

FOOTHILL ADVENTIST SCHOOL

MISSION STATEMENT

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

OBJECTIVES (L.I.T.E.)

LOVE	Every student as a unique individual recognizing his/her dignity and infinite value.
INSPIRE	Excellence in every achievement and an appreciation for service to mankind.
TEACH	Reverence for God, respect for others, and responsibility for one's self, and academic excellence.
ENCOURAGE	A lifestyle based on the principles of the Holy Scriptures and an abiding relationship with God.

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ABOUT OUR SCHOOL

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

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

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

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

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

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

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

PHILOSOPHY AND OBJECTIVES

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

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

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

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

1. *Lead every student to accept Jesus Christ as their personal Savior.*

2. *Guide each student to develop a daily devotional life.*
3. *Develop a love and respect for God's Word and the Spirit of Prophecy.*
4. *Teach the essential doctrines of the scriptures and how to share them in a Christ-centered way.*
5. *Teach students the science of salvation and how they can overcome sin through Jesus.*
6. *Encourage useful work experience.*
7. *Promote communication between teachers, students, and parents, giving all a voice in the planning and problem solving process.*
8. *Guide in one's personal appearance.*
9. *Help students to understand and appreciate the Biblical principles of nutrition and to choose a lifestyle in harmony with them.*
10. *Provide recreation as much as possible in an outdoor environment.*
11. *Provide a program of positive discipline which will encourage self-government.*
12. *Develop an appreciation for music that honors God.*
13. *Provide a learning environment in the classroom that is conducive to the highest levels of academic achievement.*
14. *Promote habits of exercise and hygiene in caring for the body as the temple of the Holy Spirit.*
15. *Provide opportunities for students to socialize in a manner that will draw them closer to each other as brothers and sisters in Christ and closer to His church family.*

ADMISSIONS POLICY

Statement of Non-discrimination

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

The Admissions Committee

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

Eligibility

3. *Although FAS' primary purpose is to serve the education needs of Seventh-day Adventist young people, it is also FAS' purpose to admit other students who desire to develop a Christian character and support the philosophy and policies established by this school.*

4. *Students are recommended for admission to Kindergarten when reaching the age of five years **on or before September 1st** of the current year. A birth certificate or other sufficient government-issued identifying documents will be required for verification. The applicant shall be required to complete a readiness evaluation administered by FAS staff, despite the applicant's age, to ensure that the child is developmentally ready for kindergarten.*
5. *A child entering the first grade shall be no less than six years of age on or before September 1 of the current year. An official copy of the child's Birth Certificate or verification of kindergarten completion will be required.*
6. *FAS has not been established for the purpose of offering special education services, and the school is therefore generally unable to accept students who have serious physical, scholastic, or behavioral problems. Consequently, the following screening procedure will be utilized in determining the eligibility of all new students.*
 - a. *New students entering grades 2-8 must submit a recommendation form from the school that the child previously attended.*
 - b. *A copy of the child's grades and/or progress report from the previous year must be submitted to the school.*
 - c. *Students entering grades 4-8 are required to also submit a copy of the most recent achievement test results.*
 - d. *An assessment test will be scheduled after the application has been submitted. The purpose of this testing is to aid in determining the suitability of enrollment and to establish a foundation of understanding for a home and school relationship. Please provide any documents that may be helpful in proper placement of your child.*
 - e. *An interview with the principal may be scheduled after the testing is completed, if necessary.*

Application Procedures

7. *A standard application form may be obtained from the school prior to or on registration day. This form must be filled out completely and signed by both the parent(s) and the student.*
8. *All necessary records specified must be submitted within one week after registration day for review by the admissions committee.*

9. *All financial obligations for entry as described in the Financial Section of this handbook must be met in order for a student to be considered an “enrolled student”. A full refund, less a processing fee, will be provided for all applicants that have not been accepted.*
10. *New students will be accepted on a probationary basis for one month subject to review and confirmation by the Admissions Committee.*

Withdrawal

11. *To withdraw a student from FAS, a parent or guardian must submit a completed, signed, and dated Foothill Adventist School Withdrawal Form to the administration 30 days prior to the next tuition due date in order for tuition fees to be discontinued. Withdrawal Forms submitted after the first of the month will not go into effect until the next tuition due date. For example: a Withdrawal Form submitted on September 15 will not go into effect until October 1. Thirty days notice will thus commence on October 1 and the October tuition will be charged to the withdrawing student’s account. Application fees and registration fees are non-refundable.*

ATTENDANCE POLICY

General Information

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

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

FAS is bound by the laws of California to maintain regular class attendance records.

The following policy has been adopted:

- 1. Students are expected to attend school regularly and arrive on time for the school day.*
- 2. Written verification noting the reason(s) for absence or tardiness must be signed by the parent, guardian, or doctor and presented to the school within 24 hours after the student returns. A doctor's verification may be requested. Doctor or dental appointments should be arranged before or after regular school day hours.*
- 3. If absent, students must make up any missed work. Arrangements for making up work must be established with the teacher upon the return of the student. If work is not made up, it may result in lowering the grade. The class work must be made up within a specific time period equaling one day make-up per one day absence. In case of a prearranged absence, the class work is due the next day. All work not made up within the allotted time limit will receive a grade of zero (0) points. Extenuating circumstances, however, may be considered in extending the time for the submission of make-up school work.*
- 4. The school shall keep a record of all student absences and tardies.*
- 5. If a child has an acceptable excuse for the absence, sickness or attendance at a funeral of an immediate family member, with the appropriate documentation, the absence will be counted as an excused absence. If the excuse is unacceptable and/or no documentation is provided, the absence will count as an unexcused absence.*

6. *If a student is late to class or leaves class early, it will be recorded as a morning or afternoon tardy.*

7. *Whenever a student is absent or tardy:*
 - a. *three (3) consecutive school days, or*

 - b. *for a total of five (5) school days per month, or*

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

Arrival Procedures

FAS morning supervision is under the after school daycare program. Arrangements must be made with the daycare director for payment of these services. School begins at 7:55 A.M. All students must report to the gym for line up at this time.

Dismissal Procedures

School will dismiss at 3:15 P.M. on Monday - Thursday and at 12:00 P.M. on Friday. Early dismissal time for In-service and other special occasions are noted on the school calendar. At 3:30 P.M., M-F, if a parent has not picked up their child, the child will be admitted into the after school daycare program. Fees will be charged for their care. After 6:00 P.M. fees are \$5.00 for the first 15 minutes and \$1.00 for each minute thereafter. Regular after school care fees apply at 3:30 P.M. and are due upon pick-up of the child. When students have been dismissed they may not be permitted to re-enter the room to retrieve items that may have been left behind.

FINANCIAL INFORMATION

General Information

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

Registration Fees

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

- 1. The payment of any past due balance from the previous school year and/or from previous schools attended by the student.*
- 2. Payment of first month's (August) tuition.*
- 3. A non-refundable registration fee of \$325 per student.*

Delinquent Accounts

- 4. Tuition payments are due on or before the 1st of each month or each month as described by your financial agreement or tuition payment program. If a payment is late the student's account will be charged a late fee. If an account is delinquent for more than thirty (30) days, the student will be withdrawn, unless satisfactory arrangements are made.*
- 5. In the event a check bounces, it is expected that the amount owed will be paid by cash or money order and a \$25 fee will be levied. If a subsequent check is bounced, an additional \$25 fee will be levied, and all future payments must be made by cash or money order.*

DISCIPLINE AT FAS

Discipline Policy

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

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

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

General Rules of Conduct

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

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

Damage to School Property

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

Corporal Punishment

No staff member at the school shall administer any form of corporal punishment.

Enforcement of School Regulations

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

Severe Discipline Procedures

- 1. The first offense in the following areas **may** subject a student to serious disciplinary action by the Disciplinary Committee (consisting of the entire teaching staff) up to and including the offending student's immediate dismissal from school:*
 - a. Bullying as defined in this school's anti-bullying policy.*

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

Suspension from School

A teacher may temporarily suspend a student from class but suspension from school is to be done only by the principal or head teacher. A student may be suspended for repeated offenses when other procedures have not been effective. In the case of a serious overt act or violation of school regulations, the principal may suspend a student from school, even though there has been no prior serious misbehavior. (Ed. Code A23-148.) An out-of-school suspension for an incident will be no less than one day and no more than three days. Suspensions are documented in the student's school file. Written notification of the length of the suspension shall be provided to parents. An in-school suspension may include activities such as classwork, homework, writing essays, and required community service projects on school grounds.

Probationary Status

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

Expulsion

Attendance at a Seventh-day Adventist school is a privilege as opposed to a right. It is conditioned on acceptance and conformance to the rules of the School.

Expulsion is the discontinuance of a student from enrollment in a school by action of the school board for one or more behavioral reasons including but not limited to those listed below:

The following actions presume the student shall be expelled:

1. Intentionally causing serious injury to another not in self-defense.
2. Possession of a firearm at school or school activities.
3. Possession of a bomb or explosive device at school or school activities.
4. Sale or distribution of a controlled substance.
5. Robbery (taking property from the person of another by force or fear).
6. Assault or battery upon any school employee.
7. Sexual assault or battery.
8. Brandishing a knife at another person.

The continued enrollment of a student who has violated the provisions of this section shall only be granted when the principal or school committee reviewing the record of the student in question determines that expulsion is inappropriate and does not recommend it due to the totality of circumstances including the nature, circumstances, and gravity of the offense (s) committed by the student, the student's history, and the student's amenability to change.

The following actions may form the basis for expulsion when the principal or school committee, considering the totality of circumstances including the history of the student, determines the student is not amenable to improving behavior and the student's continued presence constitutes a threat to the safety and/or welfare of the other students or a substantial disruption of the School's program and environment.

1. Major or repeated theft at school.
2. Possession and/or use of controlled substances including alcohol and tobacco, especially continued use after attempt to assist the student has failed.
3. Severe or repeated sexual harassment, sexual or otherwise, of other students. Harassment may be spoken, written, physical and/or distributed through electronic means.
4. Persistently advocating atheism and/or ideas that are destructive to Christian principles or the moral teachings of the Seventh-day Adventist Church.
5. Academic non-performance.
6. Intentionally causing serious damage to school property or other personal property.
7. Committing an obscene act or engaging in habitual profanity or vulgarity.
8. Willfully defying the valid authority of School personnel or willfully violating school policy.
9. Intentionally threatening or intimidating School personnel or students. The threats or intimidation cause reasonable fear of life or well-being or materially disrupts the School environment.
10. Acts disrupting the School's learning environment and school activities.
11. Sexual misconduct or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of the Seventh-day Adventist Church.

The principal or school committee makes a recommendation of expulsion to the school board. The student and parents/legal guardian shall be notified of the recommendation and of the right to a hearing. The school board/hearing body makes the final determination after completion of a hearing, if requested. The student is suspended from school during this process. (Ed. Code A23-152).

Sexual Harassment Policy

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

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. Acts deemed to be harassment may be spoken, written, or conveyed through physical behavior. Sexual harassment includes offensive pictures, graffiti and jokes and gestures.

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

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

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

Electronic Device/Cell Phone Policy

FAS is an organization committed to high quality education, the safety of both students and staff, as well as the preservation of our outstanding reputation. As technology evolves, FAS is excited about the academic uses associated with these tools. However, due to the advanced capabilities of these devices, guidelines must be put in place in order to protect students, staff, parents, constituents, alumni (these individuals are identified as FAS community members) and facilitate a positive learning environment.

iPads, iPhones, iPods, mp3 players, cell/smart phones and other electronic devices may not be used on campus unless otherwise permitted by a teacher or staff member for educational purposes or special circumstances.

The use of personal electronic devices on class trips, field trips, etc. is left to the discretion of the faculty member in charge.

Students shall not use their electronic devices/phones to circumvent the established Internet restrictions of FAS. Access to restricted websites via electronic devices/phones is prohibited.

Students who use electronic devices/phones for the purpose of bullying or harassment of students or staff shall result in confiscation and may result in further disciplinary action by the School. The administration may inform proper authorities (e.g. Police and F.B.I.) and will follow legal precedent.

Students shall not use electronic devices/phones to distribute *inappropriate pictures or videos of themselves or others. Students caught sending, receiving, or posting *inappropriate pictures/texts shall have their electronic devices/phones confiscated and may be subject to further disciplinary action by the School. The administration may inform proper authorities (e.g. Police and F.B.I.) and will follow legal precedent. (*inappropriate as determined by the FAS Discipline Committee)

Consequences for infractions of these policies are:

First offense – The item is taken from the student and requires parental/guardian pick up.

Second offense – The item is taken from the student, require parental/guardian pick up, and the item is not allowed on campus for thirty (30) days.

Continued minor infractions or a single major infraction will result in Discipline Committee involvement and consequences up to and including suspension and/or expulsion.

Internet/Social Media Policy

First and foremost students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications both within the FAS community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire institution and, as such, are subject to the same behavioral standards set forth in the FAS Student Handbook.

Students may be held accountable for online conversations, pictures, video, and other forms of online activity describing or depicting the use of illegal drugs, alcohol, and/or tobacco products. These actions/activities are grounds for disciplinary action by the School up to and including expulsion.

Students may not request faculty members' interaction on social media without prior written parental consent being on file in the school office.

Students may also be subject to disciplinary action by the School for using social media to publish defamatory or harassing remarks or digital pictures/video recordings about FAS

community members, extra-curricular or academic contest rivals, Seventh-day Adventist beliefs and teachings, etc.

Students who chose to post editorial content to websites or other forms of online media may be subject to disciplinary action by the School in the event their submission violates student handbook policies regarding profanity, coercion, threat, intimidation, fear, bullying, or other policies.

FAS students are expected to support the positive Christian reputation of FAS. Students who post defamatory remarks about FAS, its programs, its staff, etc. may face disciplinary action, and their expressed attitudes will influence the longevity of their enrollment. Students who have legitimate concerns are encouraged to express themselves in the proper manner befitting a Christian young person.

Failure to abide by this policy, as with other policies at FAS, may result in disciplinary action, or as determined by school administrators in consultation with the Discipline Committee.

Bullying Policy

Verbal Bullying: When most people think of bullying, they think of physical bullying. However, bullying goes beyond the physical and can encompass the verbal. Verbal bullying can be just as harmful, and in some cases worse, than physical bullying. With verbal bullying, the goal is to degrade and demean the victim, while making the aggressor look dominant and powerful. Verbal bullying and socially excluding someone from a group are ways to make others feel devastated and hurt.

Many victims of verbal bullying are affected in some very significant ways. This type of bullying can lead to low self-esteem, as well as depression and other problems. It can aggravate problems that a victim may already be experiencing at home or in other places. In some cases, verbal bullying can reach a point where the victim is so depressed, and wants to escape so badly, that he or she may turn to substance abuse or – in some extreme cases – suicide. In the end, words have power all their own, and the realities of verbal bullying can have very physical consequences, even if the aggressor never lays a finger on the victim.

Cyberbullying: Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

FAS students who make the choice to bully, in any of the ways described above, shall be given the following consequences:

1st report of bullying – Family meeting, in-school suspension

2nd report of bullying – Family meeting, at-home suspension or expulsion (depending on the severity of the incident), Probationary Status

3rd report of bullying – Family meeting, expulsion

FAS also reserves the right to amend these policies in our judgment to address issues that may arise, changes in our operation or the law. Notification of these changes will be disseminated to the FAS community in written form either hard copy or electronically.

PERSONAL APPEARANCE

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

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

Uniform Policy

FAS has a Prescribed Dress Code which consists of uniform clothing in our school colors of white, navy blue, and hunter green. Uniform styles are indicated in the charts provided by our uniform store at the beginning of each year. These are the only styles and colors to be worn at school.

Garments and color styles are available through the School's chosen uniform store. Families may purchase some garments from any retail store's school uniform department. However, because of the wide variety of purchase options, style, quality, and colors will vary, to ensure consistency, the School's uniform store's garments will be the standard by which all others will be evaluated. By casual observation the style, quality, and color variation must be consistent with those of our uniform store's garments to be in compliance with the Prescribed Dress Code.

Uniform garments that have become faded, torn, and/or excessively stained are considered inappropriate for school dress and therefore will need to be replaced

1. *All garments must be appropriately sized. No oversized garments should be worn.*
2. *Shoulder seams must be at the shoulder and short sleeves must be above the elbow. Shorts should be knee length.*
3. *Winter coats of any color may be worn outside during cold weather. ONLY uniform sweaters/sweatshirts may be worn inside the classroom. **Logos other than the FAS logo are not allowed.***
4. *Long sleeved garments may not be worn under short sleeve garments.*
5. *FAS's plaid style is the Douglas Plaid. Girls in Kindergarten through 4th grade may wear the jumper and girls in 5th through 8th grade may wear the skirt. The jumpers and skirts must be at least knee length.*
6. *Dark colored undergarments may not be worn under white uniform shirts or blouses.*
7. *Shoes must be black and close-toed. No sandals or open-toed shoes are allowed, for safety reasons.*
8. *Socks and tights must be white, navy, hunter green, or black. Leggings and tights in these colors may be worn under skirts and jumpers.*
9. *Rings, earrings, ornamental bracelets, and necklaces may not be worn.*
10. *Good grooming for both boys and girls means that hair should be clean and free from excessive hair products.*
11. *Hairstyles should not call undue attention to the wearer of or be associated with any particular social group. Attention-getting styles, or styles which interfere with vision in any way, are not allowed. Girls may secure hair away from their face with moderate decorative hair accessories such as ribbons or clips. Girls must keep bangs trimmed and out of their eyes. No obvious coloring of hair is allowed. Boys are to keep their hair neatly trimmed. No obvious coloring of hair is allowed for any student.*
12. *Head coverings such as hats, stocking caps, bandanas, and others may not be worn indoors. Sunglasses may not be worn in the building.*
13. *Make-up must blend in with natural flesh tones. The student must comply with staff guidance. Dark colored fingernail polish is not permitted.*

Physical Education Uniform

All students in grade 3rd through 8th are required to wear the P.E. uniform from the School's uniform store OR wear any FAS t-shirt and modest exercise pants/shorts that comply with the dress code. The P.E. uniform is not to be worn outside of P.E. class.

Dress Down Days

During Friday free dress days and theme dress days the following guidelines must be followed:

- 1. Pants and shorts should be worn appropriately and in good repair. They are not to be baggy in style or tight fitting. Shorts must be at least knee length.*
- 2. Shirts must be modest. Tight fitting shirts are not allowed. Sleeveless shirts are acceptable but tank tops, spaghetti straps, and shirts not covering the shoulders and midriff area are not. Advertising logos are to be avoided on t-shirts. Other writing or symbols appearing on the garment are to be appropriate and represent the ideals and values of FAS Adventist School.*
- 3. Shoes must be worn in accordance with the safety needs of the activity. Flip-flops are not allowed at any time.*

Dress Code Enforcement

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

- 1. The student's attire is acceptable.*
- 2. If the student's attire is not acceptable, the student may be given a warning notice in addition to the following:*
 - a. First violation – written notice*
 - b. Second violation – call parent*
 - c. Third violation - \$5 Fine*
 - d. Fourth violation - \$10 Fine or suspension*

All decisions of the Dress Review Committee shall be final.

Lost and Found

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

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

CURRICULUM AND EVALUATION

Curriculum

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

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

Evaluation

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

Grades will be reported in one of two ways:

Grades 1-2

E - Excellent

S - Satisfactory

N - Needs Improvement

Grades 3-8

A - Superior

B - Above average

C - Average

D - Below average

F - Failure

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

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

Homework

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

Parents can help children with work at home by providing a wholesome atmosphere completely free from undue strain or pressure. Independent work habits should be encouraged from the time a student begins their formal education, if not before. Students are urged to prepare their work neatly, accurately, and punctually.

Policy on Cheating

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

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

Academic Retention

- 1. Grades K-6*

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

- 2. Grades 7-8*

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

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

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

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

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

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

Honor Roll Levels

Honor Roll	Student must achieve a G.P.A. of 3.00
High Honor Student	Student must achieve a G.P.A. of 3.50
Highest Honor Roll	Student must achieve a G.P.A. of 4.00

Suggestions to help your child succeed in school

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

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

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

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

Share these ideas for effective study habits with your child:

Keep your mind on what you are doing.

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

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

HEALTH AND NUTRITION

CHILD ABUSE REPORTS – THE SCHOOL’S RESPONSIBILITY

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

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

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

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

Physical Examinations

A doctor’s medical examination will be required for all new students, all Kindergarten students, all first grade students who did not attend Kindergarten, and returning students in grade seven. Results of these examinations must be submitted to the school by the end of August.

Immunization

A state recognized form giving proof of compliance with immunization requirements must be submitted by the end of August for all students entering Kindergarten or students who are entering the first grade who did not attend Kindergarten. All transferring students will be required to provide appropriate immunization records.

Insurance

FAS, in cooperation with the Central California Conference of Seventh-day Adventists offers all its students a secondary insurance coverage. If a parent does not have a primary insurance

carrier, the school insurance company will make payments according to its benefit limits. A copy of this policy will be made available at the request of the parents.

First Aid

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

Emergency Treatment

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

Illness

When a student becomes ill at school, the parent will be requested to take the student home. A child who is ill should remain at home until completely well for the good of the child and his/her classmates. Any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school has on file the following:

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

Food/Lunches

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

- 1. All food is to be eaten only at mealtime. A mid-morning snack will be allowed as long as it is healthful, i.e. - bagels, crackers, fruit, vegetables. No candy, cookies, cake, or chips will be allowed at snack time.*
- 2. It is requested that students not bring drinks with caffeine (such as coffee, iced tea, cola beverages), or any drink that lists caffeine as an ingredient.*

3. *FAS advocates the healthful benefits of a vegetarian diet, but only prohibits students using any form of “unclean” meat as listed in Leviticus 11. These include all pork products and shellfish such as shrimp, clams, lobster, and squid.*

Suggestions for your Child’s Well Being

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

1. *Encourage your child to eat breakfast. Research proves that a wholesome breakfast improves performance in the classroom.*
2. *Minimize television viewing by encouraging your child to read or spend time with recreation and studying.*
3. *Take a shower or bath daily.*
4. *Provide dental care and promote oral hygiene at home.*
5. *Help your child develop habits of personal cleanliness and neatness.*
6. *Give your child time to get adequate rest. This can be from eight to ten hours depending on the age of your child. A good test of adequate rest is how easily your child wakes up in the morning.*
7. *Provide nutritious lunches and snacks, limiting the amounts of fat and sugar.*

SERVICES AND PROGRAMS

School Board Meetings

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

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

Spiritual Guidance

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

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

Music Programs

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

Field Trips

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

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

Chaperone Policy

To ensure the safety of our students off campus, all chaperones must complete the Verified Volunteers online training and background check at www.ncsrisk.org. Only once the school receives confirmation from the Central California Conference that the training and background check is complete will a volunteer be allowed to participate as a chaperone. No other family members that are not cleared through the Conference, including children that do not attend FAS, will be allowed to go.

Duties of a chaperone are as follows:

1. Must report to the head teacher.
2. Must complete the online Shield the Vulnerable training and background check at least one month prior to the field trip.
3. Must be on active supervision duty at all times.
4. Must not bring other non-FAS children or children from other classrooms on the field trip.
5. Must stay with their group of students at all times.
6. Must be on time to scheduled field trips.
7. Must be available to drive other students.
8. Must provide current driver's license information.

9. Must provide current vehicle insurance information.
10. Must comply with required vehicle insurance coverage.

Emergency Procedures

1. *Fire and Earthquake drills*

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

2. *Disaster Policy*

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

The School Newsletter

Our classroom and school newsletters are used to keep you informed of news and events and will serve as a channel of communication from the school to the home. We ask that parents take the time to carefully read the information contained therein.

School Pictures

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

1. *Student records*
2. *Yearbook*
3. *Possible newspaper or promotional flyers and social media sources*

4. *Pictures to be used on school website*

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

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

The School Yearbook

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

HOME AND SCHOOL ASSOCIATION AND PARENT TEACHER ORGANIZATION (PTO)

The Home and School Association and Parent Teacher Organization (PTO) are responsible for overseeing and planning programs that foster student growth and development. These organizations also provide the basis for education to unite the endeavors of the home and school for the cause of Christian education. Their primary objectives are:

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

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

Contribution through Your Involvement

It is mandatory that each family contribute ten (10) service hours to FAS each school year. This service requirement reflects the Christian values that form the School's foundation. We understand that many families work multiple jobs and it is difficult to serve more than one (1) hour per month. For those families unable to serve, a \$70.00 contribution fee will be levied. At registration families can make service pledges in any of the following areas, or may devise their own way to serve FAS:

- 1. Room parent*
- 2. Field trip driver*
- 3. Chaperone on field trips*
- 4. Duplicating worksheets*

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

PARENT-TEACHER RELATIONSHIPS

Visitation

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

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

Problem Resolving Procedures

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

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

Parent-Teacher Conferences

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

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