR SCHOOL WEAR. Administration and faculty will determine inappropriate length or fit. NO ROLLED WAIST-BANDS.

- **(FAEP ONLY) Length of skirts/jumpers should be no shorter than 3/4 of the way down the thigh.**

FOOTWEAR (not a "CLEATS" item) - **NO** patterns...**NO** prints...**NO** embellishments of any kind on shoes, tights or leggings.

- Shoes must be black, fully enclosed, 1" heel height *maximum*, no platform shoes of any kind. Shoelaces must be **solid** black. **No slippers, sandals, or flip-flops of any kind.**
- **Solid** black boots **ONLY** may be worn. Style must be appropriate for school wear. **NO** thigh-high, high heeled, or lace-up, combat-style boots will be allowed.
- When wearing boots with skirts or jumpers, **solid** black tights or leggings must be worn. Boots are not to be worn with shorts or pants are not to be tucked into boots.
- Knee highs, tights, and leggings must be **solid** black **ONLY**. Ankle length socks must be **solid** black or white.

OUTERWEAR

- **Solid** black Foothills Academy logo zippered hoodie sweatshirts are preferred. However, plain, **solid** black, zippered hoodies, overcoats, windbreakers, or sweaters may be worn. **Administration will determine and announce when sweatshirts and other outerwear are no longer appropriate for the weather.**

PE UNIFORM - ("CLEATS" items only)

- **(FAEP Only)** Athletic shoes (any color/type) are ok for PE days.
- **(FACP Only)** Seventh and Eighth grade boys and girls are required to wear the Foothills Academy white PE T-shirt during PE class. *Optional* black PE shorts or school uniform shorts or pants may be worn for PE, or the girls may wear **solid** black "boy shorts" under their uniform skirt for PE. Girls may **not** wear the black "boy shorts" without the skirt for PE.

Specific Guidelines---Purchase uniform selections carefully:

Students must stay in uniform at all times while on campus (including the parking lot). Students must change back into their school uniform before being dismissed from PE. Students must remain in the school uniform until they have left campus and are not to change clothes prior to dismissal or departure from campus.

- **No slogans, insignias, symbols on clothing** other than the official Foothills Academy logo.
- **(FACP ONLY)** Backpacks must be able to fit **inside** the student's locker (locker dimensions: **30 inches high, 11 inches wide, 13 inches deep**). Backpacks are not allowed in the classroom or on the ground beneath the lockers.
- No skin between shirt and pants, shorts, or skirts should be showing at any time.

UNIFORM CODE

- No extreme unnatural hair colors; no extreme haircuts or styles; no extreme facial hair. Grooming matters!
- Hoods attached to sweatshirt or black knit caps may be worn between classes on cold days but not while in class. Black beanies with Foothills Academy Logo and "girl hats" from "CLEATS" may be worn.
- No visible tattoos, body/face piercing (maximum 2 small earrings per ear is allowed), or body art of any kind (including drawing or making notes on oneself or clothing). Nothing excessive (quantity, color, style) – this applies to everything that can be seen.

Responsibility for making determinations concerning dress and grooming rests with the administration and all faculty and staff. Repeat violations of the uniform code may result in appropriate disciplinary action.

(FAEP ONLY) FREE DRESS DAY

TOPS/BLOUSES

- All straps should be at least 1½ " wide
- Racer back tops are inappropriate

BOTTOMS (SKIRTS, DRESSES, SHORTS, PANTS)

- No shorter than the middle of the thigh
- Pants need to fit appropriately. No sagging below the waist.

SHOES

- No slippers, sandals, or flip flops of any kind.

COMPUTER AND INTERNET POLICIES

NOTE: THE COMPLETE INFORMATION TECHNOLOGY SYSTEM POLICY IS POSTED ON THE WEBSITE AT www.foothillsacademy.com. STUDENTS SHOULD REVIEW IT CAREFULLY WITH PARENT/GUARDIAN.

Each student, along with his/her parent/guardian is asked to sign an Information Technology System User Agreement upon enrollment. The points covered in that document are as follows:

INTRODUCTION

Foothills Academy's information technology system (ITS) policy covers all school-owned devices and networks, as well as teacher and student owned devices while used on campus, regardless of whether Foothills Academy ITS is utilized.

Foothills Academy reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.

RESPONSIBLE USE

- A. Foothills Academy grants access to the ITS for educational purpose only.
- B. All users must practice network etiquette - being polite, respectful, and courteous of others.
- C. It is strictly prohibited to use the Foothills Academy ITS...
 - in a manner that violates the law or encourages others to violate the law.
 - to access, create, distribute, or redistribute material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - to access, create, view or transmit abusive, offensive, harassing, threatening, or otherwise objectionable or illegal content.
 - to access, create, view or transmit pornographic material.
 - to access another person's account or create messages that misleads others into believing that someone other than you is communicating;
 - in a manner constitutive of or promoting *cyberbullying*.
 - in a manner that causes harm to others or damage to their property including websites.
 - to publicly post or transmit pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.
 - to publicly post messages that were sent to you privately.
 - to publicly post your personal contact information.
 - to forward or redistribute a message or e-mail address to third parties without expressed permission.

← COMPUTER AND INTERNET POLICIES →

- to access, create, view, transmit, or receive confidential, trade secret information, or copyrighted materials (i.e. music, movies, other media) without permission.
- in commercial transactions. Students may not sell or buy anything over the Internet.
- to download or stream movies, music, or other non-school related items on a school-owned or student's personal computer or telephone.
- to use unauthorized internet websites or services (e.g. instant messenger, P2P file sharing).

SCHOOL-OWNED COMPUTERS

Students may check out and use campus computers only with permission of school personnel.

No food or drink is allowed while using a school computer.

No programs may be loaded onto a computer.

Work cannot be stored on FA computers.

FACP students will use Google Drive to access and store files.

FAEP students may use portable storage devices as long as their home computer system is protected and maintained with appropriate virus protection. Should a student bring in a device with a virus, the student will no longer be allowed to use portable devices and will be required to email or use the cloud to access and retrieve documents.

Student will use headphones/earbuds if his/her work requires audio output.

Student must supply his/her own headphones/earbuds.

Report any malfunction immediately. Students are not to try to fix FA computer problems on his/her own.

All use of Foothills Academy ITS will be monitored by the teachers and administration for compliance with these rules.

STUDENT-OWNED PORTABLE ELECTRONIC DEVICES USED AT SCHOOL

(Grade 5 and up)

Students are expected to bring and use portable electronic devices for completing school assignments. (Devices include laptops and tablets and must have accessibility to the school's WiFi. Smart phones do not meet the requirements needed for word processing and educational collaborative software.)

The Information Technology System Policy for Foothills Academy technology also applies to all portable electronic devices brought onto campus.

Any violation of these rules may result in the loss of the student's privilege to bring a portable electronic device to school.

While on campus, students are to access the internet using FA WiFi.

Students/Parents are responsible for maintenance and repair of student-owned electronic devices.

← COMPUTER AND INTERNET POLICIES →

Foothills Academy will not be held responsible for the loss, theft or destruction of any student-owned portable electronic device.
Use of portable electronic devices in the classroom is up to the discretion of the teacher as to how and when the device may be used.
Foothills Academy reserves the right to review files on any portable electronic device brought into the school.

CELL PHONE POLICY

Foothills Academy students will be allowed to possess cell phones on campus. Student use of cell phones on campus is subject to the rules outlined below.

Cell phones must be turned off and not visible on campus during the school day, unless specifically allowed by school personnel. Cell phones will only be permitted during class periods when the "Cell Phones Permitted" sign is visible from your instructor.

Cell phone use will be permitted before school, during lunch time, and after school.

Cell phones may not be connected to the school's Wi-Fi.

Placing a cell phone on vibrate or texting is not considered off and is prohibited.

Using a cell phone to record or video tape without instructor permission is prohibited.

Cell Phone Policy Offense

- 1st Offense- Cell phone is taken by teacher and returned to the student at the end of the school day.
- 2nd Offense- Cell phone is taken by teacher and given to the office. Cell phone may only be picked up by parent/guardian.
- 3rd Offense- Same as offense #2 but includes a \$10 Administration handling fee.

FAILURE TO HONOR THE POLICY

Access to Foothills Academy ITS is a privilege, not a right. Violation of this policy may result in disciplinary action, including possible suspension or termination of ITS privileges, school discipline, and civil and/or criminal action. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user.

ANNUAL NOTICE

FERPA (Family Educational Rights and Privacy Act)

Statute: 20 U.S.C. §1232g. Regulations: 34 CFR Part 99.

Parents and eligible students (a student who has reached age 18 or is attending a post-secondary school) have the following rights under the Family Educational Rights and Privacy Act (FERPA):

1. Inspect and review their child's educational records; 34 CFR 99.7(a)(1)
2. Request amendments of the student's education records to insure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights; 34 CFR 99.7(a)(2)
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and regulations in this part authorizes disclosure without consent; 34 CFR 99.7(a)(3)
4. File with the U.S. Department of Education a complaint under Reg. 34 CFR 99.64 concerning alleged failures by the agency or institution to comply with the requirements under this part; 34 CFR 99.7(a)(4)
5. Obtain a copy of the confidentiality policy and list of places where copies of the policy are located. 34 CFR 99.7(a)(5) & (b)

PPRA (Protection of Pupil Rights Amendment)

Statute: 20 U.S.C. §1232h. Regulations: 34 CFR Part 98.

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

(FACP ONLY) INFORMATION TO THE MILITARY

Section 9528 of the No Child Left Behind Act of 2001 requires schools to release private information to military recruiters unless the parent/guardian requests in writing otherwise. Therefore, upon written request from the parent/guardian, Foothills Academy Elementary will **not** release the name, address, telephone listing, and school records of a student to the Armed Services Military Recruiters, or Military School.

IDEA

"Parents shall be fully informed about the requirements of IDEA 300.127, including an annual notice of the policies and procedures that the LEA must follow regarding storage, disclosure to a 3rd party, retention, and destruction of personally identifiable information."

CHILD FIND

Foothills Academy Elementary identifies, locates and evaluates all children with suspected disabilities who are in need of special education and related services. Screening activities are implemented within 45 days of enrollment for all newly enrolled students and those transferring in without sufficient records. The screening includes consideration of academic, cognitive, vision, hearing, communication, emotional, and psychomotor domains. Foothills will refer siblings, aged birth through two years, of children enrolled in Foothills suspected of having a disability, to the Arizona Early Intervention Program for evaluation and if appropriate, services. Foothills Academy Elementary will refer children age 3 through 5th grade to the local school district for any needed special services. Please contact the Foothills Academy Special Education Director with any concerns or questions related to Child Find.

FOOTHILLS ACADEMY BOARD*



President **Dr. Donald Senneville**
Secretary **Prof. Joan McGregor**
Member **Nancy Tribbensee, J.D.**
Kathy Radina, M.Ed.
Cami Elliott
Clea Edwards
Ted Ferris
Rebecca Tsosie
Kristin Dybvig-Pawelko
Member **Current PTO President**
(Foothills Academy Parent Teacher Organization)

*Foothills Academy Board meetings are held quarterly and public notice is given as the dates are announced.

FOOTHILLS ACADEMY PARENT TEACHER ORGANIZATION (PTO)

The Foothills Academy Parent Teacher Organization (PTO) is made up of parents, teachers, and administrators. The mission of this group is to build community, support an educational school climate and help raise money to help provide programs for the school and to provide support to both the teachers and students. PTO has several major fundraisers a year.

Meetings are held once a month. The dates and times will be announced. Parents are encouraged to become a member and to volunteer their time. Volunteer opportunities include positions on the PTO executive board or working on a committee such as hospitality or fundraising. A membership drive is held in the fall.

Foothills Academy is a non-profit organization and does not discriminate on the basis of age, race, color, religion, national origin, gender, sexual orientation, or disability in the administration of its educational policies, admission policies, athletic and other programs administered by the school or in its hiring and employment practices.

FAEP

ADMINISTRATION AND PERSONNEL

Director	Donald Senneville, Ph.D.
Principal	Jane White, Ph.D.
Administrative Operations Manager	Sage Alvar
Director of Development	Lacey Davidson
Director of Exceptional Student Services	Tobe Daum
Administrative Assistant	Melissa Field
	Mia Bartkus
Instructional Aide	Kevina Sieve
	Denise Snyder
Registrar	D Curtis
Facilities Manager	Larry Hansen

FACULTY

Mary Beth Abbey

Grades 5 and 6

Lara Tyler

Grades 3 and 4

Mia Bartkus

Physical Education

Jamie Mishel

Grades 3 and 4

Allison Echanove

Art

Laya Feild

Music

Alma Cano

Spanish

Linda Fox, Ph.D

Math Intervention

Tiffany Geller

Kindergarten

Anne Hibbetts

Grades 5 and 6

Andra Prager

Grades 1 and 2

Alicia Roberts

K-12 STEM+ Director

Courtney Snyder

Grades 1 and 2

Jim White

Grades 5 and 6

