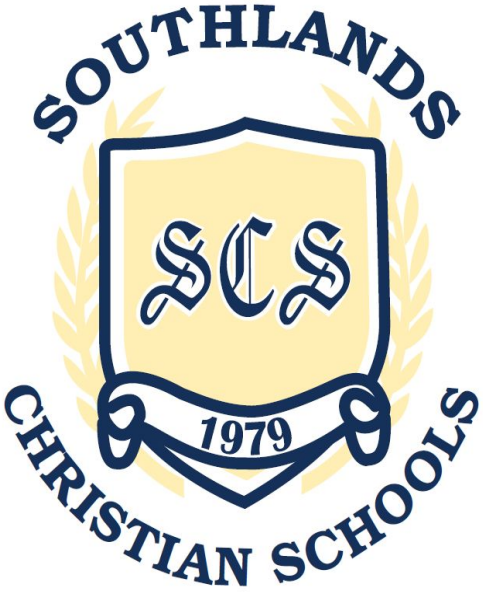


TK-8th Grade Parent-Student Handbook 2019-2020

SOUTHLANDS
CHRISTIAN SCHOOLS

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 will be asked to sign a statement acknowledging that you have read the information contained in this booklet. Your signatures will verify that you understand and agree to support the school's policies, and agree to work with the administration to assure a cooperative and supportive environment. Please explain the school policies to your students 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.

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School Vision

*E*xpected *Schoolwide L*earning *R*esults (ESLRs)

It is the commitment of Southlands Christian Schools to cultivate world leaders with a Biblical worldview which is manifested through these Expected Schoolwide Learning Results.

Critical Thinking

- Creates solutions to complex problems
- Obtains relevant information to come to well-reasoned solutions
- Analyzes problems and creates relevant conclusions
- Articulates a belief and engages in reasonable discussion

Character

- Embodies Biblical truth and morality
- Demonstrates empathy for others
- Understands the responsibilities of God-given talents
- Demonstrates perseverance and resilience

Citizenship

- Formulates ethical decisions in the real and digital world
- Models servant leadership
- Edifies others

Collaboration

- Listens in order to understand and respond appropriately
- Strives to understand another point of view
- Seeks input from other participants
- Contributes equitably to the completion of a shared goal

Creativity

- Produces original products using the resources God has given
- Demonstrates knowledge and values through various mediums
- Expresses oneself in authentic and innovative ways

Vision Statement

SCS believes that all students are uniquely created in the image of God with the inherent capacity to learn and develop their God-given potential. SCS envisions a school that fosters critical thinking, communication, and creativity so that all students learn at higher levels to become globally-minded disciples of Christ who apply their knowledge to advance God's kingdom.

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 a 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 New 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.

HISTORY OF SCS

SCS was opened in 1979 (then known as Christian Chapel Schools) with 75 students from grades K - 4 meeting in four trailers. Currently SCS has an enrollment of approximately 900 students from Preschool through 12th grade, including a large Independent Study 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. Some of these include: Speech Meet, Spelling Bees, Math Olympics, Academic Pentathlon, choral and music festivals. Students participate in these events at the school level and are then chosen to represent the school in regional competitions.

In addition, SCS offers complete four-year high school courses that prepare students for placement in higher education in the UC, Cal State systems, Christian Universities, Military Academies, and Community Colleges. Advanced Placement courses are also offered.

About Our Staff

All employees must demonstrate satisfactorily, 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 School.

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 tenure 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; 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 are given a placement test and families must meet with an administrator before final admittance.

Admission Process

Receipt of application forms for new and or returning 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. Students more than one year behind in academic skills may be admitted to a lower grade level.

All applications must be filled out carefully and completely. An incomplete application

will not be accepted. The full registration fee is required upon receipt of application for all students. The registration fee is non-refundable, except in cases of denied admission. Once the application and registration fee have been received, the student will be scheduled for the entrance exam.

Entrance Exam (K-8th)

Parents will be contacted to inform them of the date and time of exam. Allow approximately two hours for testing. Parents will be contacted after the test for an appointment to meet with an administrator. The results of the test and any questions you may have will be addressed at this time. The minimum of 75% on all subjects will be required for acceptance to our 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.

Emergency/Disaster Release Form

An Emergency/Disaster Release Form is required annually and is included in your online registration.

1. **Only** those persons listed 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.
2. 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. Applications will not be accepted and/or processed without the immunization record. Up-to-date immunizations are required on or before **July 1st.** Failure to have the necessary immunization and/or other required forms will delay your student's testing date and start of school. Teacher assignments and/or class schedules will not be issued unless immunizations are complete and submitted to the school registrar.

All 1st grade students, new and returning, must submit a Health Examination Form to be completed by your child's doctor. See Enrollment Checklist in the Admissions Packet for dates.

All 7th grade students, new and returning, are required to have had three (3) Hepatitis B

shots before they will be allowed to start school. Please bring proof of immunization to the school office when completed. Since the series of shots take from three to six months to complete, it is recommended that students in the 6th grade start their immunizations by April of the year before they plan to enter 7th grade so that delays will not be experienced.

Attendance Policy

The SCS mission extends beyond academic training to preparing responsible individuals whose character reflects the Christian values and perspectives the school represents. Therefore, it is critical that students are present in class. We regard our student body as a community that supports and encourages its members on a daily basis, something that happens best when the student is in school. Our attendance policy reflects a desire to have all students present whenever possible. It also reflects a view that students and parents are accountable and must take ownership of attendance.

Attendance is vital to a student's academic growth because:

1. The first part of the morning is critical since it is the time when the plan for the day is discussed and directions are given. *Please be on time.*

2. Absences and tardies cause a loss of learning. Since much of the class work is instruction and lecture, absences cause a loss that is impossible to make up.

3. Repeated tardies or absences will be noted on the report card and may cause the school to refuse re-admission for a subsequent year.

Absences

Cleared or Excused: Absences which parents call in the morning or send a written note when the student returns to school. Please call by 9:00 AM on the day of the absence.

Truancies or Unexcused: Absences that are not cleared with the Attendance Office or are without authorization from the parents.

Pre-arranged Absences: If circumstances require students to be absent for several days, parents are required to notify the Attendance Office and make arrangements with the teacher to pick up make-up assignments, tests and quizzes. Absences that last longer than 3 days require a note from a doctor. If a family emergency occurs that requires you to travel, teachers are able to prepare up to 2 weeks of work. Please remember that 16+ absences will require the student to repeat the class(es) they miss.

Suspension: School authorities hold student out of class or school.

If a student has excessive absences, parents may be asked to attend a conference to discuss reasons for absences and possibly asked to sign an attendance contract.

7th and 8th Grade
An excused absence is when a parent/guardian calls the attendance line or sends a written note on 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.

7 period absences = 1 full day absence

Tardies

A total of seven (7) period tardies in a school year will result in the loss of Perfect Attendance Award.

If a student has excessive tardies, parents may be asked to attend a conference to discuss reasons for tardies and possibly asked to sign an attendance contract.

3rd - 6th Grade: Excessive tardies may affect grades.

7th - 8th Grade: Tardies will be communicated to parents via the SwiftK12 alert system that is tied to your PowerSchool account. Please check your account preferences to make sure they are set up correctly. Tardies accumulate per quarter and will reset on the school day after the quarter ends.

- **5 total unexcused tardies** - Student receives a Wednesday lunch detention and will fill out a Behavior Think Sheet. This sheet will be sent home via the mail and parents and guardians must sign and return it.
- **10 total unexcused tardies** - Student receives a referral with additional consequences as deemed necessary by the administration. This will be sent home via the mail and parents and guardians must sign and return it.
- **15 total unexcused tardies** - Student will be placed on a probation contract and is in danger of failing the class or classes affected by their tardies.

Excessive Absences (Middle School)
Absences in excess of fifteen (15), excused or unexcused, in one semester will result in no credit for a class or classes for that semester.. In such cases, international students studying with an F1 visa could have their I20 certificates terminated.

Students are not permitted to leave school before regular dismissal without prior consent of parents. If a parent is picking up their student during the day, we require that you sign your student out, obtain a release form from the office, and take it to your student's classroom. Students will not be released to any person not listed on the

Emergency Release Form. Verbal permission will not be accepted.

- Students who leave the school grounds without permission will be subject to disciplinary action.
- Excessive early departures from school can hinder a student's academic performance.
- Doctor and dental appointments should be scheduled after 3:00 PM whenever possible.

Make-up Work

Make-up work must be accomplished within the number of days that the student was absent.

7th and 8th Grade: Work must be turned in on time. Assignments turned in 1 day late will be accepted for 75% credit. Assignments turned in 2+ days late will be accepted at 50% credit until the end of that quarter.

Internet Acceptable Use Policy

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 a filter program where appropriate and possible to screen potentially objectionable material. At the same time, we will be educating students about the responsible use of Internet resources.

SCS Internet Use Rules - 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 individual agreements. However, individual access to the Internet will only be given to those who have agreed to the Internet Acceptable Use Policy. As a result, all students must have 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
- 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.

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 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.

Internet Operating Agreement

By agreeing to the Internet Acceptable Use Policy, students and parents agree to abide by the rules and agree to accept all financial and legal liabilities, which may result from the use of the SCS Internet connection. The use of the internet is a privilege, not a right. The primary purpose of SCS Internet connection is educational and inappropriate behavior may lead to disciplinary and/or legal action. No student shall participate in the transfer of inappropriate or illegal materials. In some cases, the transfer of such materials may result in legal action against the party involved.

Release of Liability

By agreeing to the Internet Use Policy, you release SCS and all other organizations related to the SCS Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, you will accept full responsibility and liability for the results of your actions with regards to the use of the Internet and release the school and related organizations from any liability regarding consequences resulting from your use of the Internet.

CONFERENCES

Elementary

Formal parent-teacher conferences will be scheduled twice yearly. One is scheduled in the fall, approximately around the end of the first quarter, and the other in spring. All parents are expected to attend. Additional informal contact with the teacher throughout the year is encouraged. Southlands also utilizes Powerschool, an internet database system used to access grades and teacher communications by both students and parents.

Middle School

Parent-teacher conferences will be held twice a year. They will take place in the fall and in the spring as we near the end of the 1st and 3rd quarters, respectively. These will be mandatory for every student earning a 72% or lower in a class and optional for all other students. Additional informal contact with the teacher throughout the year is encouraged. Southlands also utilizes Powerschool to access grades and teacher communications by both students and parents.

Curriculum

Students need a well-balanced curriculum that emphasizes "The Whole Child" and includes building a firm foundation spiritually, morally, academically, physically, mentally, emotionally, and socially. In the 21st century, curriculum and learning centers around collaboration, teamwork, creativity, imagination, and critical thinking.

Elementary

English-Language Arts

- Phonics (TK – 3rd)
- Reading Anthologies
- Language
- Spelling
- Writing
- Novels
- Penmanship

Math (Accelerated Math 4th-6th)
Science (Life, Physical, and Earth Science)
Social Science (Communities, Government, California, US, and Ancient History)
Computer (Word Processing, PowerPoint, Excel)
Bible
Character Building
Preparing for Adolescence (6th Grade)
Music (Choir, Band, Strings)
STEAM (Problem Solving, 3D Design, Robotics, Coding)
Art (Artists and Styles)

Spanish
P.E.
1:1 iPad Program (3rd-6th)
Shared iPad Cart (TK-2nd)

Middle School

Mainstream Track

- Bible (7th Worldviews, 8th Lightbearers)
- Math (Pre-Algebra, Algebra 1, Geometry)
- History (7th Medieval, 8th U.S.)
- Literature (Regular, Advanced)
- Writing (Regular, Advanced)
- Science (7th Life Science, 8th Physical Science)
- Electives (Music/Percussion, Public Speaking, Graphic Design, Life Skills, MakerSpace (STEAM), Robotics/Coding, Photography, Video Production, Art, Leadership, Spanish, Pentathlon, Independent Study)
- P.E.

ELL Track

- Bible (combined)
- Math (according to level)
- Science (High and Low)
- Social Science (7th and 8th Grade)
- Language Arts (7th and 8th Grade; ELL High and Low)
- P.E.
- Electives (American Culture)

ASB

The Middle School has a very active Associated Student Body (ASB) that is selected by faculty each semester. ASB participates in numerous events throughout the school year that include fundraisers, school events, and outreach opportunities. ASB puts students in leadership positions to grow their influence and plays a vital role in developing young leaders.

Sports (6th-8th)

We participate in the San Gabriel Valley Christian Sports League found at www.sgvcsl.org.

We offer the following sports:

- Fall- Boys Flag Football and Girls Volleyball
- Winter - Boys and Girls Basketball
- Spring - Co-Ed Soccer

There is an additional fee of $150 for each sport participated. Due to scheduling of games, students may be released early from class to travel to games. Practices may take place during their 9th period PE or after school depending on a coach's availability.

Music

Our music instructor provides instruction in Music Theory for each class. All Elementary students participate in both a Christmas and spring production and whereas students in the Music/Percussion elective in Middle School. Students may audition for special parts in these productions.

Eagle Choir is for grades 4 – 6. Eagle Choir performs at various school events, as well as local festivals and competitions. Some additional fees are incurred for concert clothing and travel costs.

Beginning Band is offered to 4th grade students. Intermediate Band is offered to 5th grade students who were in Beginning Band during 4th grade. Concert Band is offered to 6th grade students who were in Intermediate Band in 5th grade.

Concert Band and Percussion is offered to 6^{th} – 8^{th} grade students.

Physical Education

Physical Education plays a vital role in the development of skills and the building of character. Students receive weekly P.E. instruction from a P.E. Coach.

Community Service Hours (Middle School only)

Students in grades 7 and 8 are required to complete 5 hours of community service per semester. These hours are due each semester by the Friday before their last day of school and are worth 20% of their Bible grade. Community service is defined as an act a student performs that helps a person or group of people that the student *does not* interact with on a regular basis. The student should not be paid for this service and helping teachers in classrooms will not count for hours. Questions about specific ministry hour opportunities should be directed to the student's Bible teacher.

Chapel

Elementary school chapel will encompass grades K-6 in semester 1 and grades TK-6 in semester 2. Chapels will be held weekly and include interactive worship, learning about various Christian leaders, and a weekly message.

Middle school chapels will be held weekly and include competitions, games, student led worship, and relevant Christ-centered messages applicable to students and the issues they face.

Computer (TK-2nd)

All classes are scheduled for computer technology training on a regular basis. Students are taught basic keyboarding skills and various programs aimed at their grade level.

Art (TK-2nd)

Art will allow students to explore different forms of art and techniques. They will be learning age-appropriate skills to provide a strong foundation for the future.

STEAM (3rd-8th)

STEAM (Science, Technology, Engineering, Art, Mathematics) is an elective designed for students to take their learning and apply it to hands-on learning. In doing so, they will be learning various aspects of coding, robotics, 3D design (through Tinker CAD), and 3D printing. Art will be incorporated into STEAM as part of the design process when exploring different solutions.

In middle school, STEAM is incorporated into the Maker Space and Robotics electives.

Field Trips

Each class attends two (2) field trips per year pertaining to the subject their class is currently studying. In addition:

- Grade 4 will take a four-day trip to Sacramento*
- Grade 5 will travel to the Grand Canyon for a three-day educational tour*
- Grades 6 and 7 will travel to Camp Ironwood for a four-day educational camp*
- Grades 7 and 8 will take a three-day trip for Spiritual Explosion in September*
- Grade 8 will travel to Washington D.C., Jamestown, and Williamsburg, Virginia**

*Overnight trips require an additional fee.
**Washington D.C. payments are taken care of through our travel company *EF Explore America.*

Homework Policy

Homework will be assigned as it contributes to academic growth and self-discipline. In addition, on-going reading and various reports are assigned. Students must do their own homework. Failure to complete assigned homework will result in disciplinary action. At times, work that was not finished during class will be sent home in addition to regular homework.

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 on-going, life-long learning.
6. It fosters habits leading to productive use of leisure time.

Homework is most often given to:

- Check students' understanding of concepts taught
- Provide independent practice for mastery of the concepts taught
- Allow opportunity for extensive research in library and newspapers
- Develop independence in problem solving
- Provide for pleasure reading and book reports

A supervised period will be designated for homework during after-school Extended Care.

Homework expectations are as follows:

- TK - Optional
- Kindergarten - 5-7 minutes
- 1st Grade - 10-15 minutes
- 2nd Grade - 20 minutes
- 3rd Grade - 30 minutes
- 4th Grade - 40 minutes
- 5th Grade - 50 minutes
- 6th Grade - 60 minutes
- 7th and 8th Grades - 90-120 minutes

If a student is struggling to complete this homework in the timeframe given, please contact your teacher immediately.

PARTNERING WITH YOUR SCHOOL

There are many ways in which you as parents, guardians, grandparents and alumni can support SCS.

Parent Involvement**

It is our belief that God has given children to parents and that the primary responsibility for their education cannot be delegated. You have chosen us to work with you to educate your child and we are grateful for the opportunity. Your sacrifice to provide Christian education is a demonstration of your strong concern for quality academic and spiritual education.

When you become involved in your student's classroom, school functions and special events, you will derive the greatest satisfaction from the school. We want you to think of Southlands Christian Schools as "my school". Therefore, we strongly encourage you to take an active part in the life of the school as your time allows. Our school lives by the "Open Classroom Policy" meaning that you are welcome to come and visit your child's classroom at any time throughout the year.

LiveScan background checks are mandatory for all parents volunteering in the classroom and/or attending field trips.

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 expectancies shall be developed and enforced in such a way as to maximize learning and contribute to order and decorum.
The primary goal of the discipline program at Southlands Christian Schools is to develop a child who is responsive and obedient to God. Additionally, our goal is to train students that His written Word has the final authority in all matters. To recognize, obey, and exercise proper authority is a major characteristic of a successful person. Our school stresses godly discipline from which emerge positive self-control, confidence, and Christian virtues. An effective discipline helps our students to learn to discern conflict between God's law and man's practices and then choose the law of God.

1. Since the implementation of Godly discipline is a parental responsibility, whenever possible, communication and establishment of common goals between school and home will be developed in order to deal with ongoing difficulties.
2. Children blossom under praise and encouragement. Persistently focusing on the positive while eliminating the negative is our most effective method. Children will

usually follow directives when rules are understood, consistently enforced, and when it is beneficial for them to behave well.

3. When a student's behavior is not acceptable, disciplinary measures should be taken, preferably in private. Prayer is an integral part of the discipline process. The student should explain what he/she did and how he/she behaved wrongfully in light of the Scriptures. Forgiveness and restitution should be sought through a contrite spirit (I John 1:9).
4. In persistent cases it is often helpful to chart the behavior so that goals might be set and improvement recognized and acknowledged.

Behavioral Expectations

Students should strive for godly character to develop in their lives, acting in accordance with the Scripture. Parents are asked to read and discuss the following guidelines with their student:

1. *Obedience - Obey proper authority: Parents, teachers, administrators, staff, and the law.*
   Opposite: Willfully disregarding or disobeying the directive of someone in authority. Col. 3:20; Prov. 6:20-23.

2. *Wholesome speech - Speak only words that build each other up.*
   Opposite: Profanity - Any vulgar or demeaning expression.
   Ex. 20:7; Eph 4:29.

3. *Honesty - Be truthful and trustworthy.*
   Opposite: Falsehood. Dishonesty. Eph. 4:25; Prov.12:13-14, 22.

4. *Respect others and private property - Keep your hands to yourself.*
   Opposite: Theft - taking or using the property of another without permission. Vandalism - careless or purposeful misuse of school or personal property. John 10:10; Ex. 20:15; Eph. 4:28.

5. *Think of others more highly than yourself.*
   Opposite: Arguing or physical violence.
   Eph. 4:26; Titus 3:2; Luke 6:27-29.

6. *Self-motivated and conscientious - excelling according to your own ability.*
   Opposite: Slothfulness - a lazy spirit, lack of maximum productivity. Cheating - using someone else's work as your own or allowing others to copy your work. Prov. 6:6; Prov. 11:18.

Playground Rules

Please refer to the following rules to help your child behave responsibly:

- Stay in your assigned play area
- If you need to spit, do it into a tissue
- No fighting (even pretending)
- No gum
- Trash should be discarded properly
- Piggyback riding is not allowed

Areas Where Elementary Students Are Not Allowed

1. Any area not supervised by an adult
2. Outside of fences
3. Locker areas

Locker Policy (Grade 7 and 8 only)

Middle School students at SCS are given the privilege of using a locker to store their books, sports gear, and personal belongings during the school year. Lockers must 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.

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.

Restricted Items

Matches, lighters, firecrackers, any type of knife, weapons, unauthorized substances, gum, unnecessary amounts of money, portable music devices, and laser pointers are not allowed. *Cell phones, game consoles, and tablets are to be used only after school hours.*

English Only Policy

Students are expected to speak only in English in the classrooms during the entirety of the school day.

The Administration reserves the right to determine what type of play, clothing and toys are acceptable.

Disciplinary Process

1. If a student does not obey the rules, a staff member will speak personally to the student.
2. If the problem continues, the student will be issued a consequence by the teacher.
3. A student who continues to have behavior problems will be referred to the Administrative Office with a Discipline Referral. A meeting will be held with an administrator and the student. Administration will follow up with the parent and student via email to make them aware of the situation.
4. If these measures do not result in a change of behavior for the student, the student will not be invited to return.

Lunch Detention

When a student has three missing assignments (Elementary) or three missing assignments in a single class (Middle School) they will be assigned a lunch detention by their teacher in an effort to complete any unfinished work. Lunch detention will also be used as a consequence for continued misbehavior in Middle School.

Suspension

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. Bullying/Cyberbullying
7. Threats
8. Misuse of the Internet
9. Academic dishonesty/Plagiarism
10. Use or possession of tobacco in any form at any time

Expulsion

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
9. Bullying/Cyberbullying
10. Threats

Dress Code Policy

Uniforms

- Uniforms are the required dress for all students (TK-8th) at SCS
- Uniforms are to be purchased exclusively from Dennis Uniforms
- Socks must match uniform in color
- Gray, Blue, Black or White Shoes: must have an enclosed toe and be securely fastened around the heel; tennis shoes are strongly recommended

The following guidelines apply to all school days and events:

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. The school desires not to overemphasize the externals in setting the tone of student life on campus "…for man looks on the outward appearance, but the Lord looks on the heart." I Sam. 16:7. However, a neat and properly attired student will help create a positive atmosphere that is conducive to study and good work in a Christian school. God's Word speaks concerning the importance of the beauty of the inner person rather than an individual's eye-catching or distracting outward appearance. I Peter 3:3-4

The Administration will be the final judge of what is excessive and/or inappropriate.

The following applies to all students:

1. Hair must be neat, clean, well-groomed, shaped neatly, and natural in color. Extreme hair styles are not permitted.

2. All clothing must be properly fitting, clean, without holes, bleached spots, or frayed hems. No clothing that resembles gang attire, obscenities, double meanings, or alcohol/tobacco advertisements is allowed.
3. All clothing must not be excessively form-fitting, baggy, or revealing.
4. Shorts are permitted. For girls, the hem must be no shorter than 3 inches above the knee.
5. Outer garments such as sweaters, jackets, etc. must be bought from SCS and meet dress code standards.
6. No body piercings.
7. No leggings or jeggings; tights may be worn but must be school colors
8. Makeup may be worn starting in 7th grade and must be natural looking
9. Nail polish is allowed starting in 7th grade (no acrylics)
10. No large hoop earrings or excessive jewelry.

Only pictures, writing and slogans, which are clearly honoring to God, are allowed on personal items such as backpacks, notebooks, etc. **Recommended** types include those with Christian slogans or emblems representing the school's athletic teams.

Spirit Dress Fridays

Every Friday is Spirit Dress Day. On this day, students have the option of attending school in an SCS t-shirt and jeans or athletic shorts rather than their uniform. Please follow the guidelines for appropriate dress listed throughout the Dress Code Policy.

Free Dress Day

Once a month, there will be a free dress day. On this day, students have the option of attending school in regular clothes rather than their uniform. Please follow the guidelines for appropriate dress listed throughout the Dress Code Policy.

Special Note to Parents

Self-governance in the area of dress requires the student to take responsibility for selecting and wearing appropriate clothing. However, we feel it is the parent's responsibility to understand the school's standard of dress and to determine, before the child comes to school, if the mode of dress worn adheres to the dress code policy .

Dress Code violations are preventable with this type of parental concern and authority. We will attempt not to be arbitrary in this area, but will insist that the school administrators exercise the final authority if differences of opinion develop.

Make-up (Grade 7 and 8 only)

Girls - makeup and nail polish must be modest and minimal. Extreme makeup and acrylic nails are not acceptable.
Boys - makeup and nail polish are not acceptable.

Cell Phones

Students are allowed to carry cell phones on campus. However, if a student is caught using a cell phone during school hours it will be taken away from them by the teacher/staff member and returned to them after the period or time slot is over. Refusal to turn the device over or continued problems in this area will result in further disciplinary action.

Dances and Student Activities

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

Financial Policies

General Policy

Southlands Christian Schools is a non-profit educational ministry of Southlands Schools International. We seek to provide the finest Christian education possible for our students. Tuition and fees are set at the most affordable level which still allows the school to fulfill this goal.

Admissions

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 our form of 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.

Textbooks & Technology (TK-8th)

In addition to tuition, a TK-8th curriculum and technology fee will be billed monthly with the selected tuition plan. This fee will be used to add additional curriculum resources for our students and will help build the technology resources for each classroom for more advanced learning. If a student withdraws in the middle of the school year, the textbook balance must be paid in full by the last day of his/her school.

Annual Payment

Full annual tuition payment is due on or before August 1st in order to receive the discount as outlined on the Tuition & Fees Schedule.

10 - Month and 12-Month Payment Plan

10-Month Payment Plan: August 1st through May 1st of the following year
12-Month Payment Plan: June 1st through May 1st of the following year

Tuition fees are based on an annual tuition, which is divided into ten (10) or (12) months respectively. Tuition fees are due and payable on the 1st of the month in the amount as outlined on the Tuition & Fees Schedule. Tuition is considered late if not paid by the 10th 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 1st.
10-Month or Annual: first tuition payment is due on or before August 1st.

International Students

Registration fees and tuition for international students are due in full at time of registration. Payment plans are not available to I-20 students. There are no refunds on any fees or tuition for I-20 students.

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. Late and/or overdue fees may also apply to library, hot lunch, etc. as applicable. Report cards will be held for any fees owed to the school.

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

It is the responsibility of each individual family to have their payment submitted by the due date. 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. Students who have delinquent accounts are subject to suspension. Students will not be permitted to register for the new term until the outstanding balance is paid in full.

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. This policy does not allow us to carry students for whom payment falls more than one month behind.

Refund and Withdrawal Policies

1. The registration fee is **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 pro-rated 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 re-figured 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 refund.
    e. There are absolutely no refunds 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, 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 found on our school website or you may submit your application online at www.factstuitionaid.com.

Unpaid Tuition

The Accounting department will make every effort to communicate to families regarding late or missing payments. If tuition is 30 days late, an official letter will be sent home notifying the family to contact the Accounting department to work out payments or risk suspension. If there is no response, the student(s) affected will be suspended on a date selected by the principal with the family being notified via letter.

General Information

Communication

In Elementary, a school newsletter, agenda (homework assignments), and other vital information will be sent home on Mondays with each student. Please take the time to know what your child is doing in school. Communication between the school and parents is a very high priority. We will make every effort to keep the parents informed. Please help to keep the school informed as well so that appropriate teamwork may be developed between teachers and parents. Only with your encouragement and attention will your student optimize performance.

Hours of Operation

The school office is open from 7:30 a.m. to 4:00 p.m.

Regular School Hours

Grades TK - 2: 8:15 a.m. – 2:45 p.m.
Grades 3 - 6: 8:15 a.m. – 3:00 p.m.
Grades 7-8: 8:00 a.m. – 3:00 p.m.

Early Dismissal Days

Early Dismissal Days are held periodically throughout the year. You will be notified through the Monday information packet (Elementary), class newsletter (Elementary), and email of the dates and times of the early releases.

Lost and Found

The school maintains a Lost and Found through our Student Services office. Unclaimed and unmarked items are kept for approximately one month and then are sent to missions. **Please mark all items** such as clothing, lunch pails, water bottles, 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. Please report school accidents immediately to school personnel if they were not previously informed. You can assist us by immediate notification of observed safety problems.

Visitors on Campus

We require all guests visiting the campus during school hours to sign in and pick up a visitor/guest badge in the school office before going to your child's classroom or other areas of the campus.

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.

Library and Media Center

The school library and media center is available to every student enrolled and to their parents. The library provides books and various resource materials for students and faculty, as well as a center for research and quiet study. Resources include reference books, periodicals, books and materials to support the curriculum, and recreational reading materials.

Books are loaned for a two-week period, with a two-week renewal privilege, if other users do not request books. Users are responsible for all books they check out. If a book is returned after the due date, there will be a late fee assessed per book per day. Torn, dirty, defaced or damaged books will be charged a mending fee; lost books will be assessed at the replacement cost, plus processing.

Lunch

Lunch Program Provided by Rosa's Café/Bevaris

Lunches are prepared each day by Rosa's Cafe. Lunches are designed to be healthy, delicious, and present a variety of choices for the students. Menus and order forms are distributed by the teacher and also on our school website. Lunches may be purchased in advance monthly. Lunch cards are also available for purchase in the school cafeteria. Individual items may be purchased with cash in the fast-food line.

Snacks

Students are encouraged to bring a snack for mid-morning and a snack for after

school, especially for those students who stay after school for Extended Care or extra-curricular activities. They may bring their own snack or purchase items from the *Nest*. The *Nest* is open after school for grades 2 - 12.

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, promotional materials, and social media 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

Elementary
Semester report cards will be mailed home at the end of the semester. Quarterly report cards will be sent home during the parent/teacher conferences. These reports evaluate each student's academic progress and citizenship throughout the grading period.

Middle School
Semester report cards will be mailed home at the end of the semester. Quarterly progress reports will be sent home after the quarter ends. These reports evaluate each student's academic progress and citizenship throughout the grading period.

After School Programs

Extended Care
Extended Care is offered, at an additional cost, for working parents who require regular after-school care. It is the concern of the program to provide for the needs of working parents. Extended Care is offered from 6:30 a.m. to 7:45 a.m. and 3:30 p.m. to 6:15 p.m. Students arriving **before** 7:45 a.m. and staying **past** 3:30 p.m. will automatically be placed in Extended Care and will be charged the appropriate fee. Extended Care fees are paid on a monthly basis and are **due on the first of each month.** An Extended Care Rate sheet will be available before the start of school. **There are no refunds given for Extended Care**.

Late Fee
A late fee of $35.00 will be assessed for payment received after the 10th of any month.

Emergency Care
Emergency care is provided for those students who find they need to be in Extended Care on an irregular basis. The hourly cost for this type of care is greater than the regular extended care cost and is due at the time the student is dropped off or picked up. Since payment on Emergency Care is expected on the same day of use, a late fee of $10.00 will be charged if payment is not received within three days of use.

Camps
Holiday Camps are offered for an additional fee. Pre-registration is required and a minimum enrollment must be met in order for Holiday Camps and/or Day Out of School to be opened. Summer Camp is an annual experience that includes an academic program, activities, crafts, trips and more. Further information on this program will follow in May of each year.

Supplies and Textbooks

Supplies

Teachers require school supplies to be purchased. Please reference the Parent/Student Info Packet emailed in the summer or the course syllabus for more details.

Tutoring

After-school tutoring provides help and guidance for students. This program is available year-round with an additional charge.

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

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