



# **South Heights**

## **Christian Classes**

Once-A-Week Classroom Instruction Enhancing Home  
Education for 7<sup>th</sup> - 12<sup>th</sup> Graders

## **Orientation Handbook and Policy Manual**

Thursday & Friday Classes meeting at

Berean Baptist Church

Burnsville

# Contact Information

Emergency & Onsite Phone: (612) 405-4435 (on site overseer)

Email (general questions): [info@southheights.net](mailto:info@southheights.net)

Email (registration questions): [registration@southheights.net](mailto:registration@southheights.net)

Website: [www.southheights.net](http://www.southheights.net)

Registration Address: South Heights Registration  
(Registration & Payments) 10641 Johnson Rd  
Bloomington, MN 55437

Class Site Address: Berean Baptist Church  
(Where We Meet) 309 County Rd 42 E.  
Burnsville, MN 55306

Business Address: South Heights Christian Classes  
4930 138<sup>th</sup> Circle W  
Apple Valley, MN 55124

## South Heights Administrative Staff

Co-Director & Onsite Overseer: Val Qualley  
*Board Member* (952) 380-7253  
[info@southheights.net](mailto:info@southheights.net)

Co-Director: Mary Mueller  
*Board Member* (952) 855-2530  
[joyfully.mary@gmail.com](mailto:joyfully.mary@gmail.com)  
[mrs.mueller@southheights.net](mailto:mrs.mueller@southheights.net)

Registrar: Nancy Roetman  
[registration@southheights.net](mailto:registration@southheights.net)

### Co-Directors/Board Members: Val Qualley & Mary Mueller

- Board members are on campus at various times and spend most of their time working behind the scenes in different administration and communication capacities. They enjoy coming alongside families and supporting them in the journey of home education.

### Registrar: Nancy Roetman

- Nancy brings her ability to focus on details, her love of serving others, and her ability to communicate graciously with each and every family who registers with us each semester.

# Purpose Statement

South Heights Christian Classes seeks to provide academically challenging courses in a positive and dynamic Christian environment that stimulate learning through individual achievement and group activities in a classroom setting.

## History

South Heights Christian Classes was formed in 2002 by a group of home educators who saw a need for additional instruction in classes for their own home educated students and realized there might be a benefit for other home educating families. Some courses are more satisfactorily learned in a group setting, and other classes require specialized teacher training or experience. The tutorial instruction of classes at South Heights may assist the parent by freeing them to concentrate on teaching their students in the remaining subjects at home. South Heights exists to provide a range of core and supplemental classes to 7-12th grade home educated students. Students must be registered with their school district as a home educated student.

## Statement of Faith

Our statement of faith reflects the basic beliefs that those attending and those providing instruction for our organization agree to adhere to:

- *We believe the Bible to be the inspired Word of God, infallible, the supreme and final authority for all faith and life.*
- *We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.*
- *We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His atoning death, His bodily resurrection and His imminent bodily return in power and glory.*
- *We believe man was created in the image of God but fell into sin and is therefore lost; only those who put their faith in Jesus Christ alone can be saved.*
- *We believe salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose substitutionary death on the cross paid the penalty for man's sin.*
- *We believe that the ministry of the Holy Spirit is to convict man, indwell, guide, instruct and empower the believer for godly living and service.*
- *We believe in the spiritual unity of believers through our common faith in Jesus Christ and that individual doctrinal differences which may exist should not hinder the unity of Christian home educators.*

# Responsibilities

## Tutor Responsibilities

- All content taught will be within the framework of a Biblical worldview.
- Tutors will assign all homework necessary for the courses to be complete.
- Tutors will report absences and tardy arrivals to the parents.
- Tutors will provide tests for subjects where content needs to be mastered through memory rather than performance. Minimal class time will be spent taking tests. Some tests will be sent home for the parents to proctor.
- Tutors will communicate with parents regarding their lesson plans and material to be covered by the student outside of class.
- Tutors will provide a final evaluation at the end of the semester.
- Tutors are NOT responsible for providing any extra tutoring to help students outside of class.

## Parent Responsibilities

- Parents are responsible for having the students arrive on time and be picked up promptly. A late pick-up fee of \$15 will be assessed if the student is not picked up by 3:35.
- Parents are primarily responsible for supervision of coursework and final assignment of grades. This is necessary in order to qualify under state guidelines as a home school.
- Parents are responsible for providing any additional assistance necessary for the completion of the coursework.
- The parents and student are responsible for contacting and working with the tutor regarding any missed work or tests.
- Parents have the right to have their children miss as many days as they want, for whatever reason they choose.
- Parents are responsible for assigning the final grade on the transcript and may elect to have their student skip assignments, if they desire.

## Student Responsibilities

- Students are to arrive promptly and be prepared for class.
- Students are to complete the course work at home so as not to prevent the tutor from maintaining the planned course of study.
- Students are to be attentive in class and understand that participation in South Heights is a privilege, not a right.
- Students may be dismissed for disruptive behavior at any time.
- Students are required to sign and maintain the code of conduct and respond respectfully to all persons on the premises.
- Students are required to adhere to the academic guidelines, behavior and dress codes.
- Students are required to respect Berean's property and pick up after themselves. They must stay within the boundaries of the rented area and not wander around in other parts of the church per Berean's request.

When it comes to the education of a child, the parent is responsible! 😊

# Financial Responsibilities

**Registration Fee:** Each family enrolled in SHCC will pay a Family Registration Fee of \$50 per school year per family.

**Tuition:** Tuition for each class varies depending on the length of the class, the date of registration, and the supplies provided by the tutor. Payments are made directly to each tutor and submitted by check to the South Heights Registrar. Registration is not complete until payment is made.

**Returned Checks:** There is a \$40 fee charged for all returned checks.

**Late Fee:** A late fee will be incurred when registering and making payment after July 1<sup>st</sup> for first semester and January 1<sup>st</sup> for second semester.

**Income Tax Receipt Policy:** Certain education expenses can be deducted on Minnesota State Taxes. If your student meets Minnesota's requirements, and depending on your family's income level, the tutoring expenses you pay at South Heights may qualify for a credit or subtraction on your Minnesota Return. The tutor must be a qualified instructor, by Minnesota Department of Revenue definition. That would include a licensed teacher or a person with any baccalaureate. Check the biographies on the website to see if your tutor qualifies. Even if the class qualifies as an educational expense, the actual deductibility or eligibility for credit will depend on your individual tax circumstances.

It is your responsibility to keep records of your educational expenses. Your canceled check along with a photocopy of your completed Registration & Enrollment Form may serve as adequate documentation for tax purposes. If you need further documentation, you may ask each tutor for a receipt, or you can ask the registrar to forward you a copy of your database page as a receipt as well. This general information does not constitute tax or legal advice. If you have any further questions, please contact the Minnesota Department of Revenue or your personal CPA.

## Registration and Enrollment Policies

### Registration

Establish access to the SHCC Registration System by becoming a [Member Family](#). Once access is established, you will receive an invoice for the annual Family Fee, which is a \$50 one-time, non-refundable payment per year per family that helps cover the costs of communication, administration, legal fees, and insurance. Mail your check for \$50 to the SHCC Registrar, ***payable to South Heights Christian Classes***.

### Tuition Fees

Fees listed are per class per student ***per semester***. This payment covers tutor payment and class supplies, plus on-site administrator, administrative expenses, and facility rental. When registration opens, select desired classes and desired periods online for your student(s).

### Payment

Pay the full payment for the class at the time of registration. This holds your place in a class. You must pay within one week of registering or your student will be dropped. ***A portion - \$82 - is non-refundable unless the class is full or canceled*** by South Heights. Checks are to be made ***payable to the tutor*** and ***mailed to South Heights***. All checks are distributed to the tutors at the same time, which is 2 days prior to the first day of class.

## Materials

Please see each individual class description for instructions regarding any necessary materials and texts.

## Withdrawing from a Class

Students withdrawing within 24-hours after the end of the 2<sup>nd</sup> day of classes must notify South Heights by emailing [info@southheights.net](mailto:info@southheights.net) or calling 612-405-4435. The full tuition amount less the \$82 withdrawal penalty will be refunded. *Students withdrawing more than 24 hours after the 2<sup>nd</sup> week of classes will receive NO refund.*

## Waiting List

If a student is on a waiting list for a class and does not get in, their check will not be distributed to the tutor so no payment will be made.

## Cancellations

If a class does not reach its minimum enrollment, it will be cancelled, and parents will be notified as soon as that decision is made. The tuition check will not be distributed to the tutors so no payment will be made.

## Late Enrollment

New students will be accepted up to the 3<sup>rd</sup> week of class if space is available and the tutor approves.

## Class Sizes

Please note that a minimum and maximum class size has been set for each class. Therefore, your quick enrollment in a class will help ensure that the class is offered and/or that there is room for your student before the class reaches its maximum limit.

## Mailing Address and Contact Info

South Heights Christian Classes, 10641 Johnson Road, Bloomington, MN 55437

General and Class Questions: [info@southheights.net](mailto:info@southheights.net)

Billing Questions: [registration@southheights.net](mailto:registration@southheights.net)

Website: [www.southheights.net](http://www.southheights.net)

# Registration and Enrollment Procedure

Fill out the Registration & Enrollment Form available here: [www.southheights.net/registration-form](http://www.southheights.net/registration-form)

**1<sup>st</sup> Semester** – Everyone is considered a NEW FAMILY. All should follow the “New Family” Steps.

**2<sup>nd</sup> Semester** – Continuing families should skip down to the “All Families” Steps.

## NEW FAMILIES

- Establish access to South Heights Online Registration System by becoming a Member Family. Click [HERE](#) and follow the prompt to [Request Membership in South Heights Christian Classes!](#)
- Complete the Legal and Medical Release Form.
- Complete and sign the Code of Conduct Agreement.
- Put these forms with a \$50 check made *payable to South Heights* in an envelope addressed to South Heights for the annual FAMILY FEE.

## ALL FAMILIES

- When registration opens, register online by selecting desired classes and desired periods for your student(s).
- Prepare individual tuition checks made *payable to the tutor(s)* for the full amount for each class. Mail these with the Family Fee check, the Legal & Medical Release Form, and the Code of Conduct Agreement to South Heights. [10641 Johnson Road, Bloomington, MN 55437]
- Purchase textbooks and materials for each class once you've been notified that a class is confirmed.

## Open Campus Explanation

Many parents with students attending South Heights will be encountering a new experience. Therefore it is important that everyone understand what SOUTH HEIGHTS means when it says it is an “open campus.” Because South Heights is similar to a college experience with students arriving and departing for different classes during the day, there is not a system to maintain constant knowledge of each student’s whereabouts.

## VISITORS

For the safety of those within our rented space:

- Any visitors, **including alumni**, must sign in with the on-site administrator.
- Unregistered friends or relatives are not welcome to attend with your student unless prior arrangements have been made with South Heights Staff.
- Parents should check in with the on-site administrator for the purpose of visiting a class in session.
- Other unrecognized people in our rented space at Berean will be asked to leave immediately and reported to police if unwilling to depart.

## INSIDE THE BUILDING

- Students in the building must be within the *rented* space only.
- If a student is discovered by ANY responsible adult to be beyond the rented areas, the student will be brought to the on-site supervisor and is expected to come willingly.
- South Heights staff and tutors are only responsible for monitoring the behavior of students who remain within the rented spaces at Berean. Church staff will report to South Heights staff if students are found in non-rented space. Berean staff and South Heights staff have the authority to require compliance with all rules *on Berean property* during the hours of operation.

## OUTSIDE THE BUILDING

- Some SHCC high school students drive themselves to and from the Berean campus.
- Some students will have permission from their parents to leave campus between periods or at lunch. (Byerly’s is a 3-minute walk and Burnsville Mall is a few blocks away.)
- South Heights staff and tutors are only responsible for monitoring the behavior of students who remain within the rented spaces at Berean. Staff will do random checks outside the rented spaces, and they have the authority to require compliance with all rules on Berean property during the hours of operation.
- South Heights is not responsible for students outside the rented space of Berean.



# South Heights General Information

**Class Sizes:** Class sizes are determined between the tutor and South Heights. The tutor determines the appropriate number of students for his/her subject matter. South Heights works with the tutor taking into consideration facilities and unique class requirements.

**Classes:** See the Registration & Enrollment section for information on how to register for classes.

*Waiting List:* If a student is on a waiting list for a class and does not get in, their check will not be distributed to the tutor so no payment will be made. *Cancellations:* If a class does not reach its minimum enrollment, it will be cancelled, and parents will be notified as soon as that decision is made. The checks will not be distributed to the tutors so no payment will be made. *Withdrawals:* Students withdrawing within 24-hours after the end of the 2<sup>nd</sup> day of classes must notify South Heights by emailing [info@southheights.net](mailto:info@southheights.net) or calling 612-405-4435. The full tuition amount less the withdrawal penalty will be refunded. *Students withdrawing more than 24 hours after the 2<sup>nd</sup> week of classes will receive NO refund.*

**Communication:** E-mail keeps our communication costs down and is the quickest way to communicate time sensitive information. Therefore, we communicate primarily through email. Be sure to check your email regularly. Note: We do not have a business office with a full-time receptionist. In an emergency situation where you need to contact your child or the on-site administrator, please call 612-405-4435. ***Please do not call the Berean Office.***

**Credits:** South Heights is not a school or an accrediting organization. Most classes cover a course of study that typically earns a half or a whole credit. The parents are responsible for determining credits earned and then placing them on a transcript.

**Grades:** Each tutor will provide a grade or evaluation. If it is a course that uses tests and percentage points, the tutor will give you the student's total percentage. If it is a more subjective course, like art or theatre, the tutor will give you a more general evaluation of the student's work. The parent is responsible for assigning the official grade for the transcript or report card. Some parents use a 90%=A standard. Others use a 93%=A standard. And some consider how much time the student spent on a class. The parent is the final authority in the homeschool.

**Grade Levels:** Grade levels for each class are determined by the tutor. A student outside the grade level for a class may be able to enroll in the class. Tutor approval is required prior to completing registration. (If this is the case for your student, make a note on the registration form stating that you have received prior approval from the tutor to enroll in the class.)

**Lost & Found:** We have some storage in a locked closet for forgotten items. The student may check with the on-site administrator the following week to retrieve any items left from the week before. At the end of the semester, any remaining unclaimed items will be donated to a local charity.

**Missing Classes:** When a student misses a class, the student is responsible for getting the lecture notes from a classmate and getting any class handouts and assignments from the tutor. The tutor will not re-teach the lesson to your student.

**Student Council:** If you are a student at South Heights, please consider joining the student council! Begin by filing out the online application found here: [Student Council Application!](#) Sign Up for the Student Council Newsletter Here: [Newsletter Sign Up](#)

**Study Hall:** A monitored study hall is provided from 8:45 a.m. until 3:20 p.m. on Thursdays. There is no monitored study hall on Fridays.

**Tutors:** South Heights is not a school. It is an adjunct educational organization. As a supplemental tutoring organization, the highly qualified instructors we hire must legally be called tutors. To partner with tutors, we

check references, conduct interviews, look at their credentials, and seek people who are supportive of home education. Because they are not employees of South Heights, we cannot guarantee their performance.

Tutors spend considerable time outside of class time responding to emails, grading, correcting assignments, designing curriculum, planning for class, and engaging in professional development. Part of the tuition you pay to them goes toward building rental, insurance, taxes, and administration.

If tutors quit for any reason, their class is not guaranteed to continue. The board members of SHCC will do their best to find a qualified replacement in a timely way. However, if one cannot be found, the tutor will make financial refunds on a prorated basis, depending on how many classes will be missed.

**Tutor Substitutes:** In the case of illness, prohibitive travel due to weather, or possibly a vacation, your tutor will hire a substitute to take a class session. If they have to miss a class and are unable to hire a substitute, they will communicate the assignments to each student.

**Transcripts:** South Heights does not provide transcripts for classes taken. Transcripts are the parent's responsibility in the home school setting. South Heights provides a SEMINAR in May to help parents understand how to homeschool in high school, and participants receive a transcript template they can use to create a quality transcript

**Visitor Tours for Prospective Students:** Prospective students are encouraged to attend a 1.5-hour South Heights experience in April called "LIVE On Tour" (usually the fourth Thursday in April), which allows prospective students to move through three 15-minute class periods while parents attend an Information Session. If you are unable to attend during the "Live On Tour," see the section entitled "Visitors."

**Visitors:** If you are unable to attend during the "Live On Tour," then parents and potential students are welcome to visit. Email the [info@SouthHeights.net](mailto:info@SouthHeights.net) email address at least 3 days prior to your visit so we can plan for you.

*For the safety of those within our rented space:*

1. All visitors, including returning alumni, must sign in with the on-site supervisor.
2. Unregistered friends or relatives are not welcome to attend with your student unless prior arrangements have been made with South Heights Staff.
3. Other unrecognized people in our rented space at Berean will be asked to leave immediately and reported to police if unwilling to depart.
4. Parents should check in with the on-site administrator for the purpose of visiting a class in session.

**Volunteer Supervisory Staff:** South Heights is looking for some wonderful volunteers to help out during the school year as Study Hall Supervisors to man the Study Hall & Lunch Room on Thursday during South Heights! Each Thursday, we have four shifts that need to be covered. Each shift overlaps with the next to allow the *exiting* supervisor to orient the *entering* supervisor with any updates on the day. Volunteers are welcome to bring younger children who can sit and study during the shift so they can become familiar with South Heights! Please consider getting more involved at South Heights by joining our volunteering team! Thank you!!!

**Weather Emergencies:** We will do our best to be open every class day, but you will be notified via email if bad weather forces us to cancel classes. The Berean church staff may also make decisions about the use of their building during a weather emergency that precludes any alternate choice we might make. There will be no make-up days unless we have to cancel twice due to weather-related problems. In the case of one missed day, your tutor(s) will contact you with necessary assignments for making up the missed lesson. For most classes, tutors have a substitute plan in case of emergencies.



# Code of Conduct

(The areas of conduct are arranged alphabetically)



This code of conduct is based on the premise that an atmosphere of respect is most conducive to learning, therefore:

1. Treatment of other people (fellow students, tutors and staff) must always be respectful.
2. This facility and all property will not be abused.
3. Each student is accountable for his/her own actions.
4. Each student is responsible for his/her own personal possessions.
5. Each student's dress and actions should encourage others to godliness.

## ARRIVALS

- South Heights has been assigned the use of Door #4, located on the east side of the building.
- When dropping off students, pull vehicle into a parking space, rather than stopping to unload in the flow of traffic.
- **Always use extreme caution in the parking lot, as it is often busy with SHCC students and children of the Preschool coming and going.**
- Students should arrive no earlier than **8:30** a.m. on Thursdays and **8:45** a.m. on Fridays for the 1<sup>st</sup> period.
- Students are responsible to report to class on time.

## BODILY CONTACT

Our goal is to keep all students free from physical harassment of any kind. Therefore:

- No inappropriate **Physical Displays of Affection**. There will not be any public or private display of affection on the campus at any time. Respect, manners, and self-control are expected at all times. No physical contact to express affection.
- **Rough housing:** wrestling (including arm wrestling), lifting, punching, kicking, bumping, tickling pushing, hitting, tripping, etc. are prohibited.
- Simply stated: a student has no reason to touch another student.

## CLASSROOM EXPECTATIONS

- Each tutor has the responsibility and authority to set behavioral expectations in order to maintain an educational setting that provides for effective learning without inappropriate disruption. In these individual settings, each student is to comply with each tutor's requirements with the understanding that there will be variances between classes.

## CELL PHONES & COMPUTERS

- **During class** cell phones are not to be used. If a phone is used during class, the tutor will take it away until the end of that class period.
- **During tests** all cell phones must be **TURNED OFF** and put in a pocket or backpack. If the cell phone is used or visible, the student will receive a **ZERO** on the test and the parents will be notified of the infraction.
- Students may bring computer equipment for taking notes in class, but they may not access any of the inputs located in the walls of the building, which are connected to Berean's Computer System.

## DEPARTURES

- **Final pick-up time on Thursdays is 3:35 p.m.** Anyone still remaining on-site after this time will be charged \$15.00. This reimburses our on-site administrator for her overtime.
- Students and Staff are to use Door #4 and are required to vacate the premises when South Heights has ended.
- Students may NOT meet you anywhere else around the building by exiting through any other door than door #4 or the study lounge door. This protects the traffic flow of other groups meeting at Berean during the day.

## DRESS CODE

### **Upper body:**

1. Tops and bottoms must overlap so midriff skin is not exposed, even when sitting or raising arms.
  2. No sleeveless shirts.
  3. Tops should not be provocative nor necklines revealing.
- **Provision** for infractions: Students will be offered an XL t-shirt by the on-site administrator that they will need to wear. This will make it possible for students to still attend class.

### **Lower body:**

1. All lower body apparel must be knee-length or longer. Clothing worn over form-fitting leg apparel such as leotards and tights must be knee length or longer. For leggings and jeggings, the clothing must cover the posterior in its entirety.
  2. No underwear showing. (This includes but is not limited to boxers).
  3. No rips or tears in clothing above the knees.
- **Consequence** for inappropriate dress: Student may not attend class or sit in the Study Hall, and the student will be required to leave the property.

### **Jewelry**

- Students are allowed to wear up to two pairs of earrings. No other piercing jewelry is to be worn while attending SHCC.

## FLYERS & POSTERS

- Students and parents must submit any announcements to the South Heights Board one week ahead of time. Each flyer or poster must have this disclaimer printed on it: *This activity is not sponsored by South Heights Christian Classes.*

## FOOD & BEVERAGES

- Beverages are allowed in the classroom.

## LUNCH TIME EXPECTATIONS

- Students are to remain seated in the lunch room.
- Good stewardship: Students must clean up after themselves, dispose of trash in appropriate receptacles, and accept responsibility for their own personal possessions (bags, bottles, utensils, etc.). Do not leave these behind on the tables.
- Tables should be wiped clean after use. Cleaner and cloths are provided.
- Food may be consumed ONLY in the Student Center or out on the patio.

## MUSIC

- Listening to music with headphones is permitted in study hall as long as the volume is low enough so no one else can hear it.
- Playing of musical instruments is not allowed **in the building**.
- Berean's musical, band or sound equipment is NOT for South Heights' use.

## OUTSIDE PROPERTY

- Students may not climb trees or landscaping on church property, climb or sit on the compressor equipment near door #4, or do jump/flips off of the landscaping. Students may not play football or ultimate Frisbee in the church parking lot.

**PARKING LOT** - Students may not loiter in parked cars.

**PETS** - Do not bring pets.

**PROHIBITED SUBSTANCES** - *No warning* will be given in this category!

- Tobacco, drugs, alcohol, weapons, and fireworks are not allowed on the premises.
- **Anyone discovered with possession of any of these items during the hours of 8:30 and 3:36 on Thursdays (whether on site or off site) and 8:45 a.m. and 12:21 p.m. on Fridays will be immediately expelled from South Heights for the semester WITHOUT REFUND.**

## SPORTS EQUIPMENT

- Sports equipment is permissible for use outside the building only.
- Don't bring skateboards. They are not allowed inside the building or on Berean's or Byerly's outdoor property.

## STUDY HALL EXPECTATIONS – (see food & beverage rules also)

- Study Hall is provided for time not spent in class.
- Students (and/or visiting alumni) are not allowed to attend more than two Study Halls per day.
- Reasonable noise levels are expected as the Student Center is not only for socializing, but also for study.
- No Loitering in the halls during class time. Students are to be either in their class, the Student Center, or off campus.
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## TECHNOLOGICAL EQUIPMENT

- Students may bring computer equipment for taking notes in class, but they may not access any of the inputs located in the walls of the building, which are connected to Berean's Computer System.

## VERBAL EXPECTATIONS

1. Bathroom humor and crude language is not permitted.
2. Sexually oriented jokes, comments, or name-calling is prohibited.
3. Inappropriate gestures with hands will not be tolerated.
4. Calling other people names other than their legal name or personally stated nickname is prohibited.

- **ANYTHING** communicated verbally or nonverbally that is deemed inappropriate will be disciplined. *Eph. 5:4 "and there must be NO filthiness and silly talk, or coarse jesting, which are not fitting."*

## DISCIPLINE

- *Ephesians 5:10 "Trying to learn what is pleasing to the Lord."*
- The word *trying* is important here. God knows and we know that no one is perfect. However, no one needs to be characterized by disobedience. The basis for discipline at South Heights is that we are all working towards instruction in behavior that honors other people and their possessions.
- There will be NO TOLERANCE for any behavior, clothing, or possession that does not contribute to the five premises on which this code of conduct is based. We retain the right to discipline a person for involvement in a situation or possession of an item that has not been previously mentioned. The discipline procedure used will depend on the perceived severity of the offense.

### DISCIPLINE PROCEDURE

- 1<sup>st</sup> offense:** Remind the student of the expectation. (Separate from the other students immediately, if deemed necessary.)
- 2<sup>nd</sup> offense:** **Step 1:** Send the student to the on-site administrator for the remainder of the period. Record will be made of the offense at this time.  
**Step 2:** The staff who responded to the offense will notify the parent of the inappropriate behavior by e-mail at the end of the day.  
**Step 3:** Parent needs to respond by e-mail to the tutor or on-site administrator that they are aware of the concern, have discussed appropriate behavior with their student, and are willing to make restitution or apologies if requested.
- Should this set of steps need to be followed two times with the same student, within one semester, South Heights reserves the right to request a conference with the parents and student to determine the intention of the student and whether or not that student will be allowed to continue attending South Heights. If expelled, it is without refund.
  - In the case of a serious problem, the student will be notified immediately, the parent will be called to pick up the student, and the student will be expected to leave the premises for the remainder of the day. A conference will be requested to discuss course of action.