

Foothill Intermediate School prides itself in maintaining a safe and supportive environment for ALL students. We provide the following information so that students, parents and staff can work together to ensure this happens.

Raider Recognition: Every student at Foothill School begins the school year on our school's Raider Recognition list. Students on the list are eligible to participate in all extracurricular sports and activities at Foothill school. Staff will offer additional recognition of positive student behavior in the form of Raider Recognition cards. These cards are redeemed for a variety of extra activities and incentives. All staff members value and appreciate our students' positive efforts in demonstrating behavior that is **Responsible, Safe and Kind**.

School Office: The office opens at 7:30 am and closes at 3:45 pm daily. Our website address is www.foothill.mjUSD.k12.ca.us . You may also access the teachers' e-mail address from the school website. The phone number is **741-6130**. Parents needing to get a message to their child may do so by calling the office. Messages are only delivered during non-instructional parts of the day.

Dropping Off/Picking Up Students:

- Parents transporting students to and from school are asked to use the gravel parking lot.
- Only those persons listed on the emergency card are authorized to take a student from school.
- Students needing to be picked up by someone not on the emergency card must have a note signed by the parent.
- Students arriving late to school must have a parent walk them into the office or have a signed note.
- Students leaving school early must be signed out at the office.

Transferring Schools: Students must withdraw from one school before entering another. Please notify the office prior to the student's last day so that the checkout procedure may begin. Before records will be released, all books must be returned to the teachers & librarian. Lockers must be cleaned out and all cafeteria charges paid.

Transportation Department:

- Transportation is provided by the district, and students are to ride the same bus every day.
- Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation." BP 5131.1
- Students needing to get off at a stop other than their own, must have a note signed by their parent and approved by the office.
- Transportation phone number is **749-6198**.

Counseling Services: Students and/or parents may request the services of our school site counselor. School personnel may also refer students for services to assist them with behavioral, social and/or academic challenges.

Health Services:

Medication

- All medications must be left at the office unless the prescription clearly states that the student must keep it in their possession. A "Permission to Assist in Administration of Medication" form **must** be on file for all medicines, including over the counter medicines.
- The student is responsible for coming to the office to take his/her medication.

Injuries

- School personnel will notify parents, as needed. An accident report will be filed for all serious injuries.
- If an injury requires immediate medical attention, 911 will be called and every attempt to contact the parent/guardian will be made.

Extended Health Services

- A Health Clerk is not regularly on campus but is available for students' health needs and verifies immunizations and screenings.

Visitors: Parents/Guardians are encouraged to volunteer in a variety of venues at Foothill School. Whether it's in the classroom, on the sports field, or chaperoning activities, a helping hand is always welcome. Please sign in at the office when you arrive to pick up a visitor's pass and return it when signing out. MJUSD School Board Policy requires all volunteers be fingerprinted and have a TB clearance. If you plan to volunteer, please contact the office for further information.

Birthday Celebrations: We pay special recognition to all students on their birthday. In order to preserve the instructional integrity of the school day, birthday parties will need to be celebrated outside of school hours. Parents/guardians may join their child for lunch after checking in at the office. Food items (cupcakes, pizza, etc) for other students, as well as, helium/latex filled balloons are not allowed. Home prepared goods may not be shared with other students.

Site Council: Foothill Site Council consists of parent/community members, staff and students. The purpose of the Site Council is to:

- develop the single plan for student achievement.
- discuss school issues and programs.
- make decisions about Federal Title I expenditures.
- improve communication.
- improve overall organizational productivity and effectiveness.

Hall Passes: Students are required to have a valid pass to be in the building prior to school and at recess. Yard Duty personnel are available to issue passes as needed.

Office Hours: Teachers may offer extra help to students before school and during recess and lunch time. It is the student's responsibility to take advantage of these opportunities if offered by the teacher. Teachers will coordinate with students to make-up any missed tests.

School Attendance: California's compulsory education laws for students age 6 - 18 are strictly enforced. Parents will be notified if their child is deemed truant due to unexcused absences and/or excessive excused absences. Our goal is to work with families to ensure their students are at school, ready to learn every day. Parents are encouraged to schedule vacations when school is not in session. Please note: Independent Study is an alternative educational program that is not offered at Foothill School.

School Supplies: Textbooks are furnished by the school. If a student loses or damages a book, s/he will be required to pay for the book before attending any of the school's incentive activities. All students are provided basic school supplies. Additional pencils and erasers are available for purchase at the office. Students are encouraged to have a 1", three ring binder for each academic class.

Student Awards: Foothill recognizes four honor roll categories.

- Principal's List - 4.0 grade point average, "A"'s in every subject.
- "A" Honor Roll - 3.6 to 3.99 grade point average with no "F"'s or "D"'s in any subject.
- "B" Honor Roll - 3.0 - 3.59 grade point average with no "F"'s or "D"'s in any subject.
- ".5" grade point average increase for the quarter.

Students will be recognized at an Honor Roll assembly at the end of each quarter.

End-of-the-year student awards will also be given in a variety of areas.

- Outstanding Achievement in a subject area
- Citizenship
- Improvement
 - 8th grade students will be eligible for additional honors during the Promotion Ceremony, These honors include: 4.0 GPA, Citizenship, Most Improved, Student Body, Presidential, Perfect Attendance and Principal's Award.

Physical Education: All students are required by the State of California to participate in physical education. If a student is excused from participating for health reasons, a note from the parent or guardian must be presented to the teacher before roll call. Parent notes will be honored for three days only. After that time, a note from the doctor is required. Foothill students do not dress down for PE; however, students are required to wear proper athletic shoes daily. Water stations are located throughout the school, but students are encouraged to bring a water bottle to P.E.. For health reasons, bottles that require being filled through the mouthpiece are not allowed to be refilled.

Library: Books can be checked out on a regular basis. If a student loses or damages a book, s/he will be required to pay for the book before attending any of the school's incentive activities. The library is open before school, at recess and at lunchtime for student use.

Nutritional Services:

- Students may eat breakfast either before school or at morning break.
- Lunch consists of a main dish item, milk and one trip to the garden bar which consists of a variety of fruits and vegetables.

- All students in the MJUSD receive free breakfast and lunch each day that school is in session.

Substitute Teachers:

- It is expected that substitute teachers be treated with the same courtesy and respect as the classroom teacher.
- Students violating this expectation may be referred to the office for disciplinary action.

Student Council:

- Student government consists of a student body president, vice president, secretary, treasurer, activities director and student council classroom representatives.
- The president shall be an 8th grade student.
- Elections are held in June. Candidates must have a 3.0 GPA in the 3rd quarter in order to run for office.
- While in office, elected officers must maintain a "3.0" GPA and demonstrate excellent citizenship and leadership.

Student Body Activities: Foothill encourages all students to actively participate in student body functions. These functions include, fun nights, dances, rallies and assemblies. In order to be eligible, a student must:

- Remain on the 'Raider Recognition' list.
- Turn in any overdue library books.
- Pay any lost/damaged book charges
- Be in attendance the entire day (or by fourth period with a valid excuse) to participate in that day's activity.

Extracurricular Activities: Extracurricular activities are school activities that are not graded and include: drama club, sports, and all other non-academic activities. To be eligible to participate in these activities, a student must:

- Have a 2.0 GPA during the quarter preceding the activity, and must maintain it throughout the activity. This will be checked each quarter.
- Be in attendance the entire day (or by fourth period with a valid excuse) to participate in that day's activity.
- Remain on the 'Raider Recognition' list.

After School Sports: In order to participate in after school sports, a student must:

- Show evidence of accident insurance in the amount of \$1500.00.
- Have a signed "After School Sports Agreement" and "After School Sports Standards" form on file.
- Have a 2.0 GPA in the quarter preceding, as well as, during the activity.
- 7th & 8th grade students playing a fall sport will be eligible based on their previous 4th Qtr. GPA.
- Remain on the 'Raider Recognition' list.

Guidelines for Attending After School Games:

- Must be on the 'Raider Recognition' list
- Have a parent present at the game OR have an "attend after school sports" permission slip signed by a parent/guardian.
- All school expectations that apply during the school day will apply to all after school events.

- Students shall remain on campus at all times.

Parent Drivers: District Policy requires that parents transporting a student other than their own must show proof of:

- Valid drivers license
- Required amounts of auto insurance
- Fingerprints on file with the district office
- Current TB test
- Signed permission slip

Lost or Damaged Personal Property:

- Any lost or unsafe items found on school grounds should be taken to the office.
- All clothing should be clearly marked so that it can be identified and returned.
- If it is determined that a student has stolen or damaged someone's property, the student may be referred to the principal for disciplinary action; however, any monetary recovery is between parents.
- The school assumes no responsibility for lost or stolen personal property such as ipods, personal sports equipment, cell phones, tablets, kindles, etc. It is highly recommended these items remain at home.

Lockers

- Lockers are provided for all students.
- Only school-issued locks may be placed on lockers (available for purchase in the school office).
- Backpacks and other belongings are to be stored in lockers.
- Students are encouraged to keep their lockers neat and orderly. Locker passes are issued during morning and lunch recess to clean and organize lockers.
- Pictures may be hung only on the inside of lockers using tape or magnets - no stickers are allowed.
- Students may not switch or share lockers without consent from the office.

MJUSD / Foothill School Student Conduct Rules:

Students are taught and frequently reminded of our school's three tenants:

BE RESPONSIBLE

BE SAFE

BE KIND

Specific behaviors, as they relate to each area of our campus, are explained to students. Students will have all staff members as role models to demonstrate and remind students of these expectations. In addition:

- Students are only to be in areas where there is adult supervision.
- Students shall not be physically affectionate with each other on campus. Foothill School maintains a "hand holding" only policy.

Any reports of bullying at Foothill School will be addressed immediately. This includes both verbal and emotional bullying. Schools are also responsible for addressing social-media bullying that may occur outside the regular school day. This includes, cruel, demeaning and/or threatening comments on sites such as Facebook, Instagram, Twitter, Snapchat, Etc. Disciplinary action up to and including suspension may occur.

Items Prohibited at School:

- Sodas, energy drinks, etc.
- Aerosol Cans
- Skateboards
- Hard surfaced balls and bats
- Matches, lighters
- Glass containers
- Any item that causes a disruption or safety hazard.
- Gum/Sunflower seeds

DRUGS, ALCOHOL OR WEAPONS BROUGHT ONTO THE FOOTHILL CAMPUS WILL RESULT IN AN IMMEDIATE REFERRAL FOR EXPULSION from MJUSD

Dress Code: Students are expected to dress in an appropriate and tasteful manner that will enhance the educational climate of this school.

- No bare midriff or revealing clothing. Mid-section of the body must be covered.
- No see-through or mesh garments allowed.
- Blouse or shirt straps will be wide enough to cover undergarments at all times.
- Clothing advertisements and art depicting alcohol, drug, tobacco, violence and offensive materials may not be worn.
- Hats and sunglasses may not be worn in the building.
- Shoes must be worn at all times.
- Shorts / skirts must be an appropriate length. Shorts must have a 4" inseam.
- Pants must be worn at the waist at all times. No sagging.
- Pants with holes must adhere to the 4" inseam rule.
- No sleepwear. This includes slippers and flannel pajamas.
- No gang related apparel.
- Wallets may not be secured with chains.
- No hanging belts or chains, spiked or studded jewelry or clothing that create unsafe conditions.

Students in violation of the dress code may be loaned a pair of sweatpants or t-shirt when available. If alternate clothing is not available, parents will be called, and the student will not be allowed back in class until the clothes have been changed. This dress code applies to all school functions unless otherwise stated by school personnel.

Infraction of School Expectations: Our school prides itself on maintaining a safe and orderly environment in which all students can learn. As a means of monitoring students who may demonstrate repeated challenges in following our school-wide expectations, students may be issued a referral. Referrals are kept on file and may result in detention, campus beautification, counseling, in-school suspension and / or suspension from school. The staff member may recommend consequences based on the nature of the infraction.

When a student receives a referral:

- A copy of the referral is given to the student.
- School personnel will notify the parents when a major referral is issued.
- Parent or guardian must sign the referral and have it returned to school the following day.
- Students shall attend detention until the referral is returned to the issuer.
- After the third day the referral is not returned, a minor referral may become a major referral for defiance.

Excessive Referrals: For record-keeping purposes, referrals are given a point value. Minor Referrals are 5 points each. Major referrals are 10 points each. Students are removed from the Raider Recognition list if they receive twenty-five points in one quarter or an accumulation of 50 points in a semester.

- Students who do not remain on the Raider Recognition list become ineligible for extracurricular activities.
- A notice is mailed to parents when a student is no longer on the Raider Recognition list
- Students may apply to work off one 5 pt referral per quarter.
- All students go back on the Raider Recognition list at the beginning of the second semester

Academic Progress Reports:

- Academic progress reports will be mailed home the fifth week of each quarter.
- Report cards will be mailed home the week after the quarter ends.
- Report card grades are for that quarter only.

8th Grade Academic Promotion:

In order for a student to participate in the 8th grade academic promotion ceremony, the student must:

- Maintain a cumulative GPA of 2.0 or above
- Not be suspended or recommended for expulsion at the time of the ceremony.
- Be in attendance at least 85% or under a doctor's care.

Determination of eligibility shall occur by the Friday prior to the week of promotion. This will be after all finals are complete and grades have been recorded. Students who have been removed from the Raider Recognition list, but who meet the above criteria, may participate in the promotion ceremony, but may not participate in the end-of-year extra-curricular activities.

FORMAT FOR WRITTEN PAPERS TO BE TURNED IN FOR A GRADE

Name
Date
Period
Assignment

- Papers must be turned in on time.
- Papers should be free of strike outs, unclean/excessive erasures, and excessive spelling/grammar errors.
- Submitted assignments will not be messy, wrinkled or done on the wrong type of paper.
- The proper standard heading must be on the paper unless otherwise directed by the teacher.
- Any required formal essay, report, or written assignment must be written in ink or typed.
- The rough draft and prewriting pages may also be required to be turned in with the final draft.
- Students may be subject to a loss of grade or a reduced grade if the above format is not followed.

Education Code Violations that may result in suspension or expulsion:

48900 (.2) Sexual harassment as defined in Section 212.5

- 48900 (.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
- 48900 (.4) Intentionally engaged in harassment, threats or intimidation
- 48900 (.7) Written or oral terrorist threat against school official, students or school property
- 48900 (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person
- 48900 (a)(2) Willfully used force or violence upon another person, except in self defense
- 48900 (b) Possesses, sold, or furnished any firearm, knife, explosive or other dangerous object
- 48900 (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind
- 48900 (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance
- 48900 (e) Committed or attempted to commit robbery or extortion
- 48900 (f) Caused or attempted to cause damage to school or private property
- 48900 (g) Stolen or attempted to steal school or private property
- 48900 (h) Possessed, or used tobacco, or any product containing tobacco or nicotine
- 48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity
- 48900 (j) Unlawfully possessed or offered, arranged, or negotiated to sell any drug paraphernalia
- 48900 (k) Disrupted school activities, or otherwise willfully defied the valid authority of school personnel
- 48900 (l) Knowingly received stolen school property or private property
- 48900 (m) Possessed an imitation firearm
- 48900 (n) Committed or attempted to commit a sexual assault
- 48900 (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding
- 48900 (p) Unlawfully offered, arranged to sell, negotiated to sell the prescription drug Soma
- 48900 (q) Engaged in, or attempted to engage in, hazing

- 48900 (t) False accusation against a teacher or other school personnel