

Introduction

Welcome to Southland Christian Academy. Our twenty-eighth year as a Christian school and seventh year at the present campus begins in 2009. God has blessed us to be a school with vision and commitment to the future.

We have produced this handbook to be your guide to campus life. It details the spiritual and academic objectives that are vital to the growth of our student body and operation of our school. Read it thoroughly and then review important policies with your student. Please keep your handbook in a convenient place so that you may refer to it throughout the school year or review information on our website at www.southlandca.org.

The Southland staff looks forward to a great year with you and your child. If you have any questions, please contact the school office at (562) 867-8594, Ext.10.

Welcome from Pastor Don Metcalf Pastor of Desert Reign Assembly of God Church

“Could I climb to the highest place in Athens, I would lift my voice and proclaim; Fellow citizens, why do you turn and scrape every stone to gather wealth and take so little care of your children, to whom someday you must relinquish it all?” Socrates

“He that has no rule over his own spirit is like a city that is broken down, and without walls.” Proverbs 25:28

The writer of Proverbs makes a tremendous point. If our children can control both their impulses and decisions, then they are likely to live a prosperous life. Cities without walls were a vulnerable place to live in Bible days. In our day, an education is the pathway to prosperity but without self-control, and a Godly constitution on the inside, we are exposed to the destructive “landmines” of life. Character and self-discipline are vital if our students are to sustain a lifetime of God’s blessings.

At Southland, and Desert Reign Assembly of God, we are committed to providing your student(s) the best education we can within our means. We will strive to be our best, hire the best, and deliver our best. We will partner with you in equipping your child to master academics but greater still, to master themselves.

As pastor of Desert Reign, both I and our pastoral staff are here for you as well. Most of your children are not in our school because you are rich. In most cases, they are here by tremendous sacrifice on your part. And you have entrusted us with this tremendous privilege and we are honored by your having done so. We thank you for it. If you do not have a home church, then you have an open invitation at ours anytime! We would be delighted to see you there!

Sincerely,
Pastor Don and Deborah
Desert Reign Assembly

SECTION I

Organization and Philosophy

Southland Christian Academy (SCA) operates a year-round program consisting of a typical ten-month school year, a before and after school program, and a summer day camp program that provides limited academics with a greater emphasis on field trips and recreation. Year-round daycare is open from 6:00 AM to 6:00 PM.

SCA views itself as one of three indispensable components in the life of a child: the home, the school, and the church. Our goal is to build a foundation for educational success for students. We understand that the early years in school are crucial in establishing patterns of success, desire to learn, self-discipline, and inner-motivation toward learning. A solid educational foundation is the equipping tool that produces future success.

Desert Reign Assembly of God Church

Southland Christian Academy is owned by and is a ministry of Desert Reign Assembly of God Church. Desert Reign Assembly is located at 11610 Lakewood Blvd, Downey (where Lakewood Blvd. and Bellflower Blvd. merge, across from the Coke Cola plant). Church services are on Sunday mornings at 9:45 AM and on Wednesday evenings at 7:00 PM. A children's church and nursery care are provided. Wednesday night services include a Royal Rangers program for boys (similar to Boy Scouts) and a Missionettes program for girls (similar to Girl Scouts). Adult Bible study is held in the sanctuary and nursery care is provided for children under three. Desert Reign has a fulltime youth pastor with a dynamic ministry to the teens. The youth meet on Sunday Evenings at 6:00 PM. If your family is looking for a new church home, please call the church office for more information at (562) 803-9093. We would love to welcome you and your family as our guests!

More information about Desert Reign church is available by going to our website at www.southlandca.org, then clicking the Desert Reign icon in the upper right corner.

Statement of Faith

We are founded upon the fundamental and guiding principles of the Word of God, and the historic Christian worldview as presented in the Bible.

We believe the Bible is the inspired, infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21). We believe in the absolute truth of the Bible.

We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, and that men are saved only through faith in Jesus Christ (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

We believe in the resurrection of both the saved and the lost (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:12-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

Mission

As a ministry of Desert Reign Assembly of God Church, our mission is to provide an academic education within a Christian environment, teaching from a Biblical perspective based on the absolute truth of the Bible, and to introduce unchurched families to the various ministries of Desert Reign Assembly of God Church.

Vision

Southland Christian Preschool and Southland Christian Academy seek to provide a ten-year opportunity for spiritual growth, from 2 years old through 6th grade. It is our goal that all students completing their education at SCA would: be committed to follow Christ, understand the importance of spiritual growth, see the world from a Christian worldview, be active in church life, find an area of ministry and get involved, and show care and respect for others.

Purpose

Our purpose is to provide instruction that is in conformity with our Statement of Faith. We endeavor to prepare each student to take his/her place of leadership in the home, the church, the community, and eventually a profession - all in a manner that glorifies God.

SCA addresses all aspects of education from a Christian perspective by allowing our students the opportunity to begin to understand themselves and the world around them from a Christian worldview. Some of this education will be formal (chapel, Bible classes and studies, counseling), and some will simply happen as the faculty and students interact in the normal flow of school activity. The goal is to facilitate the development of the child: academically, physically, psychologically, socially and spiritually. The school employs faculty, staff, and administrators who serve as role models in their Christian walk, and who are maturing in both their professional life and their Christian faith.

Building a child's intellect is important; but strengthening his or her character is the highest of all priorities. In today's world of clouded values, it is more essential than ever that children be instilled with the character that enables them to think clearly and act morally. The education they receive should broaden the mind while deepening the spirit.

The development of personal character is stressed at Southland Christian Academy. We desire that each student understand and accept responsibility for his/her choices. Through the use of consistent counseling and correction, both in and outside the

classroom, students learn how good decisions affect not only themselves but others as well.

Core Values

Our core values are as follows:

- To provide a quality program consistent with biblical truth
- To assist parents in fulfilling their God-given responsibility
- To emphasize and communicate the Word of God
- To teach that faith in Jesus Christ is the foundation of life
- To create an atmosphere of love and acceptance

Social Development

SCA desires that students develop an awareness of the importance of positive interpersonal relationships that value empathy, understanding, sharing, consideration, kindness, forgiveness, help, cooperation, and love for one another (as defined in Scripture). These values are reinforced in the classroom because much of one's spiritual growth and development can be seen in his/her interaction with others.

Curriculum

We understand that parents expect quality from a private school. One component of that expectation is the teacher, and the other is the curriculum. We select curriculum that is directed to assist in the ultimate development of the child. Emphasis is placed on the student's achievement and mastery of academic fundamentals and non-denominational Evangelical spiritual instruction. It is our desire to develop critical thinking skills along with fact mastery. SCA uses ABeka, ACSI, and Bob Jones (Christian publishers), as well as limited secular curriculum.

SECTION II Parent Information

We desire that our relationship with parents to be positive and supportive. To accomplish that goal we want parents to have a clear understanding of how Southland operates so there won't be any unpleasant surprises during the school year. To that end we encourage parents to ask questions and seek clarity of any policy so that it doesn't become problematic later.

Parent Agreements

The following information defines the school-parent/student relationship. Parents and perspective parents should read this material carefully and prior to enrolling:

1. Student Enrollment form, including *Agreements and Authorizations*
2. Records request forms – required for enrollment
3. Health and immunization records required and medical procedures of SCA
4. Parent expectations – as defined in this handbook
5. Correction and discipline, including behavior that may lead to the dismissal from SCA
6. Arbitration and mediation – as stated on the Enrollment Form

Website Information

The Parent Handbook, forms, maps, monthly newsletter, lunch menu, and a variety of other helpful information are posted on our website at www.southlandca.org. Most information is in PDF format for printing at home or at the office. Our website has been designed for your convenience, so refer to it frequently.

Expectations of Parents and Home Environment

Just as parents have expectations of the school, SCA has expectations of parents and the home. Since your child's education is a cooperative endeavor we want you to know what we expect of you. Please make sure you understand and agree to them prior to enrolling your child.

Spiritual Expectations - As a Christian ministry of Desert Reign Assembly of God Church, SCA teaches the Bible as God's Word and integrates spiritual truth into its curriculum (see Philosophy section). We expect our parents to encourage the spiritual growth of their student even if they have no personal spiritual commitment.

Teacher Support Expectations - The most effective teaching occurs when the parent and teacher have open communications, and the parent supports the teacher's effort. We expect our parents to support their student's teacher. Support includes checking facts with the teacher before drawing conclusions, consistently monitoring the student's work, giving counsel and guidance appropriate to misbehavior at school, and assuring that if standards are given as correction they are completed at home as required.

Homework Expectations - Homework provides the student with additional practice and provides the parent a firsthand opportunity to monitor progress. We expect parents to assure that homework is completed with accuracy and returned in a timely manner.

Support of School Policy - SCA has listed most of the policies that affect parents and students in this Parent Handbook. We expect our parents to be supportive of the school's policies and not be critical of school policies in front of their student.

Lifestyle and Moral Principles - SCA's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle Southland teaches. This includes sexual immorality, homosexual sexual orientation, and the inability or unwillingness to support the moral standards of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

On rare occasion we find ourselves in the position of being unable to satisfy parent expectations, especially when those expectations are in conflict with the school. We will attempt, within our operational guidelines, to meet expectations; however, if we believe that the relationship between the school and parent is no longer conducive to the interest of the student or SCA, we reserve the right to end enrollment of that student.

Parent Involvement

Southland Christian Academy believes that the training and education of children is the parents' most important responsibility – and blessing. The school is honored to be part of the parents' team in this most important of all endeavors. Educational research shows a

direct relationship between parent involvement and the child's educational success. It cannot be over emphasized that parents are the greatest influence in the education of the child: first, by teaching and reinforcing educational values; second, by offering praise and encouragement for student effort; and third, by directly helping with concepts and skills the child may be having difficulty mastering. SCA encourages parents to check their child's homework daily and assist when needed. The parents' high level of involvement helps to promote success. Education is a team effort between school and the parents for the benefit of the child.

Parents are invited to become involved in our PTF, a parent-run support organization. PTF meetings are usually the first Monday of each month, from 5-6PM.

Parent Conference - Teacher

Parent/Teacher Conferences are held in the fall. This is a time for the parent and teacher to discuss the child's progress or lack of progress. The first report card will be issued at this time. Only one conference will be given per student, so parents need to decide who will meet if both parents are unable to do so. Other conferences may be called by the teacher, administration, or parent as deemed necessary and must be pre-arranged through the school office at the teacher's convenience after school hours. Because of potential disruption to beginning of school, SCA does not permit teachers to have quick conferences prior to school starting in the morning.

Parent Conference - Principal

Parents are welcome to meet with the principal to discuss any issue dealing with their students or the operation of the school. Issues dealing with a teacher or the classroom will be discussed only after the parent has gone through the proper protocol of meeting with that teacher first.

Standardized Achievement Tests

Each spring, usually in April, Southland Christian Academy students are given the nationally-normed Stanford Achievement Test. As a group, most of our students have consistently scored above the national averages for their grade levels. Parents will receive a copy of the scoring after the scoring has been completed. S.A.T. is required and students test on the scheduled date. There are no make-up tests for absent or tardy students. Advanced notice of testing dates will be given to students and parents.

School Hours of Operation

Regular Days K-2nd grades – 8:30 AM to 2:30 PM
3rd-6th grades – 8:30 AM to 3:00 PM

Minimum Days All grades - 8:30 AM to 12:00 PM

Daycare 6:00 AM to 6:00 PM, excluding school hours

School Office 8:00 AM – 5:00 PM (10:00AM – 3:00 PM holiday and summer hours)

Attendance (Absence/Tardy)

A student is tardy when he/she is not in class when the tardy bell rings at 8:30 AM. The student is marked absent when he/she is not physically present at school or a school activity. *Any absence makes a student ineligible for a Perfect Attendance award.*

Absent or tardy students must give to their teacher an Admit Slip from the school office after an absence or for a tardy. At her discretion, the school secretary makes the determination as to whether an absence or tardy is excused or unexcused.

Absences are excused for illness, medical appointments, and legitimate family emergencies, etc. The student is excused when he/she brings a note to the office the day he/she returns to school that includes his/her name, date of absence, excusable reason, and a parent signature. A note is unnecessary if the parent comes to the office with the student.

Note: Excessive absences (excused or unexcused) may result in lowering of the student's grades and may prevent the student from being promoted to the next grade or be cause for dismissal from SCA. See the office for a more complete absence/tardy policy, or download it from our website.

School Holidays (during the school year)

Academy holidays are Veterans' Day (observed), Thanksgiving week (Teachers conference, Thanksgiving Day and the day after Thanksgiving), Christmas and New Year's weeks, Martin Luther King Jr. Day, Presidents' Day, Easter, and Memorial Day. Monthly newsletters update holiday information or check our website at www.southlandca.org.

Daycare Holidays (during the school year)

Daycare remains open during some of the school holidays above. Daycare holidays are Veterans Day (observed), Thanksgiving Day and the day after Thanksgiving, Christmas Eve at 3:00PM, Christmas Day, New Year's Eve at 3:00PM, New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, and Memorial Day. Note: If Christmas or New Year's Day falls on Tuesday or Thursday, the school will be closed the preceding Monday or following Friday. If a national holiday falls on Saturday, the school and daycare will be closed the previous Friday. If a national holiday falls on Sunday, the school and daycare will be closed the following Monday. Monthly newsletters update holiday information.

Visitors on Campus

All visitors on campus must check-in at the school office first. Parent visits to the classroom can be a distraction to normal class routine, so while they are welcome, the visit should be short (no longer than 30 minutes.) Please call one day in advance so that the teacher can be notified, then stop by the office first to check-in before going to the classroom. In this way there are not unexpected interruptions in the class session.

Student Release - Unauthorized Adults or Adults without Proper ID

Students are not released to any adult that is not listed on the student enrollment form or any adult that may be listed but cannot produce proper picture identification (such as a permanent California drivers license or identification card).

Illness/Injury Evaluation and Treatment

Minor injuries are treated using American Red Cross First Aid procedures. Soap, water, first aid cream, peroxide, ice, and Band-Aids are used on minor injuries. Parents are notified if the injury is more than a minor scrape or cut. Parent notification is immediate if the injury requires emergency care. Although SCA has had years of experience dealing

with accidents, illnesses, and communicable diseases, we are not medical practitioners, so any attempted diagnosis by the school is only an educated guess pending examination by the child's doctor. If we suspect that your child's injury, illness, or disease exceeds our care-giving ability, you will be called to pick-up your child or arrange pick up as soon as possible. By signing the enrollment form, parents have authorized the school to apply first aid, and provide emergency medical treatment, should it be required.

Student Accident Insurance

SCA carries *secondary access* student accident insurance - *with limited coverage*. Your insurance carrier is your primary insurer, so follow all requirements of your insurance, and turn your claim in to them first. *Please note:* Southland reserves the right to end its secondary access coverage at any time, without notice.

Ill Children

For the health of your child and other children at Southland Christian Academy, please keep your child home if he/she has symptoms of illness; such as, a runny nose, cough, or sneezing that could be spread to other children. Please be aware that children with a temperature above 99° are not permitted at school. Parents are requested to notify the school if their child has been exposed to or has come down with a communicable disease. The school will post a notice so that other parents can be forewarned and watch for symptoms.

Medication

If your student requires medication during the school day please fill in the *Request to Administer Medicine* form – available in the office or daycare room. Specify the medication, dosage, and time for the dosage to be given (medicine is only dispensed at approximately 12:00 PM and 4:00 PM). A signature on the form is required for authorization to dispense all medication. Medication must be signed in daily. Please note that we will not dispense medication unless it is signed in properly. School policy does not allow students to have medication in their possession at any time, including cough drops. Consult the office for special asthmatic or epinephrine medication needs.

Communicable Diseases

The County of Los Angeles Department of Health Services has listed common communicable diseases of which the state law requires school exclusion and readmission. Chickenpox, Impetigo, Conjunctivitis, and head lice have conditions for readmission to school. Generally speaking, your student will not be readmitted until 48 hours after medication has started. Call the office before your child returns if he/she has contracted a communicable disease.

Parking

Parking depends upon the time of arrival. The main parking lot is used for recess play during the day, so gates are closed after school starts and opened just before school is let out. *Warning: Monday morning is street sweeping day and parking tickets are issued.*

6:00-8:30 AM	Parking lot open
8:30-2:30 PM	Parking lot closed – park on street and use office gate
2:30-6:00 PM	Parking lot open

Drive-thru Drop-off and Pickup

Our drive-thru is for parents that don't need daycare or are not using daycare that particular day. When the cones are present, drive-thru is to the left of the cones. Drive to the double cones before stopping so that other cars may pull in behind yours. When using the drive-thru, parents do not need to sign in or sign out students.

8:10-8:30 AM	Drive-thru open to drop off students
2:30-2:40 PM	Drive-thru open to pick up K-2 nd grade students
2:50-3:05 PM	Drive-thru open to pick up 3 rd -6 th grade students

Food Programs

SCA provides 15 minutes of table time to eat lunch before lunch time recess. Our role is to provide quality supervision during lunch and encourage children to eat their lunch – but not obligate them to do so. Lunch time supervisors encourage children not to throw away good food or trade lunch items with others. Our staff will not require your child to eat certain portions or all of his/her lunch, so please don't make that request.

Breakfast - All students arriving before 7:45 AM may be served a cold cereal breakfast at no additional cost. There are additional breakfast items available such as cinnamon toast, etc. at a small cost.

Hot Lunch Program - A hot lunch program is available with option to purchase lunches on a weekly or daily basis. Information on this program is available in the school office. Lunch menus are posted on our website.

Sack Lunches - Students may bring a sack lunch from home. Refrigeration is not available so please do not send food that may spoil without refrigeration. Lunches should be balanced in nutrition and sent prepared to eat as the lunch supervision staff does not have the time to peel, slice, cut, open, or microwave food.

Emergency Preparedness

The school conducts fire and earthquake drills on a monthly basis and a shelter-in-place (lockdown) drill once each semester. SCA also has an operational disaster plan and supplies to provide some facility self-sufficiency in the event of a major disaster. In the event that a disaster would not enable you to reach the school we have requested an out-of-state emergency phone number on the enrollment form. Parents that work some distance from the school are urged to develop their own emergency plan authorizing a family member or friend that lives close to the school to automatically come for the child in the event of a major disaster. Please make sure that person is on the release authorization part of the enrollment form. *Note:* If disaster officials would require the evacuation of the school, signs will be posted as to the evacuation location.

Labeling Items / Lost and Found

Please clearly label all clothing your student may remove during the day, especially sweaters, and jackets. Don't forget other loose items your child brings to school - lunch containers, book bags, backpacks, etc. It is much easier to return items to their owners when labeled.

All items found on the school grounds are taken to daycare. If your child is missing something, we encourage you to check daycare. Lost and found items are displayed

weekly. Items that are not clearly marked, not school uniform clothing, and not claimed after being displayed are donated to a charitable organization.

Damage to School Property

Parents may have financial responsibility to reimburse the school for any school property that is willfully damaged or damaged caused by excessive or exuberant activity.

Phone Communication

Telephone communication between the school and the parent is an important part of daily life at Southland. If your student is in our daycare program, please read the *calls during daycare hours* section carefully.

Calls During Office Hours - The office is available to take your call from 8AM until 5PM during regular school days and 10:00AM – 3:00PM on school holidays when daycare is open and during the summer.

Calls During Daycare Hours - From 6:00-8:00 AM and 5:00-6:00 PM important daycare and emergency calls may be made to the daycare room, Ext. 34. There are times when daycare staff is not in the room so your call will go unanswered. *Do not leave a message on the daycare extension – it will go unheard.* If your call is not answered by daycare staff, please hang up and call again in approximately 10 minutes.

Student Use of Phones - Students do not have access to the school telephone and may not bring cell phones or pagers to school. If you need to leave a message for your student, please call the school office. If there is an emergency at school, our staff will phone the parent or guardian on behalf of the student.

Student Supply List

Prior to the beginning of the school year, a list will be sent home of items that each child must have in the classroom on the first day of school. The supply list is also posted on our website.

SECTION III Student Policies

Dress Code

Southland Christian School has a uniform policy. Usually students may wear any of the approved uniform clothing. If clothing is purchased from a supplier other than Norman's Uniforms, it must match the approved uniform in style, fabric, and color. Only the SCA logo is acceptable on uniform clothing. How students dress has a significant influence on personal identity and self-esteem. We want to instill in our students the positive character traits of cleanliness, neatness, and modesty, which we feel are pleasing to God.

Boys

School uniform must look exactly like Norman's Uniforms clothing. Pants or shorts must be navy or khaki with a burgundy, navy, gray or white polo shirt. On chapel and field trip days, boys are required to wear khaki pants and a burgundy SCA logo polo shirt. Tee shirts may not hang below shirts.

Girls

School uniform must look exactly like Norman's Uniforms clothing. Pants, shorts or skirt must be navy or khaki and the blouse must be burgundy, gray, white, or navy polo. On chapel days, girls are required to wear a khaki skirt and a burgundy SCA logo polo shirt. For field trips, girls are required to wear the same polo, but may wear khaki pants.

Dangling earrings, jewelry, large belts, or accessories that are a distraction to school activities or a safety hazard are not allowed.

For modesty when climbing on the bars, etc., we recommend that girls wear shorts under their skirts.

All

On chapel day and field trips students must wear the required chapel uniform, above. If a student is not dressed in proper uniform, we will provide the proper attire if we have it, for a charge. *A student may be excluded from attending chapel or a field trip if he/she is not dressed in the required uniform.*

For safety reasons, open-toed sandals, bathroom-type clogs, and boots are not permitted. Tennis shoes and school shoes are required.

Haircuts and hairdos may not have an extreme style: no tails, bleached or unnatural color-dyed hair, shaved heads, or graphic designs cut into hair.

Caps/hats may be worn outdoors only on hot, sunny days or on cold winter days.

A Dress Code Violation form may be sent home or the parent called for a minor dress code violation. Flagrant violations will require the student to wait in the office while the parent brings appropriate clothing to school. Repeated violations imply that the parents and student are unwilling to uphold school standards and may result in the student being asked to leave SCA.

Discipline/Corrective Action Overview

Southland Christian Academy believes that the counseling and correction process is important in developing healthy and self-disciplined children. Although we are in a position of delegated responsibility, we also believe that it is far more effective when the school and parents work together to resolve ongoing behavioral issues. Our responsibility is to maintain our standards of conduct; however, we believe the ultimate responsibility for the behavior of a child rests with the parent. Corporal punishment is not used at SCA; therefore, parental cooperation in discipline and corrective action is required.

Parents should be aware that SCA will take corrective action if, in our opinion, sufficient information is at hand. Our attempt is to take fair corrective action based on our best judgment of the situation. Corrective action will be taken even when irrefutable proof is unavailable (i.e. no teacher observed the incident, etc.)

Classroom Ticket System

Southland Christian Academy uses a ticket system for classroom behavior. When a child misbehaves, a warning is given, however if misbehavior continues the student pulls a ticket and additional tickets are to be pulled if misbehavior continues. Consequences are based on the tickets pulled and may include time out served during recess, trash pick-up, writing standards, time out served in the office, or a telephone call to the parents.

Recess Behavior Correction

Students involved in minor recess infractions may be required to sit for time-out, pick up trash, stand along the wall, etc. Students may also be required to serve time in the office or be sent to the principal.

Correction for Continued or Serious Offenses

Continued and serious misbehavior, while very rare at Southland, is usually handled by the principal or assistant principal. This behavior includes, but is not limited to the following: disrespect toward adults or other students, intentional damage of school property or graffiti, threats of violence, possession of weapons, willful disruption of the class setting, unacceptable language (which includes crude comments, innuendoes, suggestive comments, and profanity), fighting, stealing, lying, and cheating. Attempting to downplay unacceptable behavior by asserting that the action was a joke or in jest does not negate consequences.

Suspension - A student may receive an in-school suspension or a restricted-from-school suspension for continued or severe misbehavior. During a suspension all assignments must be completed and turned in, but receive zero credit. Suspension notices are held in the student's cumulative file.

Expulsion - When, in the opinion of SCA administration, a student is a continual behavioral problem, continues to be a negative influence on his peers, or commits a serious moral, ethical, legal, or a major infraction (listed above), SCA reserves the sole discretion to end enrollment of that student from the school. If our discipline process proves ineffective, SCA reserves the right to end enrollment of the child at any time.

Homework

Homework assignments are given to furnish additional drills to strengthen a subject or skill and for remedial work or make-up work. Students may be given daily homework or the entire week's homework assignments on Mondays – at the discretion of the teacher. Parents are asked to work consistently with their child on their homework assignments and areas where the child may need to make improvements. Structure a time, place, and atmosphere conducive to completing the work. Parents should provide adequate supervision and review the work to make sure it is done correctly and neatly. Make sure your student puts it in a secure place to be returned to class at the appropriate time.

Study Hall

Southland provides study hall time for all students who are in daycare. Study hall begins after 3:30 PM for all classes except Kindergarten.

Chapel

Chapel is held weekly on Thursdays (unless notified otherwise) in our lunch pavilion.

K-2nd chapel 8:45-9:30 AM

3rd-6th chapel 9:30-10:15 AM

Each class may be asked to recite their class Bible verse in chapel. Offerings are taken each chapel service to help defray chapel expenses.

Field Trips

During the school year elementary school students take field trips to educational locations throughout the greater Los Angeles area. Previous trips have included the following locations: Children's Museum, Museum of Science and Industry, Museum of Natural History, Los Angeles Zoo, and a dairy. We constantly look for new places that are suitable for future field trips. Field trip costs usually include bus transportation as well as admission and are not covered by tuition. Field trip participation is a privilege based on classroom behavior.

Field Trip Permission Slips

Permission to take your child on scheduled field trips is not needed for every field trip; however, teachers usually send them home to give you trip information and update new information. A one-time permission slip for all the off-campus events of the year is integrated into the application when you enroll your child.

Toys

At times a student may wish to bring a toy from home to share with friends. The student must check with his/her teacher prior to bringing any type of toy or electronic game into the classroom. It is unwise to send expensive items to school. By allowing a student to bring an item to school, the parent is releasing the school from any liability for that item, so it is advisable for parents to check backpacks prior to dropping off the child at school.

Items Not Permitted at School

The following is an example of items not permitted at school: glass containers, magnifying glasses, any music listening or recording device, pagers, cell phones, inappropriate literature, laser lights, weapons (or toys that look like weapons), drugs, drug paraphernalia, tobacco, or anything determined by the school to be dangerous to

children. The school reserves the right to add other items to the list at any time it deems necessary, confiscate items, and not return confiscated items.

Sports Programs

When other local Christian schools field sports teams, Southland participates in sports team events. A sports team participation fee is charged.

ACSI Spelling Bee

Spelling bees are held in each classroom for grades 1st through 6th with the winners being selected to represent our school at the ACSI Regional Spelling Bee in the winter.

ACSI Speech Meet

A school-wide speech meet is held each year during the spring. All students, 1st through 6th grades, participate in this meet. Students are then chosen to represent our school at the ACSI Regional Speech Meet in the spring.

Math Olympics

All students, 3rd through 6th grades, may try out to participate in this event. Students are then chosen to represent our school at the ACSI Math Olympics in the spring.

6th Grade Outdoor Education

Sixth grade students spend several days off-campus in a camp environment. The academic focus is on science, with particular emphasis being given to God's beautiful and magnificent creation and His sustaining power. Fun and engaging activities are planned which provide a wonderful experience for the students and staff. Cost of this event is not covered by tuition and is normally in the \$200-300 range. 6th grade parents please note: *This is a REQUIRED sixth grade event and is part of the science grade. Also, fees paid for the camp are non-refundable for any reason.*

Christmas Program

All students are invited to participate in the Christmas Program in December. This is a delightful time for our school families when we all get together to celebrate in a very special way the birth of our Lord!

End of Year Awards Program

A special awards program is held at the end of the year to recognize student achievement. Notices are sent home with students informing parents of awards earned. Criterion for awards is listed on our website at www.southlandca.org.

SECTION IV Financial Policies

Registration Fee

The registration fee must be paid when the *Student Enrollment* form is submitted. Registration fees are listed on the *Tuition Fee* sheet, available from the school office. Registration covers use of books and school provided materials, student insurance, and a yearbook. *Registration fee is non-refundable after June 1st. See Refund Policy, below.*

Tuition

School, daycare, and summer day camp tuition charges are listed on a separate *Tuition Fee* sheet, available from the school office. It is the policy of SCA that any payment made is always applied to the oldest balance first.

Tuition and full-time daycare fees are billed as an annual fee. Tuition is a total amount - based on the entire academic school year. No deductions are earned for school holidays during the academic school year.

SCA prefers full payment of tuition and yearly daycare fees for the academic year, and a 5% deduction is earned for tuition paid-in-full by August 10th. For parents unable to make the full tuition payment, a monthly payment plan is available below.

Monthly Payments

Ten Months - For returning students or new students that enroll before August 10th, a ten-month payment schedule is available from August 1st to May 1st without interest charges. On the 10-month payment plan (yearly tuition divided by 10 payments), payments are due on the first of each month beginning August 1st.

Nine Months - New students enrolling after August 10th may be on a nine-month payment schedule from September 1st to May 1st without interest charges. On the nine-month payment plan (yearly tuition divided by 9 payments), payments are due on the first of each month beginning September 1st. This plan is available to *new students* enrolling after August 10th only.

Any tuition payment made after May 10th must be made in cash.

School Year Daycare / Hourly Daycare / Summer Day Camp / Overtime

School year daycare, hourly daycare, summer day camp, daycare registration, and overtime fees are listed on a separate *Tuition Fee* sheet, available from the school office.

School Year Full-time Daycare Plan

The school year daycare plan is a special school year rate that may be included with tuition. It may also be added at any time the service is needed or dropped at any time the service is no longer needed. Should a family drop the plan and need to reinstate it later in the school year, there will be a \$50.00 re-enrollment charge. School year daycare tuition deductions are not earned for absences during the school year, regardless of the cause of such absence. Daycare closes at 6:00 PM. Please be aware that the overtime fee is a per-minute charge after 6:00 PM.

Hourly Daycare

Hourly daycare is billed through the 20th of each month. A *Daycare/Overtime* statement is mailed home after the 20th listing hourly daycare and overtime charges for the previous month. Charged fees should be combined with tuition and paid by the 10th of the following month. Daycare closes at 6:00 PM. Please be aware that the overtime fee is a per-minute charge after 6:00 PM.

Family Discount

Families with more than one student are entitled to a discount on their tuition of \$25.00 per month for the second and subsequent students. To receive this discount, all students must live in the same household and be billed on the same account.

VISA/MasterCard/American Express Use and Convenience Fee

SCA accepts VISA, MasterCard, and American Express for tuition payments. If you choose to use this convenience, please make your payment in the school office. You may also authorize payment over the phone should you wish to. All fees listed are cash discounted. *A convenience fee of 2% will be added to all credit card transactions.*

Late Fees

A late fee of \$20.00 will be assessed to your account if the balance is not cleared by the 10th of each month. Late fees accumulate on unpaid balances.

Overdue Accounts

An account becomes overdue after the 10th of the month. After the 10th the late fee will be assessed and a statement will be mailed to the home. If payment is not received by the 15th, a call will be made from the business office giving the attendance cut-off date after which the student will not be allowed to continue until the account is cleared. Quarterly report cards, awards, photos, etc. will be held on all delinquent accounts until the outstanding amount is brought current.

Financial Difficulty

SCA will work with parents that may be experiencing temporary financial difficulty. If the parent contacts the business office before the account is delinquent and provides a written plan that is acceptable by the school, we will honor that arrangement. This option is only available when 1) the account is not yet delinquent, 2) the parent presents a written plan that is accepted by the school, and 3) the accepted plan does not become delinquent.

Family Disputes over Payment Responsibility

The custodial parent/legal guardian of the enrolled child that signed the *Enrollment Form* is responsible for tuition and other school related charges. In financial matters SCA will deal only with the enrolling parent/guardian. Disputes between parents or other individuals over financial agreements remain between them and have no bearing on the financial responsibility of the parent/guardian that enrolled the student to the school.

Refund Policy

Registration fee is refundable only until June 1st. If enrollment is withdrawn for any reason after June 1st the registration fee is non-refundable.

Testing fees are non-refundable for students accepted by the school. If the student is not accepted by SCA a 50% refund will be given.

Tuition and full-time daycare refunds are granted for any future service that was prepaid, if a two-week notice is given.

Returned Checks

A \$25.00 returned check fee is charged to your account if a check is returned for any reason. After a second check is returned, the account will be on a "cash only" basis. If the account becomes overdue as the result of a returned check, late fees will be assessed.

Withdrawal Policy

SCA requires a two-week notice prior to withdrawing from enrollment. The account must be paid in full prior to awards, report cards, and belongings being released. Parents who withdraw their students without giving notice will be charged two weeks of tuition from the date the school is notified.

Damaged/Lost Textbooks

Teachers use a checkout system to monitor the return, usage, and condition of the textbooks. Students are expected to take care of their textbooks. Replacement price of damaged or lost textbooks will be charged to the student's account.

Fundraisers

It is our policy and practice to trust God to provide the necessary funds to operate the school. We attempt to price our tuition only to cover the cost of the quality of education. To do that, we depend on supplemental income in the way of fundraisers to assist in making up the difference. SCA has two main fundraising campaigns during the school year. Magazine and candy sales, jog-a-thons, and holiday gift sales are examples of fundraising programs used at the school.

Fundraiser Buy-out

You may be too busy or uninterested in having your student participate in the school's fundraiser program. At your discretion, you may opt out of one or both of the two main SCA fundraisers by paying the *Fund Raiser Buy-out Fee*, listed on the *Tuition Fee* sheet. This fee is the approximate school profit per student, per fund raiser. *Please be aware that if your student does not participate, your account will be charged the listed fee at the conclusion of that campaign, and that your student will not qualify for fundraiser prizes.*

Other School Expenses

Parents should be aware that there are other expenses throughout the school year. Among others, they include cost of uniforms, field trips, ACSI academic competition, outdoor education (6th grade), and sports participation.

Tuition Payment Receipts

If you require a receipt for reimbursement, income tax, or other purposes please give the business office 48 hours advance notice. Receipts for cash payments are written when the payment is received, unless left in the tuition box. Receipts for cash payments left in the tuition box will be given to the student or left in an envelope at the daycare sign-out area. *Note: the school assumes responsibility for cash payments left in the tuition box only after they are removed, counted, and verified by office staff.*

SECTION V Other Policies

Nondiscrimination Policy

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

Unlisted Policies

This handbook provides an overview of most policies that affect normal day-to-day operations. It is not all-inclusive, as SCA has other policies that are not published herein. Examples of those policies are: weapons and threats, bullying and harassing, asthmatic and epinephrine medications, and student use of the school network.

Modification of Policies

Southland Christian Academy reserves the right to modify any policy, procedure, or schedule at any time and at the sole discretion of the school when deemed appropriate.

Enrollment Agreements

The school and parent agree that this handbook and other enrollment documents listed herein represent the only agreements between the school and parent unless additional agreements are made in writing. Verbal agreements are non-binding unless put in writing.

Privacy and other Student Rights

Students are not granted the right of privacy on campus or at any school sponsored activity. Southland Christian Academy reserves the right to search any student or any item brought on campus or in a student's possession if the school believes there is a reasonable cause for that search. Policies used by the school to handle most issues are included in this handbook. Students do not have free speech and due process rights.

Appeal Process

If a parent wishes to appeal an action taken by the school he/she may do so by submitting an appeal letter to the school's appeal committee no earlier than 7 days after the action. The appeal committee will address the appeal and provide its response in writing. Response from the appeal committee is final and binding.

School Spokespersons

The Principal and Assistant Principle are the only staff members authorized to officially speak on behalf of the school. No one else is authorized to speak on behalf of the school.

Parent Disputes

Southland Christian Academy will not be or become a party to child custody or other parent disputes unless required to do so by a lawful court order.

SECTION VI Enrollment Requirements and Procedures

Minimum Age Requirements

To enroll in kindergarten, the student must be five years old on or before December 2nd. Enrollment in each succeeding grade requires one year of age beyond the December 2nd minimum. Proof of age is required.

Kindergarten Enrollment

The State of California requires that before a child can begin kindergarten, a *California Immunization Record* (form PM 286 LA) must be filled out, signed, and returned to the school. If your child needs any of the immunization listed below, he/she must be inoculated before the start of school in September.

DPT: Diphtheria, Tetanus, Pertussis – at least four doses plus one additional dose if the last dose was administered before age two.

OPV: Polio - three doses plus a booster if the last dose was before age two.

MR or MMR: (Measles, Mumps, and Rubella are sometimes given in combination.) Measles Vaccine - one dose. One additional dose if given before age one. Mumps - one dose. Rubella - one dose.

Mantoux TB Test: All children entering kindergarten must have a current Mantoux TB test.

Hib Meningitis: Vaccination is required.

Requirements for Entering First Grade

Physical exam All children entering the first grade are required to have a physical examination, the results of which are to be recorded on *Report of Health Examination for School Entry* (form PM 171 A). A health examiner must sign this form. The completed form must be submitted to the school before the first day of school in September.

Dental exam All first grade children are required to have an oral assessment from a dentist. Southland requires this for children entering the first grade. The results must be recorded on *Oral Health Assessment/Waiver Request Form* (form CDE, T07-003), available in the school office.

New Student Enrollment Process

New students must fulfill the enrollment requirements for new students prior to being accepted to Southland Christian Academy. The *New Student Enrollment Requirements* form provides information on the enrollment process for new students. This form is available in the school office.

For Information Only – When Students leave SCA and enter seventh grade

The State of California requires that all students entering 7th grade must complete the full series of Hepatitis B vaccinations and have a second MMR immunization prior to admission in September.