

South Hills Academy Summer Program Policy and Procedure Handbook

DRESS:

Summer casual attire is permitted. No bare feet, no open toed shoes, or sandals without a back strap are allowed. Clothes should be clean, modest, and in good taste. Summer Program t-shirts are required on Field Trip Wednesday. For safety reasons, jewelry is unacceptable except for a set of post-type earrings on girls or a modest ring or short-chain necklace on boys or girls.

HAIR CODE:

Hair should be clean, neat, and moderately styled. Exaggerated hair styles, tails, or unbalanced cuts are not acceptable. Hair may not be combed in such a way that it hangs in the face.

ARRIVAL PROCEDURE/SECURITY GATES:

The gates are opened at 8:30AM and remain open until 9:00AM. If arriving before 8:30AM, students report to Day Care in the cafeteria. All students are on the blacktop/playground by 8:30AM. Teachers will come to the playground to pick up their morning class.

If enrolled in morning Day Care, parents need to sign-in students in 1st– 8th grade at the Chapel Gate entrance. No students may be on campus before 8:30AM unless they are enrolled in Daycare.

CHECK IN or OUT:

Students who are planning to leave before the official end of the day (12Noon for Half-Day OR3:00PM for Full-Day), must bring a signed note from the parent or guardian to the office stating the time the student will be picked up from school. Student reports to the office for pick-up. Students are not allowed to wait for early pick-up in the parking lot.

NOTE: Students arriving after 9:05AM need to check in at the office before going to class.

**** A student Emergency Card must be on file in the office prior to any child attending programs at South Hills Academy. ****

BOOKS AND SUPPLIES:

The school will provide worksheets, and miscellaneous supplies. Students are expected to bring personal supplies, i.e. pencils, pens, crayons, and paper as needed in for the classroom.

SNACK:

There is a 20-minute nutrition break in the morning and in the afternoon. Each child should bring his/her own snack.

LUNCH:

Hot lunch is available on a prepaid basis (\$4.50/meal). **Orders must be in by June 21 by 3:00 pm.** If meal is purchased in the morning through the cafeteria, the lunch cost is \$5.00. **Emergency lunches are \$6.00.** If children come to school without a lunch, we give them an emergency lunch and you will be billed for the lunch due the next school day. No emergency lunches will be given if there is more than 1 outstanding emergency lunch bill.

Hot lunch tickets for preordered lunches are placed daily in each teacher's box the period before lunch (11:10AM-12Noon). Students who have a preordered lunch are given their lunch ticket at 12Noon dismissal. Children claim their lunch in the cafeteria with their lunch ticket. Lost tickets must be verified through the office.

NOTE: *Pre-ordered lunch can only be credited in case of illness or family emergency. You must call the school office prior to 8:45AM to inform us of your situation. Any lunch cancellation after 8:45AM will not be credited.*

PERSONAL ITEMS:

Students are not to bring personal items to school unless they are needed for a class assignment. The school will supply balls and jump ropes for recess. Scooters, headsets, CD players are among those items not allowed on the school premises. Cell phones must be turned off and kept in the child's backpack during school/day care. They are never to have cell phone out without teachers permission. Cell phone will be confiscated and returned to parent at the end of the day if not in backpack.

NOTE: *South Hills Academy wishes to cooperate with the laws of our city and therefore requires that all skateboards and other forms of skating be banned from the property as of April 1, 1988.*

CELL PHONES / ELECTRONICS

Cell Phones

Students may NOT have cell phones at school outside of their back-packs at anytime. All cell phones must be turned off. Placing a cell phone into silent/vibrate or text messaging mode is not considered turned "Off" and is prohibited. Students may only use their phone if permission is first granted by the supervising faculty/staff. If the student violates this policy, then the electronic device will be confiscated and turned over to the administration. The electronic device may be examined by the administration, including phone numbers called, pictures stored, and text messages sent and received.

- 1st offense – The devise is turned over to administration/secretary and can be redeemed after school.
- 2nd offense – The devise is turned over to administration and can be redeemed after 5 school days.
- 3rd offense – The devise is turned over to administration and cannot be brought to school again. If the devise is brought to school then it will be turned over to administration and can be redeemed at the end of summer school.

Note: The school will NOT be responsible for any electronic devised brought on campus.

Other electronic devices (I-Pads, MP3 players, cameras, I-Pads, , iwatches etc.)

No other electronic devices are allowed to be brought to summer school. The school will NOT be responsible for any electronic devices brought on campus.

SECURITY GATES:

The security gates were installed during the winter of 2009. South Hills Academy is a closed campus. Parents must use the intercom system to enter the campus. Visitors sign-in/sign-out and receive a visitor's badge.

The exception is in the morning during drop-off between 8:30AM-9:00AM. The campus is closed during and after school. All students are brought to the gates by a staff/teacher during pick-up times and 12 noon and 3:00PM. Before 4:00PM, parents report to the office to pick-up a child. After 4:00PM, a daycare attendant will call for your child at the Chapel Gate. Only authorized individuals may sign-out a student.

EXTENDED DAY CARE PROGRAM:

Supervised Extended Day Care is available from 6:30AM to 8:30AM and 3:00PM to 6:00PM. Students on campus before 8:30AM and after 3:15PM that are **not enrolled in the day care program will be charged a penalty fee of \$20/hour before 6:00PM or \$40/hour after 6:00PM. There is NO afternoon day care for part-time students. These fees must be paid the next day in the school office.**

In the event a child is left past 6:00PM and we cannot reach anyone on the emergency card by 7:00PM, the West Covina Police Department will be called.

SWIMMING:

Students participating in swimming bring a one-piece swimsuit and towel to school each day placed in a waterproof bag. Items are to be labeled with child's name. These items are to be taken home daily.

NOTE: *For safety reasons, students must have sufficient ability communicating/ understanding the English language in order to participate in our swim programs.*

DISCIPLINE:

South Hills Academy believes that proper conduct is one of the foundations upon which scholarship is built. The underlying concept of our discipline system is biblical and seeks to develop and instill self-discipline in our enrollees. Discipline is the responsibility of the teacher, instructor or daycare supervisor in charge of the group. Students may be sent to the Administration when the teacher deems further action is necessary.

The following are grounds for suspension:

- Continued willful disobedience
- Open and persistent defiance of authority
- Habitual profanity or vulgarity/verbal harassment
- Fighting/causing physical harm

Gum Chewing is not allowed on school grounds. Gum should not be brought to school. This will result in a disciplinary action.

Having cigarettes, matches, weapons, or threatening another student/staff constitutes good cause for dismissal from the summer program with no refund.

INJURIES:

The instructor on duty will send children who are injured at school to the office. School personnel will attempt to determine with "The Reasonable Man Standard" the extent of the injury and will inform the parents if necessary. Parents will be notified of any head injury.

ILLNESS:

Should a child become ill, he/she would be sent to the office. The school personnel will contact the parent if that student needs to be picked up.

MEDICINE:

The board recognizes that certain students may need to take prescribed medication during the school day. Medicine will be dispensed according to the physician's recommendation (whether prescription or over-the-counter), under the direction of the principal. In every case, the administration of medicine must be observed by the receptionist, school secretary or office staff.

Proper forms MUST be completed and submitted to the school office with the prescribed medication – NO EXCEPTIONS. Forms for completion are available in the school office, and must be complete with physician and parent/guardian signature.

INHALERS – Students using inhalers must follow the above procedure, as with any other medication.

The only medicines administered or taken by a student during school hours will be in accordance with the above procedures. It should be emphasized that these procedures are designed to meet the needs of those children who must take medication in order to permit them to function in a school situation. Whenever possible, parents/guardians are asked to cooperate with their physician to work out a schedule which will eliminate the necessity of administering medicine at school.

All medicines will be secured in the school office.

WEDNESDAY FIELD TRIP DAY:

Reservations are made in advance by the school. Thus, purchases are non-refundable nor exchangeable. You may make your own arrangements for another enrollee to take your ticket and reimburse you for that ticket should your child become ill and not be able to attend the field trip. You must notify the office in advance of the field trip, if you have made any arrangements. Contact the Summer School Director by 8:30AM the day of the field trip.

SUMMER ENDICE CREAM SOCIAL:

The last Friday of the summer session will be set-aside for an ICE CREAM SOCIAL AND FUN.

PARENT'S CONDUCT ON CAMPUS:

Parents and other visitors are to check in at the office when coming on campus. A visitor's pass must be obtained through the school office to be on campus during school hours. Parents are not allowed to go directly to the classrooms during the day.

Parents are expected to conduct themselves in such a manner that the Christian influence of the school will be upheld continually before the students. Smoking, drinking or profanity is not acceptable conduct at any time on campus.

SHA is a non-smoking facility. Please do not smoke on the property.

WITHDRAWAL POLICY

- No refund for registration fee.
- Full refund of tuition before Summer School begins
- No Refund after 1st day