



**SOUTHLANDS**  
CHRISTIAN SCHOOLS

High School  
Parent-Student Handbook  
2019-2020



Dear Parents, Guardians and Students:

Welcome to Southlands Christian Schools (SCS). We are pleased that you have chosen to become a part of the SCS family and are looking forward to partnering with you to further your child's education. We are committed to helping our students grow in excellence in all areas of their lives: academically, spiritually, morally, athletically, artistically, and relationally.

This handbook contains important information about our school including rules, policies, and procedures that have been established to ensure a safe and effective environment for learning and growth. Please read this booklet thoroughly as all parents and students will be asked to sign a statement that they have read the information contained in this booklet and that they understand and agree to support the school's policies, and to work with the administration to assure a cooperative and supportive environment. It is important that parents explain the school policies to their student as well.

Thank you for entrusting your child's education to the staff of SCS.

In Christ's Service, SOUTHLANDS  
CHRISTIAN SCHOOLS *Administration,*  
*Faculty, and Staff*

### **MISSION STATEMENT**

*Educating students in excellence and integrity to lead and impact society by fulfilling their destiny for the glory of God.*

# Expected School-Wide Learning Results (ESLRs)

*It is expected that our students will become...*

## **Spiritual Individuals who will . . .**

Be trained in God's word  
Make Him Lord of their life  
Seek His will for their life  
Have an intimate daily prayer life  
Value others and self based upon a Biblical view of man  
Fellowship and develop spiritual growth through active involvement in a local church  
Make it their goal to please God in all areas of their life

## **Moral Individuals who will . . .**

Honor God in their community  
Model responsible leadership with integrity and compassion  
Demonstrate standards of excellence and positive personal values based upon Biblical principles  
Respect & submit to the authority of God, the Bible, & the government

## **Relational Individuals who will . . .**

Actively edify, encourage and build up others  
Develop and maintain Godly relationships  
Function effectively as team members in diverse environments  
Be active and informed citizens  
Honor God in all environments, secular as well as Christian

## **Academic Individuals who will . . .**

Be self-directed and lifelong learners  
Be seekers of academic excellence  
Be an effective communicator

## **Artistic Individuals who will . . .**

Be exposed to a broad spectrum of creative arts  
Recognize their God given creativity  
Appreciate and express themselves in various artistic forms  
Develop the confidence to share their artistic abilities with others  
Use what they learn in the arts to glorify and please God

## **Athletic Individuals who will . . .**

Recognize that their body is the temple of the Holy Spirit  
Learn from both winning and losing  
Develop the discipline of maintaining a physically fit body  
Develop an attitude of finishing  
Learn to be a team player  
Enjoy physical activity for life

# **STATEMENT OF FAITH**

## **1. God The King and The Holy Trinity**

We believe that God is the Eternal King. He is an infinite, unchangeable Spirit, perfect in holiness, wisdom, goodness, justice, power and love. From all eternity He exists as the One Living and True God in three persons of one substance, the Father, the Son, and the Holy Spirit, equal in power and glory.

## **2. God The King: The Creator And Ruler Of All Things**

We believe that God's kingdom is everlasting. From His throne, through His Son, His eternal Word, God created, upholds and governs all that exists: the heavenly places, the angelic hosts, the universe, the earth, every living thing and mankind. God created all things very good.

## **3. Counterfeit Kingdom: Satan And Demonic Hosts**

We believe that Satan, originally a great, good angel, rebelled against God, taking a host of angels with him. He was cast out of God's presence and, as a usurper of God's rule, established a counter-kingdom of darkness and evil on the earth.

## **4. The Kingdom In The Creation Of Man, The Fall And The Doctrine Of Original Sin**

We believe that God created mankind in His own image, male and female, for relationship with Himself and to govern the earth. Under the temptation of Satan, our original parents fell from grace, bringing sin, sickness and God's judgment of death to the earth. Through the fall, Satan and his demonic hosts gained access to God's good creation. Creation now experiences the consequences and effects of Adam's original sin. Human beings are born in sin, subject to God's judgment of death and captive to Satan's kingdom of darkness.

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image of God. It is not divinely intended prerogative of people to redefine His creation of humankind as being other than male and female.

We believe that God instituted marriage for the well-being of humanity and procreation. Marriage is an institution of God described singularly as the lifelong and exclusive union of one man and one woman in a faithful relationship that the Scriptures call "one flesh". Marriage is the only proper setting for sexual intimacy.

## **5. God's Providence, Kingdom Law And Covenants**

We believe that God did not abandon His rule over the earth, which He continues to uphold by His providence. In order to bring redemption, God established covenants which revealed His grace to sinful people. In the covenant with Abraham, God bound Himself to His people Israel, promising to deliver them from bondage to sin and Satan and to bless all the nations through them. We believe that, as King, God later redeemed His people by His mighty acts from bondage in Egypt and established His covenant through Moses, revealing His perfect will and our obligation to fulfill it. The law's purpose is to order our fallen race and to make us conscious of our moral responsibility. By the work of God's Spirit, it convicts us of our sin and God's righteous judgment against us and brings us to Christ alone for salvation. We believe that when Israel rejected God's rule over her as King, God established the monarchy in Israel and made an unconditional covenant with David, promising that his heir would restore God's kingdom reign over His people as Messiah forever.

## **6. Christ the Mediator and Eternal King**

We believe that in the fullness of time, God honored His covenants with Israel and His prophetic promises of salvation by sending His Son, Jesus, into the world. Conceived by the Holy Spirit and born of the Virgin Mary, as fully God and fully man in one person, He is humanity as God intended us to be. Jesus was anointed as God's Messiah and empowered by the Holy Spirit, inaugurating God's kingdom reign on earth, overpowering the reign of Satan by resisting temptation, preaching the good news of salvation, healing the sick, casting out demons and raising the dead. Gathering His disciples, He reconstituted God's people as His Church to be the instrument of His kingdom. After dying for the sins of the world, Jesus was raised from the dead on the third day, fulfilling the covenant of blessing given to Abraham. In His sinless, perfect life, Jesus met the demands of the law and in His atoning death on the cross He took God's judgment for sin which we deserve as lawbreakers. By His death on the cross He also disarmed the demonic powers. The covenant with David was fulfilled in Jesus' birth from David's house, His Messianic ministry, His glorious resurrection from the dead, His ascent into heaven and His present rule at the right hand of the Father. As God's Son and David's heir, He is the eternal Messiah-King, advancing God's reign throughout every generation and throughout the whole earth today.

## **7. The Ministry of The Holy Spirit**

We believe that the Holy Spirit was poured out on the Church at Pentecost in power, baptizing believers into the Body of Christ and releasing the gifts of the Spirit to them. The Spirit brings the permanent indwelling presence of God to us for spiritual worship, personal sanctification, building up the Church, gifting us for ministry, and driving back the kingdom of Satan by the evangelization of the world through proclaiming the word of Jesus and doing the works of Jesus. We believe that the Holy Spirit indwells every believer in Jesus Christ and that He is our abiding Helper, Teacher, and Guide. We believe in the filling or the empowering of the Holy Spirit, often a conscious experience, for ministry today. We believe in the present ministry of the Spirit and in the exercise of all the biblical gifts of the Spirit. We practice the laying on of hands for the empowering of the Spirit, for healing, and for recognition and empowering of those whom God has ordained to lead and serve the Church.

## **8. The Sufficiency Of Scripture**

We believe that the Holy Spirit inspired the human authors of Holy Scripture so that the Bible is without error in the original manuscripts. We receive the sixty-six books of the Old and New Testaments as our final, absolute authority, the only infallible rule of faith and practice.

## **9. The Power Of The Gospel Over The Kingdom Of Darkness**

We believe that the whole world is under the domination of Satan and that all people are sinners by nature and choice. All people therefore are under God's just judgment. Through the preaching of the Good News of Jesus and the Kingdom of God and the work of the Holy Spirit, God regenerates, justifies, adopts and sanctifies through Jesus by the Spirit all who repent of their sins and trust in Jesus Christ as Lord and Savior. By this they are released from Satan's domain and enter into God's kingdom reign.

## **10. The Church: Instrument Of The Kingdom**

We believe in the one, holy, universal Church. All who repent of their sins and confess Jesus as Lord and Savior are regenerated by the Holy Spirit and form the living Body of Christ, of which He is the head and of which we are all members.

## **11. Baptism And The Lord's Supper**

We believe that Jesus Christ committed two ordinances to the Church: water baptism and the Lord's Supper. Both are available to all believers.

## **12. The Kingdom Of God And The Final Judgment**

We believe that God's kingdom has come in the ministry of our Lord Jesus Christ, that it continues to come in the ministry of the Spirit through the Church, and that it will be consummated in the glorious, visible and triumphant appearing of Christ-His return to the earth as King. After Christ returns to reign, He will bring about the final defeat of Satan and all of his minions and works, the resurrection of the dead, the final judgment and the eternal blessing of the righteous and eternal conscious punishment of the wicked. Finally, God will be all in all and His kingdom, His rule and reign, will be fulfilled in the new heavens and the new earth, recreated by His mighty power, in which righteousness dwells and in which He will forever be worshipped.

## **PHILOSOPHY OF EDUCATION STATEMENT**

The educational philosophy of Southlands Christian Schools is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God. Our aim is to provide a Christian educational environment founded on the presupposition that all of life exists for the purpose of knowing God and bringing him glory. Accordingly, the purpose of education is to help students grow and develop in a proper understanding and acceptance of their identity in Christ and effectively prepare them to impact the world for God and His Kingdom.

In preparing students for their future, Southlands focuses on fostering academic excellence within the disciplines. High academic standards and expectations are integrated with biblical truth across all subject areas. It is assumed that all students must not only be competent critical thinkers within each of the disciplines, but also well prepared for post-secondary education upon graduation. Therefore, constant and consistent measurement of progress towards college readiness is a distinguishing mark of a Southlands education.

Within the Southlands philosophy of education, the teacher serves the vital roles of mentor, role model, and instructional guide. As role models, teachers embody what it means to be a true disciple of Christ through their love and passion for God, students, and learning. As mentors, they build meaningful relationships with their students and advocate for their growth spiritually, intellectually, physically, socially, and emotionally. As instructional guides, teachers serve as knowledgeable resources of content, effective administrators of research-based instructional practices, and facilitators of the learning process.

The role of a student in the learning process is to be reflective critical thinkers, proactive life-long learners, and engaged contributors to the school and community. As reflective critical thinkers, students are on a journey of self-discovery, understanding God and his creation, and comprehending their own relationship to God, their fellow man, and society as a whole. In order to be proactive life-long learners, students take ownership of the learning process, advance their personal quest of knowledge and truth, and pursue their personal interests for the betterment of

society. As engaged contributors to the school and community, students cultivate compassion and care for both the student body and staff, as well as for the world as a whole.

## **ABOUT SCS**

SCS (then known as Christian Chapel Schools) was opened in 1979 with 75 students from grades K - 4. Currently SCS has students enrolled in grades preschool through 12<sup>th</sup> grade, including a large Private Satellite Program.

SCS is accredited through the Association of Christian Schools International (ACSI) and Western Association of Schools and Colleges (WASC). We participate in several ACSI-sponsored events each year. In addition, SCS offers a college preparatory high school program, including Advanced Placement courses, that prepares students for placement in higher education.

## **ABOUT OUR STAFF**

All employees must demonstrate, through the interview process, a personal relationship with the Lord Jesus Christ, confessing Him as Lord and Savior, as well as an attitude that embraces the mission and purpose of Southlands Christian Schools.

We take our responsibility to educate young people very seriously. Lessons are well planned, exciting, highly motivating and designed to maximize growth. Teachers are thoroughly trained, possessing a state credential and/or Association of Christian Schools International (ACSI) Credential. Ongoing training, monitoring, and evaluations are provided for our teachers in a loving and supportive environment. This helps to maintain our commitment to educational, social, and spiritual excellence as a Christian school.

The staff possesses a wide variety of backgrounds but the common element is God's love demonstrated through a commitment to each student's individual personal growth and development. Our teachers view their employment here at SCS as a calling from the Lord rather than a career.

## **ADMISSIONS**

### **STATEMENT OF NONDISCRIMINATION**

Southlands Christian Schools admits students of any race, color, national and ethnic origin; and students are offered all rights, privileges, and programs generally made available to students at the school. SCS does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, tuition assistance programs, athletic, and other school programs, nor does it discriminate in the hiring of faculty or administrative staff.

The school does retain the right to deny admission or employment based on past academic achievement, discipline problems, or for those whose lifestyle is not in harmony with the stated mission and purpose of Southlands Christian Schools. All new applicants and families must meet with an administrator before final admittance. International students are admitted based on an interview and evaluation test.

## **APPLICATION PROCESS**

Receipt of application forms for new students does not automatically imply acceptance. Each application is reviewed on an individual basis. Formal admission to Southlands Christian Schools will be granted to those students who are able to benefit most strongly from our form of Christian education.

All applications must be filled out carefully and completely. An incomplete application will not be accepted. The full application fee is required upon receipt of application for all students. The registration fee is non-refundable. Parents will be contacted to set an interview appointment with the principal. Applicants are also required to attend the interview.

## **EMERGENCY/DISASTER RELEASE FORM**

An Emergency/Disaster Release Form is required annually and is included in your online registration. Only those persons named on the Emergency Form will be allowed to pick up your child. If at any time your emergency information changes, notify the school office immediately. In the event of an area disaster, the school is prepared to keep your child for as long as 72 hours.

## **HEALTH AND IMMUNIZATION REQUIREMENTS**

A copy of immunization records must be submitted with all new applications. By law, a child will not be allowed to attend school without up-to-date immunizations. Immunization forms are used for Health Department reporting which is required by the state. Up-to-date immunizations are required before a student will be allowed to attend school. Students' schedules will not be issued unless immunizations are complete and submitted to the school registrar.

If any extenuating medical reasons exist which preclude a student from receiving up-to-date immunizations, a doctor's note specifying such extenuating medical reason may be submitted. Once received, each request for exemption will be considered on a case-by-case basis by the school board. If the school board rejects said request, student must become up-to-date within 30 days.

## **ATTENDANCE POLICY**

The attendance policy at SCS reflects a desire to have all students present. It also reflects a view that students and parents are accountable and must take ownership of attendance.

### **TARDIES**

Detention will be given for three unexcused tardies within any given class. Three tardies in one given class is equivalent to an absence. Two detentions resulting from tardiness, will result in a Saturday school to be served on campus at an appointed time. If a student receives an additional three tardies, a second Saturday school will be issued. Additional tardies will result in an external suspension. Further disciplinary action can include, but is not limited to, a conference with administration. If a student is tardy twenty or more minutes to any class it will count as an absence.



## **ABSENCES**

An excused absence is when a parent/guardian calls the attendance line or sends a written note within 24 hours of the day of the student's absence. Truancies (unexcused absences) are absences that are not cleared by the school office. Students who are truant are not allowed to make up missed work, this includes in-class assignments, homework, quizzes, and at the individual teacher's discretion, whether or not a test can be made up. When an absence occurs on a block day, it will count as two absences for each class missed.

1. First offense—Saturday School
2. Second offense—Saturday School & Meeting with parent/guardian
3. Third offense—Saturday School & Meeting with Attendance Committee
4. Additional offense—Saturday School & Meeting with Administration

## **EXCESSIVE ABSENCES**

In accordance with school policy, absences in excess of fifteen, excused or unexcused, in one semester will result in no credit for a class or classes for that semester. Ten consecutive unexcused absences or absences in excess of twenty, excused or unexcused, in one semester will result in expulsion. In such cases, international students studying with an F1 visa will have their I-20 certificates terminated. All expulsions will be cleared by the Executive Director of Schools.

## **REQUEST FOR EARLY RELEASE FROM SCHOOL**

If a parent is picking up their student during the day, we require that you sign your student out in the front office. Students will not be released to anyone not listed on the Emergency Release Form; this includes releasing students to public transportation such as, but not limited to, Uber, Lyft, or Taxi. Verbal permission will not be accepted. If a student who drives to school needs to be released early, then he or she must turn in a signed note to the school office. This note must be signed by a parent or guardian. Before the student is released to depart the campus, the school office will make phone contact with the parent/guardian. If contact is not successful, the student will not be able to sign him/herself out.

Note:

1. Students who leave the school grounds without permission will be subject to disciplinary action.
2. Excessive early departures from school can hinder a student's academic performance.
3. Doctor and dental appointments should be scheduled after 3:05 PM whenever possible.

## **BELL SCHEDULE**

### **REGULAR DISMISSAL**

All students are to leave the campus by 3:30 pm when possible. There is no direct supervision for any high school student left on campus after 3:30 pm.

### **NOON DISMISSAL SCHEDULE**

There are days within the school year that students will be released at 12:00 pm. When possible, students should be picked up from campus as soon as possible.

# COMPUTER AND INTERNET USE POLICY

## SCS STUDENT AGREEMENT

Access to the Internet is a privilege and users are responsible for their behavior and communications on the World Wide Web (Internet) just as they are in any school setting or situation. The network is provided for users to conduct research and communicate with others in a manner which is consistent with the educational goals of SCS. It is understood that teachers may provide an entire class or groups of students with live or simulated access to the World Wide Web as part of their instructional program, and this will not require individually signed agreements. However, individual access to the Internet will only be given to those who have signed the user agreement. As a result, all students must have signed parental permission to work individually on the Internet. Those students will be guided toward appropriate use and supervised by faculty during school hours on school related assignments. Outside of school, families bear this same responsibility for guidance just as they would for television, movie, print media, etc. The following are examples of unacceptable behavior by students, teachers, or any employees of SCS:

- Sending or displaying offensive or threatening messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Attempting to damage computers, computer systems or computer networks
- Using an unauthorized computer network (i.e. students accessing faculty network)
- Violating copyright laws or plagiarism
- Using another person's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for non-curriculum related private or commercial purposes

Violations will result in a loss of internet access, as well as other disciplinary or legal action.

***\*The Administration will be the final judge of what is permissible and acceptable.\****

## STUDENTS ACKNOWLEDGE THAT:

SCS makes no guarantee, implied or otherwise, regarding the reliability of the data or data-connection. SCS takes no responsibility for any information or materials that are transferred through the Internet. SCS reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these requirements, and reserves the right to update these rules and restrictions without further notice. All users should be aware and keep in mind that when they use the internet, they are entering a global community, and any action taken by them will reflect upon the entire Southlands' school. All users are expected and required to behave in an ethical and legal manner.

Students agree that the use of the Internet is a privilege, not a right, and accept that inappropriate behavior and/or any action in contravention of SCS policies will lead to penalties including, but not limited to loss of internet privileges, disciplinary actions consistent with SCS policies and/or legal action against the student and parent. Students realize that the primary purpose of SCS's internet connection is educational and agree not to knowingly participate in the transfer of inappropriate or illegal materials. Students realize in some cases the transfer of

illegal materials may subject students and/or parents to civil penalties as allowed in California Civil Code Section 1714.1 for willful misconduct of minor and/or criminal action.

### **RELEASE OF LIABILITY**

Students release SCS, and its agents and employees and other entities and associations affiliated or associated with SCS and their agents and employees from any liability or damages that may result from use of SCS's internet connection.

## **BRING YOUR OWN DEVICE (BYOD) INTERNET POLICY**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at Southlands Christian Schools may now bring their own technology to campus. These devices are only to be used in class for educational purposes, at the discretion of teachers and administration.

### **DEVICE REQUIREMENTS**

Students are required to bring a laptop on a daily basis. All laptops must be authorized with the IT department. Acceptable laptops for the school year are laptops running Microsoft Windows 7 or 10 or Apple OSX operating system. It is helpful if the laptop has an Intel i3 processor - or faster, 4GB of memory and 100 GB of available hard drive space.

### **INTERNET**

SCS has established an internet connection for use by students. The purpose of this internet access is to promote and enhance our educational program(s). SCS plans to monitor student use closely and may utilize an internet filter when necessary to screen potentially objectionable material. At the same time, we will be educating students about the responsible use of internet resources.

### **SECURITY AND DAMAGES**

Responsibility to keep the device secure rests with the individual owner. Southlands is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged. Students should secure their devices, when not in use, in safe spaces such as their personal locked lockers.

## **CONFERENCES**

Parent/Teacher open conferences will be scheduled once a year, approximately six weeks after the start of school. Additional informal contact with the students' teachers is encouraged. Southlands also utilizes PowerSchool, internet database systems used to access grades and teacher communications by both students and parents.

## **CURRICULUM AND COURSES OFFERED**

SCS provides students with a well-balanced curriculum that attends to their spiritual, academic, artistic, social, emotional, and physical growth.

### **CHAPEL**

Chapel services are held weekly and may consist of guest speakers or various other activities. Chapels provide an opportunity for students to develop a personal worship time.

### **FIELD TRIPS**

Day field trips are offered according to subject matter and grade. All students are expected to attend. Additional fees may be required. Overnight trips are an integral part of the student's education and students are expected to attend these as well. An additional fee is charged for the following trips:

Grades 9 - 12 High School Retreat/Spiritual Explosion - 3 days

US History Students - Washington DC - 5 days

Grades 9-12 England/Ireland Tour - 9 days

***Note:** Trips and/or length of trips are subject to change. Information and cost of each trip will be distributed at the parent meetings.*

### **CAMPUS PARTICIPATION/COMMUNITY SERVICE**

As an integral part of the student's grade in Bible class, all students will be required to complete a designated amount of community service per year. This may be accomplished through the student's home church, community or at SCS. All community service must be approved. A form must be completed by the student's supervisor verifying the hours served.

### **SENIOR GRADUATION**

Students in 12th grade pay an additional graduation fee of approximately \$175. This covers the following package: gown, cap & tassel, ceremony and venue, diploma and cover, senior breakfast, and awards reception. The graduation fee and package items are subject to change. Students are notified of the actual cost, due dates, and graduation package items.

## High School Graduation Requirements

Requirements	9th Grade	10th Grade	11th Grade	12th Grade
<b><u>English:</u></b> 4 Years Required	English I, English I Honors, or English I SDAIE and Fundamentals of Writing and Comp	English II or English II Honors	English III, AP English Language, or AP English Literature	English IV, AP English Language, or AP English Literature
<b><u>Mathematics:</u></b> 3 Years Required, 4 Recommended	Algebra I, Geometry, Algebra II, or Algebra II Honors	Geometry, Algebra II, or Algebra II Honors, Pre-Calculus, Honors Pre-Calculus, Integrated Math, or AP Statistics	Algebra II, Algebra II Honors, Pre-Calculus, Pre-Calculus Honors, Integrated Math, AP Calculus AB, or AP Statistics	Pre-Calculus, Pre-Calculus Honors, Integrated Math, AP Calculus AB, AP Calculus BC or AP Statistics
<b><u>Science:</u></b> 2 Years Required, 3 Recommended	Integrated Science, Biology, or Biology Honors	Biology, Biology Honors, Chemistry, or Chemistry Honors	AP Physics 1 , AP Biology, or AP Chemistry	AP Physics 1, AP Physics 2, AP Biology, AP Chemistry
<b><u>SocialScience:</u></b> 3 Years Required, 4 Recommended	World Geography or AP Human Geography	World History, World History Honors, or AP European History	US History or AP US History	Government & Economics, AP US Government, Government, AP Microeconomics, or AP Macroeconomics
<b><u>VisualPerforming Arts:</u></b> 1 Year Required, 2 Recommended	Art, Advanced Art, Choir, Ensemble, Video Production, or Graphic Design	Art, Advanced Art, Choir, Ensemble, Video Production, or Graphic Design	Art, Advanced Art, Choir, Ensemble, Video Production, or Graphic Design	Art, Advanced Art, Choir, Ensemble, Video Production, or Graphic Design
<b><u>ForeignLanguage:</u></b> 2 Years Required, 3 Recommended	Spanish I	Spanish I or Spanish II	Spanish II or Spanish III	Spanish III or AP Spanish
<b><u>PhysicalEducation:</u></b> 2 Years Required	PE, Athletics PE, or Sports	PE, Athletics PE, or Sports	PE, Athletics PE, or Sports	PE, Athletics PE, or Sports
<b><u>CollegeElectives:</u></b> 1 Year Required		AP Courses or any non-required core course	AP Courses or any non-required core course	AP Courses or any non-required core course
<b><u>Bible:</u></b> 1 Semester Bible Course Required for Each Semester	Christian Foundations Or ELL Bible	Christian Foundations, Christian Living, Christian Beliefs, or World Views	Christian Foundations, Christian Living, Christian Beliefs, or World Views	Christian Foundations, Christian Living, Christian Beliefs, or World Views

## **DISCIPLINE**

At Southlands Christian Schools, we are highly conscious of the Scriptural directive to train children in the way they should go. With this principle in mind, it is the policy of Southlands to ensure that an appropriate learning environment be established and maintained. Classroom procedures, routines, and expectations shall be developed and enforced in such a way as to maximize learning.

In order to ensure a positive learning environment, the student discipline system is outlined below. There are three disciplinary infraction categories.

### **CATEGORY I**

The following infractions will result in automatic dismissal, and when appropriate, law enforcement personnel will be notified.

1. Illegal usage or possession of firearms on campus
2. Possession of any weapon or use of any object in a threatening manner
3. Assault or battery
4. Posing an immediate threat to the well being of students or staff or to school property
5. Use or possession of alcoholic beverages at school or any school related activity
6. Use or possession of illegal drugs at any time
7. Any illegal activity
8. Theft

### **CATEGORY II**

The following infractions listed below could be grounds for dismissal at the discretion of the administration. These infractions will result in automatic internal or external suspension. If required, parents/guardians are responsible for the full extent of any and all damages and restitutions.

1. Vandalism
2. Fighting
3. Insubordination
4. Pornography
5. Harassment
6. Misuse of the Internet
7. Academic dishonesty/plagiarism
8. Use or possession of tobacco in any form at any time

### **CATEGORY III**

The following infractions are referred to the appropriate discipline department and disciplinary action will be taken. Repeat infractions of the same rule constitute grounds for additional disciplinary measures and a student and/or parent conference may be called.

1. Dress code violation
2. Unexcused tardy or absence from class
3. Foul language
4. Community negligence
5. Being untruthful to authority

6. Leaving campus without permission
7. Disregard for health and safety
8. Being in an unauthorized area during school hours
9. Inappropriate disruptive behavior
10. Unauthorized usage of cell phone
11. Unauthorized usage of electronic devices
12. Inappropriate display of affection
13. Eating and drinking in inappropriate areas
14. Misuse of school property
15. Disrespect of Administrator/Faculty/Staff
16. Coming to class unprepared

## **DETENTION**

**After School Detention:** Students who receive a discipline referral resulting in detention will serve after school on Mondays or Thursdays from 3:10 – 3:50pm.

**Saturday School:** Students who receive a referral resulting in Saturday school will serve the consequence on campus on the assigned date. Students serving Saturday school will report promptly at 8:00 am and remain on campus until 11:00 am. Student must report to the assigned location by 8:03. After 8:03, doors will be locked and the student will not be allowed to serve the Saturday School. The student will now have two Saturday Schools to serve. Once students are released, a parent or guardian must be on campus for immediate pick-up. There will be no supervision after the dismissal time. Students are required to bring schoolwork to complete while serving the consequence and are required to work the entire three hours. Students are not allowed to bring electronic devices, which include, but not limited to cell phones, tablets, or laptops, unless a laptop is required to complete schoolwork. If a student has a cell phone, it will be turned in to the supervising staff member and returned at 11:00am.

## **SUSPENSION**

**External Suspension:** Students who receive a discipline referral resulting in suspension will serve their suspension at home on a date given by the administration. Students must complete all assignments in every class and turn in homework to teachers the day they return. Tests/quizzes given during a suspension may be made up only at the discretion of the teacher.

## **PROBATION**

**Behavioral Probation:** Excessive disciplinary infractions will result in a student being placed on a behavioral contract. Being placed on a behavioral contract may have the following effects for the remainder of the school year: loss of eligibility for SLC or other student leadership positions and extra-curricular activities.

**Academic Probation:** Students are required to maintain a minimum 2.0 GPA for each academic quarter. Students earning below a 2.0 GPA will be placed on an academic probationary contract for the following quarter. Formal tutoring is required and proof of enrollment must be validated by the office. Students failing to meet the minimum 2.0 GPA in two consecutive quarters will not be allowed to re-enroll for the following school year.

## **EXPULSION**

Expulsion may be used when the administration deems necessary. All expulsions will be cleared by the Executive Director of Southlands. In accordance with Southlands policy, no refunds will be given for tuition that has been paid.

## **DRESS CODE POLICY**

**OUR DRESS CODE MAY BE SUMMARIZED IN FOUR BASIC PRINCIPLES:**

**1) Clean      2) Neat      3) Modest      4) Appropriate**

Clothing should be appropriately functional for activities in which students will engage. A neat and properly attired student will help create a positive atmosphere for learning. The dress code policy should be adhered to for all school functions on and off campus. The administration will be the final judge of what is inappropriate.

### **GIRLS' DRESS CODE**

- Pants, skirts, and skorts sold by Dennis Uniforms are approved for daily attire.
  - Skirts must not be shorter than 3 inches above the knee and skorts must not be shorter than 5 inches above the knee. Skirts/skorts may not be rolled up at the waist.
- Polo shirts and oxford shirts sold by Dennis Uniforms are approved for daily attire.
- All outerwear (jackets, cardigans, sweaters) sold by Dennis Uniforms are approved for daily attire.
- Pre-approved SCS athletics outerwear displaying Southlands Christian logos are approved for daily attire.
- Solid black, white, or navy blue tights, ankle length leggings (worn under a skirt/skort), or socks (worn below the knee) are approved for daily attire.

### **BOYS' DRESS CODE**

- Pants and shorts sold by Dennis Uniforms are approved for daily attire.
- Polo shirts and oxford shirts sold by Dennis Uniforms are approved for daily attire.
- All outerwear (jackets, cardigans, sweaters) sold by Dennis Uniforms are approved for daily attire.
- Pre-approved SCS athletics outerwear displaying Southlands Christian logos are approved for daily attire.
- Solid navy blue, black, or white socks are approved for daily attire.

### **HAIRSTYLE GUIDELINES**

- Hair must be neat, clean, well groomed and evenly shaped.
- Extreme hairstyles are not permitted (i.e. dreadlocks, mohawks, unnatural colored hair.)
- Hair must be natural in color. Dyed or bleached hair must be "natural" hair color. Extreme highlights or colors are not permitted.

#### **BOYS**

- Hair should not extend below eyebrow line in the front. Hair should not extend past the earlobes on the sides and must not touch the shoulders in length.

#### **GIRLS**

- Hair should not be shaved or trimmed excessively short.



## **FOOTWEAR**

- Black, brown, gray, dark blue, or white shoes are required for daily attire.
  - Open-toed and open-back shoes are not acceptable.
  - Extreme combinations of these colors are not acceptable (i.e. animal print, emblems outside of the approved colors.)
  - Extreme style shoes are not acceptable (i.e. studded shoes, winged shoes.)
  - Shoe heels should not exceed 2 inches in height.
  - Boots, of any type, are not approved.

## **ACCESSORIES**

### GIRLS

- Solid black or brown belts are acceptable with pants.
- Solid black, white, or navy blue tights, ankle length leggings (worn under a skirt/skort), or socks (worn below the knee) are approved for daily attire.
- Basic jewelry is acceptable.
- Ties sold by Dennis Uniforms are approved for daily attire.
- Pre-approved SCS athletic hats displaying Southlands Christian logos or non-logoed solid black, white, grey or navy beanies and berets are approved for daily attire.

### BOYS

- Solid black or brown belts are acceptable with pants and shorts.
- Solid black, white, or navy socks are approved for daily attire.
- Ties sold by Dennis Uniforms are approved for daily attire.
- Pre-approved SCS athletic hats displaying Southlands Christian logos or non-logoed solid black, white, grey or navy beanies and berets are approved for daily attire.

## **MAKE-UP**

### GIRLS

- Extreme makeup is not acceptable.

### BOYS

- Makeup and nail polish are not acceptable.

## **“FREE DRESS” CODE**

There will be days selected by the administration for free dress. All clothes must follow the clean, neat, modest, and appropriate principles. Items that are NOT allowed are the following: sweatpants, pajamas, ripped or torn clothes, leggings, and basketball or athletic shorts.

## **“SPIRIT DRESS” CODE**

Fridays are designated as Southlands Spirit Dress days. Students are allowed to wear Southlands approved spirit shirts with blue jeans or uniform bottoms. High School Retreat/Spiritual Explosion t-shirts, athletic uniforms, or class shirts are not permitted. If students choose not to wear spirit clothes, uniforms must be worn.

A student dressed in ways prohibited by our policy will not be allowed in class until the student is appropriately dressed. Loaner uniforms will be issued for the remainder of the day. Classes missed as a result of dress code violations will be considered unexcused absences. In addition, repeat violations of the dress code will result in disciplinary consequences.

## **CELL PHONES & ELECTRONIC DEVICES**

Students are allowed to carry cell phones and other electronic devices on campus. However, cell phones must be **turned off** by 7:50 a.m. and not turned on again until dismissal time, with the exception of lunch and passing periods. If a student is caught using a cell phone during class time, it will be taken away from them and stored in the school administrative office. Refusal to turn the device over will result in further disciplinary action. Laptop usage in the classroom is authorized only by the teacher.

### **CELL PHONES**

1. First offense: Students may pick up their electronic device after school. A discipline referral will be issued as a warning.
2. Second offense: Students may pick up their electronic device after school. A discipline referral will be issued and detention will also apply.
3. Third offense: A parent/guardian may pick up their electronic device after school. A discipline referral will be issued and detention will also apply. At this point, the student will no longer be allowed to carry the device on campus during school hours, regardless of what device was taken on the first or second offense. The student is allowed to keep it in the locker for after school use.
4. Fourth offense: A discipline referral will be issued and detention will also apply. The school will keep the student's device until the end of the semester. Students may pick up their electronic device upon dismissal of the last day of the semester.

## **ENGLISH ONLY POLICY**

All students attending SCS are expected to speak English only from 7:50 am to 3:05 pm. This includes all classes, passing periods, and break time. Lunch period is the time when students are allowed to speak his/her native language.

In the event a student does not speak English, an "English Only" referral will be filled out by a faculty or staff member. Once the student is made aware of the referral, he/she may go to the administration office to receive a conversation slip to avoid participation deductions in a class. If the student does not choose to take and complete the conversation slip, participation points will be deducted from a class grade.

## **EXTRACURRICULAR ACTIVITIES**

### **AFTER-SCHOOL ACTIVITIES**

A variety of after-school activities are offered. Faculty supervision is provided for school sponsored after-school activities.

### **AFTER-SCHOOL ATHLETICS**

The High School is a member of the California Interscholastic Federation (CIF) Southern Section. Students are welcome to participate in the following varsity sports: boys' and girls' basketball, soccer, and cross country, as well as girls' softball, and volleyball and boys' baseball, and football. Sports fees apply.

## **LEADERSHIP ON CAMPUS**

Southlands has a very active High School Associated Student Body (ASB) and Link Crew which are selected by faculty and peers. A chapter of the National Honor Society (NHS) is an organization that students participate in on campus. These student leadership groups play a vital role in developing young leaders at SCS.

## **DANCES AND STUDENT ACTIVITIES**

Faculty supervision is provided for all school sponsored dances. There are specific guidelines for students and guests. All guests must be pre-approved by administration.

# **FINANCIAL POLICIES – US STUDENTS**

## **ADMISSION FEE**

Each application is reviewed on an individual basis. Formal admission to SCS will be granted to those students who are able to benefit most strongly from a Christian education. All new students will be charged a non-refundable application processing fee.

## **REGISTRATION FEE**

All students are required to pay a non-refundable registration fee upon enrollment each year. A student is not deemed enrolled until the full registration fee has been received.

## **FACILITIES FEE**

Each year an annual, non-refundable fee per family is collected to pay for the maintenance and improvement of our school and campus facilities. As a courtesy, the facilities fee can be paid as a part of your payment plan.

## **ANNUAL PAYMENT**

Full annual tuition payment is due on or before August 1<sup>st</sup> in order to receive the discount as outlined on the Financial Rate Sheet.

## **10/12 MONTH PAYMENT PLAN**

10-Month Payment Plan: August 1<sup>st</sup> through May 1<sup>st</sup> of the following year

12-Month Payment Plan: June 1<sup>st</sup> through May 1<sup>st</sup> of the following year

Tuition fees are based on an annual tuition, which is divided into ten (10) or twelve (12) months respectively. Tuition fees are due and payable on the 1<sup>st</sup> of the month in the amount as outlined on the Tuition & Fees Schedule. Tuition is considered late if not paid by the 10<sup>th</sup> of the month. After that time, a late fee will be added as outlined in the late fee policy.

12-Month Plan: first tuition payment is due on or before June 1<sup>st</sup>.

10-Month or Annual: first tuition payment is due on or before August 1<sup>st</sup>.

## **ENHANCED LEARNING PROGRAM**

The English Learning Program (ELP) consists of a personalized learning track to meet the needs of English learners. This includes smaller class sizes to enhance teacher/student interaction and specialized credentialed instructors. Testing will be administered to students with potential English learning needs. Any student who is determined by the administration to

benefit from this track will be required to enroll in the ELP. The annual ELP fees are listed on the Tuition and Fees Schedule.

## **PAST DUE ACCOUNTS**

The school does not allow accounts to fall more than 30 days past due. In such cases, students are not considered enrolled. Parents will be notified of delinquent accounts and students' classes will be suspended.

### **LATE FEE**

A late fee of \$35.00 per student per month will be assessed for tuition and/or extended care payment(s) received after the 10th of any month.

We accept payment in the form of cash, check, money order or credit card (Visa, MasterCard, Discover, and American Express only). Checks should be made payable to Southlands Christian Schools. All balance inquiries or other account questions may be directed to Accounts Receivable.

Monthly invoices are sent out as a courtesy only. If you have any questions about the fees or do not receive an invoice by the 1st of the month, please contact the accounting office as soon as possible. It is the responsibility of each individual family to have their payment submitted by the due date.

### **RETURNED CHECKS**

A \$35.00 fee will be charged for checks returned by the bank for any reason. Any checks returned by the bank after the 10th of the month will also be assessed the late fee, as described above, in addition to the \$35.00 returned check fee. After your check is returned, you may be asked to submit payment by cash or money order.

### **REFUND AND WITHDRAWAL POLICIES**

1. The application and registration fees are non-refundable. The only exception is when an applicant is denied admission by the school. In this case, the registration fee will be refunded, less a withdrawal/processing fee of \$75.00. Registration requirements are included with the application.
2. Extended care is not prorated and is non-refundable.
3. For tuition, attendance of any portion of the month will require full tuition for that month.
4. Refund for payment made on the annual tuition plan will be figured as follows:
  - a. Tuition will be refigured on the non-discounted amount and calculated from the first of the month after the dated withdrawal notice.
  - b. Any fees owed to the school will be deducted from the refund.
  - c. Parent must submit a written Withdrawal Form with updated contact information.
  - d. Please allow two weeks to process any refund.
  - e. No refunds for tuition or fees will be given for International students

### **MISCELLANEOUS FEES**

Students may be responsible for other costs related to participation in certain activities (e.g. field trips, special activities or events) or the purchase of specific products or materials. The school only charges students at cost and makes no profit from these fees.

## **FINANCIAL AID**

Every year the School Board sets aside funds for the purpose of assisting families whose personal resources cannot meet the full cost of an SCS education. Applications are considered based on financial need, family support, Christian character, and academic standing. It is the goal of SCS that no deserving child be excluded due to financial considerations.

SCS utilizes the services of FACTS Grant & Aid Assessment to assist in determining and evaluating need. The information provided to FACTS is confidential and released only to the school board. The school board then reviews their recommendation and awards are made in utmost confidence. Financial Aid applications may be obtained online at [www.factstuitionaid.com](http://www.factstuitionaid.com).

## **FINANCIAL POLICIES – INTERNATIONAL STUDENTS**

### **ADMISSIONS FEE**

Each application is reviewed on an individual basis. Formal admission to SCS will be granted to those students who are able to benefit most strongly from Christian education. All new students will be charged a non-refundable application processing fee.

### **REGISTRATION FEE**

All students are required to pay a non-refundable registration fee upon enrollment each year.

### **ANNUAL PAYMENT**

Full annual tuition payment is due before the start of school. Students are not considered enrolled at SCS until all fees have been paid and all documents have been completed and turned in. Tuition and fees are non-refundable.

### **REFUND POLICY**

All fees are non-refundable.

### **MISCELLANEOUS FEES**

Students may be responsible for other costs related to participation in certain activities (e.g. field trips, special activities or events) or the purchase of specific products or materials. The school only charges students at cost and makes no profit from these fees.

## **GENERAL INFORMATION**

### **COMMUNICATION**

- **School website**

The school website, [www.southlandscs.com](http://www.southlandscs.com) contains important information, announcements and resources for families.

- **Mailers**

The school administration will periodically mail home school updates, grades, disciplinary referrals and other information pertaining to students.

- **Eagle Eye**

The Eagle Eye newsletter is emailed to all subscribers periodically. This newsletter contains information on current and upcoming calendar items, such as: early dismissal dates, test dates and other vital details.

- **Social Media**

Information and updates are also available through various social media outlets, such as: facebook, twitter, instagram, and the Southlands blog.

- Homework assignments, grades, and other information can be accessed online through PowerSchool. Parents and students also have the availability to communicate with teachers through this online system.

## **HOURS OF OPERATION**

The school office is open from 7:30 am to 4:00 Monday through Friday.

## **REGULAR SCHOOL HOURS**

The school hours are from 7:50 am to 3:05 pm Monday, Thursday and Friday. The first bell rings at 7:45 am.

## **BLOCK SCHOOL HOURS**

The school hours are from 7:50 am to 2:30 pm Tuesday and Wednesday. The first bell rings at 7:45 am.

## **NOON DISMISSAL**

Noon Dismissal Days will be held periodically throughout the year. Please refer to the online school calendar for these dates.

## **LOST AND FOUND**

The school maintains a Lost and Found. Unclaimed and unmarked items are kept for approximately one month and then are sent to missions. Please mark all items such as clothing, lunch containers, textbooks, & binders, etc. so that they may be returned when found.

## **SCHOOL SAFETY**

Every attempt is made to create a safe campus, to be aware of all accidents and to immediately report to the parents any accident of a serious nature. Security guards are posted on campus from 7:30 am - 6:30 pm. Please report school accidents immediately to school personnel.

## **CAMPUS VISITORS**

When visiting the campus during school hours, all guests are required to check in at the school office to sign in and pick up a visitor/guest badge. All on-campus volunteers must have a background check performed via live scan in order to serve on campus. Information is available in the school office.

## HOMework POLICY

Homework will be assigned as it contributes to academic growth and self-discipline. Students must do their own homework. Failure to complete assigned homework will result in disciplinary action.

### Homework serves a number of vital purposes:

1. It helps parents to be aware of current school goals and objectives.
2. It involves the parents in the educational process.
3. It provides an opportunity for additional practice that increases retention.
4. It develops individual responsibility.
5. It encourages continuous ongoing, lifelong learning.

### Homework is most often given in order to:

1. Check students' understanding of concepts taught
2. Provide independent practice for mastery of the concepts taught
3. Allow students to finish longer assignments
4. Allow opportunity for extensive research
5. Develop independence in problem solving

## ILLNESS PROCEDURES

Your child's health is of major importance. For your protection, SCS has adopted the following regulations:

1. If a student shows indication of illness in the morning, the student should be kept at home. In the case of illness, parents will be notified to pick up their sick student.
2. If your child has had a fever during the night (99.7 or above), he/ she should remain at home **a full 24 hours** after their temperature has returned to normal. If your child is sent home from school with a fever, they will not be permitted to return until a full 24 hours after the fever has expired.
3. Students will not be permitted to attend school if they show any of the following conditions:
  - *acute cold*
  - *sore throat or earache*
  - *head lice*
  - *red or discharging eyes*
  - *headache*
  - *swollen glands*
  - *skin eruptions or rashes*
  - *diarrhea*
  - *runny nose*
  - *sneezing or coughing*
  - *nausea or vomiting*
  - *temperature of 99.7 or above*
  - *flushed skin or chills*
  - *signs of listlessness, weakness or drowsiness*

## **COMMUNICABLE DISEASES**

Before a student will be allowed to return to school, a doctor's clearance note is required for the following illnesses:

- Conjunctivitis (pink eye)
- Impetigo
- Strep Throat
- Mononucleosis

Students with the chickenpox virus may not attend school until all vesicles are scabbed over. All other communicable diseases not listed will be handled on a case-by-case basis.

## **MEDICATION**

No prescription and/or non-prescription medications will be administered without written approval and instruction from the child's parents in accordance with label directions and written instructions of the child's physician. Should your child need to be given any type of medication during the time he/she is in school, the following steps must be completed:

1. All medication must be stored in the school office. Students are not permitted to carry medications with them or administer medications to themselves.
2. Expiration dates listed on the containers must be current.
3. The parent must fill out an Authorization to Administer Medication/Release Form available through the school office. Medications will not be given without this form.
4. Any medication that hasn't been picked up by the last day of school will be discarded.

## **LUNCH**

### **LUNCH PROGRAM**

Lunches are prepared each day by a subcontractor and are served in a cafeteria atmosphere. Lunches are designed to be healthy, delicious, and present a variety of choices for the students. Lunch cards are available for purchase from the school cafeteria. Note: Menu is subject to change without notice. Parents/guardians are welcomed to drop off lunches for their student. These lunches must be brought to the main office. Students or parents/guardians are not allowed to order food from an outside source and have it delivered to the campus.

### **SNACKS**

Students are encouraged to bring a snack for mid-morning break and a snack for after school, especially for those students who stay after school for extra-curricular activities. They may bring their own snack or purchase items from The Nest. The Nest is open during morning break and after school.

## **PERMISSION FOR USE OF LIKENESS**

Photographs, slides, film and other visuals of students, faculty, staff and administration are taken on campus and at SCS activities throughout the year. Some of these are subsequently published in school publications, social media and promotional materials for the school. By signing the Parent Agreement section in the Admissions Application, students and parents give permission for these likenesses to be used in this manner.



## **REPORT CARDS AND PROGRESS REPORTS**

Powerschool provides ongoing access to student progress. In addition, progress reports are sent home to keep parents informed of the students' progress. This enables parents to encourage their students to continue to do well, and/or make the necessary adjustments if they are falling behind in their grades or behavior. Progress reports are sent home quarterly.

## **TEXTBOOKS, SUPPLIES & LOCKERS**

### **TEXTBOOKS**

Southlands families will have the opportunity to purchase books before the start of the semester. Information on ordering will be issued during the summer.

### **LOCKER POLICY**

Students at SCS are given the privilege of using a locker to store their books, sports gear, and personal belongings during the school year. The school requires that lockers remain locked at all times and are only unlocked when students need to store or retrieve items. This policy is meant for the protection of student property, however the school is not held liable if items are misplaced and/or damaged.

REMINDER: Students should not share their personal locker combinations.

### **UNLOCKED LOCKERS**

Disciplinary action will be given to students who do not lock their lockers during the school year. Regular locker sweeps will take place throughout the school year to ensure appropriate usage.

1. First offense—Detention
2. Second offense—Detention
3. Third offense—1 Day internal suspension
4. Fourth offense—1 Day external suspension
5. Additional offense—Disciplinary action determined by administration

### **GRAFFITI AND DAMAGES**

Disciplinary action will be given to students who misuse school lockers. These offenses include but are not limited to graffiti, scratches, dents, and other damages made to school lockers. Parents/Guardians are responsible for the full extent of any and all damages and restitutions. Regular locker sweeps will take place throughout the school year to ensure appropriate usage.

1. First offense—Suspension
2. Additional offense—Disciplinary action determined by administration

## **POLICY ON CHILD ABUSE**

The faculty and staff of Southlands Christian Schools are required under the California Abuse Reporting Law to report any reasonable suspicion of child abuse to the Los Angeles County Child Protective Services. Failure to do so by a member of the faculty or staff is guilty of a misdemeanor punishable by up to six months in jail or by a \$1,000 fine or both, a fine and imprisonment. (PENAL CODE 11166)

The definition of Child Abuse by the state of California is as follows:

- Physical abuse, unlawful corporal punishment or injury
- General and severe neglect
- Sexual abuse; sexual assault; exploitation
- Willful harming or endangering a child; emotional maltreatment

For further information, please visit the following website provided by the state of California:

<http://www.cdss.ca.gov/>

Preschool - 12th Grade  
Accredited through WASC & ACSI

# SOUTHLANDS CHRISTIAN SCHOOLS

18550 Farjardo Street, Rowland Heights, CA 91748  
tel 909.598.9733 / fax 909.468.9943  
[info@southlandscs.com](mailto:info@southlandscs.com) / [www.southlandscs.com](http://www.southlandscs.com)