



South Hills Academy

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www.shacademy.org

Parent & Student Handbook

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Family Handbook

Welcome Statement

Welcome to South Hills Academy! We are so happy to have you and your family join our community!

Our Philosophy

South Hills Academy is a private co-educational day school serving kindergarten through twelfth grade students in West Covina, California. With our team of credentialed and dedicated teachers and specialists, South Hills Academy offers an innovative and passion driven environment for students to thrive, discover, and feel connected to each other and the community.

With a whole child approach to learning, class lessons provide a challenging inquiry and project-based education. In addition to the core classes, further enrichment classes are provided to foster creativity, critical thinking, and community service. Emphasis is also placed on developing students' sense of self-sufficiency and leadership.

South Hills Academy offers small classroom sizes of 22 students or less. The school operates September-June, with camps in the summer.

Expected Schoolwide Learning Results (ESLO)

Christ Centered: Demonstrate knowledge and understanding of Christ like behavior and a Biblical worldview.

Effective Communicators: Communicate effectively in both oral and written language.

Socially Engaged: Demonstrate care and concern for their environment and community, while interacting respectfully with people of diverse cultures.

Critical Thinkers: Gather, analyze, and process information using a variety of strategies.

Global Citizens: Contribute to the community and value the contributions of others.

Our Objectives

The programs and policies of South Hills Academy have been designed to accomplish the following objectives:

- Students are engaged and learn to their full potential.
- Students have time outside of school to explore and continue the learning process.
- Students gain increased self-esteem and self-knowledge through service.
- We all make a positive difference in the lives of others, our community, and ourselves.
- Students heighten their critical thinking and inquiry skills as issues are examined.
- We collaborate and find trust in one another.
- Students excel in core content subject areas.
- Students improve their communication, problem-solving, and social skills.
- Students develop leadership skills that will continue to serve them and their communities for a lifetime.

Family Involvement/Participation

We work in partnership with families, appreciating and supporting the close ties between children and their families. We also recognize that families are the experts regarding their children. We strive to work together and be responsive to you and your child's needs. Through regular conversations, notes, conferences, journals, parent's meetings, posted curriculum plans, and the newsletter, ongoing communication is established between staff and families. We also schedule family meetings/gatherings at least two times per year. If you have particular questions, these are the people to go to:

Your child's teachers:	Oversees everything that pertains to your child in the classroom.
Principal	Oversees the day-to-day academics behavior and operation of the school program. Principals supervise teachers and staff and make sure the school runs smoothly.
Office Manager	Oversees all office operations of the school, including admissions, lunches, attendance, field trips, communications, etc.
Head of School	Oversees all facets of the school's operations.

Families are welcome to visit our school at any time and have **free access** to the areas used by their child. We encourage you to be actively involved in our program, helping in the classrooms, participating in school events, and assisting with fundraisers. Families entering campus must report and sign in at the reception desk.

South Hills Academy is always looking for ways to enrich and improve our program. We feel that the families (parents, guardians, grandparents, aunts, uncles, etc.) are our biggest resource. When families give of their time, they become invested in the program and connected to the teachers and administrators. Our goal is to be a supportive extension of the families we serve.

Families may participate in many different areas including, but not limited to the following: participate in class projects; complete a sewing project that the school needs; repair a broken toy; volunteer at a fundraiser event; help in the office; help paint a room or a shelf; decorate bulletin boards; do simple classroom repairs; prepare a demonstration and share it with the children in your child's class; cover books with clear contact paper; write a grant; create felt board stories; etc. You may ask your child's teachers about ways that you can participate in your child's classroom or check the white board in the front reception area for additional participation opportunities. Volunteer opportunities are also listed online.

If you would like to volunteer and work directly with children at the school, we need to have a background check returned to us with no disqualifying information and a negative TB test. (Pick up a form from the office) If you want to be a driving volunteer, you must have the background check and TB test, along with a current CPR/First Aid card and a signed South Hills Academy Policy Field Trip Form.

Our Program and Environment

We expect learning and cooperation and arrange our program and environment accordingly. Our curriculum is diverse and culturally rich, providing for physical, social, emotional, and intellectual growth. Our classrooms are designed to be orderly and inviting with space for large and small group activities. Individual quiet areas are also available. We have outdoor playgrounds, sports courts and soccer pitch, which are an integral part of our program.

Because we continually strive to provide high quality education for your child, we evaluate our program each year, assessing our strengths and targeting areas for improvement. In our self-evaluation, we follow the accreditation guidelines of WASC. Each year we send home a parent questionnaire for your feedback. We appreciate your continued feedback, praise, and suggestions, and see this as a way for parents to directly influence the quality of the programs at South Hills Academy.

We have a comment/ suggestion box in the office, which we check frequently.

School Spirit Information

School Mascot Baldwin the Eagle

School Alma Mater:

South Hills Academy, we honor you, our Royal Eagle School.
To all your teachings we will ever be true.
To flag and country and God's everlasting rule;
The precepts you've taught us we will keep forever new.

The fun we've had here in our sports and studies, too
We will remember and revere our whole life through.
Loyalty and love we give to the white and blue,
South Hills, we do pledge our best to you.

---Edith Seeley--

Learning Versus Grades

At SHA, we believe that all students can be successful. With this in mind, we have adopted Standards Based Grading (SBG), which determines a student's mastery level standard based on individual standards. With our model of learning, a student either masters each individual outcome in each subject, or they continue working on the topic until they can demonstrate mastery. Student outcomes are clearly defined and stated.

With SBG, students are automatically rewarded by receiving credit for their mastery of the standard. SHA understands that not all students reach mastery at the same rate. While some students will be able to finish an outcome rather quickly, and they will then be allowed to work on a selective outcome and gain credit for doing so. Others will take longer to achieve mastery level and will be given more time. In other words, students have more than one chance to be successful.

Foundational Knowledge- During the 21st Century, we realize that knowledge grows exponentially. The reality is that it's impossible to know everything, so at SHA, we choose very carefully the things considered essential knowledge for today's society. SHA believes it is better to engage in the study of less information and gain mastery rather than cover large amounts of information superficially without mastery. **LESS IS MORE!**

LESS IS MORE- For students to develop competencies, they must have a firm foundation of facts and knowledge. Certain facts must be memorized and used as tools in

gaining other knowledge and in developing new competencies. Other knowledge is gained by building upon and combining fundamental facts and bits of knowledge. At SHA, this happens by hearing, seeing, and experiencing in learning situations, followed by practice and repeated exposure. SHA classrooms have open dialogue, questioning, experimentation, risk-taking, and group activities. SHA has eight realms of knowledge with Mastery Exit Outcomes.

- MATHEMATICS
- ENGLISH / LITERATURE
- CULTURAL STUDIES
- SCIENCE
- CREATIVE AND APPLIED ARTS
- LANGUAGES OTHER THAN ENGLISH
- PERSONAL HEALTH AND WORLD ENVIRONMENTAL ISSUES
- Biblical Worldview

Culturally Relevant Anti-Bias Commitment

South Hills Academy is committed to meeting the needs of children and families with regard to culturally relevant and anti-bias practices in the following areas:

- Physical School Environment
- Curriculum
- Working with Families
- Interactions with Children
- Hiring practices

Staff Qualifications

We hire people not only based on their professional background, but with particular attention given to their philosophy in working with children. We require all full-time classroom staff to have a college degree in their specialty.

As state regulations require, a criminal background check is completed for each new employee. Staff members are also required to have a TB test. All our staff members are trained in First Aid and CPR as well.

Teacher-to-Student Ratios

The following chart shows usual ratios maintained at South Hills Academy.

	Typical Public-School Ratio	South Hills Academy Average Ratio
Lower Elementary	1:32	1:14
Upper Elementary	1:32	1:16
Middle School	1:40	1:18
High School	1:40	1:18

Center Operations

Non-Discrimination/Non-Religious Policy

South Hills Academy accepts children for enrollment without regard to race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion, or disability. South Hills Academy complies with the ADA requirements.

If you feel that you have been discriminated against, please contact the Director. If the issue still isn't resolved, you may call the Office for Equal Opportunity (OEO) at 206-753-7049.

South Hills Academy is a Christian school. We intertwine a Christian Worldview across the entire curriculum.

Admission Requirements

We enroll children between the ages of 2 years old to 19 years old, depending on space availability.

The following forms must be completely filled out and in the office before your child begins attending:

- Registration and Emergency Information Form
- Parent Forms
- Relevant custody documents
- Birth certificate
- Immunization form
- Payment or payment plan

Please notify the office in writing of any changes we should be aware of, i.e., changes of address, office or home phone, an addition or deletion to the authorization pick-up list, or additions to the immunization form. In cases of emergencies, it is critical that we have your most current and up to date information.

Academics, Awards, and Honors

South Hills Academy is proud of its students and wishes to acknowledge them in areas of high achievement. Below is a listing of awards and honors presented during the school year.

ESLO's Award- (K-12 Quarterly)

- Christ-Centered
- Critical Thinker
- Effective Communicator
- Socially Engaged
- Global Citizen

Semester Awards

- Distinguished Scholar- No grades below proficient with a minimum of three exceeding at the close of semester.
- Principal's Award- No grades below proficient at close of semester.
- Perfect Attendance Award- No tardies, excused or unexcused absences.

End-of-the-Year Awards.

- **SHA Eagle Award** - The SHA Eagle Award is to acknowledge a student who has received the Distinguished School Award both semesters.
- **SHA Honors Award** - The SHA Honors Award is to acknowledge a student who has earned two Principal Awards or a combination of the Principal's Award and the Distinguished Scholar Award.
- **Renaissance Award** - This award is to acknowledge a student who has exceeded in all 5 of the SHA ESLOs.
- **Perfect Attendance for the Year Award** (No tardies or absences of any type)
- **Legacy Award**- The Legacy award is to acknowledge students who have spent their entire education career at South Hills Academy. The recipient of this award must have continuously attended SHA from Kindergarten to 12th grade.

Monitoring Student Learning and Progress

SHA families have 24/7 access to grades using our online grade book system, ALMA. Twice a year, student reports with narratives are sent home by teachers, and three times a

year, SHA holds face to face parent conferences. At SHA, we have a true open doors policy. Our only request is that you don't disrupt teachers during instructional time.

Standards Based Grading

Standards-based grading (SBG) measures your child's mastery of the Power Standards for a class. In simple terms, SBG measures how well your child understands the material taught in the class.

In addition to our goal of making grades accurate, consistent, meaningful, and supportive of learning, our implementation of standards-based learning is built on five key ideas:

- A student's grade should reflect academic learning and should never be used as a punitive tool.
- The primary purpose of assessment and grading is to provide detailed feedback to inform student learning.
- Learning is a process that takes place over time and at different speeds for different students.
- Everything that happens in a classroom should support and build on a set of essential outcomes that are identified in advance and shared with students.
- A coordinated assessment and grading system throughout the school, clarify the expectations for all students, and maximizes academic opportunities.

These ideas are the core foundation for SBL. For example, the idea of learning over time is the basis for allowing new evidence of learning to replace old evidence and for implementing our reassessment policy. As we move forward, any proposed changes must support these key ideas and be agreed upon by all of the teachers implementing SBL in order to be put into effect.

Homework Philosophy

The purpose of homework is to practice the skills taught in school or to prepare you for future work. There are three acceptable categories of homework:

- practice or reinforcement,
- preparation for future lesson or assessment, or an
- extension to the in-class activity.

**Homework itself is not part of the final evaluation, assessment or grade.

***A teacher can make completion homework assignments a prerequisite to taking tests and assessments.

HOMEWORK SHOULD:

- Be well-planned
- Complement classroom learning
- Offer immediate, timely feedback
- Accessible
- Meaningful and challenging
- Have clear procedures for completion
- Be written on whiteboard or handout as well as assigned verbally

Promotion Policy

At SHA, our standards are blocked over several years versus an annual model. This allows for students to maximize their learning potential while not penalizing the rate at which students learn. Standards are blocked as follows:

- Kindergarten
- 1st and 2nd grade
- 3rd and 4th Grade
- 5th to 8th Grade

Based on this block system, South Hills Academy reserves the right to hold a student back if they don't achieve the end of block standards and benchmarks across any or all subject areas.

Philosophy of Athletics

As students participate in the athletic program, students will not only improve their physical fitness, build friendships, and grow in unity through teamwork, but will also develop Christian character which will be expressed in their attitudes, thoughts, and actions.

Responsibilities of a Student-Athlete

Being a member of an athletic team is a fulfillment of an early ambition for many students.

With the attainment of this goal comes responsibility. Our entire athletic program enjoys tremendous visibility and respect. You are challenged to display a positive image of our athletic program at all times. The reputation of excellence takes a long time to develop, but can be destroyed in a "blink of an eye".

We strive to WIN. This goal must be accomplished with honor to our athletes, our school and our community. The privilege to compete for and represent South Hills means participants are required to say “NO” to influences which carry harmful consequences. When you put on the Eagle uniform, we assume that you understand the responsibilities, which accompany representation of such a fine academic institution and a tremendous athletic program.

Athletic Equipment

Sports equipment is either purchased by or loaned to student-athletes. Any equipment issued by the school, must be turned in, replaced or paid for before participating in the next seasonal sport.

Student Athlete Conduct:

- All student-athletes are expected to follow the SHA Code of Conduct.
- Language is to be positive.
- Attendance at all practices and games is **mandatory**.
- More than one unexcused absence may result in the athlete being removed from the team.
- Athletes are required to be well and in attendance the full day prior to game day in order to participate in a game or event that afternoon.
- Any athlete who cuts a class on a game day will not be permitted to participate in the athletic contest.
- Athletes who are suspended from school for any reason will not be permitted to participate in the athletic program in any way during the period of suspension.
- Athletes who quit or are dropped from a team for any reason, will not be eligible for any post-season awards.
- Athletes who quit will not be permitted to participate in the next sport season.
- Athletes ejected from a contest will miss at least the next game in that sport. Penalties will be applied and South Hills may enforce stricter penalties as well. The coach and/or the Athletic Director will discipline any student-athlete that violates the sportsmanship code.

- An athlete may be removed from a team by a coach, athletic director, or administrator at any time if the athlete is not meeting SHA's rules and expectations.
- Any student who participates in the athletic program at South Hills Academy is covered by student accident insurance.
- Athletic fees are not refundable.

Student-Athlete Creed

As a South Hills High School athlete, I recognize that I represent South Hills, acknowledge the honor, publicity, and awards that I have the opportunity to earn, and accept the responsibility and specific rules that go hand-in-hand with athletic participation.

I fully understand that I represent my school, my community, and myself at ALL TIMES, and pledge to present a positive image of all before, during, and after a competition. To violate this creed is to forfeit the privilege of athletic participation.

Physicals

SHA requires every student-athlete to have a yearly physical exam completed after March 1 for the upcoming school year. The California Interscholastic Federation (CIF) imposes the same requirement of student athletes prior to participation in any type of sports activity.

Holiday Policy Statement

At South Hills Academy, our focus is a child-centered curriculum, and our Holiday Policy will reflect that. Our program will be respectful of the families we serve by asking them how they celebrate holidays and reflecting their family cultures. Holiday activities will reflect who the children are in each classroom and how they celebrate holidays by letting the curriculum emerge from the information we gather from families. In planning holiday activities, we will also keep in mind the developmental stages of the children in the classroom as well as being aware that some aspects of a holiday or activity may appear scary (ex: costumes) for young children.

Weather Closures

South Hills Academy follows the West Covina School District policy regarding closures relating to storms and other inclement weather. If the West Covina School district is closed because of weather, South Hills Academy will also be closed. South Hills Academy will notify parents by phone and email once the decision has been made.

Parking

South Hills Academy has limited parking. Please be respectful and drive carefully. Our parking lot is the most dangerous location for students.

Signing In and Out

At South Hills Academy you do not need to sign your child in and out of school during regular hours. Students arriving late or being picked up early must be signed in or out by a parent, guardian or other authorized person on the family pick-up/Drop off list.

Attendance

If your child is ill or will not be attending school, please call your school campus as early as possible.

Tardy and Late Pick Up Policy

Any student arriving after the start of school is considered late and must report to the office for a late slip. Student without a late slip will not be admitted to class

For your protection, we release children only to those on your authorized list. When a staff member is not familiar with the pick-up person, s/he will check identification against the authorized list. In the event that you arrange for someone not on the authorized list to pick up your child, it is essential that you notify us. If an unauthorized person arrives to pick up your child and we have not received verbal or written permission from you, we will not release your child to them.

Please call us if an emergency prevents you from picking up your child before 5:00pm. Families are expected to pay \$15.00 for every 15 minute block after 5:00pm.

Communication

Clear and timely communications between staff, families, and administrators are important to maintain a quality program at South Hills Academy. Conflicts or disagreements between staff and families should be discussed among the parties involved in a location separate from where children are present. At South Hills Academy, we follow these general guidelines to enhance our communication with families:

- Conferences between teachers and families are held bi-annually and more often if either teachers or families request such.

- A comment/suggestion box is located in the office.
- A Meet & Greet is held at the beginning of each year.
- Open Walks

This is an opportunity for families and teachers to discuss the types of classroom activities that we provide. We often prepare hands-on activities for the families to experience. The Open House also usually includes many of our after school vendors who give mini presentations on a topic of interest to families and staff.

Discipline Policies

Our staff provides a responsive, safe environment where children can relax or be busy. It is a happy atmosphere in which children can feel secure. Appropriate behavior is encouraged through positive reinforcement, redirection, modeling, and helping children to learn to solve problems verbally. Whenever possible, we encourage children to solve their own conflicts and be responsible for the consequences of their actions.

We make the limits and rules clear and are consistent in enforcing them. When a child misbehaves, we calmly remind and redirect without embarrassing or humiliating him/her. The child is given the choice of discontinuing the inappropriate behavior or choosing a different activity. The child may rejoin the group as soon as he/she “is ready.” We do not allow children to hurt themselves or others or to destroy property.

Expectations for Students and Parents

South Hills Academy provides an environment that values academics, behavior, respect, integrity and perseverance as the foundation of ensuring our students are prepared for a life of success as solid and respected citizens of their community. SHA expects all students, parents, administrators, teachers and staff members to be respectful of each other. We believe the best way to change behavior is to focus on the positive and give less attention to undesirable behaviors.

There will be no hitting, shaking, biting, pinching, or any other form of physical punishment by anyone at South Hills Academy, including families. We do not deprive children of meals, snacks, rest, or necessary toilet use as a form of discipline.

Code of Conduct

With reference to student behavior, responsibility and respect are the guidelines. The following are a few of the specific rules that have been agreed upon by the students, parents, staff members, and administrators. Students and teachers will formulate rules of conduct for their individual classrooms.

- Plagiarism, the submitting of others' work without quoting the source, is unacceptable academic practice and is considered cheating.
- Students are not to use obscene, foul, vulgar, or inflammatory language.
- Habitual tardiness to school and skipping classes is unacceptable.
- Students must be respectful of the property of others, refraining from damaging or taking others' belongings.
- Students must remain on the school grounds during school hours.
- A student who is "suspended out of school" or absent during school hours may not participate in any school-sponsored function that day.
- Smoking or being in the possession of tobacco, alcohol, or other drugs is not permitted.

Physical Violence

While we understand that students are in the process of learning acceptable behaviors and do make mistakes, SHA has a zero tolerance when dealing with physical violence. Any student hitting, punching, spitting or kicking another student will be isolated or suspended.

Weapons Policy

SHA prohibits the possession of dangerous weapons by students anytime on the school's property or school functions. Examples of weapons include but are not limited to firearms, fireworks, other explosives, and knives.

- The penalty for possession of firearms is immediate expulsion from the school.
- The penalty for possession of other weapons will be determined by the school administration.

*In view of the seriousness of this matter and the safety of students and faculty, SHA reserves the right to search students.

South Hills Academy is committed to creating an environment that is safe and positive for all. If any visitor does not or is unable to follow our Code of Conduct, this individual will be asked to leave. It is important that every person models appropriate behavior for the entire SHA community.

Nutrition, Health and Safety

Health Records

According to state regulations, each child must have an immunization record on file with us verifying that immunizations and boosters are up to date. We also need to have the date of your child's last physical examination.

Meals

Health and nutrition are important to us at South Hills Academy. We offer cooked onsite hot lunch menus daily. When you bring a lunch from home please limit "junk food" items.

Nut Allergy

Due to the severe life-threatening peanut allergy suffered by some children, South Hills Academy is a peanut-free kitchen.

Dress Code

South Hills Academy has adopted a school uniform. Please make sure that your child complies with the uniform policy. Black, white, brown, or blue closed toe shoes are always required. Hats are never permitted indoors. Hoodies are not permitted at school.

South Hills Academy has adopted a middle school and high school P.E. uniform policy which will be specified in the course syllabus. The uniform is for sale in the SHA main office.

Spirit Day dress code. Please make sure that your child wears clothing that is adaptable to the activities they will be doing for the day. Spirit wears consist of South Hills Academy shirts. Closed toed shoes are still required.

Hair Policy

Students' hair should be well styled, brushed, neat and clean. Hair should not cover the face. Excessive hair styles and unnatural hair colors are not permitted. School administrators will make final determination.

Illnesses

Each day as children arrive at the school, we will generally check to see that they are rested and in good health.

Children will not be permitted at South Hills Academy with any of the following:

1. **Fever of 100°F (Axillary) or higher**
2. **Vomiting** on two or more occasions within the past 24 hours
3. **Diarrhea** of three or more watery stools within the past 24 hours or any bloody stool
4. For suspected communicable skin infection such as impetigo or scabies the child may return twenty-four hours after starting antibiotic treatment.
5. **Eye discharge or conjunctivitis (pinkeye)** until clear or until 24 hours of antibiotic treatment.
6. **Lice or Nits:** until no nits are present.
7. **Open or oozing sores**, unless properly covered **and** 24 hours has passed since starting antibiotic treatment, if antibiotic treatment is necessary.
8. **Sick appearance, not feeling well, and/or not able to keep up with program activities.**

If your child has been exposed to a communicable disease, or has an illness, please let us know.

If a child becomes ill while at South Hills Academy (i.e., vomiting, excessive diarrhea, fever, rash, lice), the family will be notified. If a family member cannot be reached, a contact person on your emergency list will be called. Our facilities permit only temporary isolation of a sick child from the group, so we expect the family or authorized adult to take the child home immediately.

If a child is well enough to attend South Hills Academy, it is presumed by our staff that s/he can participate in all activities, including outdoor play.

Medications

In accordance with state licensing requirements, families are required to complete a Medication Form before any medication (prescription or over the counter) can be given

to their child. The first dose of any new medication must be given by the family before the child may return to South Academy Hills.

Prescription medications must be in the original container, be current, and have the prescription label on the container. The family must then fill out a Medication form that indicates the kind of medicine to be given, the dosage, and the times of day to be administered. The staff member on duty will record the times the medication was given and the dosage amount.

Please fill out a Medication form if you want us to give your child an over-the-counter medication. If the age-appropriate dosage is not listed on the bottle, a physician's signature is required on the form.

Required Reporting

Communicable diseases that we are required to report to the Health Department include but are not limited to German measles (rubella), measles (rubella), hepatitis, meningitis, mumps, salmonella, shigella, tuberculosis, whooping cough, and roseola. We will also provide the health department with statistics on these illnesses: chicken pox, impetigo, pink eye, scarlet fever, and strep throat.

Staff of South Hills Academy are mandated by state law to document and report any cases of suspected physical, sexual, or emotional child abuse, child neglect, or child exploitation to Child Protective Services.

Accidents and Emergencies

This is the plan of action we will take in the event of a medical emergency:

1. Administer immediate first aid using standard First Aid procedures and/or CPR.
Call an additional staff person to help as needed.
2. Call 911 stating the nature of the emergency and the location of the Center.
3. Call the family, guardians, or emergency contacts listed in the child's file.
4. Notify the Head of School immediately.

Staff will treat injuries of a minor nature such as small cuts and bruises in the same way that an alert family member would: with cleansing, cold packs, and/or bandages. Each classroom has a first aid kit with basic supplies.

Accident Forms will be completed by staff members for all accidents occurring at South Hills Academy. A copy of the report will be stored in the child's file and a copy will be given to the family.

Emergency Preparedness

You will find our complete disaster plan in our office. Every family is asked to take a few moments to orient themselves to our Disaster Plan upon enrollment in our program.

Fire and Earthquake Drills

South Hills Academy holds monthly fire, lockdown, intruder, or earthquake drills. Each room has a plan of evacuation.

Field Trips

Family members must sign a permission form for their child to participate in field trips. Families will be notified at least two weeks prior to any field trip. When using private vehicles, we use safe operating vehicles driven by a licensed, insured driver. Children will be in seatbelts, car seats, or booster seats when using private vehicles.

Child emergency forms and a first aid kit will be taken on all field trips.

Family members, who wish to accompany their child's class on a field trip, must complete the following:

- Background Check form
- Proof of TB test
- Vaccination record

If you are driving, you will also need:

- Proof of automobile insurance
- Copy of First Aid/CPR card

Administration and Financial Policies

South Hills Academy is a private school and tuition is our primary source of income. As an independent school, South Hills Academy charges tuition, which covers faculty salaries, site maintenance, and all the usual and customary fees required to operate a school. South Hills Academy offers several tuition payments plans.

Upon acceptance and before the student may attend school, all Application Fee, deposit, materials fee and the first month's tuition must be paid in full. Subsequently, tuition is due in accordance with your chosen payment plan.

Payment and Records

1. Tuition fees are payable in advance and are due on the 1st of the month. If received after the 10th, a late fee of \$45.00 is added.
2. Pre-approved drop-in care is billed and is payable on the 5th of the month.
3. There is a \$35.00 charge for any non-sufficient fund (NSF) checks.
4. No refunds are given for absences due to illness, federal holidays, snow/storm closure days, the staff in-service day, or personal reasons. In the unusual event that the school has a closure day, the voice mail at the school will inform you of the closure.
5. Make sure that your child's name accompanies all payments, especially if you pay cash or if you and your child have different last names. Please explain what a payment covers, especially when the amount differs from the usual amount.
6. A late fee of \$15.00 per 15-minutes will be charged when a child is picked up after 5:00 pm.
7. Outstanding balances can result in students being withdrawn from classes until paid in full.

Payment and Records

South Hills Academy utilizes Alma as its' Student Information System. With Alma, parents and students have 24 hours access to students' gradebook. Alma is also the most reliable way to communicate with your child's teacher or any school personnel.

Sample Parent/Guardian Agreement

South Hills Academy

1600 E. Francisquito Avenue, West Covina, CA 91791

Tel: (626) 919-2000 * Fax (626) 918-7730

www.shacademy.org

South Hills Academy Mission Statement: South Hills Academy provides a Christ-centered atmosphere that enables students to become socially engaged, effective communicators, and critical thinkers in a global setting.

POLICIES – PERMISSION AGREEMENT

Parents and teachers may look at children's learning from different perspectives, but they share a common goal: making sure that children receive the best possible education. Nothing is more vital in helping children develop positive learning habits and behavior than a strong home-school relationship. It takes extra effort on both sides to build strong partnerships. The policies, standards and expectations of South Hills Academy were established to enhance that partnership and may be found in the Student-Parent Handbook.

Policy agreement needs to be completely filled out and signed otherwise student will not be considered fully enrolled.

Please initial next to each category and sign your name below.

Student (s) Parent

_____ **Student-Parent Handbook**

_____ **Photo Release**

My child's photo may be used on the website, on a school brochure, newsletter, or printed materials as long as names or personal contact information (phone number, address, family member names) is NOT included.

Parent Name (please print) Parent Signature

Student Name & Grade Student Signature

Sample Medication Form



Medication Authorization Form

Child's Name:	Date of Birth/Age:
Name of Medication: Date Parent administered the first dose:	Reason for Medication:
Start Date:	Stop Date:
Times to be given: <small>(*Can NOT be given "as needed"*)</small>	Amount to be given:
Possible Side Effects:	<input type="checkbox"/> Oral <input type="checkbox"/> Topical <input type="checkbox"/> Other
<input type="checkbox"/> Above information consistent with label?	Requires Refrigeration: <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Instructions:	

Parent or Guardian: _____
(Signature)

Date: _____

Daytime Phone Number: _____

Physician: _____
(Signature)

Date: _____

Physician Phone Number: _____



Medication Record

(Must be filled out by the person who gives the medication)

Child's Name:
Name of Medication:

Date	Time	Dosage	Initials	Reason NOT Given	Side Effects Observed

Signatures that correspond to initials of persons giving medication:

Sample Food Allergy Intolerance Statement

Food Allergy Intolerance Statement

Name of Child _____

Name of Parent _____ Phone (day) _____ (eve) _____

List separately each food to be restricted	Brief description of how the child reacts to the food	List appropriate substitute food(s)

Health Care Practitioner: _____
Name Title

Mailing Address: _____

Signature of Practitioner: _____
Signature Phone

Date

Please return to:

Sample Accident/Incident Report

Name of Child: _____

Date: _____ Time of day: _____

Type of injury: _____

Cause of injury:

- When? _____

- Where? _____

- How? _____

Actions Taken by Teacher _____

Notified:

_____ Parents given a copy of the accident report.

_____ Parent(s) were called on the phone (date & time) if needed.

_____ Director informed of the accident (date & time)

Signature of the supervising teacher: _____

Signature of the parent/guardian: _____

Follow Up: _____
