

# FOOTHILLS ACADEMY

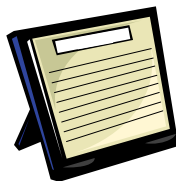
COLLEGE PREPARATORY



2008-2009

## 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. 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 we operate 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 both challenging and rewarding.

## PHILOSOPHY



Foothills Academy College Preparatory is guided by the philosophy that a learner is a purposive, 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.
- Students will master the skills necessary to gain admission to the colleges of their choice.

**Criteria for meeting goals** include high achievement scores on standardized tests and other criteria referenced measures; the ability to write a sustained argumentative essay on a value issue; depth of writing and research; the ability to problem solve in groups or individually; the ability to work for extended periods without direct supervision; positive contribution to a collaborative effort; demonstration of technological and research techniques; and the completion of a college entrance test, interview, application, and acceptance to a college or university.



## 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 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 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. Parents are expected to follow the chain of command regarding classroom issues as follows: teacher or teachers involved, Assistant Principal, Principal, Board.

Parents are expected to read and respond when appropriate to all Foothills Academy 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.

### ***Conferences***

Parents may schedule a parent/teacher conference with some or all teachers. Please contact Valerie Pierson at Ext. 300 to make the appointment.

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

## COMMUNITY INFORMATION

### ***SCHEDULE CHANGE REQUESTS***

Requests for schedule changes must come from parents in a typed letter outlining the rationale for the request. Requests will be presented to the classroom teacher team by the Assistant Principal. The classroom teacher team has the biggest voice in granting or denying schedule requests. Requests based on wanting to be with friends or desiring particular teachers are not considered.

### ***THE SCHOOL DAY***

First period begins at **8:10** a.m. for *Middle School*, 8:15 a.m. for *High School*. Class periods are 55 minutes long. Advisory begins at **9:10** and ends at **9:20**, except for Fridays. Lunch break is from **11:20–12:00**. Monday through Thursday last dismissal is at **3:10**. Fridays follow a special time schedule with last dismissal at **2:10** p.m.

***For traffic control, please note daily pickup times below:***

- ❖ **Monday through Thursday**, last dismissal is at **3:10** p.m.

Pick up times are as follows:

<i>High School</i>	-	<b>2:40</b>
<i>6<sup>th</sup> Grade</i>	-	<b>2:55</b>
<i>7<sup>th</sup> and 8<sup>th</sup> Grades &amp; Carpools</i>	-	<b>3:10</b>

- ❖ **Fridays** follow a special time schedule with last dismissal at **2:10** p.m.

Pick up times are as follows:

<i>High School</i>	-	<b>1:40</b>
<i>6<sup>th</sup> Grade</i>	-	<b>1:55</b>
<i>7<sup>th</sup> and 8<sup>th</sup> Grades &amp; Carpools</i>	-	<b>2:10</b>

- ❖ **All half-day schedules** will dismiss at **11:30**, unless otherwise notified.

Pick up times are as follows:

<i>High School</i>	-	<b>11:30</b>
<i>6<sup>th</sup> Grade</i>	-	<b>11:45</b>
<i>7<sup>th</sup> and 8<sup>th</sup> Grades &amp; Carpools</i>	-	<b>12:00</b>

Supervision of your student prior to **7:55** and after **3:25 (2:25 on Fridays)** is not the responsibility of Foothills Academy, with the exception of after school tutoring or other school sponsored activities.

Parents should **not** drop off their student before **7:55** 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.**

### ***DRIVING/PARKING***

Student parking is available for **SENIOR DRIVEN CARPOOLS ONLY** on a first come, first served basis. **ALL** seniors who choose to park at school are required to carpool, providing transportation to Foothills Academy for at least one other Foothills Academy student.

## COMMUNITY INFORMATION

**NO** parking is permitted **on Ashler Hills Drive, Calle de las Estrellas, Scottsdale Road, or adjacent to the red painted curbs** in the parking lot. **No** student parking is permitted in **“Reserved” or “Visitor” marked parking spaces**. Improperly parked cars will be towed at owner’s expense—**NO EXCEPTIONS**.

### ***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.

### ***IMMUNIZATION RECORDS***

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



All student records are maintained in the offices of the school and 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.

## ATHLETICS AND LEADERSHIP

### ***PARTICIPATION IN ACADEMICS AND ATHLETICS***

The school offers extracurricular athletics for both the high school and middle school students. Programs tentatively being offered for this school year include flag football, volleyball, basketball, softball, golf and tennis. Additional sports programs will be considered based upon students' interest. The school competes in the Charter Athletic Association and the Independent Youth Athletic Conference. Please note that a separate fee is charged for participation in each sport.

- The administration may limit a student's eligibility based on academic performance and/or conduct.
- FA currently does not have a policy requiring a certain grade average for eligibility to play a sport. However, coaches and teachers of students who play or want to play a sport are strongly encouraged to work together to motivate students to maintain acceptable grades as a priority. For example, the coach and a student's teacher might confer about the student and agree to limit the student's participation until grades have improved.
- Due to tight budget restrictions, a necessary condition for participation in a sport is payment of the fee for the sport. This is a no-pay, no-play policy.
- Participants in sports programs must adhere to all team rules and policies set by the Athletic Department and coaching staff.
- As a member of a sports team, the student is a representative of FA. Participants in the sports program will be held accountable for their behavior on and off the playing field, during games, practice, and transportation to and from games. See *Guidelines and Procedures for Student Discipline in this Parent/Student Handbook* for discipline procedures.
- Uniforms that belong to the school must be returned within two weeks of the end of the season for which they were worn. There is a \$50.00 charge for uniforms not returned.
- Athletes are expected to attend practice every day unless excused by the coach.
- If an athlete is absent from school on a given day, he/she will not be permitted to participate in practice or a game on that day.
- There may be a fuel surcharge in addition to individual sports fees.

Athletics help in personal development, provide memorable experiences, and contribute to positive school climate, so we encourage all students to become involved in some sport and join a team.

## ← **ATHLETICS AND LEADERSHIP** →

### ***LEADERSHIP OPPORTUNITIES FOR STUDENTS***

- Peer Judiciary/Mediation
- Student Council
- Dance Committee
- Yearbook Staff
- School Newspaper
- School Literary Magazine
- The Charter Athletic Conference and the Independent Youth Athletic Conference
- NHS (National Honor Society)
- NJHS (National Junior Honor Society)
- Peer Tutoring
- Senior Project
- TA (Teachers' and Office Assistants)
- Spirit Team

## ← **ACADEMICS** →

### ***PLAN OF STUDY***

Each student must plan for the best use of time and course work. It is the sole responsibility of each Foothills student to complete all graduation requirements and to verify the correctness of his/her transcript after each semester's grades are posted. In addition, there are options for an Honors Diploma. All students take a prescribed curriculum at grade level which includes a minimum of four core subjects taken at Foothills Academy each year.

Foothills Academy students receive academic counseling to assist in planning their high school and post high school careers. Parents are encouraged to be a part of this process.

### **STANDARD DIPLOMA – 2 CREDITS**

*Minimum Credits Required:*

English	4 credits	Foreign Language	4 credits
Math	4 credits	Fine Arts	1 credit
Science	4 credits	Other	2 credit
Social Studies	4 credits	Senior Project	1 credit

### **HONORS DIPLOMA – 24 CREDITS**

The Honors Diploma reflects an advanced college preparatory curriculum. A student must meet all requirements for the Standard Diploma in addition to the following requirements:

- Have a minimum Grade Point Average of 3.5 (4.0 scale)

## ACADEMICS

- Successfully complete a 4th year of math in Pre-Calculus or Calculus
- Successfully complete a 4th year Science Elective (Physics is recommended)
- Participate in student organizations, hold student leadership positions, and/or participate in sports.
- Complete with distinction a senior project of a graduation portfolio which demonstrates competency in the areas of Communication, Critical Thinking, Social Responsibility, Personal Responsibility, Technology/Information and Cultural Arts.

*Minimum Credits Required:*

English	4 credits	Foreign Language	4 credits
Math	4 credits	Fine Arts	1 credit
Science	4 credits	Other	2 credit
Social Studies	4 credits	Senior Project	1 credit

**Foothills Academy grade point averages (GPAs) are calculated on an unweighted scale. Class rank is determined by cumulative GPA and total number of credits using a tie break system.**

### ***HONORS DESIGNATION POLICY***

#### **For 9<sup>th</sup> through 12<sup>th</sup> grades**

All core courses are taught at the Honors level and are so reflected on the transcript unless otherwise specified.

### ***AP DESIGNATION POLICY***

Students who score a 4.0 or better on any Advanced Placement exam may have AP/CBE **coursework with a grade of A (.5 credit)** added to their transcript.

#### GRADING LEGEND:

A = 90-100	(4.0)	CBE	=	Credit by Exam
B = 80-89	(3.0)	CBP	=	Credit by Project
C = 70-79	(2.0)	P	=	Pass
D = 60-69	(0.0)	I	=	Incomplete
F = below 60	(0.0)	WD	=	Withdrawn
		NG	=	No Grade

Semester grade will not reflect +'s or -'s

## ← ACADEMICS →

### ***GRADES AND REPORT CARDS***

Foothills Academy 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.

- Grades are uploaded to the web at least once a week. Students are assigned an ID and PIN # for use in accessing their grade reports. Parents may call the school to obtain the ID and PIN # for their student. We strongly encourage you to keep this information confidential.
- Progress reports are prepared at the middle and end of each quarter and parents of students with D's and F's are notified immediately via email and encouraged to view their child's grades on line and get in touch with the teacher to work out a plan of action. *The letter grades on the Student Progress Reports are used only to record the student's progress and are not computed in the student's transcript GPA.*
- Report cards are prepared two times per year at the end of each semester and are mailed to the parent/guardian the 2<sup>nd</sup> week following the end of the semester. Report cards contain a letter grade for each subject. A semester GPA is calculated.
- Parents/guardians are encouraged to contact the Assistant Principal with concerns or questions about student grades.

### ***DIRECTOR'S LIST/HONOR ROLL***

Honor lists are determined at the end of each semester.

- Candidates must have attended Foothills Academy the equivalent of one semester. On appeal, exceptions may be considered by the administration.
- Participation is open to qualified full-time students in grades 6-12
- Each semester's GPA is to be used for determining scholastic eligibility
- GPA requirements are the same for all candidates in all classes
- The minimum semester GPA requirement for Honor Roll 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 Honor Roll or Director's List that semester. Honor Roll and Director'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.

## ACADEMICS

### ***Ds AND Fs AND REMEDIATION POLICY***

- **For high school**, because of its college preparatory program, Foothills Academy will not give credit for ***Ds*** on transcripts of students transferring to Foothills Academy from other schools. In addition, ***Ds*** earned at Foothills Academy will not accrue credit. ***Ds*** and ***Fs*** must be remediated before the student is allowed to proceed to the next course in the sequence. It is recommended that remediation be completed in the summer so that the sequence of college preparatory study is not interrupted.
- **For 6<sup>th</sup> and 7<sup>th</sup> grade**, written proof of remediation is required. Remediation must be done for ***Ds*** and ***Fs*** in any of the four core subjects through taking summer school classes, completing an accredited supervised or independent course, tutoring, earning credit by exam or doing a special project. A 6<sup>th</sup> or 7<sup>th</sup> grade student in the regular education program who receives a ***D*** or ***F*** average in both English 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.
- **For 8<sup>th</sup> grade**, remediation must be done for semester ***Ds*** and ***Fs*** in any of the four core subjects through successfully completing pre-approved (by Curriculum Director) and verified (through official transcript) coursework from a state endorsed or accredited institution. A list of those that offer remediation course work is available in the front office. *In order to have a 9<sup>th</sup> grade enrollment position reserved for the student*, an official transcript showing successful completion of course work in each core subject ("***C***" grade or better) must be received by Foothills Academy **no later than May 1**.
- Remediation of ***Ds*** or ***Fs*** in core subjects for **2<sup>nd</sup> Semester** must also be completed by **May 1**. Parents and students who anticipate a grade lower than a "***C***" in any core subject for the 2<sup>nd</sup> semester will therefore need to start remediation immediately in order to meet the **May 1** deadline. It is the responsibility of the parent and student to make sure an official transcript of the course work is received by Foothills Academy by that date.

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

**Students who require remediation for a 5<sup>th</sup> semester "D" or "F" in a core subject will be retained in his/her current grade.**

## ← ACADEMICS →

### ACADEMIC EXCEPTIONS

#### ***WAIVER***

In certain circumstances, students may petition for and be waived from a Foothills Academy requirement with the approval of the administration. Students must petition in writing stating the reasons for requesting such a waiver.

#### ***CREDIT BY EXAM /PROJECT POLICY***

A student may petition for credit to be awarded by examination or project to count toward student's total credits earned at Foothills. Students may demonstrate competency in a semester course by passing a teacher-developed comprehensive semester exam or project. Students may take the exam only once or prepare the the project only once and must pass with an 80%. Exams and projects should be completed and passed by May 1 of the year credit is needed. Grades are recorded as Pass/Fail and do not affect the GPA.

#### ***INDEPENDENT COURSE CREDITS***

An independent credit is one for which the student completes work independent of an on-site instructional supervisor; for example, correspondence courses listed on our remediation options sheet available in the school office. In most cases, a 3 hour community college or college credit translates as a .5 semester credit. Exceptions may be determined by the administration.

One 3 credit hour course is the equivalent of .5 semester credits.

#### ***COLLEGE CREDIT***

To earn college credit through concurrent enrollment, please contact Assistant Principal, Mary Crawford.

#### ***CREDITS FROM NON-ACCREDITED INSTITUTIONS***

Foothills does not accept core curriculum credits from non-accredited or non-state approved institutions. A written appeal may be submitted by student or parent for the awarding of elective credits.

#### ***SPECIAL CIRCUMSTANCE STUDENTS***

Students (usually seniors or juniors) concurrently studying at a local college or community college and at Foothills Academy must be enrolled as a full time student at Foothills Academy and must meet Foothills Academy requirements of study.

To be designated a senior eligible for graduation with a Foothills Academy diploma, the senior must be enrolled in a minimum of 4 on-campus courses.

## ACADEMICS

### ***GRADUATION AND PUPIL-TEACHER RATIOS CHECKLIST FOR STUDENTS WITH DISABILITIES***

- A. Foothills Academy ensures that the governing board shall prescribe criteria for graduation 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'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 establishes the following policy regarding allowable pupil-teacher ratios 14:1: (ARS 15-764(A)(5)).

#### **Procedures include, but are not limited to**

1. Foothills Academy will not be obligated to provide FAPE to students with disabilities who have graduated from high school with a regular high school diploma (§§300.122(3) and 300.543(C)).
2. Graduation from high school with a regular diploma constitutes a change in placement and requires prior written notice (§300.122)(3)).
3. 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).
4. 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.
5. Each student's IEP team will determine the graduation test criteria on the AIMS.

## **GUIDELINES AND PROCEDURES FOR STUDENT DISCIPLINE**

### ***INTRODUCTION***

Foothills Academy is a unique place of learning. Foothills Academy offers a challenging college-preparatory 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 family. Foothills depends upon the character of its students to make this possible. Foothills 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 students. Students themselves will be the primary exemplars of standards for behavior.

## BEHAVIOR AND DISCIPLINE

### GUIDELINES (CONTINUED)

#### ***DISCIPLINARY PROCEDURE OVERVIEW***

Rule infractions at Foothills Academy are handled utilizing the following procedure. Foothills Academy 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 Assistant Principal. After the incident, a hearing for the accused student and an investigation, the Assistant 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, suspension or expulsion, 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 the student admits to the misconduct, either an administrative decision is made or the case is referred by the Assistant Principal to the **Peer Judiciary**. The Assistant Principal will provide a description of the alleged misconduct to the **Peer Judiciary**. The **Peer Judiciary** will be asked to review the alleged misconduct and any mitigating or aggravating circumstances and to then make a recommendation for sanction to the administration.
- C. If the student denies the misconduct, the administration may ask the PJM to review the accusation and to make a recommendation to the administration comparing the strength of the evidence in support of the accusation and evidence in support of the student's denial of the accusation. If the PJM believes that the evidence supports the accusation, the PJM may also recommend an appropriate sanction. The administration may meet with the student after receiving the recommendation of the PJM and before imposing the sanction.

## BEHAVIOR AND DISCIPLINE

- D. If a long-term suspension or expulsion appears to be warranted, the Assistant 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.
- E. 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.
  - i) The appeal must be in writing and must be delivered to the Director/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.
  - ii) The Board will hear the appeal in closed session within 10 calendar days after the Board secretary receives the written appeal.
  - iii) 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).
  - iv) The decision of the Board is final.

*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's SPECIAL EDUCATION POLICIES AND PROCEDURES regarding discipline on page 25 in this Handbook.*

### **ADMINISTRATIVE PROCEDURAL OPTIONS**

#### **1. PEER MEDIATION**

Peer mediation is considered an informal resolution method. Peer mediations are conducted by trained peers with a trained faculty member present.

#### **2. PEER JUDICIARY**

Students are elected to serve on the Peer Judiciary/Mediation (PJM). Students serving must be in good academic and disciplinary standing. Student members must agree to hold all information received as confidential. Any failure to maintain this confidence may result in removal and in additional sanctions against the member. The role of the member is to review reported misconduct in a fair and impartial way and to recommend sanctions to the administration. If for any reason a member is unable to review a case in an impartial manner, that PJM member should notify the administration and ask that a temporary member be appointed to hear the case.

NOTE: Peer Judiciary does not meet before its elections, the week before a holiday and the final 2 weeks of the school year.

## ← **BEHAVIOR AND DISCIPLINE** →

### **GUIDELINES (CONTINUED)**

#### ***3. COMPLIANCE REVIEW COMMITTEE***

The **Compliance Review Committee** is a committee of 2 teachers that reviews teacher requests for removal of a student from a class.

#### ***4. FACULTY DISCIPLINARY COUNCIL***

The **Faculty Disciplinary Council** consists of the entire faculty lead by an elected chair. The council is advised by the Assistant Principal of the offense, the student's discipline history, and any aggravating/mitigating circumstances to be considered.

In each case, the sole authority regarding disciplinary options employed rests with the administration.

#### ***5. IMMEDIATE ADMINISTRATIVE DECISION***

### **POLICIES AND PROCEDURES**

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

##### ***A. ABSENCES***

An absent student must have his/her parents 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 or written notice within **24 hours** (**No** email notices will be accepted.) 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 (2) days), check the website ([www.foothillsacademy.com](http://www.foothillsacademy.com)) 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 10 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.

## BEHAVIOR AND DISCIPLINE

- 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.

**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 and the student must bring a note stating the reason for the tardiness within 24 hours. **All tardy students must sign in 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 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.

## ← **BEHAVIOR AND DISCIPLINE** →

### **POLICIES AND PROCEDURES (CONTINUED)**

#### ***F. INTERRUPTION OF INSTRUCTION***

Regular instruction is not to be interrupted for vending, food sales or procurement, preparation for student activities such as dances and other social events, errands, or any other activities that are not related to instruction unless the interruption is specifically approved by school administration. Students may leave class for scheduled games, and on a limited basis for practices, when it is demonstrated that the difficulty for scheduling a venue is prohibitive.

#### ***G. STUDENTS LEAVING CAMPUS***

At no time are students allowed to leave campus for errands, sales, food procurement, or any other activity unless they have specific permission to do so from their parents as evidenced by a permission slip which identifies the particular activity. Students are to travel in a school van only.

#### ***STUDENT DRIVING/PARKING***

Student parking is available for **SENIOR DRIVEN CARPOOLS ONLY** on a first come, first served basis. **ALL** Seniors who choose to park at school are required to carpool, providing transportation to Foothills Academy for at least one other Foothills Academy student.

**NO** parking is permitted on **Ashler Hills Drive, Calle de las Estrellas, Scottsdale Road** or **adjacent to the red painted curbs in the parking lot**. No student parking is permitted in **Reserved** or **Visitor** marked parking spaces. Improperly parked cars will be towed at owner's expense—**NO EXCEPTIONS**.

#### ***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.

#### ***LOCKERS***

Lockers are assigned each student at the beginning of the school year and can be reassigned **only** by the office. Students may not make a locker assignment change in any other manner. Lockers should be locked at all times. Students must provide their own standard combination lock beginning on the first day of school and the combination must be given to the office for security purposes.

## ← **BEHAVIOR AND DISCIPLINE** →

Students should not bring valuables or large sums of money to school. Foothills also takes no responsibility for lost or stolen items or protection of bicycles. Lockers may be searched if a search is deemed necessary by school administration.

### ***BACKPACKS***

Backpacks are to be used **only** for transporting books to and from school and must be small enough to fit in the student's locker. Backpacks will no longer be allowed in the classroom or on the ground in front of the lockers. Backpacks found outside the lockers or in the classrooms will be confiscated.

### ***COMPACT ELECTRONIC EQUIPMENT, PHONES, PAGERS***

To avoid classroom disruptions, students may **NOT** use pagers, cellular phones, and compact electronic equipment (tape players, CD players, etc.) on campus **during instructional time**. These items may be used between classes, during lunch and before or after school. Failure to comply will result in confiscation.

**No personal phone calls are to be made or received during class.** Cell phones used during class for phone calls, text messaging or any other purpose will be confiscated by the teacher and returned at the end of the school day.

Threatening, obscene or other inappropriate text messaging during the school day is cause for suspension or expulsion.

### ***GUIDELINES FOR DANCES***

Note: Due to restrictions imposed by our special use permit, **all** Foothills Academy dances must be held off campus.

**All** dance dates, themes, times, and other details must be approved by Foothills Academy Administration well in advance of the proposed event.

- Arrangements must be made for one (1) police officer whose shift begins one half hour before the start of the event and ends one half hour after the dance ends. The Officer is to maintain a highly visible presence on the grounds during the event.
- **All** aspects set up, clean up and lock up must be discussed with campus supervisor, Terry Mullane, and approved by him. "Clean up" of the room and outside areas means leaving them in the same state as (if not better than) before the dance.
- There may be up to 2 dances each semester (1 for Middle School and 1 for High School).
- In addition, there will be a Junior/Senior Prom held in the spring.
- Dances are for Foothills Academy students only (except Junior/Senior Prom).

## **BEHAVIOR AND DISCIPLINE**

### **POLICIES AND PROCEDURES (CONTINUED)**

- Prom guests' names must be turned in to prom advisor 48 hours in advance of prom, approved and added to the guest list.
- Six (6) adult chaperones (parent and teacher volunteers) must be on duty at all times during the event.
- Adult supervision at the door is required at all times.
- If leaving early, middle school students may depart only with parent/ carpool adult who picks them up at the door and informs an adult chaperone of their departure.
- If student leaves early, there is no returning to the dance at any time later in the evening.
- One (1) adult chaperone must be present until all students have left the dance venue.
- All school rules apply with the exception of school uniform.

### **RULES**

***These rules apply to student conduct at/in the following areas and events: All property owned by Foothills Academy and both sides of the streets bordering the property, all school sponsored events, events sponsored by organizations affiliated with Foothills Academy, and any events in which the student is representing Foothills Academy.***

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 **8:10** 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 and must be parked in the bike rack. They may not otherwise be ridden on campus.
5. No food or drink (other than water) is allowed in buildings, except in designated areas during lunch. Capped water bottles (filled with water only) are allowed.
6. Foothills Academy is a closed campus for **ALL** students. All students are to remain on campus during lunch. Non-Foothills Academy students are **NOT** allowed on campus at any time unless given permission by the administration. The visiting student must obtain a visitor's pass from the school office.

## ← BEHAVIOR AND DISCIPLINE →

7. Damage to or misappropriation of school property (including but not limited to buildings, furniture, carpet, textbooks, computers, software, student lockers) is the monetary responsibility of the individual(s) who caused the damage. If the individual(s) who caused the damage is younger than 18 years old, his or her parent or guardian is liable for the damage.
8. Any possession of, use of, distribution of, or being under the influence of illegal drugs or alcohol is prohibited.
9. **ALL** tobacco products and **ALL** forms of cigarettes are prohibited.
10. Enforcement of Foothills' drug and alcohol policy is swift and strict. Students found in possession of or having used drugs or alcohol during the school day or during a Foothills activity will be recommended for immediate suspension or expulsion. Drug paraphernalia and empty alcohol containers are prohibited.
11. Any intentional harm (threatened, verbal, or physical) inflicted upon a student and/or staff member is prohibited.
12. No weapons, explosives, or fireworks will be tolerated on campus. Prohibited weapons include **ALL** knives (real or toy), pellet guns, "bb" guns, paintball guns, water guns, cap-guns and **ALL** firearms.
13. Any student intentionally sounding a fire or lockdown alarm is subject to immediate expulsion,
14. No foul or inappropriate language will be tolerated.
15. Classroom chores are not optional.
16. Open defiance of authority, continued disruptive or disorderly behavior, violent or threatening behavior, or excessive absenteeism are prohibited.
17. 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 will not be tolerated.

### Harassment includes

- *Verbal:* Derogatory comments or jokes, slurs, insults, epithets, or threatening words spoken to another person.
- *Physical:* Unwanted physical touching including hugging, kissing, fondling, patting, pinching, or any other physical conduct considered unacceptable; assault; deliberate impeding or blocking of movements; or any intimidating interference with normal work or movement.
- *Visual:* Derogatory, demeaning or inflammatory posters, cartoons, calendars, written words, letters, notes, invitations, drawings, gestures or objects; or the display of any sexually suggestive objects.

## ← **BEHAVIOR AND DISCIPLINE** →

18. At no time are students to be in off-limits areas. Off-limits areas include the court and the field if unsupervised (e.g. lunch time or before and after school), all streets adjacent to the school campus, arroyos and all natural desert surrounding the school. Before and after school, the areas designated for students are the courtyard, classrooms and parking lot.
19. Students will not violate any other published Foothills Academy rules or applicable law.

### **SANCTIONS**

1. Students agree to comply with these *Rules* and the *Guidelines and Process for Student Conduct*, and pursue the required course of study, in accordance with the authority of the teachers and administrators of Foothills Academy. A student who violates any of these *Rules* or the *Guidelines and Process for Student Conduct* 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 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*
  - 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 sponsored activities without the prior approval of the administration.
  - G. *Expulsion* – This involves permanent separation of the student from Foothills Academy.
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

## UNIFORM CODE

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 in the Conduct Review Procedures. (Pages 23 and 24 of this Handbook)

### **UNIFORM CODE -- READ CAREFULLY**

All Foothills Academy students in grades 6 - 12 are required to wear the official Foothills Academy uniform (purchased at **Collette's Uniforms**) and 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, all clothing and accessories must be purchased at Collette's.**

1. White or red long or short sleeve knit shirt or white long or short sleeve oxford cloth shirt with official Foothills Academy logo. Undershirts (not required and not a Collette's item) must be collarless solid white or solid black and the sleeves of the undershirt may be no longer than the sleeves of the uniform shirt. Camisoles (not required and not a Collette's item) must be solid white, solid black or solid red (no patterns, prints, or embellishments of any kind). Shirts must be buttoned at all times (the top button **ONLY** may be unbuttoned).
2. Official Foothills Academy athletic team jersey or shirt may be worn on game day **ONLY**. No other pieces of the athletic uniform may be worn (pants, shorts, sox, shoes, etc.).
3. Official Foothills Academy T-shirt may be worn on Fridays **ONLY**.
4. Black or khaki regular style (flat or pleated) shorts or pants for boys.
5. Black or khaki shorts, pants, or Foothills Academy plaid skirts for girls. Foothills Academy boy-leg style shorts (black only) may be worn under skirts and the length of the shorts may not exceed the length of the skirt. **HEM SKIRTS CAREFULLY! SKIRTS MUST BE WORN NO SHORTER THAN 3 FINGER WIDTHS ABOVE TOP OF KNEE. NO ROLLED WAISTBANDS.**

## UNIFORM CODE

### UNIFORM CODE (CONTINUED)

6. If wearing your shirt tucked in, black or khaki web belt or black leather belt -- trimmed to fit appropriately (no belt "tails"). Do not remove belt loops from clothing.
7. Solid black shoes, fully enclosed, 1" heel height *maximum* (not a Collette's item), no platform shoes of any kind. Matching shoelaces must be solid black. No slippers, sandals, or flip-flops of any kind.
8. Boots may be worn with pants **ONLY** (pant leg/cuff over boot).
9. Black or white ankle length socks (not a Collette's item); black **ONLY** knee highs, tights, leggings (not a Collette's item) -- no patterns, no prints, no embellishments of any kind.
10. **Outerwear for cold weather: Foothills Academy logo sweatshirts are preferred.** However, solid black or charcoal gray sweatshirts, overcoats and windbreakers may be worn (no patterns, no stripes, no brand names, etc.). Administration will determine and announce when sweatshirts and other outerwear are no longer appropriate for the weather.
11. Optional black neck scarf with Foothills Academy logo.
12. Optional black head band with Foothills Academy logo.

### Detailed Guidelines

**All shorts, pants, skirts, shirts, official sweatshirts, and belts must be ordered/purchased at:**

#### *Collette's Uniforms*

*5555 E. Bell Rd., Scottsdale — Phone: 602-971-4433*

*5212 W. Camelback Road, Glendale — Phone: 623-931-1793*

*website: [euniformstore.com](http://euniformstore.com)*

- Stay in uniform at all times while on campus (including the parking lot). Students must remain in 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, backpack, book bag, lunchbox, locker, etc. Backpack must be able to fit inside the student's locker (locker dimensions: 30 inches high, 11 inches wide, 13 inches deep). Backpacks will no longer be allowed in the classroom or on the ground outside the lockers.
- Shorts, pants (no excessive bagginess or dragging on the ground), and skirts that fit with hems, no tears, no holes, no patches or adornments, and no visible safety pins.
- Shorts must be no shorter than bottom of fingertips when arms relaxed at side.
- No undergarments showing at any time.
- No skin between shirt and pants, shorts, or skirts showing at any time.
- No extreme unnatural hair colors; no extreme haircuts or styles; no facial hair.

## UNIFORM CODE

- No hats or visors of any kind. Hoods attached to sweatshirt may be worn between classes on cold days but not while in class. Note: FA hats/visors may be worn during PE ONLY.
- 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).
- If nail polish is worn, no black, brown, dark blue, green, orange, glitter-type, etc. All fingernails must be painted the identical color. Boys are not permitted to wear nail polish.
- Nothing excessive (quantity, color, style) – this applies to everything that can be seen.

The 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, including suspension or expulsion from school.

**Purchase your uniform selections carefully. The uniform code will be *strictly enforced*.**

**CLEAN AND FITTED SHIRTS OF APPROPRIATE LENGTH MAY BE WORN UNTUCKED. REMEMBER – LOOSE AND LONG DON'T BELONG!**

## COMPUTER AND INTERNET POLICIES

**PLEASE NOTE: Expect an addendum to the Computer Use Policy as we prepare for the adoption and use of two new mobile computer labs.**

### ***COMPUTER, NETWORK & INTERNET ACCEPTABLE USE POLICY***

The arrival of a more comprehensive computer network at Foothills Academy provides a virtually unlimited supply of resources and information to the community, but the system also places an enormous responsibility on all users.

All users must adhere to the same code of ethics that governs all other aspects of life within our learning community. Any actions performed or initiated through the network must reflect the integrity, honesty, and compliance with the school's Guidelines and Process for Student Conduct as set forth in this Handbook.

The following policies exist to ensure the ethical use of the network at the School:

***Accessing the accounts and files of others is prohibited.*** This rule protects all users on the network, not just the Foothills community. Taking advantage of a student who inadvertently leaves a computer without logging off is no different than entering an unlocked room and stealing, reading a personal letter, or destroying someone's personal property.

***Improper use or distribution of information is prohibited.*** This includes copyright violations such as software, music and movie piracy, as well as plagiarism. The network is a valid academic resource, and its use is governed by the same rules as library resources.

***Network Etiquette:*** Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c) Do not reveal your personal address or phone numbers of students or colleagues. Do not use the network in such a way that you would disrupt the use of the network by other users.
- d) Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited on the network. Therefore, any messages containing profanity, obscene comments, sexually explicit material, expressions of bigotry or hate will not be tolerated.
- e) Use of unauthorized internet space (e.g., Myspace, Instant Messenger, P2P File Sharing) or use of any campus computer without permission is cause for suspension or expulsion.

## **COMPUTER AND INTERNET POLICIES**



### ***FOOTHILLS' COMPUTER USE POLICY***

Each student, along with his/her parent/guardian is asked to sign a Computer Acceptable Use Agreement upon enrollment each year. The points covered in that document are listed below:

1. No programs may be loaded into a school owned computer. Non-executable files, such as word-processed reports, digital photos or graphics, sound files or CAD models are OK.
2. Use of Foothills' system for commercial purposes, or subscription to online services, requires prior written approval of the Director or Associate Director.
3. Be aware that use of the internet is recorded in a log file. This file is reviewed frequently to identify inappropriate use. Some examples of inappropriate content are: illegal drugs, pornography, games or videos. Playing of computer games is prohibited.
4. Work can be stored securely by saving it in the student's online directory (X-drive). Work left anywhere else will be deleted when the student logs off. As a further precaution, students are urged to send copies of their work to their home email through a web email system (e.g. Yahoo, Cox Web Mail).
5. Foothills does not provide nor pay for the student email account; students are urged to obtain a web email account through a free provider if they do not already have one.
6. Privacy of other students' work should be respected, as well as their right to a quiet work environment.
7. If work requires audio output, headphones are permitted. If a student does not know how to connect them to the computer, ask for assistance.
8. Report any computer or network malfunction immediately to the teacher present. Students should not try to fix it themselves.
10. Students should not give out their password. Students are responsible for what happens in their personal account, even if someone else is using it.
11. Log off and turn off laptop when finished.
12. All use of Foothills Academy computers and the network will be monitored by the administration for compliance with these rules.
13. Wired and wireless access that is provided to staff and students is not to be abused; using your own computers or the ones provided by Foothills Academy is for educational purpose only. Any attempts to breach security, firewalls, passwords, logins or use of the network in a manner not intended by Foothills Academy is cause for suspension or expulsion.
14. Failure to abide by any of the rules stated or implied can result in disabling student's login account and possible further disciplinary action.

## ← ANNUAL NOTICE →

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:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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.

***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 requests in writing otherwise. Therefore, upon written request from the parent, Foothills Academy 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 3<sup>rd</sup> party, retention, and destruction of personally identifiable information.”

***CHILD FIND***

Foothills Academy 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 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.



**SCHOOL YEAR CALENDAR 2008-2009**

<b>August</b>	<b>19</b>	<b>New</b> Student Get Acquainted Event on campus (New Parent & Student Attendance Requested) Middle School—9:00 a.m. High School—10:30 a.m.	
	<b>20</b>	<b>1<sup>st</sup> Day of School &amp; Orientation</b>	<b>11:30 Dismissal</b> -- teacher in-service
	<b>21</b>	<b>Orientation</b>	<b>11:30 Dismissal</b> -- teacher in-service
	<b>22</b>	<b>1<sup>st</sup> Full Day of School</b>	<b>Friday Dismissal times</b>
	<b>26</b>	<b>F.A.P.T.O. Meeting</b>	<b>3:30 p.m.</b>
	<b>29</b>	Half Day (Holiday Weekend)	11:30 Dismissal
<b>September</b>	<b>1</b>	<b>Labor Day</b>	<b>No School</b>
	<b>9</b>	<b>F.A.P.T.O. Meeting</b>	<b>3:30 p.m.</b>
	<b>15</b>	<b>Back to School Night</b> (Parents Only)	<b>5:30 p.m.</b>
	<b>19</b>	(Meeting with Seniors & Senior parents prior @ 5:00 p.m.) Mid-1 <sup>st</sup> Qtr Ds & Fs Progress Reports online	
	TBA	Picture Day—6 <sup>th</sup> through 12 <sup>th</sup> grades	
<b>October</b>	<b>14</b>	<b>F.A.P.T.O. Meeting</b>	<b>3:30 p.m.</b>
	<b>15</b>	PSAT Test—Grade 10, 11	
	<b>17</b>	<b>1<sup>st</sup> Quarter Ends-Progress Reports online</b>	
	<b>21</b>	PLAN Test—Grade 10	
	<b>28</b>	AIMS H.S. Writing (Grade 11 Retest)	
	<b>29</b>	AIMS H.S. Reading (Grade 11 Retest)	
	<b>30</b>	AIMS H.S. Math (Grade 11 Retest)	
	TBA	Hearing & Vision screening (6 <sup>th</sup> & 9 <sup>th</sup> grades, new students 15 yrs. and under & Special Education)	
	TBA	Picture Makeup Day	
<b>November</b>	<b>10</b>	<b>No School</b>	
	<b>11</b>	<b>Veteran's Day-NO SCHOOL</b>	
	<b>14</b>	Mid-2 <sup>nd</sup> Qtr Ds & Fs Progress Reports online	
	TBA	<b>F.A.P.T.O. Meeting</b>	<b>3:30 p.m.</b>
	<b>26</b>	Half Day (Holiday Weekend)	11:30 Dismissal
	<b>27-28</b>	<b>Thanksgiving Break</b>	
TBA	Hearing & Vision re-screen		
<b>December</b>	<b>1</b>	School Resumes from Thanksgiving Break	
	<b>9</b>	<b>F.A.P.T.O. Meeting</b>	<b>3:30 p.m.</b>
	<b>18</b>	Semester Final Exams 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> class periods	11:30 Dismissal
	<b>19</b>	Semester Final Exams 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> class periods	11:30 Dismissal
	<b>19</b>	<b>1<sup>st</sup> Semester Ends—Winter Break Begins</b>	

**December 22<sup>nd</sup> through January 2<sup>nd</sup>-- Winter Recess - No School**

**ARIZONA TAX CREDIT DEADLINE 12/31**

Administration reserves the right to make calendar changes during the year if necessary

**SCHOOL YEAR CALENDAR 2008-2009 (CONTINUED)**

<b>January</b>	5	School Resumes — 2 <sup>nd</sup> Semester Begins	
	12	1 <sup>st</sup> Semester Report Cards mailed this week	
	13	<b>F.A.P.T.O. Meeting</b>	<b>3:30 p.m.</b>
	16	Half Day (Holiday Weekend)	11:30 Dismissal
	19	<b>Civil Rights Day</b>	<b>No School</b>
<b>February</b>	4	<b>Academic Awards Assembly</b>	<b>1:45 p.m.</b>
	6	Mid-3 <sup>rd</sup> Qtr Ds & Fs Progress Reports online	
	10	<b>F.A.P.T.O. Meeting</b>	<b>3:30 p.m.</b>
	13	Half Day (Holiday Weekend)	11:30 Dismissal -- teacher in-service
	16	<b>Presidents' Day</b>	<b>No School</b>
	21	<b>Science Fair</b>	
	24	AIMS H.S. Writing—Grades 10 & 11 Retest	
	25	AIMS H.S. Reading—Grades 10 & 11 Retest	
<b>March</b>	2	<b>Enrollment Open House</b>	<b>4:00 p.m.</b>
	6	<i>3<sup>rd</sup> Quarter Ends-Progress Reports online</i>	
	10	<b>F.A.P.T.O. Meeting</b>	<b>3:30 p.m.</b>
	13	Half Day (Spring Break Begins)	11:30 Dismissal
	16-20	<b>Spring Break</b>	<b>No School</b>
	23	School resumes following Spring Break	
	30-31	AIMS DPA—Grades 6,7,8	
<b>April</b>	31	TerraNova—Grade 9	
	1	TerraNova—Grade 9	
	1	AIMS H.S. Math—Grades 10 & 11 Retest	
	1-2-3	AIMS DPA—Grades 6,7,8	
	2	AIMS H.S. Science—Grades 10 & 11 Retest proposed	
	14	<b>F.A.P.T.O. Meeting</b>	<b>3:30 p.m.</b>
<b>May</b>	17	Mid-4 <sup>th</sup> Qtr Ds & Fs Progress Reports online	
	1	<b>Deadline for Remediation of 1<sup>st</sup> &amp; 2<sup>nd</sup> Semester Ds and Fs</b>	
	12	<b>F.A.P.T.O. Meeting</b>	<b>3:30 p.m.</b>
	18	<b>Annual Golf Tournament Fund Raiser</b>	11:30 Dismissal
	21	Sports Awards Assembly	8:15 A.M.
	22	Half Day (Holiday Weekend)	11:30 Dismissal
	25	<b>Memorial Day</b>	<b>No School</b>
	26	<b>8<sup>th</sup> Grade &amp; Senior Final Exams</b> 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> class periods	
	27	Semester Final Exams-All grades 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> class periods	11:30 Dismissal
	28	Semester Final Exams- Grades 6, 7, 9, 10, 11 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> class periods	11:30 Dismissal
	28	<b>High School Graduation</b>	<b>6:00 P.M.</b>
	29	<b>8<sup>th</sup> Grade Certificates &amp; Awards Assembly</b>	<b>8:30 A.M.</b>
		Last day of School –	11:30 Dismissal

*2<sup>nd</sup> Semester Report Cards Mailed Week of June 8<sup>th</sup>*

***FOOTHILLS ACADEMY BOARD***



President  
Secretary  
Treasurer

**Dr. Donald Senneville**  
**Dr. Joan McGregor**  
**Ms. Joan Puddy**

Member  
Member  
Member  
Member

**Dr. Nancy Tribbensee, J.D.**  
**Ms. Kathy Radina, M.Ed.**  
**Mr. Donald Kent**



**FOOTHILLS ACADEMY  
PARENT TEACHER ORGANIZATION (FAPTO)**

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

Meetings are held once a month with the exception of September when there is no meeting. The dates and times are listed on the calendar in this Handbook. Parents are encouraged to become a member and to volunteer their time. Volunteer opportunities include positions on the FAPTO executive board or working on a committee such as hospitality or fundraising. FAPTO publishes a monthly newsletter to communicate with parents and to publicize any school activities. A membership drive is held in the fall.



## ADMINISTRATION AND PERSONNEL

Director/Principal  
Associate Director  
Assistant Principal and  
Guidance Counselor

**Donald S. Senneville, Ph.D.**  
**Joan Puddy**  
**Mary Crawford, M.Ed.**

Athletic/Student Activities Director  
and Facilities Manager  
Facility Project Coordinator  
Registrar  
Office Manager  
Office and Attendance

**Terry Mullane**  
**Larry Hansen**  
**Barbara Hansen**  
**Valerie Pierson**  
**Julie Butler**

### ***FACULTY***

**Carl Anderson**  
*Art*

**Nancy Bleasdale**  
*English/  
Foreign Language Support*

**Drew Brimacombe**  
*Science*

**Robert Cooley**  
*PE*

**Jared Copeland**  
*Mathematics/Science*

**Mary Crawford**  
*English*

**Adrianna Cuevas**  
*Spanish*

**Paul Daniels**  
*Mathematics/Physics*

**Liliana Gonzalez**  
*Spanish*

**Dan Heim**  
*Lab Science/Technology*

**Diana Kogan**  
*History/International  
Studies/Senior Project/  
Peer Judiciary*

**Carol Landauer**  
*English*

**Kristopher Lodge**  
*Geography/U.S. History/  
Thematic Studies*

**Claudia Moreira**  
*Mathematics*

**Courtney Mullane**  
*Mathematics*

**Terry Mullane**  
*PE/Campus Supervision*

**Donald Senneville**  
*English/Philosophy*

**Carolyn Smith**  
*English/Journalism/  
Testing Coordinator*

**Jeff Westfall**  
*Civics/ Thematic Studies*

**Jim White**  
*Government/Economics/  
Media Studies*

**La White**  
*Science*

*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.*